





## FAIR FAMILY CALENDAR

### JANUARY

- 29 Board of Directors Budget Meeting, 7 pm

### FEBURARY

- 5 Board of Directors Meeting, 7 pm  
7 Fair Family News Deadline

### MARCH

- 4 Board of Directors Meeting, 7 pm  
6 Fair Family News Deadline

For additional events see:

<https://oregoncountryfair.net/events/>



**WASH HANDS IN SOAP AND WATER!**

## KEEP IN TOUCH

Oregon Country Fair  
442 Lawrence St.  
Eugene, OR. 97401  
(541) 343-4298

FFN@OREGONCOUNTRYFAIR.ORG

INFO@OREGONCOUNTRYFAIR.ORG

OREGONCOUNTRYFAIR.ORG (EVENT INFO)

OREGONCOUNTRYFAIR.NET (BUSINESS SITE)



## Happy Birthday Aquarians!



Here's a shout out to all our  
great Fair family members!

Every one of you deserve  
recognition for your hard work for the Fair!



## Get on the FFN and/or Voting Membership List

*Tell us your name and your email address to be notified  
of the online version of the newsletter; your crew or  
booth number; name of your leader or booth rep; name  
of person who can verify your participation, and your  
mailing address if applying for membership.*

Mail to: OCF, Membership/Mailing,  
442 Lawrence Street, Eugene, 97401.

Or Email to: [info@oregoncountryfair.org](mailto:info@oregoncountryfair.org)



## FFN CRYOSTAFF

Suzi "Popsicle" Prozanski

Brad "Glacier" Lerch

Trisha "Freezing Rain" Burbaum

Daniel "Icicle" Cohn

norma "frozen" sax

Michael "Black Ice" Ottenhausen

Kim "Ice Cube" Griggs

Mary "Slick Spot" Doyon

Vanessa "Ice Cap" Roy

Alex "White Out" Zabala



# *The Nuts and Bolts of the Oregon Country Fair Teen Crew!*

*by Ruth Ames, Teen Crew Co-Coordinator*

Did you know that OCF has a volunteer program for Fair family Teens? Teen Crew has been a part of the OCF for more than 30 years, working to provide our Fair family teens with constructive ways to participate in the annual event, create a sense of community and provide pathways for “graduating” teens to find a permanent home on an adult crew.

TL;DR —

- Teen Crew is here to help Fair Family Teens.
- CREW requests are done by coordinators via <https://fourwinds.com/ocf/login.php> and open in early February and are due by February 29.
- TEEN applications are done via <http://www.oregoncountryfair.net> and open in March and are due April 15.
- Assignments come out in May and early June.

**WHAT** is it? Teen Crew is a volunteer opportunity for Fair family teens ages 14-18 to be placed on a crew as a support person. They work 12 hours (usually three 4-hour shifts), and receive a free wristband, food vouchers (one per hour) and a staff T-shirt. We provide teens with an abbreviated Humanistic Intervention Training a la Zak Schwartz, and many teens use their experience with us as work experience for job applications.

In addition to the volunteer opportunities, Teen Crew manages a teen-only hangout space at the Fair called The Void, located across from The Ritz. We offer a variety of amenities for teens at The Void including a place to chill, phone charging, snacks, a fire at night, activities and other shenanigans.

**WHO** is Teen Crew? We have an adult crew of 21 volunteers who work behind the scenes and in the off season to collect the requests from crews, collect applications from eligible teens, and match the teens with a volunteer opportunity. We also help connect former Teen Crew teens with adult crews that are looking for new volunteers. Our adult crew also works from our

TC Headquarters behind The Void during the Fair to troubleshoot any issues that crop up around volunteering teens.

Our teens are all Fair family, meaning they have a parent, guardian or other responsible “Fair parent” who is either on a crew, an entertainer, or a booth member. Most of our teens are age 14-18, though we sometimes place 13- or 19-year-old teens under certain circumstances on a case-by-case basis.

**WHERE** do teens volunteer? We place teens in dozens of crews around Fair such as Recycling, Entertainment, Security, Childcare and many others. We place teens based on their request, as well as taking into account the needs of the crews and the age of the teen. Teens are able to provide some of their preferences and interests about where they are assigned. When someone signs up for Teen Crew, they are committing to working in whatever placement we have for them.

When a crew requests teens, they are requesting any teen volunteer, not a specific teen. We try to honor the requests of teens and crews, but we aren’t always able to do so.

**WHEN** are the teen crew deadlines? Crews make their requests for teens in February. Co-co Ruth Ames reaches out to crews in February to facilitate those requests, which are done via the Four Winds Website. Deadlines vary slightly from year to year, but crew requests are usually due at the end of February. This year the deadline is February 29. March is when the application for teens goes live at [www.oregoncountryfair.net](http://www.oregoncountryfair.net). This year the deadline for teen requests is April 15. Co-co Lori Cunningham Elam manages the teen application, and placement of teens. Our team works with software and human-power to place teens in positions throughout the spring. We communicate to teens and crews their placements and roster in late May or early June.

Are you looking for more information? Please email us at [teencrew@oregoncountryfair.org](mailto:teencrew@oregoncountryfair.org)





## 2 New Board Committees: Rules and Bylaws/Elections

*by Stephen Diercouff, Secretary of the Oregon Country Fair*

Your Oregon Country Fair Board of Directors has created two new committees recently. There is significant member interest in them, so I want to provide some information about them here.

At the September 2023 Board meeting, a motion was passed creating a Rules Committee. In December, a clarifying motion was passed stipulating that the Rules Committee will consist of Directors and Officers. This is a standing committee whose purpose is to propose rules and procedures for conducting meetings of the Board of Directors.

The committee has been formed and had an initial organizational meeting, where no business was conducted other than defining roles. The committee will hold its first working meeting on Tuesday, February 6, from 6:30 pm to 8:30 pm. After that, it will meet on the first Tuesday of every month at the same time. The meetings will be open for the membership to attend.

The Zoom link for the meetings can be found on the calendar page of the oregoncountryfair.net website, and meeting agendas/minutes/proposed motions will be posted to the Committees page of the .net site (<https://oregoncountryfair.net/committees-work-groups>) under Rules Committee.

Member queries about the committee and its actions may be addressed to [rules@oregoncountryfair.org](mailto:rules@oregoncountryfair.org).

At the January 2024 Board meeting, a motion was passed creating a joint Bylaws/Elections Committee. This is an ad hoc committee charged with proposing Bylaw and policy changes on elections issues.

The joint committee will hold its first meeting on Monday, January 22, from 6:30 pm to 8:30 pm. That meeting will also be open to the membership. As an ad hoc committee, it will meet only until its work is done. Meeting dates, including a Zoom link, will be posted to the calendar, and agendas/minutes/proposed motions will be posted to the Committees page of the .net site under Bylaws/Elections joint meetings.

The joint committee will make its first report to the Board at the March 2024 regular Board meeting, and we anticipate that there will be a Board Work Session on any proposed Bylaw changes before the Board takes action on them. Member queries about this committee and its actions may be addressed to [elections@oregoncountryfair.org](mailto:elections@oregoncountryfair.org).

As with all Board committees, these two new committees will not enact any policies, but will make recommendations for the Board of Directors to consider. Thank you.



Photo © 2023 Imagerium

### FAMILY LETTERS

*This newsletter is for the Oregon Country Fair Family and all material is volunteered from the membership.*

*Opinions expressed here are those of the authors and do not necessarily reflect the policies of the Fair or the FFN.*

*Letters must be limited to 300 words. They will be edited for length and clarity. Please include name, Fair Affiliation and a method of communication (i.e. phone number or e-mail).*



## *Fair Thee Well: Hal R. Hartzell*

Hal Hartzell, beloved member of family and community, died November 27, 2023, at River Bend Hospital, after an abrupt health crisis. All his close family were able to say goodbye, and he chose to pass just as story memories and laughter began to erupt in the room.

Born April 19, 1946, in San Mateo, California, to Harold R. Hartzell, Sr. and Beulah (Stevenson) Hartzell, he was the loved older brother of his sister Hollis, and brother Steven. Humor, a multitude of cousins, and an astounding number of household moves were the ingredients of his early years. He spent many a summer on his grandmother's farm outside of Medford and graduated from high school there before moving to Eugene for studies and a degree at the University of Oregon, majoring in English.

From there, at the age of 20, intrepid Hal joined the Peace Corps and landed in a market village in the heart of Africa, where he said he was welcomed wherever he went. He had an adventure that became the source of endless vivid stories.

Stories of jumping on his motorbike to follow the sounds of drumming in the night, assisting the village in building 25 grain silos, and digging a 200-foot well by hand, which involved lowering a person down with a twine rope and utilizing a shaman ceremony to break through rock.

Re-entering the United States with culture shock brought Hal to the beginning of what became Hoedads Reforestation Cooperative, another adventure involving friendship, extraordinary people, passion, and hands in the dirt! Hal applied his intelligence and generous spirit to get this fledgling experiment in worker-owned business through enormous startup challenges,



© 2012, Merly Adams

epic parties, and exhilarating success.

His beloved baby girl Anna was born in 1975 to Chris and Hal, marked by a thunderstorm and three girls bearing flowers to their door.

Shortly after, the energetic Hoedad movement proved a natural affinity for politics and Hal jumped in as campaign manager for another founding member of Hoedads, Jerry Rust, when Jerry ran for Lane County Commissioner. Jerry's success profoundly startled and changed Lane County politics.

The Oregon Country Fair delighted every bone in Hal's body, and it is a little-known fact that Hal invented

"the Sweep," a musical, humorous and trademark event that — just what it says — sweeps Fair goers down the many paths to exit. In later years he inherited an honorable position, with rocking chair, on the History Crew.

Hal's devotion to values of equality and generous endeavor is epitomized in his authorship of two important books:

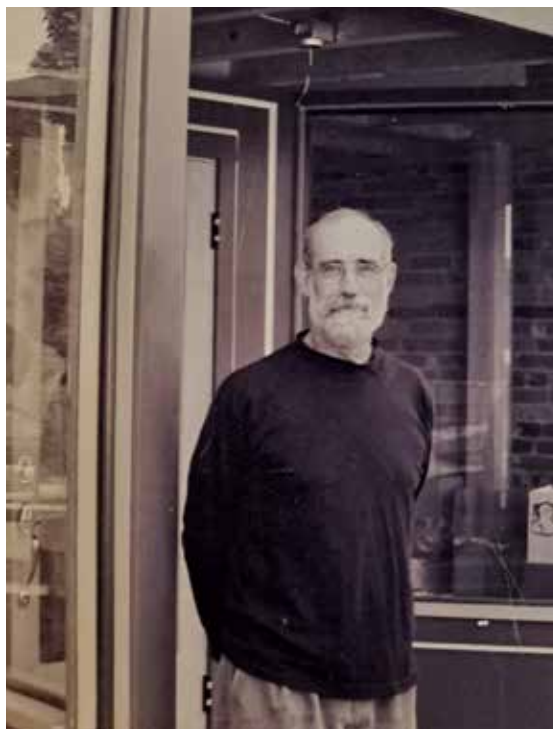
"Birth of a Cooperative," an oral history chronicling the earliest, most challenging, and exhilarating experience of Hoedads.

And "The Yew, a Thousand Whispers," an award-winning biography of a tree through history.

These books and that diligence to writing came in conjunction with a publishing venture with friends in Eugene — Hulogosi Press. Seven books were published in a short span with financial contributions coming from friends in Eugene's counterculture phenomena: the Grateful Dead, Merry Pranksters, Oregon Country Fair, and of course Hoedads.

During those same years Hal committed his love to Betsy

*Continued on next page...*



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and her family, Alex, Laura and Noah Wemple, to the best of his ability, including quietly but profoundly honoring their deceased father, his friend, Edd Wemple.

Cottage Grove became home in 1997. Returning to their roots on Cougar Mountain Farm on the outskirts of town, together he and Betsy founded Kalapuya Books. This became a door to friendships and cohesive community, particularly with the iconic Bread Club and Hal's famous blackberry wine.

Preceded in death by his mother, father and son-in-law; he leaves behind Betsy, wife of 32 years; son Alex; daughters Laura and Anna; Anna's mother, Chris; four



*Hal in the '70s, his Hoedad days*

grandchildren — Zarah, Zen, Audrey and Auto; sister Holly; brother Steve; and all their numerous family and cousins.

The total of his life's legacy involved fascinating adventure with the well being of community always at its core. Hal was articulate, funny, loyal, and generous. He loved the rain, and most importantly, planted almost a million trees, each one carefully planted into the ground with a hand cupped over the roots. In later years, he became considerably slowed down and quiet, finally requiring help in daily activities. This was the most tender time between him and Betsy, remarkable for his astounding patience, grateful acknowledgment of care and a trademark sparkle in his eye.



## *Fair Thee Well: Butch Russ*

*by Reese Prouty*

Sadly, an original has passed on. My friend — and a friend to many — has departed and hopefully can now be with his wife and love, Claude.

Butch Russ, the original Big Boy, died on Dec 17. He had been living in a veterans hospital in California for some time, as he had hoped to recover from complications due to diabetes. Sadly, he was close to getting out, but not quite close enough.

Butch was a big man with a very BIG Heart. I never heard a bad word from him or saw an angry gesture, and yet he was always there in the background when situations got out of hand at the Fair. And he was always my champion, even when I didn't think I needed one.

I met Butch back in the early days of Fair when I was the Security Coordinator — long long time ago. I had had a couple of incidents where some out-of-control patrons were not really receptive to my directions



*Big Boy with a Big Heart*

and punched me in the nose. The next day the "boys" of Main Camp introduced me to Butch. He was right behind me for every Sweep I did, and was there with me on almost every incident I was involved with from there on. He would just appear — a very quiet, gentle presence — but when things would get a bit out of hand, I was ever so glad to know he was right there. He always had my back!

He was the glue for the Big Boys crew; a member they loved and appreciated; a person many of them have learned from, and looked up to.

There are so many tales that many of us can share about this gentle giant, and I hope you all will. There will be a gathering in remembrance of him

soon. Right now my heart is heavy and the tears are too close to the surface. I will miss him. Many are missing him. He will forever be a hero to me.





## Fair Thee Well Update: Eve Woodward-Shawl



Eve Woodward-Shawl was a long time Fairgoer who was a member of The Pizza Company, booth 326. Eve created the OCF 25th Silver Anniversary poster, "A Tapestry Of Memories," in 1994, along with a coloring book.

Eve was born in California in 1955. By 16, she had lost both parents. At 18 she began her sojourn, heading

to Phoenix, Arizona, (Hell's Waiting Room). Her next stop was Eugene, where she found her forever home. In her 68 years, she had two wonderful boys and took on two more terrific step boys. Eve was an accomplished artist, poet, and mother who brought life, love, joy and light into a darkened world.

Her poetry has been published in four publications, and she had a gallery showing of her Healing Mandalas, (visit [spherichord.com](http://spherichord.com)). Her art has been in University of Oregon publications and has been donated to several community organizations. Her work was published in The Emerald, What's Happening, Healing Currents, The Observer, and others I can't remember.

Eve's two sons, Noah and Ryan, joined the Pizza Company booth in 1998 and are destined to become lifers. She also created signs and designed several T-shirts and aprons for the booth. Eve's husband, Jerry Shawl, has been part of the booth since 1986. Eve has four wonderful grandchildren who were born into the Fair. She was the matriarch of this Fair family.

Eve was unable to work for 10 years and spent her last years in a wheelchair. She suffered from MS and trigeminal neuralgia, but even though pain was her constant companion, it never broke her spirit. She spent much of her time on the computer; unable to type, she used the mouse to select each letter individually. She continued to write poetry and spiritual

insights. Eve also did research for her friends on their afflictions and gave them insight, understanding and hope.

Eve will be loved and missed by all the souls she has touched and all who have touched hers.

Eve's Celebration of life and memorial will be held January 27 between 1 pm and 5 pm, at the Amazon Community Center, 2700 Hilyard Street, Eugene. It will be in the main building, building A. We hope to see everyone who knew and loved Eve. Come and meet with us, Please pass this on to anyone you know who knew her.

# Oregon Country Fair

A UNIQUE ENVIRONMENT FEATURING A WIDE VARIETY OF ENTERTAINMENT, ASSORTING INTERNATIONAL MUSIC, QUALITY CRAFTS, DELICIOUS FOOD & A FAMILIAR SPIRIT OF COMMUNITY

1969 1994

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FOR MAIL ORDER TICKETS, TICKET OUTLETS, OR SUPPLANT CAMPING/GRAND INFORMATION, CALL 343-6554

**JULY 8, 9, 10**

GATES OPEN 11:00 AM - 7:00 PM  
FRIDAY \$7.00 • SATURDAY \$10.00 • SUNDAY \$8.00  
NO TICKETS SOLD AFTER 6:00 PM  
12 YEARS & UNDER FREE • 55 YEARS AND BETTER 1/2 PRICE

TAKE THE BUS  
IT'S FREE!

FOOD FOR LANE COUNTY

# UNDERWRITERS

## Recently Unclassified Material

We accept UnClassifieds up to 30 words for \$5 each, per issue. Send listing with \$5 to O.C.F.-F.F.N. 442 Lawrence St. Eugene, OR 97401. For questions, information about display underwriting and to submit listings, Email: [ffnunderwriting@gmail.com](mailto:ffnunderwriting@gmail.com)

Rare Investment opportunity in the Whittaker neighborhood of Eugene!  
Two well-maintained homes on one tax lot.

Front house: 5BR/2BA, Back house: 3BR/1BA with separate utilities.  
Owner financing available- 20% down, 5% interest, 7-year balloon  
Call or Text Aisha with any questions at 414-651-3467

**Now on sale!**  
**Brigadoon of the Sixties**  
 Another epic slice  
 of Fair history from  
 Suzi Prozanski



**Buy yours at:**  
**Tsunami, Kalapuya, Black Sun or J. Michael's Books**  
**& [www.suzipro.com](http://www.suzipro.com)**

## DODECA ART FARM

Creating and enhancing



- 501(c)3 nonprofit
- community farm
- vegetarian
- art collective
- sober sanctuary
- moon worshipping
- season celebrating
- ritual transformations
- OCF Art Barn support

**WE LOVE YOU!**



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Serving Eugene & Beyond

Videography & Editing

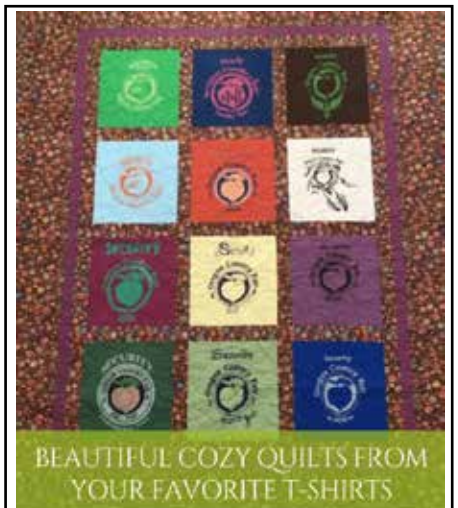
Local Green Screen Studio

Website Support & DIY Training

Design & Tech Support for Crafters



**Sean Bonsell**  
**[www.starchildcreative.com](http://www.starchildcreative.com)**



[memoriestoquilts.com](http://memoriestoquilts.com)



# UNDERWRITERS

**92.7 FM KOCF**

Donate your  
drink containers  
to KOCF via  
BottleDrop!

Stream @ [kocf.org](http://kocf.org)



**THE RITZ**

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Accessible Showers & Saunas

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**HIPPIE CHICK**  
Coming of Age in the '60s



Ilene English

**INDEPENDENT BOOK AWARDS**  
CELEBRATING 15 YEARS

Women's Issues' Winner

Now in Audio  
(read by Ilene)

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**WOW HALL**

8th &  
Lincoln

All Ages  
687-2746

1/18 - Lost Ox with The Muddy Souls  
1/19 - Groundation with Sol Seed  
1/20 - The Perfect Storm: Khalil Romeo x Quez Masonn Deforest, Luna, RADO, Hans  
1/21 - Thumpasaurus  
1/26 - Eugene Weekly Fundraiser  
1/27 - Judy Blue Eyes  
2/3 - PAKT feat. Percy Jones, Alex Skolnick, Kenny Grohowski, and Tim Motzer  
2/9 - MarchFourth  
2/10 - Dueling Pianos Fundraiser for the C.C.C.  
2/17 - DeVotchKa: A Valentine's Celebration



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# 2024 Guidelines Policy Proposals

## Guidelines Policy Change #1

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

NEW SECTION! Would be page 9, sec 15

**Show how the revised section is to read:**

**15. Firearms & Weapons.** No firearms or weapons of any kind may be brought onto Fair property.

**Identify other sections that would be affected by the change, if any:** ALL SECTIONS after this will be affected and will need to be renumbered

**Why does this change need to be made? Who would be affected?** There is no guideline specifically addressing firearms & weapons

\*\*\*

## Guidelines Policy Change #2

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 6, Section 6

Oregon Country Fair staff wristbands are offered to volunteers who serve in an authorized Fair position for a minimum number of hours to help put on the Fair. The general requirement is 20 hours during the event, or 50 hours during Main Camp, or 10 hours/month August–May, or some combination of the above.

**Show how the revised section is to read:**

Oregon Country Fair staff wristbands are offered to volunteers who serve in an authorized Fair position for a minimum number of hours to help put on the Fair. Volunteers must be: 1) at least 18 years old, by the Wednesday of the week of Fair, in order to be placed on a crew; 2) between 14 to 18 to serve on Teen Crew, by the Wednesday of the week of Fair. The general requirement is 20 hours during the event, or 50 hours during Main Camp, or 10 hours/month August–May, or some combination of the above.

**Identify other sections that would be affected by the change, if any:** This will affect ALL other sections which specify age.

**Why does this change need to be made? Who would be affected?** This clears confusion regarding which pass to purchase for a minor, as well as age requirements for serving on a crew.

## Guidelines Policy Change #3

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 12, section 24

All persons under the age of 18 must have a parent or responsible adult on site during the Fair. If the minor is deemed by Fair Management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, up to and including suspension from the Fair for one year.

**Show how the revised section is to read:**

All persons under the age of 18, by the Wednesday of the week of Fair, must have a parent or responsible adult on site during the Fair. All minors must be registered through the staff database even if they do not require a wristband. Teens aged 13 and above, by the Wednesday of the week of Fair, will require a Teen Wristband; children under the age of 13, by the Wednesday of the week of Fair, will not require a wristband. Registering a minor through the staff database gives consent for the minor to be on site and releases the Fair from liability. If the minor is deemed by Fair Management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, up to and including suspension from the Fair for one year.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Clarifies age requirements and limits for minors. Registration of youth on site releases OCF from liability.

\*\*\*

## Guidelines Policy Change #4

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page II, Code of Conduct:

The Guidelines apply whenever and wherever we gather for OCF activities or discussion, in person or online.

**Show how the revised section is to read:**

The Guidelines apply whenever and wherever we



gather for OCF-sponsored activities.

**Identify other sections that would be affected by the change, if any:** Other places “online” is mentioned.

**Why does this change need to be made? Who would be affected?:** Absolves OCF of the responsibility of monitoring online discussions, including those in unofficial forums and comment threads. There is no way to police everything that is discussed online.

\*\*\*

#### **Guidelines Policy Change #5 – Vote to approve #5 or #6**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

AFTER page 6, paragraph 2 (overnight credentials)

**Show how the revised section is to read:** OCF volunteers may request refunds on unused passes by emailing office@oregoncountryfair.org no later than June 15.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Provides refund opportunity for volunteers, aligning this policy with the refund policy upheld by Booth Reg for booth representatives.

\*\*\*

#### **Guidelines Policy Change #6– Vote to approve #5 or #6**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

AFTER page 6, paragraph 2 (overnight credentials)

**Show how the revised section is to read:** Refunds are NOT available for unused passes.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:** Provides final decision on whether pass refunds are available to volunteers or not.

\*\*\*

#### **Guidelines Policy Change #7– Vote to approve #7 or #8**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section**

**number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 29, section 68

**Booth Fee Refunds:** If an emergency prevents your participation in the Fair, the total booth fee may be refunded if Fair Registration is notified by June 12. Send this request via e-mail with “Booth Fee Refund Request” in the subject line. The booth fee may be partially refunded with a cancellation before June 20. Participant fees are nonrefundable if the Fair is cancelled because of events beyond the control of the Fair. Requests for pass refunds must be submitted in writing to Registration by July 31. No requests will be accepted after July 31.

**Show how the revised section is to read:**

If an emergency prevents your participation in the Fair, the total booth fee and purchased passes may be refunded if Fair Registration is notified by June 15. No refund requests will be accepted after June 15. Send this request via e-mail with “Booth Fee Refund Request” and/or “Pass Refund Request” in the subject line to boothreg@oregoncountryfair.org. Participant fees are nonrefundable if the Fair is cancelled because of events beyond the control of the Fair.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** All refund requests, crew and booth, are being streamlined to June 15.

\*\*\*

#### **Guidelines Policy Change #8– Vote to approve #7 or #8**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 29, section 68

**Booth Fee Refunds:** If an emergency prevents your participation in the Fair, the total booth fee may be refunded if Fair Registration is notified by June 12. Send this request via e-mail with “Booth Fee Refund Request” in the subject line. The booth fee may be partially refunded with a cancellation before June 20. Participant fees are nonrefundable if the Fair is cancelled because of events beyond the control of the Fair. Requests for pass refunds must be submitted in writing to Registration by July 31. No requests will be accepted after July 31.

**Show how the revised section is to read:**

If an emergency prevents your participation in the Fair, the total booth fee may be refunded if Fair Regis-

tration is notified by June 15. No refund requests will be accepted after June 15. Send this request via e-mail with "Booth Fee Refund Request" in the subject line to boothreg@oregoncountryfair.org. Participant fees are nonrefundable if the Fair is cancelled because of events beyond the control of the Fair. No refunds will be offered on purchased passes.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Eliminating pass refunds for crews AND booths

\*\*\*

### **Guidelines Policy Change #9**

**Name:** Jon Steinhart and Sandra Bauer as you don't allow multiple emails above

**Fair Affiliation:** Members

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 9, section 11

**11. Entertaining at the Fair.** Entertainment is scheduled throughout the Fair. No battery-powered amplifiers, radios, tape recorders, or recorded music are allowed on paths, stages, or in stage areas unless provided or approved by OCF Entertainment Crew coordinators or Fair Management. Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Check Inn booth. Please contact the nearest Information Booth if a performer is blocking a path. Friday through Sunday of the Fair, battery carts devoted to stages will be used only for acts coordinated and scheduled by Entertainment coordinators. Late-night acoustical venues respectful of the camphoods and needs of the Fair Family are encouraged. Tolerance of those who want to dance and celebrate is also appreciated. See Section 50 for additional Sound Amplification and Sound Permit information.

Pages 22-23, section 50

50. Sound Amplification.

**community agreements.** Because we camp so closely together, amplified sound, whether live or recorded, projected beyond the intended audience creates problems for other Fair Family. Please consider others before you turn it up. Please be respectful of your impact on acoustic musicians, exhausted kids and parents, and Fair Family with early morning shifts. Camp hosts, coordinators, booth representatives, and campers are asked to develop and negotiate neighborhood agreements before the Fair regarding sound levels and noise guidelines and

to collectively coexist in a peaceful manner. If conflict develops, the Management Team will intervene as needed. Conflict resolution decisions made at that time by the Management Team must be honored by all involved parties and will be reviewed post-Fair.

**amplified sound permits.** If you are planning an event involving amplified sound on the Fair site outside of the event season, you must obtain a permit from the Site Manager. During OCF Main Camp through post-Fair you can pick up a permit application at QuarterMaster. Return the application to QM or Fair Central for review by the Management Team who will consider requests on a case-by-case basis. Sound Amplification Permits may be determined, in part, using some or all the following criteria: sound sheds, decibel levels, respectful interactions, and other permitted amplified events in proximity or on consecutive nights in the same location.

**timing.** All Sound Permit requests and timing issues are subject to Management approval all year long. Amplified sound will comply with Lane County ordinances per our agreement with the County. All amplified sound taking place on OCF stages during the weekend of the event are subject to Stage Coordinator approval, Community Agreement, and final OCF Management review and approval.

**types of amplified sound.** Amplified sound allowed at the OCF is that which is sung, played, or mixed by the musician or DJ and respectfully broadcast to the immediate area and audience with the understanding that sound circles overlap and not always to the benefit of others. Pre-recorded music is not in line with our emphasis on the handcrafted—whether art, food, or music. You are encouraged to turn off pre-recorded music, unless it is part of a live mix performance, dance, or stage act.

**Show how the revised section is to read:**

### **11. Entertaining at the Fair.**

Entertainment is scheduled throughout the Fair. No battery-powered amplifiers or recorded music are allowed on paths, stages, or in stage areas unless provided or approved by OCF Entertainment Crew coordinators or Fair Management during the public hours. Unscheduled performers must comply with the Wandering Performer Guidelines, available at the Check Inn booth.

During the public hours, battery carts devoted to stages may only be used for acts coordinated and scheduled by Entertainment coordinators.

Late-night acoustical venues respectful of the camphoods and needs of the Fair Family are encouraged. Tolerance of those who want to dance and celebrate is also appreciated. See Section 50 for additional Sound Amplification and Sound Permit information.

### **50. Sound Amplification.**

**community agreements.** Because we camp so closely



together, amplified sound, whether live or recorded, projected beyond the immediate audience creates problems for other Fair Family. Please consider others before you turn it up. Please be respectful of your impact on acoustic musicians, exhausted kids and parents, and Fair Family with early morning shifts. Camp hosts, coordinators, booth representatives, and campers are asked to develop and negotiate neighborhood agreements before the Fair regarding sound levels and noise guidelines and to collectively coexist in a peaceful manner. Amplified sound performances must have an amplified sound permit which requires a community agreement with those affected by the acoustic footprint of your planned event. Contact Management if you need assistance with crafting a community agreement. Conflict resolution decisions made at that time by the Management Team must be honored by all involved parties and will be reviewed post-Fair.

**amplified sound permits.** A permit is required for all amplified sound on the Fair site. You must obtain a permit from the Site Manager outside of the event season. Applications are available at the Quartermaster during OCF Main Camp through post-Fair. Return the application to QM or Fair Central for review by the Management Team, who will consider requests on a case-by-case basis. Sound Amplification Permits may be determined, in part, using some or all the following criteria: sound sheds, decibel levels, respectful interactions, and other events in proximity or on consecutive nights in the same location. All Sound Permit requests and timing issues are subject to Management approval all year long. Amplified sound will comply with Lane County ordinances per our agreement with the County. All amplified sound taking place on OCF stages during the weekend of the event are subject to Stage Coordinator approval, Community Agreement, and final OCF Management review and approval.

**types of amplified sound.** Amplified sound allowed at the OCF is that which is sung, played, or mixed by the musician or DJ and respectfully broadcast to the immediate area and audience with the understanding that sound circles overlap and not always to the benefit of others. Anything that contains an amplifier and a speaker, including bluetooth speakers, boom boxes, powered backpacks, and car stereos fall under this guideline. Pre-recorded music is not in line with our emphasis on the handcrafted— whether art, food, or music. You are encouraged to turn off pre-recorded music, unless it is part of a live mix performance, dance, or stage act. Again, decibel levels should respect the shared use of the property.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:**

For the most part these changes steer us toward being proactive and preventing conflicts instead of being reactive and dealing with conflicts. In particular, it makes community agreements a prerequisite for an amplified sound permit. Additionally there are some wording cleanups (who brings tape recorders to the Fair?) and some clarifications (what constitutes amplified sound).

These changes affect everybody at the Fair given the increasing amount of negative Fair Feedback on this issue. The most affected will be the BUMs who enforce the Guidelines and approve amplified music permits.

\*\*\*

#### **Guidelines Policy Change #10– Vote to approve #10 or #11**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 2, Calendar

Last day for regular priced passes

**Show how the revised section is to read:**

Eliminate this line altogether

**Identify other sections that would be affected by the change, if any:** Any and all sections regarding price increases after a specific date, including the calendar, S.O.P.s, vehicle stickers, and Booth Registration

**Why does this change need to be made? Who would be affected?:** Can help to eliminate fraud by setting a static price through the Fair year

\*\*\*

#### **Guidelines Policy Change #11– Vote to approve #10 or #11**

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 2, Calendar

Last day for regular priced passes.

**Show how the revised section is to read:**

Keep this in the guidelines as is.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:** Approving this changes nothing but keeps our current price increase policy in effect, including late pass purchase price.

# 2024 Guidelines Operational Changes

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 9, Sec 11;

Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Check Inn booth.

**Show how the revised section is to read:**

Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Check Inn booth in Entertainment Camp or on the .org and .net sites.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Highlights where Check Inn booth is located; where Wandering Performer guidelines can be found off-site.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 7, Sec 6;

In this spirit of gratitude, the Staff Kitchen serves meals to working crews only

**Show how the revised section is to read:**

In this spirit of gratitude, the Staff Kitchen serves meals to **working crews only** (make "working crews only" bold and underlined)

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** This would set the expectation for those who are/are not eligible to eat at MC kitchen. This will hopefully alleviate the burden on pre-Fair kitchen and create a better atmosphere for those enjoying MC meals.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 17, sec 37 (Traffic Flow):

No vehicles, except those with emergency stickers, can

enter any gate between 6 pm and 8 pm on event days.

**Show how the revised section is to read:**

No vehicles, except those with emergency stickers, can enter any gate between 6 pm and 8 pm on event days. All vehicles must go with the flow of traffic except vehicles with emergency stickers.

**Identify other sections that would be affected by the change, if any:**

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 37, sec 89:

All food booths should have hand sanitizer available on their booth counters.

**Show how the revised section is to read:**

All food booths should have hand sanitizer available on their booth counters.

All food items must be removed from site by Friday after Fair. (NEW LINE)

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?**

\*\*\*

**Name:** Staff

**Fair Affiliation:** Staff

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

**32. Grievance Process, Conflict Resolution, and Mediation.** When people work together, there are sometimes disputes and disagreements that come up. The Fair strives to be supportive of the expression of our alternative ideals in conflict resolution. As a diverse family, we offer many techniques for resolving disputes, including mediation, counseling, restorative justice, and, if needed, arbitration.

There are several groups whose work includes conflict resolution services. See below for their contact information. The Oregon Country Fair Grievance Process is a formal procedure established specifically for situations in which the OCF written guidelines or policies are alleged to have been violated during OCF



related interactions (in person or online) and you have been adversely impacted. The first step in any potential grievance is to try to work directly with the individual or group with the assistance of a Fair Leader. If the conflict can be addressed through mediation, it's with the assistance of CeDaR's mediators or the Camping Mediation Team. If an individual is experiencing a trauma-based attack (bias attack, harassment, etc.), they may request to skip the pre-grievance steps and move directly to a formal grievance. This request will be granted following a fact-finding effort to determine if a trauma-based attack occurred. When pre-grievance steps are being utilized and when help with conflict is requested, the team who assists is determined by the circumstances of the conflict. For example, if a conflict is between Fair Family and a neighboring property owner, the Neighborhood Response Team (NRTs) are called into action. Conflicts involving camping, booth space, or other placement issues are handled by the Camping Crew Mediation Team. Interpersonal conflicts between Fair Family members that do not involve placement issues go to CeDaR mediators. Other teams that assist with conflicts include White Bird (who provides crisis intervention, counseling, etc.), Security, Back-Up Managers (BUMs), and Fair staff. All grievance processes and time limits at any step of this procedure are suspended from June 1 through July 31—unless all parties agree otherwise. During this period, contact QuarterMaster, Fair Central, or Fair management to connect with the correct Conflict Resolution Resources.

**CAMPING MEDIATORS.** Issues concerning neighbors, territory, boundaries within or adjacent to your campsite or booth space.

- Pre-Fair: Go to QuarterMaster.
- During the Fair: Find Camping Mediators on site.

**Show how the revised section is to read:**

Change subject header to "Support, Resolution, and Mediation."

Remove "Camping" from "Camping Mediators"

**32. Support, Resolution, and Mediation.** When people work together, there are sometimes disputes and disagreements that come up. The Fair strives to be supportive of the expression of our alternative ideals in conflict resolution. As a diverse family, we offer many techniques for resolving disputes, including mediation, counseling, restorative justice, and, if needed, arbitration.

There are several groups whose work includes conflict resolution services. See below for their contact information. The Oregon Country Fair Support Process is a formal procedure established specifically for situations in which the OCF written guidelines or

policies are alleged to have been violated during OCF sponsored activities and you have been adversely impacted. The first step in any request for support is to try to work directly with the individual or group with the assistance of a Fair Leader. If the conflict can be addressed through mediation, it's with the assistance of the Mediation Crew. When help with conflict is requested, the team who assists is determined by the circumstances of the conflict. For example, if a conflict is between Fair Family and a neighboring property owner, the Neighborhood Response Team (NRTs) are called into action. Conflicts involving camping, booth space, or other placement issues are handled by the Mediation Crew. Other teams that assist with conflicts include White Bird (who provides crisis intervention, counseling, etc.), Security, Back-Up Managers (BUMs), and Fair staff. All support processes and time limits at any step of this procedure are suspended from June 1 through July 31 — unless all parties agree otherwise. During this period, contact QuarterMaster, Fair Central, Fair management or email [faircommunitysupport@oregoncountryfair.org](mailto:faircommunitysupport@oregoncountryfair.org), to connect with the correct Conflict Resolution Resources.

**MEDIATORS.** Issues concerning neighbors, territory, boundaries within or adjacent to your campsite or booth space, or interpersonal conflicts.

- Pre-Fair: Go to QuarterMaster.
- During the Fair: Contact Mediators on site at the Empathy Booth at the Dragon or email [faircommunitysupport@oregoncountryfair.org](mailto:faircommunitysupport@oregoncountryfair.org).

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 8, Sec 9

**9. No Dogs, Cats, or Other Domestic Animals.** The prohibition of dogs on site, except service dogs, is in effect from June 1 through August 31. Anyone considering bringing a service animal should refer to information in the Documents section at [oregoncountryfair.net](http://oregoncountryfair.net). Bringing cats, chickens, or any animal other than a dog to the site, unless officially approved as a service animal or otherwise arranged by Management, is prohibited at all times of the year. Anyone who refuses to comply will be told to leave and may be placed on probation. Exotic birds (e.g., macaws, parrots) and certain types of reptiles will be considered on a case-by-case basis by Fair Management. For more information write to [info@oregoncountryfair.org](mailto:info@oregoncountryfair.org).

**Show how the revised section is to read:**

**9. No Dogs, Cats, or Other Domestic Animals.** The prohibition of dogs on site, except service dogs, is in effect from June 1 through August 31. Anyone considering bringing a service dog to the event should refer to information in the Documents section at oregoncountryfair.net. Exotic birds (e.g., macaws, parrots) and certain types of reptiles will be considered on a case-by-case basis by management. Bringing any other animals to site, unless officially approved as a service animal or otherwise arranged by management, is prohibited at all times of the year. Anyone who refuses to comply will be told to leave and may be placed on probation. The Fair accepts no liability associated with bringing any animal to site. For more information write to info@oregoncountryfair.org.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?**

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

P. 5, section 3

**Show how the revised section is to read:**

These hazards include, but are not limited to, dirt, grass, and gravel pathways, uneven ground, tripping hazards, low branches, brush, stinging insects, dust, poison oak, and more.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** I suggest adding dust to hazards list. It was exceptionally bad in 2023 and I think people might want to know it could be a problem.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 4, page 6

**Show how the revised section is to read:**

Trade passes are available to coordinators to use in exchange for goods or services, necessary for crew operations, as per the crew budget.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would**

**be affected?** Let's make sure the trade passes are being used for crew operations, not for personal use.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

P. 6, section 6, 2nd paragraph

Those interested in volunteering for the Fair are encouraged to send an email to volunteering@oregoncountryfair.org. A Fair employee will provide a survey to collect contact information..

**Show how the revised section is to read:**

Those interested in volunteering for the Fair are encouraged to send an email to volunteering@oregoncountryfair.org. A Fair volunteer will provide a survey to collect contact information...

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** We no longer have an employee filling this role.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 21, page 11

**Show how the revised section is to read:**

Something like: "In accordance with Oregon law, genitals must be covered in public areas while the Fair is open to the public. Photographing anyone who is nude without their knowledge and permission is strictly prohibited and could result in consequences for the photographer."

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** I think it needs to be said. Everyone would be affected.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 5, Sec 4

Everyone over age 12 at the Fair before 6 am or after 7 pm must wear a 2023 OCF-issued wristband or photo

ID. To receive your wristband, you must present a valid form of ID that confirms your legal name and date of birth upon check-in.

**Show how the revised section is to read:**

Everyone over age 12 at the Fair before 6 am or after 7 pm must wear a 2024 OCF-issued wristband or photo ID. To receive your wristband, you must present a valid form of ID that confirms your legal name (first and last) and date of birth upon check-in. An email address is also strongly encouraged.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Specifies that we must be order to verify first and last name in order to enter the Fair. Also recommends email addresses for ease of communication.

\*\*\*

**Name:** Staff

**Fair Affiliation:** OCF Employee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 6, Paragraph 2

Checks returned because of insufficient funds will be assessed a \$25 fee. If a check is not made good by the time of the Fair, the S.O. will not receive their wristband.

**Show how the revised section is to read:** Checks returned because of insufficient funds will be assessed a \$35 fee. If a check is not made good by the time of the Fair, the S.O. will not receive their wristband.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** The fee is now \$35

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 65, Page 27

The booth representative is the contact between the booth and the rest of the Fair organization. It is the booth representative's responsibility to see that all booth members read and comply with these Guidelines. The Oregon Country Fair can revoke booth representative status and/or approved crafter or participant status for violations of the Guidelines.

Please feel free to make copies to distribute to booth members. Additional copies of the Guidelines are also available from the OCF office, on site, and at oregoncountryfair.net.

**Show how the revised section is to read:**

The booth representative is the contact between the booth and the rest of the Fair organization. It is the booth representative's responsibility to see that all booth members read and comply with these Guidelines. The Oregon Country Fair can revoke booth representative status and/or participant status for violations of the Guidelines.

Please feel free to make copies to distribute to booth members. Additional copies of the Guidelines are also available from the OCF office, on site, and at oregoncountryfair.net.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** This gives the impression that this section applies to crafters and we should include food booth representatives or remove "approved crafter or" to eliminate any confusion of this section.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 67, page 28

**craft booths.** The craft booth fee is \$200. Wristbands are \$100 each for the first eight (8) purchased; additional approved wristbands are \$115 each.

**strolling crafters.** The strolling crafter fee is \$100. Wristbands are \$100 each for the first four (4) purchased; additional wristbands are \$115 each.

**food booths.** The Food Booth fee is \$300. Wristbands are \$100 each for up to twentyfour (24) approved passes. Additional wristbands approved for purchase are \$115 each. Requests for more than twelve (12) total wristbands will be considered based on the following criteria approved by the Board of Directors: on-site food preparation and the booth must be open at least 15 hours per day; or any booth, including drinks-only booths, must be open 20 or more hours per day, including Sunday. Be sure to request your wristbands by the May 1 deadline. (This deadline is extended for new food booths accepted after the May 1 registration deadline.)

**food carts.** The food cart vendor fee is \$115. Wristbands are \$100 for up to twelve (12) approved passes.

**Show how the revised section is to read:**

**67. Booth Fees**

**CRAFT BOOTHS.** The craft booth fee is \$200. Wristbands are \$125 each for the first eight (8) purchased; additional approved wristbands are \$140 each.

**STROLLING CRAFTER.** The strolling crafter fee is \$100. Wristbands are \$125 each for the first four (4) purchased; additional wristbands are \$140 each.

**FOOD BOOTHS.** The Food Booth fee is \$350. Wristbands are \$125 each for up to twenty-four (24) approved



passes. Additional wristbands approved for purchase are \$140 each.

**FOOD CARTS** Requests for more than twelve (12) total wristbands will be considered based on the following criteria approved by the Board of Directors: on-site food preparation and the food cart must be open at least 15 hours per day; or any food booth, including drinks-only booths, must be open 20 or more hours per day, including Sunday. Be sure to request your wristbands by the May 1 deadline. (This deadline is extended for new food booths accepted after the May 1 registration deadline.) The food cart vendor fee is \$115. Wristbands are \$125 for up to twelve (12) approved passes.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Seems like "booth" is a typo and should be "food cart." Including "food" before "cart" for more clarity.

Should we change deadlines to earlier to give us more time to discuss individual cases? What about having booths/carts request additional passes on their Blue Sheet Form? "Additional" added before "wristbands" for more clarity, as we allow base wristbands to be requested all the way up to the event.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 70, page 30

**70. Booth Changes.**

Booth representatives are required to notify Booth Registration of all changes to booth occupants.

**contact information.** Booth Registration will collect the name, email, mailing address, and phone numbers of folks in each booth. Booth representatives should provide this information in the registration packet and update it if there are changes.

**booth sharing.** Craft booths may share space with any active juried crafter. Booth representatives must notify Booth Registration as soon as possible to ensure the added crafter gets credit for participating.

**leave of absence.** A booth, crafter, or booth representative may take a leave of absence for no more than two consecutive years with written notification to Registration before the May 1 deadline.

**Show how the revised section is to read:**

**Booth Changes.**

Booth representatives are required to notify Booth Registration of all changes to booth occupants.

**contact information.** Booth Registration will collect the name, email, mailing address, and phone numbers of folks in each booth. Booth representatives should

provide this information in the registration packet and update it if there are changes.

**craft booth sharing.** Craft booths may share space with any active juried crafter. Booth representatives must notify Booth Registration as soon as possible to ensure the added crafter gets credit for participating.

**leave of absence.** A food booth, food cart, crafter, or booth representative may take a leave of absence for no more than two consecutive years with written notification to Registration before the May 1 deadline.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected?: Addition of words "craft," "food," and "food cart" for more clarity.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 71, page 30

**Booth Site Selection.**

**Show how the revised section is to read:**

**71. Craft Booth Site Selection.**

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** This whole section applies only to craft booths. The word "Craft" should be added to the title for clarity.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 72, page 30

**Opening and Closing** All booths must be closed by 1 pm Monday after Fair. There is no camping Monday night. Everyone must vacate the property by 6 pm.

**Show how the revised section is to read:**

**Closing after the Event.**

All booths must be closed by 1 pm Monday after Fair. There is no camping Monday night. Everyone must vacate the property by 6pm.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** There is no "opening" information in this section so those words should be taken out. "After our event" adds necessary clarity to this section.

\*\*\*

**Name:** Food Committee**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 74. page 32

**74. General Booth Construction Requirements.**

The OCF may remove unapproved structures or equipment left on site and a fee may be charged. See also Cleanup (Section 42). The OCF grounds, booths, and lofts are not general storage facilities! Please store only elements of your booth, such as walls, floors, ladders, water tanks, and sinks. These must be tied down. Items such as camping gear, chairs, tables, coolers, display racks, and spare wood are not to be left on site. Contact Construction Crew if you are not sure what booth elements can stay. The Fair site floods most winters; please consider this important reality in your booth construction. Fences, walls, and booth fronts impede and channel flood waters and cause path erosion. Remove and secure, or hinge and fold up, these vertical surfaces. Converting your booth to a temporary structure and removing it from the flood plain each year is the most site-friendly option.

**Show how the revised section is to read:**

**74. General Booth Construction Requirements.**

The OCF may remove unapproved structures or equipment left on site and a fee may be charged. See also Cleanup (Section 42). The OCF grounds, booths, and lofts are not general storage facilities! Please store only elements of your booth, such as walls, floors, ladders, water tanks, and sinks. These must be tied down. Items such as camping gear, chairs, tables, coolers, display racks, and spare wood are not to be left on site.

Propane tanks must be removed by August 31. Contact Construction Crew if you are not sure what booth elements can stay. The Fair site floods most winters; please consider this important reality in your booth construction. Fences, walls, and booth fronts impede and channel flood waters and cause path erosion. Remove and secure, or hinge and fold up, these vertical surfaces. Converting your booth to a temporary structure and removing it from the flood plain each year is the most site-friendly option.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Added prohibition of overwintering propane tanks on site. There is currently no mention of this policy.

\*\*\*

**Name:** Food Committee**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section**

**number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 76, page 32

**76. Aesthetics.**

Booth construction and decorative materials should include wood (poles and old weathered wood are best) or fabric (canvas, parachutes, tie dyes). The OCF does not permit visible pressure-treated materials, plywood, lattice, chipboard, or pallets for new or rebuilt construction. However, covered plywood countertops in booths, removable plywood signs, and removable wheelchair ramps are acceptable. Plastic, including woven plastic, must be covered and out of sight during the Fair unless it is actively raining. Automobiles, trailers, camping tents, or converted trucks may not be used as booths. Personal camping tents must be well hidden from public view. The OCF has the right to reject a booth not in keeping with the aesthetic standards of the Fair.

**Show how the revised section is to read:**

**76. Aesthetics.**

Booth construction and decorative materials should include wood (poles and old weathered wood are best) or fabric (canvas, parachutes, tie dyes). The OCF does not permit visible pressure-treated materials, plywood, lattice, chipboard, or pallets for new or rebuilt construction. However, covered plywood countertops in booths, removable plywood signs, and removable wheelchair ramps are acceptable. Plastic, including woven plastic and tarps, must be covered and out of sight during the Fair unless it is actively raining. Automobiles, trailers, camping tents, or converted trucks may not be used as booths. Personal camping tents must be well hidden from public view. The OCF has the right to reject a booth not in keeping with the aesthetic standards of the Fair.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Except for "plastic," which is kind of vague, there is no mention of the prohibition of visible tarps. The word should be included for clarity.

\*\*\*

**Name:** Food Committee**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 80, page 34

**80. Menu.**

Each year returning vendors are required to fill out a "Blue Sheet" that lists all approved menu items and allergens used in the booth.

Any changes to your menu must be approved by the Food Committee. All new menu items must be juried by the Food Committee at their last meeting in May. Food

vendors at the Fair are required to make a significant contribution to the menu items they serve. Prepare as many items as possible from scratch. Some element of your principal items must be made from scratch. Mere assembly does not constitute a significant contribution. We encourage you to use fresh ingredients, sourced locally, and organic whenever possible. No craft item (e.g., t-shirts) may be sold at food booths during public hours.

**Show how the revised section is to read:**

**80. Menu.**

Each year returning vendors are required to fill out a "Blue Sheet", a digital form that lists all approved menu items and allergens used in the booth.

Any changes to your menu must be proposed on your Blue Sheet Form and approved by the Food Committee. All new menu items must be juried by the Food Committee at their last meeting in May. Food vendors at the Fair are required to make a significant contribution to the menu items they serve. Prepare as many items as possible from scratch. Some element of your principal items must be made from scratch. Mere assembly does not constitute a significant contribution. We encourage you to use fresh ingredients, sourced locally, and organic whenever possible. Food vendors must list all food allergens (Milk, Eggs, Fish, Crustacean Shellfish, Tree nuts, Peanuts, Wheat, Soybeans, Sesame) on their public menu display, when applicable. No craft item (e.g., t-shirts) may be sold at food booths during public hours.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected? Added more clarity about what the Blue Sheet is currently. Should we consider moving the new menu item vetting date to sooner if Blue Sheets are collected sooner? Added requirement to post food allergens, since it seems like that is our expectation, yet it is not mentioned.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 82, page 34

82. Mandatory Food Booth Meeting. All food booth representatives are required to attend a meeting with the Food Committee and the county sanitarian on Wednesday, June 7, 6 pm, at Unitarian Universalist Church, 1685 W 13th Ave, Eugene. No exceptions! The booth representative must attend this meeting or have prior consent for their replacement from the Food Committee. Any food booth vendor failing to be represented at this meeting will be put on probation.

Upon conclusion of the meeting, booth reps may buy ice punch cards, pay registration fees, and conduct all

other unfinished food booth business. This is the last time reps can request more passes or make rep changes until next year.

**Show how the revised section is to read:**

All food booth representatives are required to attend a meeting with the Food Committee and the county sanitarian on Wednesday, June 7, 6 pm, at Unitarian Universalist Church, 1685 W 13th Ave, Eugene. No exceptions! A Primary or Secondary booth representative must attend this meeting or have prior consent for their replacement from the Food Committee. Any food booth vendor failing to be represented at this meeting will be put on probation. Upon conclusion of the meeting, booth reps may pay registration fees and conduct all other unfinished food booth business. This is the last time reps can request more passes for the current year.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** "Primary or Secondary" inclusion feels more clear and in line with our expectations. No need to mention "zoom" component of meeting, because "attend" whether in person or online is sufficiently clear. Removing "buy ice punch cards," as we are trying to have orders via Blue Sheet Form and payments via Booth Reg, at least for 2024.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 83, Page 34

83. County Regulations. The rules for the preparation and handling of food are those established by Lane County and the Food Committee. There will be no exceptions. On the first day of the Fair, a Lane County sanitarian will inspect your food booth before issuing a temporary restaurant license. The OCF will not permit booths that fail this inspection to open. Booths in violation of these regulations will be closed. Lane County sanitarians will make random inspections throughout the duration of the Fair.

By at least one week before the Fair, each food booth must apply for a temporary restaurant license from the Lane County Environmental Health Office. (Not necessary for food carts.)

**Show how the revised section is to read:**

83. County Regulations.

The rules for the preparation and handling of food are those established by Lane County and the Food Committee. There will be no exceptions. On the first day of the Fair, a Lane County sanitarian will inspect your food booth before issuing a temporary restaurant license.



The OCF will not permit booths that fail this inspection to open. Booths in violation of these regulations will be closed. Lane County sanitarians will make random inspections throughout the duration of the Fair. By at least one week before the Fair, each food booth must apply for a temporary restaurant license from the Lane County Environmental Health Office. (Not necessary for licensed food carts or exempt menus.)

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:** Seems prudent to include the words “licensed” before food carts, implying they have an annual license, and the few “exempt menus” that do not require LCEH licensing.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 83, Page 34

Keep your menu simple and do not add menu items during the Fair. Remove all unused food from the site. Main Camp Kitchen accepts donations of certain food-stuffs, at the Kitchen Crew’s discretion.

**Show how the revised section is to read:**

Keep your menu simple and do not add menu items during the Fair. Remove all unused food and chemicals from the site within one week after the end of our event. Main Camp Kitchen accepts donations of certain food-stuffs, at the Kitchen Crew’s discretion.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:** Adding expectations to remove food from premises within one week after our event to distinguish from non-food storage requirements. (add chemicals)

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 84, page 35

All primary and secondary representatives must have a valid email address and working phone. The Food Committee must confirm all primary booth representative changes. Primary and secondary food booth representatives must be aware of all food allergens used in the booth and must be prepared to present this list to anyone who asks.

**Show how the revised section is to read:**

All primary and secondary representatives must have a valid email address and working phone and respond within 10 days to official communications from the OCF and Food Committee, unless otherwise instructed. The Food Committee must confirm all primary booth representative changes. Primary and secondary food booth representatives must be aware of all food allergens used in the booth and must be prepared to present this list to anyone who asks. Current FDA Common Food Allergens include Milk, Eggs, Fish, Crustacean Shellfish, Tree nuts, Peanuts, Wheat, Soybeans, Sesame. When applicable, allergy information must be posted in a clear and visible space for the public.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected? “Present this list” seems to contradict our expectation that food allergens are posted to the public on the menu. We should get clear on our expectations, and adjust verbiage accordingly.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 84, page 35

A new primary representative for an existing booth must have five years’ experience in the booth, including the prior three consecutive calendar years. A secondary representative must have at least two years’ experience working in the food booth they represent. Primary and secondary representatives must have Food Handler’s cards and a good understanding of health codes.

In the case of a primary booth representative change, the booth will be subject to a two-year probationary period. Final approval of the transfer of primary booth representative status will be pending successful completion of the probationary period. Potential new food booth representatives need to be vetted by the Food Committee by the first Wednesday in May.

**Show how the revised section is to read:**

A new primary representative for an existing booth must have five years’ experience participating in the booth within the last 10 years, including the prior three consecutive calendar years. A secondary representative must have at least two years’ experience working in the food booth they represent, within the last five years. Primary and secondary representatives must have Food Handler’s cards and a good understanding of health codes.

In the case of a primary booth representative change, the booth will be subject to a two-year guidance period. Final approval of the transfer of primary booth repre-

sentative status will be pending successful completion of the guidance period. Potential new food booth representatives need to be vetted by the Food Committee by the first Wednesday in May.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected? Added limits on qualifying years in order to encourage experienced people are in booth leadership. Changed “probationary” to “guidance” to distinguish leadership change from guideline violations.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove**

Section 84, Page 35

A primary or secondary booth representative is required to be in the booth during all hours of operation. A primary or secondary representative must be present during Lane County Health inspections and must be able to remedy any noted health code violations.

Show how the revised section is to read:

A primary or secondary booth representative is required to be in the booth during all public hours of operation. A primary or secondary representative must be present during Lane County Health inspections and must be able to remedy any noted health code violations.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected? Included the word “public” to adjust the hours of operation requirement to be more realistic.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 85, Page 35

85. Food Booth Probation Policy. New food booths will be placed on a standard probation for a period of two years. After each of those two years, the Food Committee will review the booth’s performance and share the evaluation with the booth representative. After the booth passes the probationary period and has been invited back the third year, the food booth is considered permanent

Show how the revised section is to read:

**85. New Food Guidance and Probation Policy.**

New food booths will be placed on a guidance period of two years. After each of those two years, the Food

Committee will review the booth’s performance and share the evaluation with the booth representative.

A food booth, food cart, strolling vendor and/or booth representative can be put on probation, suspended, or expelled due to violation of the guidelines. Probation, suspension, expulsion and any limitations to booth operation and participating individuals can be defined and executed on a case by case basis by the Food Committee, OCF Staff, and/or relevant crew leadership when necessary.

**Identify other sections that would be affected by the change, if any:**

Why does this change need to be made? Who would be affected? The title of this section is not appropriately named. It does not even touch on the disciplinary side of “probation”. As previously discussed, we will call what was formerly “probation” for new booths/carts a “guidance period” to distinguish it from violation based results. A second paragraph (or more) can be added to this section to cover our consequences policies.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 86, Page 35

**Food Carts.** Strolling food vendors are reduced-size food booths that must have the ability to move when asked to do so. Typically, their menus are limited to accommodate food preparation in a small space. Strolling food carts must be no larger than 4’x6’. Storage must extend no further than three feet behind the cart and must adhere to the aesthetic guidelines of the Food Committee. Strolling food vendors must follow the Health Department’s sanitation guidelines for temporary restaurants. Cart placement must not interfere with traffic or visibility of booths. Fair operations will work to site carts that are not expected to move during public hours of the Fair. Each strolling food vendor must have a hand-washing station, as described in Section 89, if serving any item not prepackaged in single servings. No strolling food vendor is permitted to set up after the Fair has begun.

Show how the revised section is to read:

**86. Food Carts.** Strolling food vendors and food carts are reduced-size food booths that must have the ability to move when asked to do so. Typically, their menus are limited to accommodate food preparation in a small space. Food carts must be no larger than 4’x6’. Storage must extend no further than three feet behind the cart and must adhere to the aesthetic guidelines of the Food Committee. Strolling food vendors and food carts must follow the Health Department’s sanitation guidelines. Cart placement must not interfere with traffic or visibility of booths. Fair operations will work to site carts that are

not expected to move during public hours of the Fair. All food carts must have a hand-washing station, as described in Section 89, unless serving exclusively prepackaged items in single servings, or granted an exception by the Food Committee. No food vendor is permitted to set up after the Fair has begun without prior approval from the Food Committee and site staff.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** It feels productive to distinguish strolling vendors from food carts as some strolling vendors are just people with baskets, or they have no ability to have infrastructure that even a cart would be able to have (hand-washing, for instance). Take out “strolling” when discussing size limitations of food carts. It is not true that food carts and strollers have the same rules as “temporary restaurants” so we should take that out. Added language to improve grammar and highlight the specificity of no required handwashing setup.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 87, page 35-36

**Refrigeration.**

Punch cards for ice in 20-pound bags may be purchased at the mandatory food booth meeting. Seven-pound blocks are also available but must be pre-ordered at or before the Food Booth Meeting. Ice sales will also occur during refer truck operating hours, which will be announced at the Food Booth Meeting. All refrigerators, coolers, and cooler boxes must be removed from OCF property no later than July 31. Those not removed by vendors will be removed by the OCF, and booths will be assessed \$100 per unit.

**Show how the revised section is to read:**

**Refrigeration.**

Punch cards for ice in 20-pound bags may be purchased during the registration process. Seven-pound blocks are also available but must be pre-ordered. Ice sales will also occur during refrigeration sites’ operating hours, which will be announced at the Mandatory Food Booth Meeting. All refrigerators, coolers, and cooler boxes must be removed from OCF property no later than July 31. Those not removed by vendors will be removed by the OCF, and booths will be assessed \$100 per unit.

All food items must be removed from booths and OCF property within one week after the event to avoid public health hazards and infestation from surrounding animals.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** We should allow vendors to request ice on their Blue Sheet Form and pay for it with their Registration Fees leading up to the MFBM. We should stop selling ice at the MFBM as it is a distraction and clogs up Registration business. Ice price can increase when Registration fees are due. Included specific expectations of removing food within a week after the event.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 88, page 36

**Food Issues.**

All food must be from an approved source—for example, government inspected meat, approved ice, approved milk, etc. No home-canned or home-prepared items are permitted. Off-site food preparation must be done in a licensed kitchen. Booths using off-site kitchen facilities must record the name, address, and phone number of the facility on their “Blue Sheets.”

**Show how the revised section is to read:**

**86. Food Issues.**

All food must be from an approved source—for example, government inspected meat, approved ice, approved milk, etc. No home-canned or home-prepared items are permitted. Off-site food preparation must be done in a licensed kitchen. Booths using off-site kitchen facilities must record the name, address, and phone number of the facility on their “Blue Sheet Forms.”

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Add “Forms” to better reflect digital form submission.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 89, page 36

**Sanitation.**

Water containers must be accessible and adequately braced, and the storage platform base must be no higher than six feet. Safe access must be provided to any storage platforms. Do not build water storage platforms without consulting a Construction coordinator. Water delivery will be more efficient if containers have at least a five-gallon capacity and an opening of two inches or more in diameter. Small containers slow down the de-



livery service and waste water. Place all water containers that you cannot carry no further than five feet from the front of your booth. This will enable water delivery to be faster and easier.

Water will be delivered twice daily: 7 to 11 am, and 7 to 11 pm (except Sunday evening). If you miss your delivery, please go to the nearest Information Booth for instructions. Don't leave unsecured water containers after Fair. Large water tanks must be tied down.

**Show how the revised section is to read:**

**89. Water and Sanitation.**

Water containers must be accessible and adequately braced, and the storage platform base must be no higher than six feet. Safe access must be provided to any storage platforms. Do not build water storage platforms without consulting a Construction coordinator. Water delivery will be more efficient if containers have at least a five-gallon capacity (for booths) and an opening of two inches or more in diameter. Small containers slow down the delivery service and waste water. Place all water containers that you cannot carry no further than five feet from the front of your booth, or make sure there is adequate plumbing at the front of your booth to help with water tank filling. This will enable water delivery to be faster and easier.

Water will be delivered twice daily: 7 to 11 am, and 7 to 11 pm (except Sunday evening). If you miss your delivery, please go to the nearest Information Booth for instructions. Don't leave unsecured water containers after Fair. Large water tanks must be tied down.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** Added "(for booths)" to be more specific as it is impractical and not required for carts to have more than five gallons of fresh water.

\*\*\*

**Name:** Food Committee

**Fair Affiliation:** Food Committee

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 89, page 36

Each booth must be equipped with a hand-washing system that provides warm, flowing water at all times. This system must, at a minimum, include a five-gallon food-grade OREGON COUNTRY FAIR GUIDELINES JULY 7, 8 & 9, 2023 37 container for water storage. The container must have a dispensing valve that provides a constant flow of water when opened. A catch basin must be provided to collect wastewater from the hand-washing system in a sanitary manner. There must be two separate containers: one with soapy wash water and the other with a sanitizing rinse of at least 100 ppm chlorine (1 tablespoon per gallon of water). Use only paper towels

to dry hands

**Show how the revised section is to read:**

Each food booth and food cart must be equipped with a hand-washing system that provides warm, flowing water at all times. This system must, at a minimum, include a five-gallon food-grade container for water storage.

The container must have a dispensing valve that provides a constant flow of water when opened. A catch basin must be provided to collect wastewater from the hand-washing system in a sanitary manner. Use only paper towels to dry hands.

Food carts must dispose of greywater in an approved manner that meets local health and environmental regulations.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** "Two separate containers" section is not accurate and is not relevant to hand-washing, which this paragraph is referring to. Added a line to remind food carts to appropriately dispose of their greywater. Stopped short of suggesting they ask nearby booths, but that is also an option worth including.

\*\*\*

**Name:** Booth Reg

**Fair Affiliation:** Registration Crew

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Section 69, page 29

TEEN PASSES are \$50 for ages 13–18. When requesting youth credentials, please indicate the youth's name and date of birth, and the name and emergency contact information for the adult responsible for the youth. All persons under the age of 18 must have a parent or responsible adult on site who is reachable by staff during the Fair. If the minor is deemed by Fair Management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, including suspension from the Fair for one year. Further incidents may result in permanent expulsion from the OCF. The number of youth overnight credentials requested cannot exceed half the number of approved adult credentials

**Show how the revised section is to read:**

TEEN PASSES are \$50 for ages 13–18. When requesting teen credentials, please indicate the teen's name and date of birth, and the name and emergency contact information for the adult responsible for the youth. All persons under the age of 18 must have a parent or responsible adult on site who is reachable by staff during the Fair. If the minor is deemed by Fair Management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, including suspension from the Fair for one year. Further incidents

may result in permanent expulsion from the OCF. The number of teen overnight credentials requested cannot exceed half the number of approved adult credentials

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?:** Youth pass charge no longer exists. Why single out 11 and 12 year olds if they are treated like those ages 0-10 (ie no admission fee)? No passes exist for 11 and 12 year olds.

\*\*\*

**Name:** Booth Reg

**Fair Affiliation:** Registration Crew

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

(page 28)

67. Booth, Cart, and Strolling Fees must be paid in full by May 1, or the booth is forfeited; a half-fee payment is due by April 1. No post-dated checks will be accepted. Only the booth representative's credit card, check, or money order will be accepted. No other booth member may submit fees.

**Show how the revised section is to read:**

**QUESTION:** Is this portion a policy change? "half-fee payment is due by April 1."

Booth Reg would like to add this to the Guidelines, but we are unsure whether the Board needs to vote on it or not.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?**

\*\*\*

**Name:** Booth Reg

**Fair Affiliation:** Registration Crew

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

**ful to copy and paste the original text you would like to change or remove:**

Page 30

**CHARTER MEMBERS** have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 3.

**Show how the revised section is to read:**

**REMOVE WHOLE SECTION - CHARTER MEMBERS** have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 3.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?** All current booth reps have the same opportunity, so removing charter members does not prohibit charter members from doing so. There just seems to be no reason to differentiate between charter member booth reps and other booth reps.

\*\*\*

**Name:** Craft Inventory

**Fair Affiliation:** OCF Crew

**Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:**

Page 26

All craft booths should have hand sanitizer available on their booth counters.

**Show how the revised section is to read:**

**REMOVE** entire section - All craft booths should have hand sanitizer available on their booth counters.

**Identify other sections that would be affected by the change, if any:**

**Why does this change need to be made? Who would be affected?**



**Board of Directors Meeting****January 8, 2024, 7 pm***(Subject to approval by the Board at the February 2024, Board meeting)*

Zoom remote online and live streamed on YouTube

**YouTube recording link:** <https://www.youtube.com/watch?v=vLOBpsm8IpY>

**Board Directors present:** John Alexander, Anthony “AJ” Jackson (President), Sandra Bauer, George Braddock, Paxton Hoag, Kevin Levy, Sue Theolass, Jon Steinhart, Lisa Parker, and Teresa Vaughn. Absent Board Members: Arna Shaw (Vice President) and Tom Horn. Other Board officers present: Hilary Anthony (Treasurer), and Stephen Diercouff (Secretary). Staff present: Kirsten Bolton (Executive Director), Mark Malaska (Co-Event Manager), Alexis Maddock (Site and Facilities Manager), Vanessa Roy (Marketing Manager), Norma Sax (Office Manager), Alex Zabala (Office Assistant), Sunny Arthurs (Assistant Event Manager), and Anna DiBenedetto (Board Scribe).

The meeting was facilitated by Steven Berkson.

**Announcements**

Paxton: Ya Mon Pete is having a birthday party benefit for White Bird, January 19 at Whirled Pies Cosmic Pizza.

AJ: Reminder for New Year to be safe. Community is experiencing heightened use of drugs this time of year. Fentanyl is killing folks, affecting many. Please be safe and take care of the ones you love. Help however you can.

Hilary: Dennis Todd died during December. He battled cancer for a long time while participating in Path Planning vigorously. He has contributed to Childcare and LUMP. He was a great volunteer over the years, and he will be missed greatly.

**Minutes Review***(YouTube video: 0:04:55)*

**The Board approved the minutes as submitted of the December 4, 2023, meeting.**

**The motion passed: 9-0-1; Sue abstained.**

**Agenda Review and New Business***(YouTube video: 0:05:54)*

**The Board approved the January 8, 2024, agenda as submitted.**

**The motion passed: 10-0.**



## Member Input

None

### Staff Report – Executive Director

#### Administration

The 2024 Guideline change recommendation, both Board policy and Operational, are on the .net site for review.

The Board policy changes are in the January Board packet and are listed as New Business.

The Board will vote on them at the February 2024 Board meeting.

The 2024 Budget is close to completion. It will be presented to the Board at the January 29 Board Special Meeting.

Capital Improvement requests for 2024 are due January 31 to the Crew's staff liaison. The Board will approve them at the March 4, 2024, Board meeting.

A Database retreat took place last weekend. The database privacy policy is in the Board packet under New Business and will be voted on at the February 5 Board meeting. This is an essential piece of policy. It will enable us to get all data onto the servers in the Eugene office, under one comprehensive database for the first time in OCF history. It will inform members, volunteers, artists, performers and restaurateurs of the data we collect, why we collect it, their rights to privacy, and the measures we are taking to protect their personal data.

We will begin taking credit card payments for Crew Inventory in 2024. Everyone who wants to pay with a credit card will need to login to their database account and provide us with an email address. This is how everyone who is allocated inventory will receive the invoice to pay for their inventory. No credit card data will be stored by us. All credit card payments will go through a third-party PCI complaint service provider. Cash and checks will still be accepted through Coordinators. We will ask the Board for a work session in April to demonstrate the functionality of the database. Training sessions will be held for Coordinators in April.

#### Event Management

We have selected a new ticket vendor: Afton Tickets. Tickets will be digital, i.e. on a cell phone, and will be scanned upon entry to the event. Ticket buyers can print the ticket themselves and bring for scanning too. We will offer a Point of Sale for tickets at the Eugene Office on specific dates and times, which are TBD and will be published as soon as finalized. This is in response to a lot of requests for a ticket outlet in Eugene. Afton tickets was the most competitive and they bring a wealth of digital technology that will enhance our data around admissions.

Tickets for 2024 will go on sale on Friday, March 15. Three-day tickets will be offered for the first two weeks. These will be limited; quantity not set yet. General Admission Early Bird tickets will go on sale on Monday, April 1 – June 15; these are reduced-price tickets. General Admission Regular Price tickets will go on sale on June 16 through the event.

The Spring Fling is set for Saturday, May 4, 2024.

Main Camp will open on Saturday, June 8, 2024.

The Teddy Bear Picnic is Sunday, August 18, 2024.

### Site

The site has flooded, so we encourage boaters to use life jackets and to stay away from the Long Tom as the current is much stronger there.

### Marketing

Fourth-quarter merchandise sales sold over \$6,000.

The 2024 poster is done and will be released at Spring Fling.

### **Treasurers' Report**

*(YouTube video: 0:12:04)*

Hilary: This time of year, staff is closing out prior year, paying bills and reconciling, getting books ready to go to accountant. Wait for all bank statements to reconcile, but could be ready in February or March to send to accountant. This staff crew is fast. Local community newspaper was embezzled — shocking and tragic to community. This happens when there is lack of internal controls, oversight and checks and balances. It can happen at any organization, and it takes developing systems that would catch it and the will to act when you see something to avoid such situations. We have written policies, we have procedures, which have been updated since Kirsten came on board. We submitted updated review of expenditures to last accountant that we used to audit the SVOG grant, which was tested to ensure the controls were there. No organization should get complacent, but we have functional internal controls. We owe it to the public to keep the organization strong and have it operate the way we say it is. Well wishes to Eugene Weekly.

Kirsten said the Board sees only Profit and Loss statements that reconcile to the bank statements.

### **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.*

**Committee Best Practices** met on October 4, 2023 and the notes are here:

[https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2023/11/100423CBPWG\\_Minutes.pdf](https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2023/11/100423CBPWG_Minutes.pdf).

**Committee Best Practices** met on November 1, 2023, and the notes are here:

[https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2024/01/110123CBPWG\\_Minutes.pdf](https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2024/01/110123CBPWG_Minutes.pdf) .

**Committee Best Practices:** Summary of the Committee Best Practices Working Group December meeting (minutes pending approval at the January 16 meeting). Eight members in attendance; two members absent; one Guest. The meeting started at 6 pm and went to just after 9 pm. November Meeting Minutes were approved. The Committee Best Practices guide was updated according to changes approved by the Board, found here: <https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2023/12/bp-manual-12-18-2023.pdf>

There was a short discussion about committee annual reports. A discussion on the mission statement draft for the workgroup to become a committee. Continuing discussion on closed meetings and if there should be a survey of committees related to closed meetings. We are adding an agenda item about the meeting time going forward (6 pm or 6:30 pm). Meeting evaluation. Submitted by Dani Derrick, scribe for CBPWG

**Elders Committee** met on October 26 and the notes are here:

<https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2024/01/EldersCommMtg102623.pdf> .

**Elders Committee:** Summary of the Elders Committee Meeting held 11/30/23. All eight committee members were in attendance. Both Board liaisons were present. Sixteen others attended the meeting (includes scribe and facilitator). The October 2023 minutes were approved. Ten new vetted Elder applications were approved. Events update included report on the success of the Spirit Walk held Saturday 10/28/23. The upcoming Holiday party scheduled for Sat. 12/16/23 at Washington Park Community Center, 2 to 5 pm was also reviewed. There was a brief discussion about the role and rights of Board liaisons voting with committee members. Jon Steinhart provided an update on the wristband logistic for 2024. He recommended that Elders come up with a clear policy around wristbands, parking passes, and the “rules” for Elders around distribution. Are we “first come-first serve” when it comes to the limited number of vehicles stickers and companion passes or is there some other policy that overrides this? Ann Rogers volunteered to make a concerted effort to arrange an in-person option for the January committee meeting. There was no committee meeting in December. Rather, the Elders held their traditional holiday party on 12/16/23. Summary submitted by Carolyn Gsell, scribe.

**Energy Park Committee** met on November 19, 2023, and the notes are here:

<https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2023/12/ENERGY-PARK-MEETING-Nov-19-2023.pdf> .

**Food Committee** met on October 22, 2023, and the notes are here:

<https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2024/01/10.22.23-Food-Committee.pdf> .

### **Old Business**

*(YouTube video: 0:16:06)*

**Lisa moved and Paxton seconded to approve the appointment of Corey Cliffe and Rosana Costello to the Path Planning Committee**

Lisa offered that both have been contributing to the committee for some time. Committee fully supports these appointments.

Paxton agrees with Lisa and said that Rosana has done great work mapping sections of Fair site in quadrants.

**The motion passed: 10-0.**

**Kevin moved and Jon Steinhart seconded to approve the appointment of Kay Kintzley to the Elders Committee.**

Kevin: Excited to have Kay back, who is of great value to the committee. She is ready to return to in-person meetings.

Paxton: She is a wonderful events coordinator and he really appreciates her work.

**The motion passed: 10-0.**

**John Alexander moved and Paxton seconded** (Sponsored by John Alexander, Anthony "AJ" Jackson, Sandra Bauer, George Braddock, Paxton Hoag, Kevin Levy, Sue Theolass, Jon Steinhart, Lisa Parker, Teresa Vaughn, Arna Shaw and Tom Horn) **to direct the Bylaws Committee and the Elections Committee to meet as an ad hoc joint committee to consider and make recommendations for amending Bylaws and Policies to address elections issues, including but not limited to:**

1. Changing the method of selecting Directors to election by direct ballot,
2. Establishing a minimum age for OCF membership,
3. Clarifying the election certification process and the effective beginning of terms of newly elected Directors,
4. Changing the voting participation requirement to count voting in any election vs. only the annual election as fulfilling the requirement,
5. Changing the petition signature requirement from a hard number to a percentage of members voting in the last election,
6. Setting a time limit to submit the required number of signatures for a petition.

**The joint committee will report back to the Board by the March 2024 regular Board Meeting.**

Member Input:

Heather: Will membership be able to provide input on this? This is a short timeline!

Board discussion:

Sandra: Meetings are open to the membership. What other votes are there besides annual?

Steven Berkson: These are questions to be discussed in Ad Hoc Committee meetings, but other votes include a recall, etc.

Sandra: Offered a friendly amendment to include "but not limited to" after "including."

AJ: Timeline is short for him as a sponsor. This will have a big effect, and since these issues are so important, we need to be diligent that membership understands the proposed changes. Proposes allowing for more time.

**Sandra moved to amend the motion to include "but not limited to" after "including." Teresa seconded.**

Stephen D.: Was author of the motion and thinks the amendment is fine but thinks the word "including" was non-limiting.

**Motion passed 10-0.**

**AJ moved to change the reporting date to May, seconded by Sandra.**

Paxton: Would prefer to have the report back by March so we can get results before the next election. The Board would probably have a normal Working Session on the subject after they report back anyway, so does not see a need to delay.



Stephen D: Opposes the amendment because items would not be voted on until August or September, which is too late for our next election. Hoping for Board work session on the third Monday in March.

Lisa: Echo what Paxton and Stephen D said and likes suggestion about reporting progress by regular March Board meeting. All the work might not be done by then, but they can report status and request a work session. Report progress in March?

Kirsten: New Business (motions) must be to her two weeks prior to the agenda being issued, so keep in mind. Report could be heard in March without issue but if there is something to be voted on, if it were New Business in April, it would become Old Business to be voted on in May.

Kevin: Shoot for April? Would like to hit the next election cycle.

AJ: This will directly affect the membership, so the more time they have to participate in this process is important. Understands people's agendas to get things done by next election, but that shouldn't supersede membership's right to know that their voting process may be changed by this, giving them chances for meaningful input. We should give membership a few months to participate in the conversations around this.

Jon Steinhart: Not in favor of the amendment and thinks March is a fine timeline. When motion comes as New Business, it will give membership an additional month to comment before it becomes Old Business and gets voted on. Going to request March work session once the Ad Hoc Committee is formed. That would allow for it to become New Business in April and then be voted on in May. Concerned that we randomly choose the voting age.

Stephen D.: It's not randomly chosen but needs to be decoupled from when people are required to get a wristband. We should not move items from New Business to Old Business at the same meeting except for time-sensitive matters, which this should not be considered. Having a Board work session in March (not officially requested yet) would give membership several committee meetings to attend in addition to a two-hour work session. Reject this amendment and use original timeline.

Lisa: Timeline is ambitious but if Ad Hoc Committee is organized and focused, they can come up with good recommendations by March. Timelines are unpredictable for projects like this; you can set a target, but things happen. Bylaws Article 10, section 2, states that any amendments to Bylaws pertaining to voting rights of the membership would have to be passed by majority of the membership, not just the Board.

**Jon Steinhart and Lisa seconded to call the question.**

**AJ withdrew his motion and Sandra assented.**

**The motion as amended by Sandra passed: 9-1; AJ opposed.**

*(YouTube video: 0:52:52)*

**Lisa moved and Sue seconded to direct the Executive Director to undertake a ~~swift~~ timely and comprehensive strategic planning process that includes OCF community and expert input for the OCF's Emerald Ash Borer response** (Lisa Parker & Tom Horn)

Lisa: EAB is Emerald Ash Borer. Many of us in this space appreciate the potential existential threat that it poses to our event. Attended the work session in November on the EAB. There was a presentation about a proposed template for a structured decision-making process. There are many affected parties and experts in land management, agriculture, forestry and ecosystems. We don't

have a plan yet and we need a process to develop the plan. The Board's role is to direct, so we need to direct the Executive Director to implement and coordinate this structured decision making process. Proposing a process, the outcome of which will hopefully be a plan and options for dealing with EAB. There might be a combination of strategies that we employ. Board will still retain the decision-making authority, but we need to give ED green light to start working on this process. Used word "rapid" in original motion, based on work session presentation. Word got switched to "swift" but main thing is structured decision-making process.

Member Input:

Jonathan Pincus: Sent an email to the Board to propose changes to the motion, outlining proposed changes that would make membership more comfortable with how we are governed. Ultimately what we choose as our options could dramatically change the nature of the OCF in worst-case scenario. Encourages the Board to make sure this is a Board-controlled process (even if implemented by ED) and that it's transparent for membership. Encourages changing word "swift" to "timely" and adding word "comprehensive" to the motion.

Sandra: Wonders about ability to ask clarifying questions to motioners. Steven Berkson suggested making a motion to clarify the intent of the motion rather than having a privileged back-and-forth conversation.

Jon Steinhart: Hopes Lisa can clarify what is intended for ED to do.

**Lisa moved to strike word "swift" and insert "timely and comprehensive." Seconded by John Alexander.**

Member Input:

Jonathan Pincus: Suggests the amendment clarify Board role in this process.

**The motion passed: 10-0.**

John Alexander: If you look at EAB work session, you will see some of the things the ED will work on. He has been asked to help her and plans to work with her on this, which connects to his conservation work. This motion gives flexibility to start a process and move forward.

**John Alexander moved to add "that includes OCF community and expert input." Lisa seconded.**

AJ: We are over-complicating and micro-managing. We can trust each other's work. We are getting in the weeds. We can trust our ED to work with membership and experts. This will come back to the Board before action is taken.

**The motion passed: 7-3: George, AJ, and Jon Steinhart opposed.**

Paxton: We need two plans, one for mitigating and one for when we encounter EABs on site.

Kirsten: Plans to inform the OCF community and include experts on a task force and will publish everything on .net website. Will work on a structured strategic planning process with John Alexander and a professional who facilitates such projects.

**The motion passed as amended: 10-0.**

### **New Business**

*(YouTube video: 1:22:10)*

The Board approves the following 2024 Guideline policy changes (Kevin Levy & Paxton Hoag). <https://oregoncountryfair.net/2024-guideline-proposals/>

Paxton: These are reviewed every year and will be published in FFN. Recommends people look at the changes on the .net site. There are 20 pages. They will be voted on at February BoD meeting. We can discuss individual guidelines as needed. They usually pass as a package. About half are operational and half are recommended through regular Guideline process. Read them over and let your favorite Board member know if you have concerns, so they can talk about them at the February meeting. Operational ones won't be voted on but are there to be viewed.

Steven Berkson said Board members will vote on the packet but Board members can separate out certain items that need individual attention.

#### **OCF Data Privacy Policy (Jon Steinhart & Arna Shaw)**

Jon Steinhart: There is a Board motion to replace the old data privacy policy with a new one. Please review on the website, <https://oregoncountryfair.net/wp-content/uploads/bsk-pdf-manager/2024/01/1.8.24-Board-Motions.pdf> . Kirsten covered most of the rationale, but one of the main reasons we are doing this is because now that we will take money online, we are increasing logins to the website significantly (from hundreds to 10,000 to 20,000). There is a summary of key points in the motions doc.

### **Meeting Evaluation**

*(YouTube video: 1:29:42)*

#### **Last round for the good of the peach**

Hilary: Steven B. has brought a strength of consistency and familiarity of Roberts's Rules. Feels like it is difficult to distinguish process vs. content. Felt like Steven was driving content a bit too much, suggesting motions, which she has never seen before. Be careful not to lead the Board quite so much. Doesn't want to discourage but hopes he can digest this. He brings a lot of good to our meetings.

Steven B: Wants to avoid nonbinding discussions that devolve.

John Alexander: Thanks for keeping us focused. Maybe we should structure the agenda a little more to make space for ED to speak on certain items on agenda as we get ready for member input. We need time to hear and respond to members.

Lawrence Taylor: Friendly amendment was offered but longstanding (successful) procedure was not followed. Consider utility of that procedure that has allowed movants to develop their motions in real time with collaboration of fellow Board members.

Steven B: There are issues about the procedure and whether it is fair. He doesn't want to have privileged conversations, to allow for more voices to be heard. Believes it takes around the same amount of time, but it allows more people to speak.

Stephen D.: Questions have come up about meeting process and agenda. We do have a Board Rules Committee that is addressing things like this. They are trying to nail down a monthly meeting time currently. That would be a good place to have input on how meetings are structured.

**Upcoming Board Meeting: 2024 Budget. Monday, January 29, 2024, 7 pm via Zoom.**

**Next Board Meeting: Monday, February 5, 2024, 7 pm via Zoom**

**President's Peace**

*(YouTube video: 1:37:55)*

AJ: "Good, better best; never let it rest until the good get better and the better get best." We are a work in progress. Eugene has a lot of organizations struggling to stay alive, including Eugene Weekly. Encourages you to lend support to Eugene Weekly, which affects OCF and Lane County. The Editors there deserve our support.

