

P. O. Box 2972
Eugene, OR 97402



(503) 343-4298

BOARD OF DIRECTORS MEETING
NOVEMBER 18, 1991

Present: Kelly Campbell, Dan Dillon, Thom Chambliss, Bob Durnell, Steve Gorham, Anne Henry, Paxton Hoag, JR Robinson, Jim Sahr (alternate), Margo Schaefer, Steve Wisnovsky

Absent: Jeanne Sharpy

ANNOUNCEMENTS

1. Jim Sahr reported that 27 people attended the open forum meeting on November 10. They discussed developing a newsletter, hiring a new General Manager, and overpopulation. Daniel Dillon announced further meetings were set for December 14 (suggested topic: personnel issues) and January 12 (suggested topic: population control), both at the Eugene Public Library and both from 1:30 p.m. to 4:30 p.m.
2. Jim Sahr would like to hear any creative ideas regarding limiting attendance at the Fair. The reply could include an opinion, pro or con, on the advisability of limiting attendance. Any opinions regarding after-hours population levels would also be welcome. Send the replies to Jim Sahr c/o the Fair office.
3. John Stamp, Archaeology Coordinator, said that the Army Corps of Engineers asked for the Fair's help in setting up an archaeological display to celebrate the 50th anniversary of the Fern Ridge Dam. The celebration will take place on December 8.
4. Anne Henry reported that the new Board has received several letters from Fair members on the topics of alcohol use at the Fair; volunteerism; the General Manager; closed session meetings; a description of a negative experience by a Fair booth worker during the Fair; mediation/conflict resolution; population issues; equitable treatment of all volunteers; and suggestions for conducting Board meetings.

REPORTS

Treasurer - Chris Bauske, Treasurer, said she has not received any letters of interest from Treasurer wannabes, but would be tickled pink to do so. Remember, Chris is resigning as of January 5, so if you're a type who loves to crunch numbers this is your big chance. Send letters of interest to the Fair office.

GENERAL MANAGER - Arna Shaw, General Manager, reported that JR is her liaison with the board and that she will pass on to him requests from people who want to be on committees. The Fair's donation of cans and bottles to Bring Recycling this year amounted to \$3,278.49. Our trash consisted of 60% recyclables ! Yeah Recycling crew!!!

CARETAKER - John Doscher, of the Vegemanic crew, reported that seeding is finished, grass is growing and the crew has been working on erosion control, using sandbags. (The beach has looked a little skimpy lately.) John asked the Board to consider the question of what to do with refrigerators left at the site. The Vegemanic crew has found a cart belonging to Patty's Pies. So Patty, if you're reading this, call the Fair office to claim your cart.

AGENDA

BOARD LIABILITY

Motion: Steve G. moved to authorize the General Manager to pay up to \$2000 for liability insurance for the Board of Directors and the officers of the corporation. Steve W. seconded.

Background: Steve G. explained that most Boards have liability insurance to protect the personal assets of members. Russell Poppe, OCF attorney, said this is a common practice of non-profits and will not release Board members from responsibility for their actions.

Board Discussion: Jim said he was not in favor of the motion, based on his instinct that the Board can get along without it. Bob would like to exempt himself from the policy. Thom is concerned about where the money would come from - what budget item. Arna explained it would come from the GM budget which has a line item for insurance.

Vote: The motion passed, 9 for, 1 (Bob) against.

RATIFY FUNDS MANAGEMENT

Motion: Kelly moved that the Board accept the Treasurer's recommendation to transfer \$176,000 from the OUR savings account to be invested as follows: \$50,000 in a 3-month Certificate of Deposit at Pacific Continental; \$50,000 in a 6-month CD at Pacific Continental and \$76,000 in an unrestricted savings account at Key Bank in Veneta. Bob seconded the motion.

Background: Chris explained that the funds the Fair has invested in OUR are insured only up to \$100,000 per depositor, which means \$176,000 of the Fair's money is not insured. (The Secretary said if the Fair gave it to her she would take care of it but this did not go over. Darn.) Chris said the Fair needs immediately available funds to pay the advance bills for the 1992 Fair and to run the organization in the meantime. In order to earn a good interest, other banks will require that the Fair tie up its funds for a specified time in a Certificate of Deposit. Arna and Chris determined the likely cash needs of the Fair through next July, and developed the above plan according to those requirements.

The \$100,000 recommended to remain in the OUR account represents a \$20,000 increase in the Rainy Day Fund (RDF). Pacific Continental was chosen because it is a locally owned bank that supports local businesses.

Open Discussion: David Hoffman was concerned that the Rainy Day Fund only covers contracts; he would like to see the RDF increased to \$145,000 to cover food for crews.

Vote: The motion passed unanimously. (The RDF was not increased by this motion.)

CHILDREN'S CREW



Motion #1 - JR moved to solicit letters of interest from people who would like to be on a committee to work on a Children's Crew proposal and budget.

Background: Morgan Speiss and Brook Leaf (isn't that a great name) presented a proposal to the Board regarding forming a crew to work on building, maintaining and staffing an area at the Fair for children.

Board Discussion: Thom said he has budget concerns and asked if this motion was an assumption that the Board supports the concept and intent of a Children's crew, but not a budget. Kelly said a motion is needed to give support and have the presenters talk to the GM regarding location and the Budget Committee about (well, what else) the budget. Jim is concerned about giving out more T-shirts, but said he does support the concept of a Children's Crew. Margo wondered about liability issues.

JR withdrew his motion (which was never seconded anyway) in favor of:

Motion #2: JR moved to refer all financial aspects of a Children's Crew proposal to the Budget Committee for review. Jim seconded the motion.

Kelly voiced concern that sending something to the Budget Committee implies approval of it and an expectation that funding will be found.

Open Discussion: Brook said the proposal has three parts: formation of the crew, money, and land. About 20 people are interested in building, maintaining, staffing the kid's stage and kid's area. (Too bad about Dr. Seuss, he could have been on the crew.)

Fair members asked that the Board go slowly before forming any new crew.

Jill Liberty, Childcare Coordinator, Brook, and Morgan said they would be interested in working with each other. (That's just the kind of cooperation Dr. Seuss would love.)

JR withdrew motion #2 and so we move on to...

Motion #3: Kelly moved the Board of Directors form a committee to pursue the avenues a Children's Crew can take, i.e., via incorporating with existing crews or form a new crew and present a report to the Board. The Board welcomes applications to be on the committee. Jim seconded the motion.

Board Discussion: Thom opposed the motion because of a "kids only" area which, to him, sounds like segregation. He also has monetary concerns.

Hang on, because before a vote was taken on Motion #3 we consider...

Motion #4: JR moved to table the discussion on the Children's Crew. Anne seconded.

Vote: The motion fails 6 yeah; 4 Nay (Kelly, Margo, Paxton, Steve G.)

Undaunted, the tireless Board (which is more than we can say for the secretary) went on to vote for Motion #3. They did

Vote on Motion #3: The voted passed unanimously. This vote did not represent support from the BoD.

PERSONNEL ISSUES

CARETAKER JOB DESCRIPTION

Motion: JR moved to include in the job description for the caretaker the following language: "The Caretaker shall be required to maintain as his or her principal residence a mobile home at the Oregon Country Fair site during the term of this agreement, which mobile home shall be provided by the Fair." Thom seconded motion.

Background - The Personnel Committee is currently in the process of hiring a new caretaker. During the last hiring process for this position the question of whether the caretaker has to live on the property was a major issue.

Open Discussion: John Doscher said if security is the issue for the caretaker living on-site, the Board should consider that it is impossible to secure the far corner of the Fair from the trailer. John felt it was more important to schedule the caretaker's time on site around the periods when vandalism might occur than to have someone there 7 days a week, 24 hours a day. He urged the Board to be flexible.

Scott Ballin, ex-Caretaker, supported the idea of a caretaker living on-site, saying it would enable her or him to do a daily sweep.

Kathryn Madden of the Personnel Committee said the Committee realized that if a caretaker does not maintain the trailer as her or his primary residence and the Fair requires that s/he spend nights on the property, the Caretaker must be paid for all those hours which could run into a lot of overtime. However, if the site is the primary residence, the Fair would not have to pay for the off-duty hours.

Arna pointed out that although having the caretaker at the trailer does not secure the whole property, the majority of the Fair's valuable possessions are in that area.

Suggestions from the members included having volunteers provide security for much of the time and considering the question of requiring the person to move out during Main Camp.

Board Discussion: JR said the motion doesn't preclude another residence, but means the OCF will be the primary residence. Steve G. said a primary residence is a state of mind; it is where you say it is. (The secretary was relieved to hear this so she can tell her landlord that she paid the rent in her imagination).

Dan said there are ways of making the trailer secure without someone being there all the time and the Fair needs to take the residence from substandard housing to a place where someone wants to live.

Vote: The motion passed, 8 for, 1 (Dan) opposed, 1 (Steve W.) abstained.

HIRING DECISIONS

Motion: JR moved to add to the Personnel Policies, p. 14, second paragraph, that the Personnel Committee will present recommended candidates to the Board "at an executive meeting. All hiring recommendations will be made at an executive session." Bob seconded the motion, but it was withdrawn.

Motion: Margo moved the Board ask the Personnel Committee to present the Board with three choices of candidates in rank order for any staff position being hired. This would take place in Executive Session.

Background: Some members of the Board would feel more comfortable asking candidates questions of a personal nature in executive session. They would like to have alternatives if they are not satisfied with the Personnel's Committee's top candidate.

Board Discussion: Bob said anybody the Fair hires is working for the Board and the Board cannot avoid responsibility of being intimately involved with the hiring. Margo said the Board is answerable to the membership.

JR said the Board is not necessarily more qualified than the Personnel Committee to make a hiring decision and the Board should not second guess the PC. (Is the PC PC?)

Kelly says the Board has to both trust the PC and be responsible to the membership.

Anne wants the hiring to be in open meeting so more people can speak to the process.

Open Discussion: Sue Kesey, of the Personnel Committee, asked if the Board wouldn't have to discuss all three people in an open meeting or would the decision be made in executive session?

Members suggested making sure the Fair is more family like than a group of stockholders; not having the PC give preferences in rank order; discussing the issue in the December 14 Town Meeting and being sensitive to the candidates who may not want to be questioned in a public meeting. Kathryn Madden said she saw the process as the PC giving the Board three weighted choices, the Board asking questions about all three at an executive session, the PC presenting its first candidate at an open meeting and a vote being taken.

The motion was withdrawn.

GENERAL MANAGER HIRING

Motion: Jim moved the Board to direct the Personnel Committee to start the hiring process for a General Manager. Paxton seconded the motion.

Open Discussion: Some people felt the hiring procedure should be clarified before starting the process. Also, it was pointed out there is a proposal before the Board to hire an office manager, since that might change the job description of the GM, it should be looked at before a GM is hired.

Board Discussion: Anne, Kelly and Margo said they would like the process to be straightened out before proceeding with a hiring.

JR, Jim, Steve G, and Thom all said they would like to go with the present process at this time.

Anne said she would vote yes if the Board made a commitment to addressing the office manager issue at the next meeting.

Vote: 9 for; 1 (Margo) opposed.

NEXT MEETING:

December 2, 7:00 p.m., EWEB Building.

December 9, 7:00 p.m., WOW Hall

Agenda: Grievance procedure, office manager, personnel, committees, election, proposal from Rebecca Harris, land for sale, Scott Balin, John Winslow, tractor, refrigerators, newsletter.

minutes by



(Yes, I know you were hoping this woman found a life, but it escaped her, so she's back to haunt you again.) At least she found a new saxophone.

PR:DCS

SPECIAL ANNOUNCEMENT 1

An Interview Committee is being formed to interview candidates and make a hiring recommendation to the Board of Directors for the position of OCF General Manager. Interested coordinators, booth people, Board members or Fair officers should leave their name and phone number on the Fair answering machine (343-4298).

Three people will be randomly selected to join the Personnel Committee in forming the Interview Committee. Meetings are presently scheduled for January 8, 12(all day) and 20.

SPECIAL ANNOUNCEMENT 2

(This is the recruiting ad for the General Manager position.)

The Oregon Country Fair is hiring for the full-time position of General Manager. The General Manager is responsible for organizing all aspects of the annual 3-day Fair, which is held every July on Fair owned property west of Veneta, Oregon. The General Manager must have financial management experience and should have skills and experience in supervising personnel. Events management background helpful. A complete job description is available by calling the Fair office at (503) 343-4298. Resumes must be received by 5:00 p.m., January 2, 1992, and may be mailed to OCF, P. O. Box 2972, Eugene, OR 97402. Preference will be given to Fair participants. The Oregon Country Fair is an EOE employer.

OREGON COUNTRY FAIR
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Eugene, OR 97402

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