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BOARD OF DIRECTORS MEETING
MARCH 2, 1992

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

MINUTE

Paxton was misquoted in the General Manager hiring item. What he said was "There is nothing wrong with change." Oops.

Motion: Thom moved that the February 3, 1992 minutes be accepted as corrected. Kelly seconded the motion.

Vote: Passed, 10-0.

ANNOUNCEMENTS

1. Steve Wisnovsky said the Fair is seeking donated material for the nursery project: nursery pots (plastic, 5, 10, 15 gallon size), fencing (4' high woven-wire, critter-proof, usable lengths), fence posts (steel or wood, suitable for 8' high fence). The nursery project is also looking for interested volunteers, particularly someone with drip-irrigation experience. Contact the Fair office or the Caretaker. Steve thanked the Odd fellows for their donation of \$200 towards this project.
2. Bob Durnell resigned from the Personnel Committee.
3. There will be a Town Hall meeting April 5, 1:30-4:30, Eugene Public Library. Topic to be decided.
4. The Craft Inventory crew invites submissions of crafts using the Fair logo to be sold at the 1992 Fair. Samples need to be in by May 1. The Board will vote on which ones to accept at its May 4 meeting. If you want samples returned, include a return-addressed box. If you don't want the sample returned, it may be raffled off at the Spring Fling, May 16. If a logo craft was approved last year, it still needs to be re-approved for this year.
5. The Board invites letters of interest from those wishing to serve on a committee to develop a survey to gather data from members on topics of concern to the OCF such growth. Please submit letters before April 6.
6. The Fair is soliciting letters of interest from those wishing to be on a By-Laws review Committee. Please submit letters by May 2, 1992.
7. Margo thanked everyone involved for a great Board retreat weekend.

8. A Board meeting will be held April 13, WOW Hall, 7:15 p.m.
9. The OCF is currently seeking entertainers to perform at the Fair. Interested parties are encouraged to write for an application. Specify Vaudeville, Main Stage, Shady Grove/ Ambiance. Application period ends May 17.

REPORTS

GENERAL MANAGER - Leslie Scott, General Manager, said her first month on the job went well. Everyone is being very helpful, Leslie said. She is going to have TGIF get acquainted gatherings at the Fair office from 3-5:30 p.m. on 3/6 and 3/13, and 4/4. She has spent the last 3 out of 4 Saturdays out at the site, getting to know the land. The Fair is getting an extraordinary number of calls from people wanting to volunteer, applications for craft booths, or entertainment applications. The contract with Herb Trotter has been signed and an appeal of the SAIF ruling has been filed.

CARETAKER - Bill Verner, Caretaker, thanked all the volunteers who have come out to the site to help him make it look so spiffy. (Sec. note: i always want to ask him, who's taking care of the caretaker's daughter while the caretaker's busy taking care. but i don't dare. It wouldn't be fair. I'd better leave and get out of your hair.) Special thanks to Janet Rosenberg who removed two refrigerators from Booth 124. Bill said we are losing some bank along the Long Tom near Shady Grove and on Strawberry Lane. He thanked the Oddfellows of Corvallis for planting more pine trees. Mt. Pisgah Arboretum herbalist said our wildflowers are the top wildflowers that he's seen anywhere in Oregon.

TREASURER - Nance Sledge, Treasurer, has been working with the Budget Committee. Some crew budgets still need to come in. A \$50,000 certificate of deposit has matured and was put into our checking account.

AGENDA

DESPAIN LANE DEDICATION

Motion: Margo moved that the Board accept a proposal by Robert DeSpain that the Fair make and display a dedication plaque on the new bridge named "DeSpain Lane" to read: "Dedicated to The stewards of the magic, all the workers and volunteers of the Oregon Country Fair." Steve W. seconded.

Vote: The motion passed, 10 for, 0 against.

BOARD VACANCY

Motion: Steve W. moved that Jeanne Sharpy be appioned to fill the current Board vacancy, the position to expire at the next Board election. Margo seconded.

Vote: The motion passed, 9 for, 1 abstained (Jeanne).

CHECKSIGNERS

Motion: Anne moved and Margo seconded that Leslie Scott be allowed to be a check signer on all OCF bank accounts and Certificates of Deposit.

In previous motions at other meetings, with the above motion, the B.O.D. has stated that the signers on OCF bank accounts are Leslie Scott, Nance Sledge, and Kathryn Madden. The officers of the Oregon Country Fair are: J. R. Robinson, President, Nance Sledge, Treasurer, Norma Sax, Secretary.

Vote: The motion was passed, 10 for, 0 against.

BUDGET COMMITTEE

Motion: Steve G. moved the General Manager be named a voting member of the Budget Committee. Thom seconded.

Open Discussion: Nance said the GM has a lot of operational information and should be able to vote on the budget. Those for the motion felt the GM's operational information made it essential for her to vote on the budget. Others felt it was a conflict of interest because the GM would be developing half of the budget, and that it would increase one individual's power and influence.

Board Discussion: Margo and Kelly felt a voting GM would represent a conflict of interest; Thom disagreed with that concept, saying that everyone on the committee has a conflict of interest at some point.

Vote: The motion failed, 2 for, six (Steve W., Kelly, Anne, Paxton, Bob, Jeanne) against, 2 (Daniel, Margo) abstained.

EMPLOYEE SUPERVISION

Motion: Kelly moved the Board create a Management Accountability Team (MAT) composed of two Board members who will be supervisors/liaisons with the General Manager. These people will meet every other week with the GM for progress reports, direction, problem solving, etc. The GM will have met with other employees prior to this meeting to report on their jobs. Any other Board member requesting information, direction, etc., from the GM may do so via these liaisons. Prior to contract renewal there will be a job performance evaluation, the Personnel Committee to work up how to assess this, steps for changes needed, program for raises based on these evaluations, etc. The evaluations will be in part based on the Board liaisons' recommendations and could also include feedback from coordinators, main campers, other BoD members, to be decided by the Personnel Committee. The Personnel Committee will work with the GM and other employees after the 1992 Fair to make up an employee handbook/training guide for the General Manager and other employees.

Background: Kelly said the Board developed this proposal to address its responsibilities as employers.

Public Discussion: The proposal was praised as a great step in furthering communication. The Board was cautioned, however, not to name Board members who are coordinators to the MAT as it might present a conflict of interest (the word of the evening) between them and the GM. There was concern that this is another step on the road called bureaucracy.

Board Discussion: Daniel said this is an attempt to establish a method of accountability for the GM and for the Board. It is not meant to be another layer of bureaucracy. Anne encourages the Board to delay voting and get membership input. Jeanne felt she needed more information before she could make a decision.

Vote: The motion was tabled until the April 6 meeting.

WATER TRUCK

Motion: Kelly moved that on the recommendation of the Budget Committee, the Board authorize Leslie Scott to instruct John Anthony to purchase the 1963 Ford cabover 2,000 gallon sanitary tank water truck offered for sale by Roy Day for the sum of \$5,000 with \$2,500 as a down payment, the remainder payable after the 1992 Fair.

Open Discussion: John said this would be a good opportunity to buy the water truck we have been renting. If we don't buy it, someone else will and we won't be able to use it.

Board Discussion: Steve W. recognizes the need to make a decision now, but is uncomfortable making capital outlays without knowing the whole budget. Margo thanked John for his work on researching this issue.

Vote: The motion passed, 9 for, 1 (Steve W.) opposed.

NEWSLETTER

Motion: Kelly moved the OCF establish a monthly newsletter to be published as frequently as eleven times a year by a committee consisting of Norma Sax, Erica Lerch, Carol Bull, Mary Shuler, Brad Lerch, Wally Slocum, Kelly Campbell. The Board shall appoint the editor-in-chief, with recommendations from the Committee. Anne Henry will serve as Board advisor. Steve G. seconded.

Background: An ad hoc committee of the above named individuals presented the Board with a mock-up of a newsletter that they propose to develop and send to members of the Fair.

Public Discussion: The membership at the meeting felt a newsletter was long overdue and was happy to see steps being taken to pursue this project. There was concern expressed that the Board was taking too much control or may exercise censorship by naming an editor-in-chief. Dahinda suggested this group should be a crew rather than a committee; a committee researches an issue, while a crew performs a task and has an operational function.

Board Discussion: Margo felt the newsletter was overdue, but that we should not discount the liability issue. Anne wants the newsletter to be clearly separate from the Peach Pit and wants there to be a Board advisor to the committee. Thom will support the concept with the understanding that no newsletter be mailed out without Board approval.

Vote: The motion passed, 10-0.

Motion: Kelly moved that the newsletter committee sell and publish business card size ad space to OCF members and work with the Peach Pit to minimize advertising effects on the Peach Pit. Advertising space will take up to no more than 20% of the total newsletter. Daniel seconded.

Board Discussion: Margo is not sure it is legal for the OCF to sell ads only to Fair members. Would like to see the ad space opened to everyone, but the Committee should not solicit ads from the general public. Thom thought these issues should be part of the Newsletter Committee proposal.

Vote: The motion was tabled until the April 6 meeting.

Motion: Kelly moved the Board of Directors direct the newsletter committee to come to the April 6 meeting with a statement of purpose, an editorial policy, a budget and a recommendation for editor in chief. Steve W. seconded.

Vote: The motion passed, 10 for, 0 against.

OFFICE MANAGER

Motion: Daniel moved the OCF establish the position of office manager and enact the time line for hiring provided by the Personnel Committee

Background: The Personnel Committee recommends hiring an office manager for a part-time position at \$7 hour, budget total 715 hours per year. Work hours will be at the direction of the General Manager and duties will include secretarial and administrative assistance responsibilities under the direct supervision of the GM.

Board Comment: All those who spoke were in favor of the motion and felt the position could help a lot of crews.

Vote: The motion passed, 8 for, 2 opposed (Steve and Steve)

Motion: Daniel moved the Board appoint a hiring committee for the office manager position to consist of the Personnel Committee, the General Manager and two people from affected crews. Bob seconded.

Vote: The motion passed, 9 for, 1 abstained (Steve W.)

Motion: Daniel moved that Heidi Doscher and Doe be appointed to the Office Manager Hiring Committee. Bob seconded.

Board Discussion: Kelly and Anne said they didn't like the process but understood the need for expediency.

Vote: The motion passed, 9 for, 1 abstained (Steve W.)

OPERATIONS MANUAL

Motion: Steve G. moved the Board of Directors authorize the expenditure by the General Manager of \$500 to prepare an operations manual by May 1, 1992. Bob seconded.

Background: The Board feels, on Leslie's recommendation, that it is important to have a written record of all OCF operational procedures. The money will go towards hiring a consultant and production costs.

Public Discussion: Andrew thinks having the project done by May 1 is unrealistic, that an alternative would be to follow the job day-by-day and produce the manual in a year.

Vote: The motion passed, 10 for, 0 opposed.

CARETAKER RESIDENCE

Motion: Steve G. moved that the Board charge the Land Use Management Planning Committee with developing and recommending options for repairing or replacing the caretaker residence by April 6, working closely with as many people as possible, including the caretaker. Paxton seconded.

Background: We need to take care of the caretaker's trailer.

Board Discussion: Thom hoped the LUMP Committee will not put its other projects on hold while it is completing this task.

Vote: The motion passed, 10 for, 0 against.

Motion: Kelly moved to direct the General Manager to purchase rental insurance for the Caretaker's residence. Bob seconded.

Vote: The motion was tabled until the April 6 meeting.

ARCHAEOLOGY

Motion: Thom moved the Board of Directors accept the proposal from the Archaeology Committee for establishing a new procedure for jurying items being sold in the archaeological exhibit area. Daniel seconded.

Background: Kathryn Madden, Archaeology Coordinator, explained that replicated artifacts are sold at the exhibit. Until now the crafters that sell the artifacts (clearly marked as replicas) have had to jury through the existing crafts jurying process. This process has not seemed to work well for jurors, Crafts Inventory, or archaeology. Archaeology is proposing to set up its own jurying process which will authenticate the items that are sold in the archaeology exhibit. The jurors will be made up of professionals in the archaeology field. They will verify that the items have the educational value the archaeology exhibit is looking for and are indeed replicas of original artifacts. The A C wants to have this approved for this year's Fair.

Public Discussion: Brian Alexander wondered why this proposal has not gone through the Crafts Committee as the Committee had discussed it last year.

Board Discussion: Thom said he, as Crafts Inventory coordinator, has been working with the Archaeology Committee to develop this proposal. He told the AC that the arrangement could be worked out with staff. Thom emphasized that these crafts cannot be sold anywhere in the Fair other than the Archaeology exhibit area.

Vote: The motion passed, 8 for, 2 abstained (Kelly and Margo).

1992 GUIDELINES

Motion: Thom moved to accept the 1992 Guidelines as presented with the following correction: Item 32, now reads in part, "A new booth Representative must have been a member of that booth for two prior consecutive Fairs." Change to: "A new craft booth Representative must have been a successfully juried or grandfathered crafter for two prior consecutive Fairs." Anne seconded

Background: This recommendation comes from the Craft Committee and is based on the recommendation presented to the Board by Rebecca Harris.

Public Discussion: Darrel Sink felt that booth people will be offended. Food booths, at least, wanted to have some input on this and had been told this issue wasn't going to be voted on this year. Brian Alexander said the Crafts Committee has been concerned with the number of "party booths" and that when the leadership of a booth transfers over, it should go to a crafts person.

Board Discussion: Daniel said he doesn't think the rep needs to be a person who has been in the booth for two years. Anne said there are enough people on waiting lists and enough people who get successfully juried in that can't find a space to sell; we owe it to craftspeople to give them their booths. It's not too much to ask that one of the four passes

given to crafts booths be a successfully juried or grandfathered crafts person. Daniel said there is a difference in representing the booth to the Fair and doing business at the Fair. Thom said the Crafts Committe has been looking at this issue for about a year and has decided this is what they want. Booth reps are allowed to appoint someone else to do the paperwork, but the booth rep is required to be the responsible person for the activities in that booth. The CC said they wanted a craftsperson to be the one to represent the booth.

Vote: The motion passed, 7 for, 1 opposed (Paxton), 2 abstained (Kelly and Jeanne).

NEXT MEETINGS:

APRIL 6, 7:00 p.m., EWEB Community Room, Eugene

Agenda: Crafts Inventory Review, Caretaker's Resident, Endowment, Merle, LUMP, Teen Grads, Sailor Cemetery, SOPs, Long Range Planning, Childcare Fair-wide, Radio Policy, Office Manger Hiring, Field Trip

APRIL 13, 7:15 p.m., WOW Hall

AND THEY ASKED THE NICE JEWISH SECRETARY FROM PHILADELPHIA, SO TELL ME WHY IS THIS PAGE DIFFERENT FROM ANY OTHER PAGE? DO YOU KNOW?

minutes by

PR:DCS

