

Board of Directors Meeting

March 6, 2023 7 pm

(Subject to approval by the Board at the April 3, 2023 Board meeting)

Zoom remote online and live streamed on YouTube

YouTube recording link:

<https://www.youtube.com/watch?v=F6jFhF5-y8A>

Board Directors present: Sandra Bauer (VP of Philanthropy and Fund Development), George Braddock, Paxton Hoag, Tom Horn (President), Kevin Levy, Ann Rogers, Arna Shaw, Jon Silvermoon, and Sue Theolass. Absent Board Members: John Alexander, Anthony “AJ” Jackson, (VP of Membership Engagement and Services), and Lisa Parker (VP of Bylaws and Policy). 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), Alex Zabala (Office Assistant), and Anna DiBenedetto (Board Scribe).

The meeting was facilitated by Al Ullman.

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=F6jFhF5-y8A>.

Announcements

Sue: Saturday market begins its 54th season on Saturday, April 1.

Minutes Review

(YouTube video: 0:04:09)

Sandra moved and Arna seconded to approve the minutes of the February 6, 2023, meeting. The motion passed: 9-0.

Sandra moved and Tom seconded to approve the minutes of the January 30, 2023, meeting. The motion passed: 9-0.

Agenda Review and New Business

(YouTube video: 0:07:14)

Arna requested on behalf of Lisa that the Bylaws change about Officers be moved to next month. Item will become Old Business in April.

Sandra moved and Arna seconded to approve the March 6, 2023, agenda. The motion passed: 9-0.

Member Input

None

Staff Report – Executive Director

(YouTube video: 0:9:15)

Financials

- Began the Shuttered Venue Operators Grant Close Out. All funds have been expended and accounted for. Program-specific audit will begin in August 2023.
- Columbia Bank is merging with Umpqua Bank in March 2023. The P&L and Balance Sheet will reflect this name change in the April 2023 Financials.
- Budgets have been sent to all Coordinators.

Fair Care

Progressive Solutions policy is under New Business for approval by the Board in April 2023.

Hybrid Meetings

Per a Board Motion, I am reporting progress to date as compiled by Vanessa and Dean Middleton: The 4J School District is no longer an option – can't meet during summer months. Northwest Youth Corp is back in play as they anticipate having tech available in late Spring early Summer. We expect to have a finalized recommendation under New Business at the June 2023 Board meeting. The current options are:

Option 1 – Lane Community College Main Campus – 4000 E. 30th Ave., Eugene

Option 2 – Unitarian Universalist Church – 1685 W. 13th Ave., Eugene

Administration

- We have selected Anna DiBenedetto to be the Board Scribe. She will serve in this role until such time as the Board decides if she should become the Board Secretary.
- We are transitioning to the Four Winds Database in 2023. This is the database used by the Security Crew for many years. All 2023 Crew and Team Budgets are in. Coordinators have been sent their log-on credentials and user manual. The user manual is on the .net site under Coordinator Info. There is a database training scheduled for Coordinators on Wednesday, March 22, from 6-8 pm.
- Submitted an insurance claim for the damage to the What Barn caused by a downed tree. Cost of repairs to What Barn \$20k. Our deductible \$1k. Adjuster has been out, just waiting for green light to initiate repairs. 420 Tractor and Fuel tank was damaged, looking into insurance coverage on these.
- The third Coordinators DEI Workshop is set for Tuesday, March 14, from 6-8 pm via Zoom. The second one was well received. It is my goal to offer these types of training to the membership this year.

Currently working on 2023 contracts:

- Honey Buckets contract
- Ritz Sauna
- White Bird
- Verizon COW Tower
- AT&T COW Tower
- T-Mobile COW Tower
- Equipment rental
- Dodeca Art Barn
- LTD — have to go out to bid
- First Student
- Western States Flagging
- ATMs
- Radio contracts
- City of Veneta banner permit
- Life's Best In Tents
- Commemorative sales printing
- Staff t-shirt printing
- Water hydrant meter rental
- Dust control
- Ice
- Refrigerated trailers
- Towing
- Lane County Sheriffs
- Guidelines printing

Currently working on Permits:

- Submitted for our Right of Way permit.
- 2023 Outdoor Assembly Permit — Far Side: Due March 2023. Have to document our riparian setback permit. Have to document our temporary bridge building permit.
- Camping permits will be done in April.

Meetings

Met with City of Veneta City Manager to discuss this year's Fair, meeting schedules around Fair and Partnerships outside of Fair.

Met with owner of The Emporium in Veneta. We are working to make them a TicketsWest seller in Veneta to replace Our Daily Bread.

Met with the ED of the WOW Hall to discussed Spring Fling and other opportunities.

Elders Committee

BUMS

Fair Care

Budget Committee

Projects:

Craft Applications are on the .org site and will close on April 1.

Spring Fling planning is underway. We have secured the WOW Hall for May 6, 2023, 6-10 pm. The Band High Tolerance will play from 8-10 pm. There will be a fundraiser for Culture Jam at the event.

Dug's Green Upgrades

Treasurers' Report

(YouTube video: 0:16:34)

Hilary: In addition to all the things Kirsten mentioned that pertain to financials, they have been working on the budget season, which is finishing up. In February the Budget Committee met twice with staff to come up with Capital project list recommendations. It's been a challenging season but also gratifying. List of capital project requests needs to be prioritized and they have to put safety first. One contract came in at much higher than projected, so staff is going to have to try to move money elsewhere, hence the suggested increase in ticket price, which would almost cover the increase.

Paxton moved and Sandra seconded to accept Treasurer recommendation to increase all 2023 ticket prices by \$5.

Three-day price = \$105

Pre-Sale Prices:

Friday = \$45

Saturday = \$45

Sunday = \$40

Day of Price = \$55

The motion passed: 9-0.

Committee and Working Group Reports

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

Elders Committee: Summary of Elders Committee Meeting Thursday, February 23, at 7 pm via Zoom. Nine of nine committee members were present. The January minutes were approved. The Elders Committee will begin using the new email address elderscommittee@oregoncountryfair.org to allow people outside of the committee to communicate with the committee. Kirsten gave an update on important items. Forty-five of 46 vetted Elder applications were approved. One was sent back for additional review. Elder events that were presented at the January meeting were confirmed at the February meeting. A group of people are starting work on the Still Living Room timeline for 2010–2019. Wristbands Subcommittee reported on RSVPs received from Elders wanting wristbands and day passes for the 2023 Fair. To date, 700 email replies received and 70 snail mail replies received. There was a continuing discussion about an extra golf cart for Elders, partic-

ularly Wednesday and Thursday of the event. The committee agreed to schedule an extra committee meeting to focus on issues around the WonderfulOCFelders listserv. Scheduling will be done using When2Meet. Date T.B.D. Due to time constraints, a report concerning decisions made by the Board-appointed Elder Eligibility Work Group was emailed to the committee and friends after the meeting. The report will be an addendum to the February minutes. The next committee meeting is March 23 at 7 pm.

Committee on Best Practices: Summary of Committee on Best Practices Work Group meeting held Wednesday, February 1, 2023, at 6 pm. Seven of eight working group members present. Five additional members attended. The January minutes were approved. The group continued to review a draft of CBP "Committee Annual Evaluations" which, once approved, will be included in the updated CBP manual. The draft is being reviewed section by section with informal voting. Once the entire document review is completed, the working group will vote to approve this section of the document before moving on to another section. The February minutes are scheduled to be approved at the March 1 meeting.

LUMP Committee: LUMP summary February 2023: We heard a report from the Emerald Ash Borer work group and discussed managing potentially contaminated firewood coming into the site while meeting the Sauna's need for wood to burn.

Dennis, Sierra and Anna will meet to finish the Green Zone narrative for the Fair Family News.

We discussed reaching out to local affiliates such as the Long Tom Watershed Council, Upper Willamette Riverkeepers, and others.

Dennis and Robert will get together to synthesize our web presence.

Our next meeting will be Tuesday, March 14, from 6-8 pm, at the Fair office and on Zoom.

Path Planning Committee: Committee met February 19. A site walk included conversation about existing stages and acoustic stagelettes; visibility, accessibility, environmental and noise impacts were considered. Discussion about ways to best utilize empty booth spaces is ongoing, including placement of handwashing stations and art exhibits. Potential space for childcare or a mellow space in Xavanadu has been identified. An operational group representing the impacted members of the emergency services peninsula met with staff, camping and construction to discuss utilization of space, access and camping. They worked collaboratively on mapping the area for future use. Next Meeting is Sunday, March 19. Site walk starts at 10 am at Main Camp focusing on URL, smoking areas, and Du Caniveaux. The hybrid meeting in person and on Zoom will be at Alice's, 12-3 pm, March 19.

Old Business

(YouTube video: 0:25:52)

2023 Capital Improvement Projects

Sandra moved and George seconded to approve the 2023 Capital Improvements projects as presented by the Budget Committee.

The motion passed: 9-0.

The Board (Tom) moved to accept the following three Guideline Changes that were tabled at the last Board meeting on February 6, 2023:

Existing Guideline: Section 39 Environment – Invasive Species sub-paragraph – current wording:

“To help prevent the invasion of the tree-killing beetle known as the emerald ash borer, do not bring firewood or wood pallets to the site. Ash wood (not milled lumber or finished craft items) may carry the pest.”

Suggest change to read:

“To help prevent the invasion of the tree-killing beetle known as the emerald ash borer, and other harmful insects, fungi and blights (e.g. sudden oak death), ash wood is prohibited, unless previously coordinated with and approved by the OCF Site Manager. Crafters or booth representatives who utilize wood or plants in their products should contact the site manager for discussion of environmental safety protocols and best practices.

“Firewood, plants, soils, wood chips, wooden booth construction materials and decoration materials (excluding de-barked, kiln-dried professionally milled lumber) can be vectors for disease and invasive species. To obtain firewood for burning on site, please contact Quarter Master or Site employees. Additionally, in efforts to prevent the spread of pests and diseases, no firewood is to be taken from the site. Individuals observed bringing firewood from offsite or removing firewood from the site are subject to confiscation of firewood.

“With regard to invasive species and harmful fungi and blights, please inspect materials, products, clothing, shoes, and vehicles for potential invasive insects and seeds and remove any potential vectors from relevant items before coming to the Fair.

“Wooden pallets may also carry invasive species or be heavily treated with chemicals. Thereby, wood pallets are not to be brought to site for use in campgrounds, other personal uses, or for firewood. Operations will coordinate the removal of wooden pallets brought to Site via product delivery as they arrive.”

The motion passed: 9-0.

Existing Guideline: Firewood Guideline proposal to be added in Section 17 Fire. Current wording, second to the last paragraph:

“Burning painted or treated wood is prohibited at all times everywhere on OCF property.”

Suggest change to read:

“Bringing externally sourced firewood or wooden pallets to OCF property is prohibited, unless previously coordinated with and approved by the OCF Site Manager. Site-sourced firewood is available at Wood World and can be requested via Quarter Master or Site employees. Burning painted or treated wood is prohibited at all times everywhere on OCF property.

“Additionally, in efforts to prevent the spread of pests and diseases, no firewood is to be taken from the site. Individuals observed bringing firewood from offsite or removing firewood from the site are subject to confiscation of firewood.”

(Suggest moving this paragraph to the bottom on the Fire section with a sub header of “Firewood.”)

The motion passed: 9-0.

(YouTube video: 0:41:21)

Tom moved and Paxton seconded that the Firewood Guideline proposal be added in Camping at the Fair, Sections 42-49, new section “Firewood” or “Campfires.”

“Only fires that receive permits from OCF Fire Crew are allowed on OCF property. No other campfires are permitted. Additionally, no other sources of open flames or tiki torches are permitted on the property. No unattended candles are allowed. To prevent the spread of invasive species, bringing firewood or wooden pallets from offsite the property is prohibited (unless previously coordinated with and approved by the OCF Site Manager). Site-sourced firewood is available at Wood World and can be requested via Quarter Master or Site Employees. Burning painted or treated wood is prohibited at all times everywhere on OCF property.

“Additionally, in efforts to prevent the spread of pests and diseases, no firewood is to be taken from the site. Individuals observed bringing firewood from offsite or removing firewood from the site are subject to confiscation of firewood.”

The motion passed: 9-0.

Bylaws – Officers (motion submitted by Arna and Kevin): The Board moves to amend the Bylaws by adding that the President and Vice-President(s) must be duly elected Board Directors.

Postponed to the April meeting from today’s agenda.

Sue moved and Arna seconded that the Board appoint John Govsky to the Craft Committee.

The motion passed: 9-0.

Member Input: Sue moved and Paxton seconded to increase the time for member input to three minutes, with a one-minute notice, for each member wishing to speak at any Board meeting. This will be reviewed for its effectiveness at the August 2023 Board meeting.

The motion passed 8-0-1; Sandra abstained.

New Business

(YouTube video: 1:34:00)

Fair Care Progressive Solutions Policy (submitted by AJ & Kevin): The Board moves to approve the Progressive Solutions policy. This policy will replace all prior grievance policies.

Personnel Policies Committee Appointment (AJ & Arna): The Board moves to add Sandra Bauer to the Personnel Policies committee.

Potential Conflict of Interest (Arna & Sandra): The Board moves to accept the potential conflict of interest for the 2023 Ritz Sauna contract between Oregon Country Fair and The Ritz, LLC, as George Braddock is an OCF Director and President of the Ritz, LLC.

Upcoming Board Work Session: By-Laws — March 20, 7 pm via Zoom

Meeting Evaluation

(YouTube video: 1:36:00)

Last round for the good of the peach

Firecat Tom said the meeting went well and appreciates the Board paying attention to specific wording.

Arna thought the meeting went well and we worked together. Thanked Al for facilitation.

Paxton: Forty-four people on the Zoom meeting and more than 50 on YouTube meeting, so outreach must be pretty good.

Next Board Meeting – Monday, April 3, 7 pm via Zoom

President's Peace

(YouTube video: 1:38:00)

Thank you to Al, Firecat Tom and the Board for a good meeting and welcome John to the Craft Committee. Remember to err on the side of kindness and practice forgiveness. Take deep breaths. Learn from mistakes because they are the best teachers. Pay attention to moments, no matter how small, because they are what is real.