

**Board of Directors**  
**April 1<sup>st</sup>, 2024**

**Old Business Motions**

- The Board moves to approve the 2024 Logo Items (Sue Theolass & Arna Shaw)
  
- The Board moves to terminate the Grievance Procedure, effective immediately. The OCF Board passes the following Fair Community Support Policy and directs management to implement process and procedures to support this policy as soon as possible. (Teresa Vaughn, Arna Shaw, Sandra Bauer, AJ Jackson, George Braddock, Kevin Levy & Jon Steinhart)

Fair Community Support Policy:

OCF requires all persons interacting with the Fair (volunteers, community, vendors, artisans, paid staff, etc.) to be aware of and follow all OCF policies, procedures, and guidelines. Fair participants must demonstrate commitment to their roles through satisfactory performance. In addition to performing the functions of the position, participants are also expected to demonstrate successful (as defined by OCF standards, policies, procedures, Code of Conduct, Guidelines, or applicable laws) interactions with others. In addition, all persons interacting with the Fair are required to abide by all federal, state and local laws. If individuals do not follow policies, procedures, Code of Conduct, Guidelines, or applicable laws, the OCF may take action. OCF participants are required to participate in fact finding, behavior correction, or other related processes that OCF deems appropriate to resolve the situation.

Many situations may be resolved through verbal counseling, coaching or discussion with the individual; however, some incidents, even one-time incidents may be serious enough to merit a written warning, suspension, final warning, removal of position or a recommendation to the Board to remove membership, or other Board appointed roles. The seriousness of the issue and the participants' history will be considered when determining the action taken. Each incident will be assessed to determine the participants understanding of the rules and expectations, their willingness to follow them, any systemic failures and obstacles interfering with compliance, such as equipment malfunctions, and whether the action was the result of an excusable mistake, an inexcusable error or deliberate action.

In situations where a participant repeats the unacceptable behavior, the following action(s) may be progressive. However, there may be situations where the severity or impact of the unacceptable behavior will warrant moving immediately to a final warning, removal of position, a recommendation to the Board to remove membership or other Board appointed roles. OCF reserves the right to combine or skip steps depending on the facts of each situation and nature of the issue.

Examples of performance and conduct covered by this policy may include, but are not limited to:

- Violations of OCF policies, federal, case law or state laws
- Violations of protocols, regulations and procedures governing safety or compliance of OCF participants.

- Misuse of fiscal or electronic resources or OCF facilities.
- Inappropriate behavior, insults, solicitation or any other violation of the Code of Conduct or Guidelines.
- Attendance and absenteeism
- Poor conduct, quality of communication and demeanor
- Frequent substantiated participant complaints

### **Definitions**

The list of definitions is provided to create a basis of understanding of terminology commonly associated with our Fair Community Support process. These may change over time based on case law or other relevant needs of the Oregon Country Fair. See our current list of definitions here (link will be activated after approval of this Policy by the Board).

**Guidelines** <https://oregoncountryfair.net/documents/>

- The Board moves to amend the Bylaws by adding that the President and Vice-President(s) must be duly elected Board Directors. (Arna Shaw & Sandra Bauer)
- The Board moves that the Community Center Committee be dissolved (Jon Steinhart & Sandra Bauer)
- The Board moves that the Vision Action committee be dissolved. (Jon Steinhart & Sandra Bauer)
- BEING WITHDRAWN - The Board moves to create a Task Force to review the Fair's Equity, Diversity, Inclusion, and Belonging (EDIB) policies and recommend changes as necessary. This EDIB Task Force will be authorized for a term of 9 months following the appointment of Task Force members at which time the Task Force will report back to the Board. The Task Force will dissolve after delivering their report unless their term is extended by the Board. (Jon Steinhart & Sandra Bauer)

The Task Force shall explore the following issues:

- Are the 2008 Vision Action Goals still the right goals for the Fair?
- Determine the status and whether to continue implementing Vision Action Goal 1.
- Determine what EDIB work is taking place at the Fair?
- Identify key EDIB issues that currently exist at the Fair. Create a plan for addressing these issues.
- Determine what EDIB work is operational and what is governance?
- Coordinate with Fair Cares to define EDIB terms used at the Fair including but not limited to: “diversity”, “marginalized community”, “safe space” and “cultural appropriation. “

- Data does not exist for many of the populations that are important to us at the Fair. If the task force finds that the 2008 goals or something similar are still germane, how do we measure diversity greater than or equal to that of Lane County for groups for which data does not exist?
- What are the specific EDIB problems at the Fair? How do we distinguish between EDIB problems to address via policy and interpersonal problems to address via a functional dispute resolution process?
- Is there a role for a Board-level EDIB Committee and if so, what should its scope be?
- What actions should the organization take to support "marginalized communities" at the Fair?
- What criteria do we use to determine what to protect from "cultural appropriation" and if there are any, how do we implement that protection?

The pace of work will depend on the expertise and number of Task Force members. Therefore, the first item of business for the Task Force is to prioritize the above list of tasks and generate an initial estimate of the time required to address them.

If, in the process of their work, the Task Force feels that the list of questions needs modification or that the timeframe is too short, then they shall bring their proposed changes to the Board for approval. Because of the timeframe for this Task Force such requests will be treated as old business.

The Task Force meetings are open to all, and will include processes for non-members to contribute. The Task Force will abide by the Committee Best Practices.

The task force shall produce a report that contains the following sections:

- The tasks that they've been asked to perform,
- The data that they collected,
- A set of policy options based on the collected data, and
- Recommendation of which policy options the Task Force supports and why.

Board members Arna Shaw and Tom Horn along with the Board President will review Letters of Intent and forward those that meet the requirements listed below to the Board for approval.

We don't expect a candidate to have all of these qualities but would like these qualities represented on the Task Force. This Task Force needs qualified members with skills applicable to managing and creating policy around Equity, Diversity, Inclusion and Belonging to apply to join this Task Force. The Task Force also needs balanced representation of all aspects of our organization.

To serve on this Task Force some of the needed skills are:

1. Policy development experience,
2. Experience in engaging with different interested parties,
3. Good oral and written communication skills,
4. Professional background in Equity, Diversity, Inclusion and Belonging, and
5. Balanced integration of policy into an existing organization.

Interested parties should send a letter of intent that tells us about your Fair experience, work experience, and relevant lived experience. Parties should be prepared to attend (virtually or in person) one meeting per month, to do work outside of the meetings, and be available for other meetings as required as we develop policy to recommend to the board around our EDI goals. Preference will be given to applicants who are not serving on other Board committees.

We are looking for new and seasoned leaders. We encourage people from all walks of life, backgrounds, and identities to apply.

### **New Business Motions**

- REVISED - The Board moves to create a work group (consisting of around five to ten people) to review the Oregon Country Fair's Equity, Diversity, Inclusion and Belonging (EDIB) policies and recommend changes as necessary. This work group is authorized for a term of nine months following the appointment of members at which time the work group will report back to the Board. The work group will dissolve after delivering their report unless their term is extended by the Board. (Jon Steinhart, Sandra Bauer, Teresa Vaughn, Arna Shaw and Anthony Jackson)

The work group shall:

- Coordinate with Fair CARE to define EDIB terms used at the Fair including but not limited to: "equity," "diversity," "inclusion," "belonging," "safe space" and "marginalized community".
- Conduct a statistically accurate demographic survey of the 2024 Fair participants (not including the public) and analyze the results. Where available, provide comparisons to the demographics of Lane County.
- Collect data on the status of EDIB at the Fair. This includes reviewing our systems for collecting EDIB incidents at the Fair and making recommendations for improvement.
- Determine both the governance and operational implications of the collected data. Highlight areas of celebration and areas for growth. Determine other recommendations from this data.

If, in the process of their work, the work group determines that the list of tasks or timeframe warrants modification they shall bring their proposed changes to the Board for approval.

The EDIB work group meetings are open to all, and will include processes for non-members to contribute. The work group will abide by the Committee Best Practices including having two Board liaisons.

The work group shall produce a report that contains the following sections:

- The tasks that they've been asked to perform,
- The data that they collected (including a description of the methods used)
- An analysis of the data collected,
- A set of policy options based on the analysis of collected data,
- Recommendations (with explanations) from the above set of policy options that the work group supports, and
- Further recommendations, if any.

The President, Vice President, and immediate prior President will handle the call-out for letters of intent and the review letters of intent. They will then forward the complete list of applicants identifying those that meet the requirements along with their recommendations for the work group for the Board to approve.

The work group needs members with skills and qualifications in collaboration, data collection, policy analysis and organizational change with an emphasis on issues and policies around EDIB. Parties should be prepared to attend (virtually or in person) one meeting per month, to do work outside of the meetings, and be available for other meetings as required as we develop policy to recommend to the board around our EDIB goals.

While our goal is to have all of these qualities represented in the EDIB work group, we do not expect every individual to possess all of these qualities. We are seeking balanced representation of all aspects of the Oregon Country Fair organization. In order to create space for new leaders, people new to committee work are encouraged to apply. We encourage people from all walks of life, backgrounds, and identities to apply.

- The Board moves that liaison(s) are expected to attend committee meetings. If, in the rare instance that liaison(s) cannot make a committee meeting, they should request another board member attend that meeting in their place. If no board members can go to the meeting, the meeting may continue and the liaison(s) should review the recording.

This applies to all committees unless the board has previously made or subsequently makes different arrangements for a specific committee. (Arna Shaw & Sandra Bauer)