

Board of Directors Meeting

December 5, 7 pm

(Subject to approval by the Board at the January 9, 2023, Board meeting)

Zoom remote online and live streamed on YouTube

YouTube recording link:

<https://www.youtube.com/watch?v=f4RH4SHJpKc>

Board directors present: John Alexander, Sandra Bauer (VP of Philanthropy and Fund Development), George Braddock, Paxton Hoag, Tom Horn (President), Anthony “AJ” Jackson, (VP of Membership Engagement and Services), Kevin Levy, Lisa Parker (VP of Bylaws and Policy), Ann Rogers, Arna Shaw, Jon Silvermoon, and Sue Theolass. **Other Board officers present:** Hilary Anthony (Co-Treasurer), Lynda Gingerich (Co-Treasurer), and Stephen Diercouff (Secretary). **Staff present:** Kirsten Bolton (Executive Director), Alexis Maddock (Co-Event Manager), Mark Malaska (Co-Event Manager), Sierra McComas (Site and Facilities Manager), Vanessa Roy (Marketing Manager), Norma Sax (Office Manager, Board meeting scribe), and Alex Zabala (Administrative Assistant)

The meeting was facilitated by Al Ullman of White Bird.

The minutes of this Board meeting are presented with motions and votes without discussion. The entire meeting, including discussions, can be viewed on the YouTube recording at <https://www.youtube.com/watch?v=f4RH4SHJpKc>

The Board is looking for a recording secretary to take and write the official minutes of Board meetings. If you are interested in this volunteer officer position, please write to norma@oregoncountryfair.org. Please tell the Board about your interest and qualifications.

Announcements

(YouTube video 0:47)

Ann announced there will be an Elders holiday gathering potluck on December 17 from 1 to 4 pm at Washington Park Community Center. Please bring your own plates and silverware. No alcohol allowed. Thanks to Jain Elliott, Jon Pincus, Lisa Cooley, and Carolyn Gsell for help with arrangements.

Sue T. said Eugene Holiday Market is in full swing each weekend until December 25. The Kareng Fund, which is set up to help artists in crisis, is selling tickets for its fundraising raffle at the Market. The drawing is December 24. You do not have to be present to win.

Minutes Review

(YouTube video 3:20)

John A. moved to approve the minutes of the November 7, 2022 meeting. Lisa seconded. The motion passed: 12-0.

Agenda Review and New Business

(YouTube video 4:45)

The motion to approve the Financial Planning Committee’s revenue projection is tabled until the special budget review meeting on January 30, 2023.

AJ rescinded the following motion:

The Board moves to approve the conflict of interest for Anthony “AJ” Jackson.

**AJ moved and Sandra seconded to approve the December 5 agenda.
The motion passed: 12-0.**

Member Input
(YouTube video 9:16)

The Veneta Light Parade was held December 8.

The OCF Fair Cares meeting was held December 8.

Chris “Ichabod” Murray announced that Roscoe Douberly of Construction and Communications crews has passed away.

Staff Report – Executive Director
(YouTube video 11:52)

- Financials

Staff budgets were presented to the Budget Committee on November 21 and November 29.

Crew budgets will be reviewed by the Budget Committee in January 2023.

Capital expenditure requests will be reviewed by the Budget Committee in February and presented to the Board at the March Board meeting.

Still working on quotes for the SVOG audit that must take place by December 2023.

Working on quotes for our financial review and 990 for 2022.

- Culture Jam

The Culture Jam Program Director position was posted on the oregoncountryfair.org and oregoncountryfair.net sites on November 28.

The application window is November 28 through December 19 at 5 pm. If you know anyone qualified for this position, please encourage them to apply.

Big shout-out to Robin Bernardi, who has been a stellar steward of the Culture Jam program and we look forward to her guiding our new employee through their first year as program director.

The 2023 Culture Jam dates will be August 4 through August 11 at Alice’s.

- Guideline Changes

The Guideline change application is on the .net site through December 15.

This is an earlier date than usual to allow time to process the change requests.

Policy changes will be presented to the Board as New Business at the January 9 meeting and will be voted on at the February 2023 Board meeting.

Operational changes will be reviewed by staff to determine if they will be included in the 2023 Guidelines.

- Fair Care

Fair Care has now met with the Back-Up Managers and the Board on the draft Progressive Solutions policy.

The membership meeting was held December 8.

We expect to have the policy ready for the Board to approve in February or March.

- Hybrid Meetings

Per a Board motion, I am reporting back that we are still looking at locations for hybrid Board meetings.

We are trying to find a free location, but have found a couple that have the technology needed at a very low cost.

Expect to have a recommendation for two or three locations by the February Board meeting.

- Administration

The Eugene office will be closed December 19 through December 30.

The office will reopen on January 2.

Employee annual reviews have been completed.

- Projects

Dug's Green gutter replacement – done

Durables dishwasher install – done

Chillville roof – done

Entertainment applications are up on .org site and will close on February 15

Craft applications go on .org site in January and will close in April

Food booth applications are on the .org site and will close on January 20

Poster artist 2024 application deadline is January 15, 2023.

Spring Fling planning is underway

Met with WOW Hall and McDonald Theater

We will reveal the 2023 poster at this event.

Target date is May 6

The second of three DEI workshops for coordinators is scheduled for Tuesday, January 17, from 6 to 8 pm.

Coordinators will receive email invites one month out, one week out, and day of.

Treasurers' Report

(YouTube video 16:45)

The Budget Committee reviewed the staff budgets and they are looking forward to going through the crew budgets. The focus right now is capacity projections and revenue projection meeting that is scheduled for December 12.

Committee and Working Group Reports

(YouTube video 18:18)

Committees should send their reports to Vanessa (vanessa@oregoncountryfair.org), to be posted on the .net site and included in the Board packet.

Old Business

(YouTube video 18:53)

Sue moved and AJ seconded to authorize the Executive Director to change the bank account signers at all of our financial institutions to add the new President, remove the past Presidents and former employees.

The motion passed: 12-0.

Sue moved and Paxton seconded to approve the agreement with Stephen Diercouff for the cost of remote VPN work to provide access to the OCF office from Dug's Green to the Hub office and purchase used computer equipment that is in good condition at the fraction of the cost of new. The estimated total is \$1,200.

The motion passed: 12-0.

New Business for January 9, 2023, Board meeting

(YouTube video 25:28)

All New Business must be submitted to the Board president in writing two weeks before the next Board meeting.

Meeting Evaluation

(YouTube video 29:07)

Many welcomes to AI and kudos for a smoothly run meeting.

Suggestion that there be ability for members to add input to New Business items prior to the meeting.

Suggestion for someone other than facilitator to monitor the chat, look for hands, and keep the time.

President's Peace

(YouTube video: 38:30)

Tom Horn thanked AI for a well-run meeting and said: I appreciate your energy and pacing. I am honored to be in service to the Fair and I've learned over time that building and sustaining a high functioning team can be arduous and time-consuming, but well worth the effort. A strong team embodies professional standards and puts the success of the community as a whole above anything else. Our Board is moving in the direction of creating stronger and more sustainable systems and I'm pleased to be able to say our discussions have been very productive as of late. Our focus is on creating sustainable systems and policies that help foster continued creativity and a healthy structure for the Fair. I wish everyone a wonderful winter season and thank you for being an amazing community.