

OREGON COUNTRY FAIR BOARD OF DIRECTORS MEETING, DECEMBER 1, 1997

PRESENT: Tom Alexander, Niels Petersen, Paxton Hoag, Charlie Zennache, Daniel Dillon, Charles Drew, Michele Sharpy, Martha Evans, David Liberty, Jack Makarchek and Jim Sahr (left prior to Old Business) & Charlene Tremayne (alternates).

MINUTES APPROVAL

Charlie moved, and Daniel seconded, the minutes of the November 3, 1997, meeting be approved.

Raimon Franck, Fair crafter and Whiteaker Community Council President corrected the minutes of the Property Acquisition aka New Office aka Club Peach. The Whiteaker neighborhood was partially rezoned in 1995 to increase the area designated as mixed use. Not all of Whiteaker is designated as such.

The motion passed as corrected, 10 in favor and 0 opposed.

ANNOUNCEMENTS & CALENDAR

Daniel wished Happy Holidays to all Fair family. He brought poinsettias for the staff which festively decorated the meeting while we met.

Charlene announced that the First Night Celebration is in need of volunteers. Call 431-8199 (voice mail).

Palmer wished Michele great happiness in her new endeavor as the sole proprietress extraordinaire of The Hiding Place Salon. Michele added that she will offer a display area for a craft of the month. Call her at 686-1998.

Leslie sadly announced Shirley Demaline's resignation as Registration Co-coordinator. David Helton will be assuming Shirley's responsibilities. Many thanks go out to both for doing this huge task so well.

Pete Kilger, a Fair friend who made the first appeal to fund the new Fern Ridge Library to the BoD is running for Lane County Commissioner. He is campaigning for the west Lane County seat.

Raimon Franck, wearing his Whiteaker Community Council President hat, welcomed the Oregon Country Fair to the Whiteaker Neighborhood.

Marlene Showker, VegManEcs Co-coordinator, invited all Fair family to join them in the monthly work parties scheduled for the first Sunday of each month. Meet at 10am by the Warehouse.

Guideline change forms and current copies of the Guidelines are available at the Fair office. Call norma for forms so they may be reviewed at the BoD meeting in January.

Steve Wisnovsky, Site Manager, announced that the next Highway Pick Up will have happened on Saturday, Dec. 13. This is one of the most visibly public activities that we do in the community.

A work session on the Drug & Alcohol policy will be held on Monday, Dec. 15, 7-9 pm, Central Presbyterian Church. All are invited to participate. An Executive Session will be held at 5pm prior to the work session at the Fair Office.

Club Peach, aka the new office, will be the site for a Solstice Celebration/Open House on Sunday, Dec. 21, 4-7 pm. 442 Lawrence. norma said it would be better to party before all the furnishings are moved in.

Speaking of moving, all hands, willing bodies, and trucks will be greatly appreciated the following weekend, Dec. 27-28. Call norma to confirm moving dates and times.

A work session on the '98 budget is scheduled for Monday, Jan. 19, 1998, 7-9 pm, at Central Presbyterian Church.

A second BoD meeting will be held on Monday, Jan. 26, 1998, 7-9 pm, at Central Presbyterian Church. The sole topic will be approving the 1998 Budget.

MEMBER INPUT

Kelly O'Neill, flower crew, agreed with last month's decision that tree crew should not be a separate crew. However, he thinks that both tree and flower crews need more attention and that actual crew positions under the Site Crew should be available. This should eliminate any confusion about passes, t-shirts that fit, etc. as has happened in the past. This would also enable crews to get their passes easily and return to do their Fair work without further delay. The past process has not reflected the measure of respect that each crew has been shown.

STAFF AND OFFICER REPORTS

General Manager. Leslie- Many thanks to all who are involved with moving into the new office. norma has been wonderful figuring out everything that's needed and creating the budget to accomplish it. Bob Durnell, Anna DeLocis, and Arrow Anders have spent many hours prepping to remodel the basement. It has been more exciting and easier than expected. Jim Sahr checked out the electrical scene and put the Fair in contact with an electrician to do the job. Thanks Ichabod for the phone system. (norma will tell the rest of the story.)

Jack and Hilary signed the papers closing the sale on November 17. Later that same night a work session on wetlands and land use was held. See the article printed in this issue of the Fair Family News. Leslie modified the date in the reciprocal license agreement with the City of Veneta to eliminate any possibility of a 90-day notice before the year 2000 camping agreement. ... just in case the land swap has not happened. The '96 990s were filed. And the '97 books will be audited. The Fair's books are on an alternating two-year cycle of review and audit. The Budget Committee has been meeting. Only a few budgets have been turned in.

Administrative Assistant. norma echoed thanks to Arrow, Anna, Bob, and Jim. Thank you Ichabod for finding a multi-thousand dollar, 21st Century phone system for the Fair for only \$200! The new phone system will handle up to fourteen phones. It is very exciting.

Site Manager. Steve- Flood season could happen at any time. He bought a rain gauge on Friday, Nov. 21 in anticipation. Steve also bought a leaf blower, at a good price, to keep the leaves from mulching on the newly grown grass on the paths. The paths look good and hopefully the grass will remain through the floods and possibly the next Fair. Thank you, Arrow, for helping to move a couple tons of hay off the fields. The last, and only, fridge left on site was also removed. Steve included requests for real positions for the mechanics and flower and tree crews in the Site Crew's budget. It's pretty quiet out there now. The lots are flooded so bring boots when you come out to visit.

Treasurers. Hilary- This is the calm before the storm. Turn in your budgets. The BoD will be approving crew budgets at the second BoD meeting in January.

COMMITTEE REPORTS

Personnel. Martha thanked the employees for their patience while the Personnel Committee performs the evaluations. Any feedback for the Administrative Assistant is due immediately. (to which Niels responded by applauding!) The Site Manager and General Manager's evaluations will be coming up early in the new year. Any member feedback may be submitted in a closed envelope marked ATTN.: Personnel Committee. They've also been meeting with the Caretaker; more about that will come up later.

Archaeology Committee. John Stamp reported for Bill Burwell that Jim Guthrie is retiring from the Archaeology Committee. He has been a committee member since its inception in 1984. Jim helped plan the successful move of the highway to protect archaeological areas on the Fair site. John would like to nominate Anne Rogers to the AC and invites any Fair family member to join AC as well. They are entering an exciting time, planning participatory projects with the U of O. Letters of interest to join the Archaeology Committee may be submitted to the Fair office.

Craft Committee. Tom Chambliss reported that they continued a discussion of how to deal with consumer complaints about non-delivery of purchased crafts from vendors at the Fair. They are concerned that there is no mention in the Guidelines of whether the Fair will deal with such complaints. Therefore, the Craft Committee proposes the following amendment to the Guidelines to be inserted after section 42 in the '97 Guidelines.

The Fair may deny crafter status to vendors about whom the Fair has received substantial unresolved consumer complaints. Written complaints will be forwarded to the Craft Committee for consideration.

The Committee is considering a procedure for handling consumer complaints that avoids the questions of guilt, innocence or legal liability, and instead encourages cooperative resolution of disputes. The Committee's recommendation for such a process will be submitted to the GM, and if appropriate, to the Fair's attorney and/or BoD for approval.

OLD BUSINESS

ARABLE CONTRIBUTION TO OCF

Martha moved, and many simultaneous seconds, Tom, Niels, Charles, etc..., that the BoD accept the gift from ARABLE subject to the donor's restrictions.

Background: ARABLE, a 501(c)3 organization whose mission was to loan money to small organic farmers and marketers of organic food and fibers, is dissolving. Much of their funds have been disbursed to other 501(c)3s as grants. However, they wanted to keep some part of their funds in a revolving loan fund to continue their original intent. They asked the Fair to take custody of the funds. The Fair would then entrust another organization, i.e., OUR or Cascadia Bank, to implement the loans.

After much discussion, the motion passed unanimously, 10 in favor and 0 opposed. Unfortunately, while this meeting was occurring, ARABLE BoD members were also meeting. Because of negotiation problems with OUR, they decided to grant the money to Tilt. This would have been a great precedent, that when one 501(c)3 dissolves with funds intact, that they could ask another 501(c)3, the Fair, to continue their mission. Respect for the land, one of the Fair's missions, is compatible with sustainable, organic agriculture and small family farms.

MOVING THE OFFICE BUDGET

David moved, and Charlie seconded, the BoD approve the remodeling & moving expenses budget in its entirety as itemized in the memo from norma dated 11/4/97 for a total of \$12,400. This total was later amended to \$14,000 to include the HVAC system which cost had inadvertently not been added in to the total.

Peach Gallery: Bob D spoke as a member of the Building Committee and urged the BoD not to nickel and dime the proposed remodeling costs. They figured out a minimum, conservative budget to make the basement a safe and efficient space meeting the various users needs. This includes, Fair Family News, Registration and archive storage. He noted the irony that the first thing a new owner does to a newly remodeled building is to begin remodeling. He then displayed his new shirt bought from Diane McWhorter, "Remodeling, It's a Lifestyle"! Tom Chambliss echoed Bob's plea that the BoD not nickel and dime this motion, especially on the furnishings and appearance of the first floor. He hopes that a professional look could be maintained so that the Fair could invite anyone to our office. Hilary apologized that not enough Budget Committee members attended their last meeting to make a quorum so they could not give this budget request an approval. She hopes that the money will be well-spent and the Fair purchases quality products, i.e., the requests for a vacuum cleaner and lawn mower seem low. Leslie noted that this is a special, one-time expense, and is a capital project. She hopes this money would come out of the '97 unspent capital projects budget rather than pulling a bit from many separate line items. Palmer suggested that if there were to be a proposed Couch Committee to oversee the office furnishings that perhaps in keeping with the prior motion, this should be a Couch Potato Committee. Palmer opposes using Fair site capital project funding for in-town capital projects. Steve W hoped that the Fair would add line items for contracted office cleaning and landscape maintenance to the '98 budget. Leslie listed various ways this budget was decreased to save thousands of dollars

BoD Discussion: Niels opposed this request as he did th motion to buy this property. It seems that there are hidden costs. Charles, too, had difficulty supporting this motion. He reminded the BoD that the yurt roof still leaks in nine places. That is another worthy, capital project to protect Fair assets as well as the health & well-being of the Caretaker. Jack noted that the basement remodeling costs equal approximately \$10/square foot. This total is way below a competitive bid. BoD members' questions regarding the purchase of specific items for the office and the apartment seem to have been answered fairly satisfactorily. The amended motion passed, 8 in favor and 2 opposed (Charles & Niels).

MODIFICATIONS TO THE CARETAKER'S CONTRACT

Daniel moved, and Martha seconded, the BoD approve the Revised Caretaker Employment Agreement as proposed by the Personnel Committee.

Background: Charlie summarized the revisions in the absence of any document for BoD members to review. The revisions identified specific Caretaker duties that are part of the 75 hours/month work exchange for living in the yurt. Other duties in excess of the agreed upon 75 hours would be compensated and work performed in excess of 160 hours would be compensated at time and a half. The revisions stated who is responsible for utilities. They also grant the Caretaker exclusive use of the residence. The current contract allowed the OCF to hold meetings in the yurt.

Peach Gallery: Palmer wondered if the Caretaker is still working almost a year later without a contract?

BoD Discussion: Michele and Niels agreed that they are unable to discuss this motion without the real document in hand.

Paxton moved, and Charlene seconded, that this motion be tabled. The motion to table passed, 10 in favor and 0 opposed. Charlene voted in Charlie's place. Charlie absented himself from the vote on this and the next motion as he has talked with the Caretaker, (John Doscher), about these issues.

CARETAKER'S PAST WAGES

Daniel moved, and Jack seconded, the BoD approve paying John Doscher, Caretaker, for the additional 117.5 hours that he worked beyond the contracted 75 hours/month at a rate of \$8.00/hour.

Background: The majority of these hours is for duties leading up to and deconstructing the Fair.

BoD Discussion: Martha-- This has been a learning experience for everyone. John has been very good about letting the Personnel Committee know what the reality of the Caretaker's job looks like. This motion is the Personnel Committee's recommendation. Jack agreed. John, who has been working without a contract, has kept very good records about how his time is spent. This is the right thing to do.

The motion passed, 10 in favor and 0 opposed.

The following items died for lack of a presenter: 30th Anniversary and Fern Ridge Middle School Donation .

The next BoD meeting will be held on Monday, January 5, 1998, 7pm, at EWEB. The agenda, subject to change, includes:

Modification to Caretaker's Contract - Personnel Committee See above.

Administrative Assistant Evaluation - Personnel Committee Review the AA's job performance.

Bylaws Committee Resurrection - Michele Michele wants to direct the Bylaws Committee to consider changing the election process regarding alternates running for permanent positions.

Consider Guideline Changes - This is a discussion item to consider changes to last year's guidelines. Guideline changes will be approved at the February BoD meeting. This will include a discussion about the Drug & Alcohol policy. (*Remember there's a work session on D&A this month, Dec. 15. If you cannot attend, mail in your feedback to the Fair office.*)

Meeting Process - Charlie has more new ideas about process!

Appointment to Archaeology Committee - See above

Donation to NCAP (Northwest Coalition Against Pesticides)

Donation to Southern Oregon Barter Fair legal defense fund

A second BoD meeting will be held in January to approve Crew Budgets. It will be held on Monday, January 26, 7-9pm at Central Presbyterian Church.

Minutes by Jen-Lin

Blessings for a peaceful New Year from Buddhism. May all beings be well. May all beings be happy. Peace. Peace. Peace.