

## OCF BOARD OF DIRECTORS MEETING, 9/9/96

PRESENT: Tom Alexander, Jim Sahr, Paxton Hoag, Martha Evans, Daniel Dillon, David Liberty, Jeanne Sharpy, Anne Henry, Palmer Parker, Jack Makarchek and Reggie Soto (alternate).

NOT: Rich Locus (alternate)

### MINUTES APPROVAL

Anne moved, and Martha seconded, to approve the minutes of the August 5, 1996, BoD meeting.

Leslie corrected the total to be donated to Food for Lane County in '96 is \$3196.12. That same amount will be donated in '97 for a total donation of \$6223.62.

The motion passed, 9 in favor, 0 opposed, and 1 abstention (David).

Anne moved, and David seconded, to approve the minutes of the August 18, 1996, BoD meeting.

The motion passed, 9 in favor, 0 opposed, and 1 abstention (Jeanne).

### ANNOUNCEMENTS

\*Elders info is being gathered. Survey forms will soon be available.

Your input is requested.

\*Flowers are available for OCF events. You may pick them up after 2 pm.

Call Kelly O'Neil, 741-2305.

\*Feedback is being compiled for the Annual Meeting in October. Your feedback is appreciated.

\*Hay is available for you to take home at the Fair Site. It's great for bedding, compost etc.

\*A BoD work session on the new loop(s) will be held Monday, Sept. 30, 7-9 pm at Central Presbyterian Church across from the Fair office. Fair members are encouraged to participate.

\*New fall hours for the gates to be open at the Fair site are Friday through Monday, 10am - 6pm.

\*Tuesday, Oct 1, 7 pm, Veneta Community Center. Final presentation on wetlands.

\*Saturday & Sunday, Oct 5-6, UofO Faculty Club, 9am-4pm: Second Event Vision Retreat. Some spaces are still open so make your reservation now.

Participants are asked to be present both days.

\*Saturday, Oct 12, 10 am, OCF site: Fall Work Party. All are invited!

\*Saturday, Oct. 19, 6pm, WOW Hall: OCF Annual Meeting & Election of BoD members.

### MEMBER INPUT

Ken Kirby, Community Relations: The Fair has something special to offer our visitors, but their view is spoiled by the gauntlet of open sales as they walk through the parking lot up to the front of the dragon. We need to do a better job and take care of what is happening on our property. This is not something we condone. OCF needs to take action now and forestall any outside effort to bring sheriffs on the property.

Charlie would like guidelines established regarding how and by whom OCF vehicles are used. He is concerned that some folks seemed to be joy-riding at night during Main Camp. Vehicles should not be used after dark except on established roadways.

Risk of Change, giant puppet troupe, just sent in a donation of \$50 to the Jill Heiman Vision Fund. Thank You!

Cory Sullivan, Entertainment Coordinator, questioned the process of writing letters to sit on various committees. What qualifies/disqualifies a person? Who decides? She announced her desire to be on the Hiring Committee and that the BoD won't receive a letter from her. She said if anyone on the BoD doesn't know who she is by now, they need to check out the Fair some more.

**Regarding new loops, specifically "gypsy loop". No Thanks.**

David Hoffman said the proposed loop behind gypsy stage would destroy a wonderful natural habitat.

Nick Sky agreed that this prime habitat includes a native thicket that supports many species. Tons of living bio-mass would have to be removed. This is counter to OCF goals.

Neils, Construction, would like an environmental impact statement available to Fair family before any decisions are made. If Main Stage is moved out to what is now Crafts Lot, folks won't experience the Fair. He supports a rotating Main Stage so folks have to cycle through the Fair. OCF should keep moving toward the alternative. Why not fund research so that Energy Park would have compostable toilets. Have field trips for school kids from Veneta & Elmira out on the Fair site. We have talented and knowledgeable members who can teach/guide flora/fauna walks, etc. Our gift is to make a difference to the world at large.

Penny James, Gypsy Stage, is very concerned about a proposed gypsy loop. The Gypsy Stage was just turned to the right direction to draw folks in from E 13th. The dancers and musicians use the already limited/crowded space behind the stage for camping and as their backstage area. A new loop here would further reduce the amount of space available as well as create new logistical and security issues. It seems as if all the great work done this year to get the Gypsy Stage and its surrounding space really together is about to be monkeywrenched.

Etienne questioned if a deadline exists to cut the new path. The answer is preferably before the rains come so the path has a chance to heal by next year's Fair.

Many expressed concern that the new path seems to be already decided; members have not had ample notice and/or opportunity to respond.

**A BoD work session on the new loop(s) will be held Monday, Sept. 30, 7-9 pm at Central Presbyterian Church across from the Fair office. Fair members are encouraged to participate.** If you can't make it to the work session, send a letter or Fax to the BoD and the Path Planning Committee via the OCF office. Include your name and a way to be contacted. BoD members agreed that nothing is set in concrete. Change usually comes slowly at the Fair. All meetings have been open to all members and were set during pre-Fair and Fair time so that a greater number of folks from away could attend.

Hilary Anthony agreed that the process has been moving along smoothly. We are now reaching critical mass and the final decision will look more like consensus.

Jon Pincus requests that a full range of materials/info is available at the work session. Come prepared.

Steve Wisnovski and Charles Drew agreed that this has been the liveliest and most creative member input demonstrated in a very long time. (*Perhaps*

*we should circulate controversial rumours every so often just to see if you all are paying attention.)*

### STAFF AND OFFICER REPORTS

**General Manager** Since we last met, we've had the Picnic and the Evaluation Meeting. Big thanks go out to Norma who is rapidly becoming a special events coordinator.

Ryan Freitas was hired as our interim site caretaker. Thank you Site Advisory Council (*thingie*), especially Palmer, and Personnel Committee for making this transition relatively smooth. Ryan is doing a great job. Please respect his position as interim site caretaker.

Thursday, Sept. 12, 11 am a press conference will be held when the OCF presents Food For Lane County with a check. Funds were donated by staff through food vouchers as organized by the Jill Heiman Vision Fund. (*Perhaps you saw it in the news before you read it here!*)

Leslie has debriefed with the County; mostly they talked about traffic problems, the neighborhood campgrounds and somewhat less about the Dairy Queen. The sheriffs offered to work with us and ODoT to get a comprehensive traffic control plan by next Fair.

The new loop process is definitely not over yet. The proposed Gypsy Way was an exercise to see if there is a way to accommodate the needs of booth replacement in that area. The map was drawn to put it in a visual context. The new loop(s) will need a couple of phases. It is a complex issue.

David Paul's final report on the Further Festival is available for review at the Fair office. A Community Meeting will be held Tuesday, Sept. 17, 7 pm at the Veneta Community Center to determine which project will be the beneficiary of the \$6500 donation from the Further Festival. Members of the Community Response Team will facilitate the discussion.

**Administrative Assistant** Thanks to everyone who helped with the picnic. It was really great! Approximately 400 folks ate, danced, and played at the old company picnic. Special thanks to Bill Verner, Kaidessa Young, David Paul Black, Janet Tarver, Philip and Devo Guyette. (*see the article on the picnic in this issue*)

Thanks to Shirley Demaline for the elegant send off she organized for our Site Manager. Better call before you drop in the Fair office while Leslie is away on vacation, September 11-30.

The administrative assistant's job evaluation is coming up soon. Feedback pertinent to this position is welcomed by the Personnel Committee.

**Treasurers** We did pretty well financially. Income was up \$25 - 30,000 over budget and expenses are anticipated at somewhat less than that. Final reports will be available at the Annual Meeting. Most everyone stayed within budget. We did not spend as much as budgeted for Flood Capital Projects. We overspent in the Site Manager's budget for vehicle repairs, maintenance and fuel as well as in the Kitchen budget. Excess revenue at this time is approx. \$54,000. This does not include the endowment nor any bills yet to come due.

**Site Caretaker** Come to the Fall Work Party on Oct. 12! New fall hours for the Fair site are Friday through Monday, 10am - 6pm. The gate is closed on other days. Call ahead if you need to be out there other than the regular hours.

### COMMITTEE REPORTS



**Financial Planning** Meetings have been held between the Budget and the Financial Planning Committees. A draft list of crew budgets to be reviewed/audited this year include: Fair Central/Communications, Kitchen, Main Camp, Inventory, Security, and Refer/Food.

Financial Planning also discussed budgetary impacts of the Site Manager and the Caretaker positions, the Jill Heiman Vision Fund, and the new loop.

Right now we have a surplus of cash as we are immediately post Fair. They are looking for new "banks" or someplace where money may be invested, preferably in insured funds. The BoD has a policy of investing in socially responsible organizations. Contact the treasurers or Financial Planning Committee if you have any specific ideas or leads. They are presently exploring the Albina Community Bank in Portland.

**Personnel** They have been discussing the transition of the site personnel.

Forms are available to evaluate norma as the Administrative Assistant. Return your response to the Fair office in an envelope marked Personnel Committee/Confidential. norma has agreed not to peek!

**Jill Heiman Vision Fund** Great Success! Everything went fairly smoothly.

In terms of both verbal responses from staff and the final total of food vouchers donated, they are very pleased. The final tally was 1,211 food vouchers donated by volunteers and staff for a total of \$3,027.50, resulting in a donation by the Fair to Food For Lane County of \$6,055.. There was also \$168.62 (plus the \$50 from Risk of Change received tonight) in cash donated for a grand total of \$6,273.62.

Things that can be improved are better signage, need for a logo, Monday collections, switch the locations of a couple of the donation boxes, and more timely notice in the Fair Family News. The two most frequently asked questions were 1)can we donate cash? and 2)can craft/food booths participate? No negative feedback has been reported.

#### **OLD BUSINESS ELECTION COMMITTEE**

Daniel moved, and Martha seconded, to appoint Heidi Doescher, Mira Rainey, Merrill Levine, and Jen-Lin Hodgden to the Election Committee for 1996.

The motion passed, 10 in favor and 0 opposed.

#### **PERSONNEL COMMITTEE**

Martha moved and Daniel seconded to appoint Marlene Showker, Deni Shaddeg, and Katie Cousins to the Personnel Committee. Brad Lerch, Frank Sharpy, Charles Drew, Daniel Dillon and Martha Evans already sit on this committee.

*Public Discussion* All three are fine women said Michele Sharpy.

*BoD Discussion* Daniel said this appointment comes with the Personnel Committee's recommendation. The expansion would be terrific as the amount of work this year is burning out the four active members (*Charles just returned from Guatemala after nearly a year's absence.*)

David announced he may have a possible conflict of interest and so chose to absent himself from further discussion/decision on this issue. He is considering applying for an upcoming open staff position.

The motion passed, 10 in favor and 0 opposed. Reggie voted in David's absence.

***ARCHAEOLOGY DONATION TABLED***

Daniel moved, and Martha seconded, to table this issue until October.

The motion to table passes, 7 in favor and 3 opposed (David, Jeanne & Tom)

***JILL HEIMAN VISION FUND***

Palmer moved, and Anne seconded, that the Oregon Country Fair BoD approve the continuation of the Jill Heiman Vision Fund (JHVF) for a period of 2 years, including the following as outlined in the memo of August 26, 1996 from the JHV group to the BoD:

1) Approval of the existing format for soliciting donations from staff.

2) Approval of the following recommendations from the JHVF Group for soliciting donations from crafts and food booths:

a) Members of JHVF will go to every meeting involving booths and explain the project, as was done with crews this year.

b) JHVF members will write stories for the FFN and PP and provide an informational flyer to be included with the guidelines.

c) The Fair will be divided into sectors, and 2 JHVF members will be assigned to each sector.

d) JHVF members will produce a one-page flyer to be distributed by JHVF members to each booth on Friday explaining the project and donation process and hopefully engaging booths' members in a dialogue about the project.

e) JHVF members will make pickups by sector on Saturday and Sunday, using a locked bag with a slot for placing money. Protocols for handling cash will be developed with the Treasurer(s).

f) Cash would be accepted. The Fair would match cash donations in the following fiscal year so that the expense would be known and could be written into the following year's budget.

g) In both cases (cash or food vouchers), donations could be brought in or mailed to the Fair office through July 31.

h) The maximum liability per year for the Fair shall be 3% of the annual revenues generated as of the date of the annual meeting. Should the Vision Fund generate an amount which requires less than a 3% match, the balance of the 3% shall be given to the Endowment Fund.

3) Approval of the JHVF group's recommended process for selecting future recipients.

As part of the annual meeting and BoD election process, provide members with a check-off list with the following generic topics: Programs or agencies addressing child abuse, domestic abuse, environmental issues, social or economic justice, substance abuse, homelessness, health, arts & cultural issues, animal rehabilitation, education, appropriate technology, and people with disabilities.

This list would be included in the voter's pamphlet along with a brief description of what each means. The category with the highest number of votes would be the designated recipient for the following year. No category or agency could be a recipient more than once every fourth year.

4) **The BoD appoints a 7-person committee consisting of one member from the BoD, one Treasurer (also representing Financial Planning), one member of the Endowment Committee, two members of the JHVF, and two at-large Fair Family members.**

This committee would then be responsible for notifying groups doing the type of work selected by the membership that the funding is available and placing ads in appropriate venues as well as coordinating publicity through public service announcements.

This committee would make funding recommendations to the BoD.

*Public Discussion:* Kelly O'Neil is concerned that we'd be locked into this process for two years.

Steve Gorham gave Financial Planning's wholehearted support on this motion. They commend the JHVF members for their work at the Fair and on this proposal for future structure.

Neils would like an "other" column to be added to the list of worthy programs or agencies.

Michele Sharpy thanked Financial Planning for their support and Fair Family for their generous hearts.

*BoD Discussion:* Jim opposes this motion in its entirety. He appreciates the good-hearted efforts of the JHVF members who he loves and respects. However, he has an opposite point of view. Food vouchers are sustenance for volunteers. He is uncomfortable asking for them back. The democratic process is subverted if only those getting food vouchers can determine where it goes. Rather the process should include all of Fair Family. We already have a process groups may use to ask for donations. He is also concerned that some groups/agencies may not appear to fit in with Fair values and goals. He prefers the JHVF come to the BoD and request a donation with funds generated by another method.

Daniel wants food voucher donation collection to end at the close of the Fair on Sunday. He wants the recipients to use the funds for specific projects that clearly support OCF goals. The endowment process has more clarity. He is uncomfortable with OCF matching funds for cash donations.

Martha stated that food vouchers are not considered pay thus volunteers are not employees. If cash donations are acceptable, could Fair patrons also make donations.

According to Jack, this is the most dignified way of distributing funds that he's seen in his tenure on the BoD. He agrees with the proposal to let the membership determine the categories at the Annual Meeting. All Fair members the opportunity to participate in the decision. This takes the decision process further than the BoD. 1200 returned food vouchers is a significant response. At least 300 folks understood this group's vision. They may not be able to give an equal amount of cash. Staff volunteers donate their services from their hearts, not because they're going to receive food vouchers. Taken out of this context food vouchers would equal money.

Right On! responds Jeanne to Jack's comments.

Palmer (a JHVF member) responds: Russell Poppe was consulted early in this process and gave it the legal nod of approval. \*Food is sold at the Fair til 1 pm on Monday.

\*Often folks are too busy packing up and it is not until they are home that an extra food voucher is found.

\*The minimum donation that JHVF expects to make per organization per year is \$5,000.00. That amount is expected to be a significant boost to a recipient and it can be included as part of its operating budget for planning purposes.

Smaller donations such as those usually asked of the OCF BoD are often more of an urgent/emergency need and would not be addressed by the JHVF.

\*On a broader scale, support personal choice. The JHVF members are amazed at how generous folks were this year.

**The motion fails, 6 in favor and 4 opposed (David, Daniel, Paxton, and Jim)**

**Palmer then moved, and Anne seconded, that OCF BoD approve continuation of the JHVF for a period of two years.**

**He later pulled this motion because it lacked substance and replaced it with the motion listed above. But, we did get in another round of public comment who now had a bit more information.**

*Public Discussion:* Marlene Showker said this is an excellent idea. Let's put our money where our mouth is. Let's take action. Let's do something positive!

Kelly thinks the donation should be based on excess revenues. He supports donations to OCF mission-related organizations. He is concerned that only 501(c)3 groups would be eligible. However, Ron Chase later responded that by law the Fair can only distribute its assets to other 501(c)3 groups.

Jon Pincus says this plan is incredibly ingenious. It seems as if this group is getting OCF back on track with its original mission.

Ron Chase spoke to the issue of "mission-relatedness". A healthy fair and a healthy community is most in keeping with the Fair's history. The BoD appointed committee would recommend funding specific proposals.

Steve W thanked the JHVF members for the creation of the JHVF and for their perseverance. The BoD has wrestled for years with donation requests and has turned away many fine supplicants. He encourages this BoD to find positive ways to move forward. Ditto from Hilary.

Leslie considers this to be the most incredible opportunity to make and live our mission statement. The JHVF has met all of her concerns. The criteria for group selection are all part of the endowment criteria. This proposal includes a two-year (down from three-year) commitment. It includes an "in the event of unforeseen disaster" clause. It is membership driven and membership determined.

In review, although some in the Peach Gallery have concerns about specific operational aspects they are generally supportive of this proposal. It is also endorsed by Financial Planning, the Treasurers, and the General Manager.

*BoD Discussion:* Martha moved, and Daniel seconded to table discussion until October. If we approve a proposal to continue doing what we did this year, we'd be donating to Food for Lane County same time next year. This motion needs substance.

The motion to table fails: 4 in favor and 6 opposed.

**Second vote on the original proposal fails: 6 in favor and 4 opposed (Daniel, David, Paxton and Jim)**

#### *SITE PERSONNEL*

**Daniel moved, and Martha seconded, that the BoD approve the Personnel Committee's recommendation to hire for two positions, a Site Manager and a Site Caretaker.**

*Public Discussion:* Ron Chase argued how could the BoD now consider hiring a second person at \$30,000 ( no money figures had been discussed, as yet) when they could not agree on the last measure. Hiring an extra person devalues our

volunteers. He spoke many members concerns that they could not discuss this issue without any background info.

Marlene Showker, VegManEC Co-Coordinator, defended this transition to two positions; the job is more than one person can fulfill. Though this motion comes at an emotional time it still requires careful attention.

Arna Shaw views this motion and the one just defeated as competing interests for the Fair's money. It demonstrates a change in Fair philosophy and history of limiting the number of paid positions and relying on volunteers instead. Decisions to expand the bureaucracy and its expenses should have more member input.

Steve Gorham encouraged folks to separate the two issues, and to separate emotionalism from practicality. This recommendation comes from the Personnel Committee. Relying just on volunteer energy does not work. This is meant to get the optimum use for the Fair. Consider the problems with the past caretaker positions. They burn out because we ask them to do too much.

Kelly sought more members for the Site Crew.

Norma responded to those concerned about expanding bureaucracy. 320 acres requires an incredible amount of work including the land, vehicles and equipment. She hopes to see the nay-sayers at the Fair site helping the VegManECs and work parties.

Anna, Energy Park Construction, agrees the positions should be split. Volunteers also need to be managed, especially concerning future planning.

Hilary agreed that it appears as if background info is missing. However, this is a representational democracy. Site Advisory Council (SAC) and Personnel Committee (PC) considered this issue very seriously. They are all convinced that it is necessary. Many issues need a manager's authority and follow-through, i.e., the permit process for developing a campground on Dahinda's Acres, maintaining the vehicles, security when the site is closed. As a treasurer, she supports the expense of two positions.

Leslie resented that she and the other paid staff are considered by some to be bureaucrats. One of the most progressive things an organization can do is not burn out its staff and volunteers. The Fair is way past the point of depending just on volunteer energy. The Site Manager has to work with the City, the County, EPA grants, manage 320 acres and coordinate volunteers, etc. It is unfair to say these issues are competing interests. It is possible to have both the JHVF and a Site Caretaker and Site Manager.

There isn't a non-profit in town with 3,000 volunteers and as few employees as the Fair. Other non-profits are amazed that we manage with so few paid staff for an event of this size and complexity.

Michele said she and the membership would benefit from hearing how much the job has grown.

David Hoffman -- This is still a volunteer organization. However, it is good to have one person, a Site Manager, who can manage the site as well as deal with all the politics and personalities of our volunteers. It is a full-time position. There is not enough time to earn a living and handle these responsibilities.

*BoD Discussion:* Palmer, the SAC chairperson since it was created by the BoD last December, said they have worked with Bill to improve the Site Manager position. SAC had no intention or desire to replace the Site Manager then and no desire to split up the responsibilities. However, after reviewing the responsibilities the Fair asked of Bill and working with him, SAC unanimously agrees this is a two-person job.



Anne wanted the Peach Gallery to know that she heard their concerns about info dissemination.

Tom would like to use the term cooperative interests instead of competing interests. Calling our staff bureaucrats is an insult; they do the work of four or five people.

Jeanne is certain that the JHVF is not finished. However, we should equally respect the work by the PC and SAC. The process may seem rushed, but it is extremely important to move ahead because we don't have a Site Manager now. A lot of work remains to prepare the Site for winter. The BoD did not have much notice of a change in staff otherwise we could move more leisurely.

Jack said that the level of our expectations of excellence and how sophisticated the Fair has become is a testament that we have so few employees and so many volunteers. The fact remains that the Fair has grown and we aren't going to ever be able to step back.

**9:55 pm. Martha moved to extend the meeting 15 minutes. 8 in favor. Anne left at this time.**

Jack continued that we plan to replace the Site Manager first and then hire a Site Caretaker with input from the new Site Manager. The second position will basically be security; the person would be expected to have an outside job.

**The motion passed: 9 in favor (Reggie voted in Anne's absence), 0 opposed and 1 abstention (David).**

#### ***SITE MANAGER HIRING COMMITTEE***

**Daniel moved, and Martha seconded, the BoD appoint to hire a Site Manager. This committee will include Palmer Parker (SAC & BoD), Philip Guyette (VegManEc), Ryan Freitas (interim Site Security), Lynn Kampfer (SAC and Site Crew), and Leslie Scott (General Manager).**

**The motion passed, 7 in favor, (Reggie as alternate), 1 opposed (Jack), and 1 abstention (David).**

#### ***SITE MANAGER HIRING PROCESS & BUDGET***

**Daniel moved, and Martha seconded, that the BoD approve the proposed budget, and enact the time line, for hiring the Site Manager as provided by the Personnel Committee.**

*Background:* Steve said the budget includes \$821.30 to advertise the position in various newspapers. The Site Manager position has a salary range of \$22,000 - \$26,000 plus benefits (medical and after one year 6% toward pension). Total salary expense including taxes and benefits would be \$29,000 - \$32,000. These estimates are on the high side...

Bill's position included living in the yurt, utilities, salary plus benefits. With the new split staff positions the site manager would live off site. The caretaker would live in the Yurt and work x? hours/week for salary range of possibly \$2,000 - \$3,000 per year. The exact position and wages are yet to be determined. The caretaker, a part-time employee, would receive no other benefits.

*Public Discussion:* Kelly wondered whether one person could take both jobs if they so desired.

*BoD Discussion:* Paxton stated there is too much work for one person. The Site Manager in itself is a full-time job. It is also time to establish boundaries with the caretaker. Often, in the past, the caretaker/Site Manager would be on duty seven days a week, responsible to all volunteers.

**The motion passed: 9 in favor (Reggie voted as Anne's alternate) and 0 opposed. (David was not in the room during the vote)**

***CONSTRUCTION CO-COORDINATOR***

**Jack moved, and Martha seconded, that the BoD appoint Katie Cousins as Construction Co-Coordinator.**

*Public Discussion:* Katie thanked the BoD for their patience while she, Jack and Bert worked out their trust issues.

**The motion passed: 9 in favor (Reggie voted as Anne's alternate) and 0 opposed.**

The next BoD meeting will be held Monday, October 7, 1996, 7 pm at EWEB. Old Business: (All that stuff we didn't get to tonight: JHVF, Budget issues-- new loop and site vehicles, Endowment, Task force on relations with Veneta neighbors, Elders crew, Cart contest revisited, Coordinator appointment process, Coordinator responsibilities, Administrative Assistant contract renewal, Donations-- Archaeology, EarthSave, and No on Ballot Measure 31. Items may be added to the agenda.