



# FAIR FAMILY NEWS

OREGON COUNTRY FAIR  ONE CREATIVE FAMILY



## *What's Inside*

- Wintery Mix..... p. 2
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## FAIR FAMILY CALENDAR

### December

- 15-30 Office closed
- 30 Peach Power Committee, 6-9 pm, OCF office

### January

- 6 Board meeting, 7 pm, Central Presbyterian Church, 15th and Ferry, Eugene
- 6 FAIR FAMILY NEWS DEADLINE
- 15 Craft Committee, 6 pm, OCF office
- 18 Vision Action Committee, 11 – 3, OCF office
- 27 Board meeting to review budget proposals, 7 pm, Central Presbyterian Church, 15th and Ferry, Eugene

### February

- 3 Board meeting, 7 pm, location TBD
- 3 FAIR FAMILY NEWS DEADLINE
- 8 Design charrette for Community Center, time and location to be determined
- 12 Craft Committee, 6 pm, OCF office

## Happy Birthday to Our Fair Family Capricorns

- Aleta Miller .....Security
- Anna Scott .....Energy Park
- Brad Lerch .....Backup Manager
- Brandon Poirot .....Lot Crew
- Brian Foley .....Security
- Carol DeFazio .....Crafter
- Charise Prouty .....Fair Central
- Christie Hess .....Water Crew
- David Hoffman.....Community Village
- David Richey .....Registration
- David Roth .....Information
- David Sommerville .....Cookie Cart
- Dennis Todd .....Path Planning
- Dottie Simmons .....Crafter
- Eve Pagliaro .....Crafter
- Hilary Anthony .....Treasurer/Chela Mela
- Jesse Creighton .....Pre/post Security
- Judy Scott .....Water
- Katie Gomez.....Crafter
- Kehn (Mambo) Gibson...Security
- Kelsey Polk.....Registration
- Kiffen Rentel .....Pre-Post Security
- Lance Tanner .....Recycling
- Lori Bennett.....Traffic
- Marcy Middleton.....NRT
- Michelle Thorn-Parsons..Photo ID
- Mike Largent.....Lot Crew
- Mike Warshafsky .....Lot Crew
- Nolan Chase .....Vaudeville
- Owl Jester .....Pre-post security
- Paul Eddy .....Lot Crew
- Sandi Herb .....Traffic
- Steve Harter .....Construction
- Sunny Nine .....Booth #487
- Travis Honea .....Registration
- Virgil Courtright.....Archaeology



## KEEP IN TOUCH



Oregon Country Fair  
 442 Lawrence St.  
 Eugene, OR. 97401  
 (541) 343-4298, fax: 343-6554  
 FFN@OREGONCOUNTRYFAIR.ORG  
 OFFICE@OREGONCOUNTRYFAIR.ORG  
 OREGONCOUNTRYFAIR.ORG (EVENT INFO)  
 OREGONCOUNTRYFAIR.NET (BUSINESS SITE)

## Community Center Design Charrette

Please join the Community Center Committee for a Design Charrette to be held Saturday, Feb. 8, from 11 am to 4 pm at a location to be determined and announced in next FFN. This charrette is a chance to creatively look at our site and program ideas and help us incorporate the family's ideas on developing these important steps in the process. Lunch will be provided, so please RSVP to office@oregoncountryfair.org if you plan to attend. Please make the subject line "DESIGN CHARRETTE," and let us know of your dietary preferences.



## Looking for Fair Love Stories

Did you fall in love at the Fair? Did the Fair introduce you to your soul mate? We're looking for Fair Love Stories for February's issue of Fair Family News. To share your Fair Love Story with the Fair Family, send a short email (no more than 300 words) describing how the Fair connected you and your Sweetie to: [ffn@oregoncountryfair.org](mailto:ffn@oregoncountryfair.org). Deadline is Feb. 3. We'd love to hear from you.



## Get on the FFN and/or Voting Membership List

Tell us your name; your email address to be notified of the online version of the newsletter; your crew or booth number; name of your leader or booth rep; name of person who can verify your participation.

Mail to: OCF, Membership/Mailing, 442 Lawrence Street, Eugene, 97401.

Or Email to: [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org)



## FFN BELFRY

- Kim "Bluebells" Griggs
- Dan "Hell's Bells" Cohn
- Niki "Sleigh Bells" Harris
- Brad "Glockenspiel" Lerch
- Suzi "Tinkerbells" Prozanski
- Mary "Solstice Bells" Doyon
- norma "belle o' the ball" sax
- Cyndi "Jingle Bells" Leathers
- Michael "Liberty Bell" Ottenhausen

## Recently Unclassified Material

We accept UnClassifieds up to 30 words for \$5 each, per issue. Send listing with \$5 to O.C.F.-F.F.N. 442 Lawrence St. Eugene, OR 97401. For questions, information about display underwriting and to submit listings, Email [bradlerch@aol.com](mailto:bradlerch@aol.com) or call Brad @ 541-485-8265 (UnClassifieds not paid for by layout won't run)

Cabin for rent. Looking for handyman/couple w/ homesteading skills (carpentry, gardening, chainsaw/firewood) in partial exchange for minimal rent. On southcoast, 12 miles inland from Bandon. 541-396-3289 or [bonniejoyce42@gmail.com](mailto:bonniejoyce42@gmail.com)

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Sending you the appropriate wishes for the holiday of your choice!!!

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1/7 Rev. Horton Heat / Nekromantix  
1/12 The California Honeydrops  
1/14 Austin Jenckes / Cody Beebe  
1/17 Caravan of GLAM  
1/18 Cody Canada & The Departed  
1/23 Hopsin / Dizzy Wright  
1/24 Hot Buttered Rum

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# Grant Supports Parent Education Program

submitted by Parenting Now!



On Wednesday evenings in West Eugene, 20 Hispanic parents and their children gather to eat and talk, and to learn parenting skills. They are part of a parenting education group provided by Parenting Now! and made possible by a grant from the Jill Heiman Vision Fund at the Oregon Country Fair.

The Crecer ("to grow up") group begins with dinner, which supports the families, gives them time to socialize, and provides examples of eating nutritiously on a budget. One of the children crosses her legs in a lounge chair and scoops up spoonfuls of a dessert of plain yogurt and chopped bananas.

After dinner, the professional parent educator gathers the adults while most of the children go to another room for developmentally appropriate activities. They are supervised by trained staff and volunteers. All of the staffing is provided by the grant.



The yogurt and banana dessert proved popular.

The parent educator begins by reading a story from the curriculum. The parents share their experiences and offer suggestions to each other. They listen to the parent educator's ideas. The room is full, but everyone is attentive.

The parent educator begins by reading a story from the curriculum. The parents share their experiences and offer suggestions to each other. They listen to the parent educator's ideas. The room is full, but everyone is attentive.



Ana Maria Dudley (at left) has taught Crecer groups at Parenting Now! for years and also trains other parent educators in using the curriculum.

Crecer, a 12-week program for families with children up to 8 years old, is culturally sensitive and delivered in Spanish. It is based on a nationally recognized curriculum for highly stressed families. Both were developed by Parenting Now! For more than 35 years, Parenting Now!, formerly Birth To Three, has provided local parent training groups, including Crecer. More information is at [www.parentingnow.org](http://www.parentingnow.org).

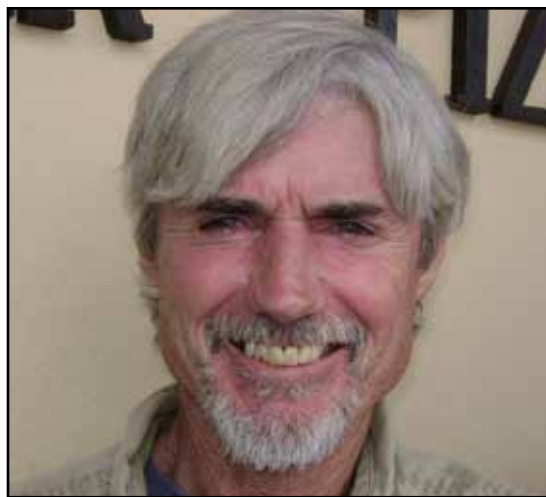
Back at the group, parents take notes and study the handouts. Children come in and out. A mother nurses her baby. Families continue to arrive, and chairs are pushed back to make the circle larger.

Thank you for making it all possible!

## Fair Thee Well: Steven "Lodi" Glass

by Michael Strickling, Crystal Light Mining, Booth 594

Adventurer Lodi Glass, founder of the oldest gem and mineral booth at the Fair, passed on November 27. He was born in 1949, in Oklahoma, as a Gemini. His animal totem was always a hawk. His father, who had a Native American bloodline, was a well known "Katchina" figure maker. Lodi spent four years in the Marines. I heard stories about Vietnam that were harrowing and bloody and some that were hilarious. He came home, married his previously unmet "pen pal," Star, and they moved to Oregon in 1971. He worked for the Forest Service out of Lowell and part-time at Sundance Natural Foods. They had Stevey and Becky.



I met Lodi at a Leo Sunshine prosperity training in 1977. His main want for the week was to have someone offer him shares in a semi-precious stone mining business for working on their claims. The Tuesday after the training, we went to his house, and there was a man waiting there to offer him shares in a dozen gem and mineral mines for his labor. It was exactly what he had wanted. Lodi and Star went on to own several crystal mines in Oregon, including the one on Buck Mountain. The Crystal Light Mining booth started in 1977. We lit up a bunch of large quartz crystals on our counter one year with colored paper gels over holes with flashlights hooked under the holes. It was memorably beautiful.

Lodi sold at the Eugene Saturday Market and the Christmas fairs for quite a few years. The Country Fair was the only place he sold every year. Once, while digging in eastern Oregon, a wall in the next dig over rolled down and pinned a man against the other wall. Lodi got in this little space and lifted three 3'x3' siliconated ash boulders off of him that another man and I couldn't lift when he handed them to us.

After he and Star parted ways, Lodi and Jaiaen became a couple

and she joined the booth in 1990 as an auric cleanser. They were married on the first of his four trips to Zimbabwe. He helped with Jaiaen's great organization, which helps indigenous Zimbabweans with facilities improvements (they build gradeschools, huts, toilets, wells, smokeless stoves) and help with sustainability, health, education and business training. Their primary goal is to preserve ancient knowledge while improving lives. They went to South America three times. He went deep into the jungle to do work with ayahuasca.

Lodi had four kids he loved and was proud of, Becky, Steven, Richy and JaVonne. He adored his grandkids, Isaiah, Aiden and Sophie.

I thought everyone would like to know that Lodi was in charge of tree planting crews and did timber cruising for Willamette Industries for 20-some years. He saw a sasquatch up close one time. Said he almost soiled himself. He was driving behind another "crummy" in the foggy southern Oregon mountains in the wee hours going to work. A large hairy thing slid down a cutbank to his right. It tried to climb but it slid down next to the road. Lodi said it was huge and when it looked at him from about eight feet away, it didn't appear to have pupils, just big black eyes. I know, I know "His hair was perfect," but Lodi wasn't lying.

And then the last time we went rock hounding he and I sat in easy chairs next to the South Fork of the Crooked River in the exact geographical center of Oregon one night and watched a red light move around to various places at various speeds (from the base of hills and up into the sky) for three hours.

I'm sure Lodi would want you to donate to Ancient Ways to honor him. I think you should put Bob Marley's Exodus album on, like I did, smoke a fat one and think about what a great guy he was.

# Define Your Needs: New Camping for Crafters

by Camping Crew

The South Woods work party on Nov. 9 and 10, to open up new camping space dedicated to folks needing to relocate from Crafts Lot, was a great success, and the OCF Camping Crew would like to extend enormous gratitude to all the crews and individual volunteers who came out to help. This was the first of several needed South Woods work parties, and it focused on completing two major gator trail access arteries through the South Woods, as well as further detailing and refining site maps of the new camping areas.

Defining, mapping and managing new camping areas is the key to meeting the needs and challenges of relocating those affected by the changes in Crafts Lot. Check out the latest map of the new camping areas being developed. As our development work continues,

each of the new neighborhoods will be defined in greater detail.

**If you are a Crafts Lot camper**, please plan on joining us on site on March 8 for the first of two day-long work sessions to match the needs of campers with the new camping areas. We will start at 11 am on March 8, but please drop us an email to let us know to expect you if you will be attending. The date of the second meeting is still being decided but should be announced soon. For more information, you can reach out to the OCF Camping Crew via e-mail to [campingcrew@oregoncountryfair.org](mailto:campingcrew@oregoncountryfair.org).

We know that moving your campsite is difficult, and we are doing our very best to make your transition as smooth, thoughtful and fair as possible. Thank you for working with us as we head ever deeper into the woods together!



2013 Crafts Lot

Sign Photo @ Geoffrey Squier Silver. Craft Lot Photos by Mary Doyon.

# Let's Dance!

submitted by the Crafts Lot Operations Group (CLOG)

When you come to the Fair next summer, you will find something big, new and exciting and we'll have more room to move!

Volunteers and Fair staff have been working for over a decade to develop a plan to transform what is now known as the Crafts Lot camping area into a new public area that will be five times the size of the Chela Mela Meadow! This concept will be implemented over the next three years and will include the following elements and more:

**A Dance Pavilion\***: hard-surface dance floor and a bandstand will come to life with international and social dance in a fabulous new space.

**A Workit Shop\***: home to workshops that support dance and the Dance Pavilion.

**A flow arts area\***: space for the experienced and not-so-experienced to play with the big toys — hula hoops, poi, staffs. Toys and teachers will be provided.

**Food and Craft booths\***: home to at least eight food booths and dozens of craft booths within the next few years.

**A piano lounge\***: relax under a huge oak tree and listen to the clear sounds of OCF's new grand piano.

**Shady areas**: for dining, resting and making new friends.

**A multi-crew structure**: this structure will house OCF's Fire, Security, Information and Whitebird Medical crews.

**Large art\***: beautiful, inspiring, fun and interactive art installations.

**And more!**

*\*See story below for how to apply to be part of this!*

Visions for this area have been coming into focus since the 1990s. For the past few years the Path Planning Committee has brought people

together to develop a draft concept, and then this past summer a small operations group formed to begin to pull the final pieces together. This new Crafts Lot Operations Group, or CLOG, includes OCF General Manager, Charlie Ruff (management, communications); OCF Operations Manager, Tony Clementi (coordination with operational crews); Construction Coordinator, Kirk Shultz (design and construction); Treasurer and Chela Mela Coordinator, Hilary Anthony (entertainment and budgeting); Registration Coordinator, Justin Honea (food and craft booths); and, Back Up Manager, Sallie Edmunds (art, education and CLOG coordination). You can reach the team by emailing: [clog@oregoncountryfair.org](mailto:clog@oregoncountryfair.org).

On Jan. 6, 2014, the Board of Directors will be asked to endorse the latest revised conceptual plan for the area (see illustration at right) and the CLOG as the coordinating group. Then, later in January and again in March the Board of Directors will be asked to approve the budgets that will allow it to happen.

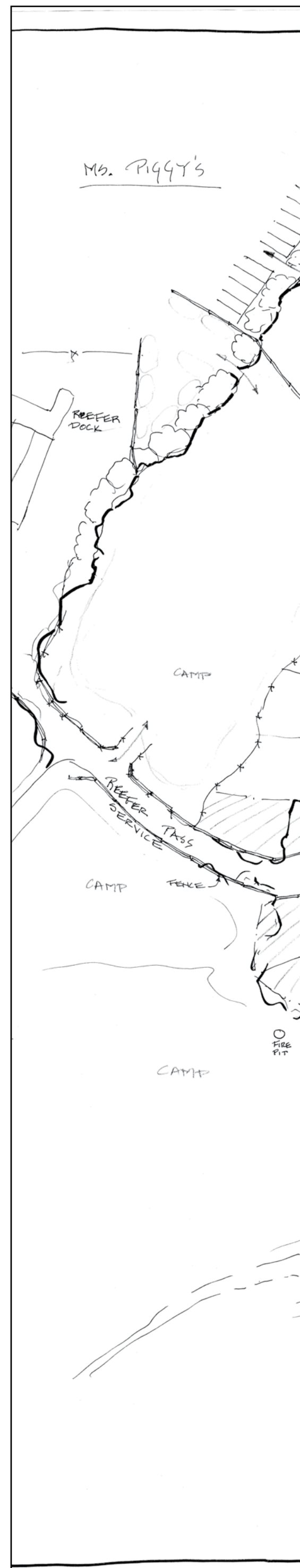
While the concept is well developed, the area needs a name! Please send your suggestions to: [pathplanning@oregoncountryfair.org](mailto:pathplanning@oregoncountryfair.org) by Dec. 31.

The CLOG looks forward to working with the OCF Board of Directors and officers; the Budget, Path Planning, Craft and Food committees; operational crews; and many others to manifest the plan.

Watch for another FFN article this spring announcing the new name and more details!! You can also visit the Path Planning website (visit [oregoncountryfair.net](http://oregoncountryfair.net) and click on Committees and then Path Planning) for more maps and information.

## Help us Rename Crafts Lot!

Send your suggestion to:  
[office@oregoncountryfair.org](mailto:office@oregoncountryfair.org)  
or 442 Lawrence St., Eugene  
OR 97401 by Jan. 3, 2014.



## Want to Apply to Be Part of this NEW SPACE?

The Fair is seeking letters of interest from current craft and food booth representatives, and applications from entertainers and artists from within and outside of the Fair.

**Food or Craft Booth representatives**: If you are an current Food or Craft Booth representative and are interested in moving to the Crafts Lot, please send a letter of interest to [boothreg@oregoncountryfair.org](mailto:boothreg@oregoncountryfair.org). For more information, visit the Oregon Country Fair Family website (visit [oregoncountryfair.net](http://oregoncountryfair.net) and click on Committees and then Path Planning). Deadline: Dec. 31, 2013.

**Entertainers**: If you would like to perform at the Dance Pavilion or would like to teach in the Workit Shop or Flow Arts area, please visit the Oregon Country Fair public website at [oregoncountryfair.org](http://oregoncountryfair.org), click on the Applications link and fill out the on-line application. Deadline: Feb. 15, 2014.

**Artists**: If you would like to apply to create a large art installation or to show a large art installation that you already have, please visit the Oregon Country Fair public website at [oregoncountryfair.org](http://oregoncountryfair.org), click on the Applications link and fill out the on-line application. Deadline: Feb. 15, 2014.





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L75 L73

L76

LOUNGE

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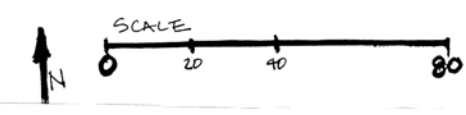
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-  ART/DISPLAY LOCATION ACTIVITY
-  MICRO CRAFT BOOTH - (CRAFT CART)



OCF CRAFT LOT 2014

11.30.2013

KHS



## BOARD OF DIRECTORS MEETING DECEMBER 2, 2013

7:07 at Hilyard Community Center

**Board members present:** Diane Albino (alternate), John 'Chewie' Burgess, Casey Marks Fife, Paxton Hoag, Lucy Kingsley, Jack Markarchek (president), Indigo Ronlov (vice-president), Kirk Shultz, John Silvermoon, Lawrence Taylor, Sue Theolass, Bear Wilner-Nugent. **Peach Gallery present:** Staff (Charlie, norma, Tony, Andy, Robin), Officers (Hilary, Grumpy, Randy), and 33 members and guests.

### Agenda review

New business, Announcements, Reports from Staff and Committees, Member Input, Secretary's report, Consent Calendar, Treasurer's report and budget items, Old business, Confirm minutes from November board meeting, Barter Fair Task Force, Employee Holiday Gifts, Approve Laura Strobel as co-coordinator of Solar Stages, President's Peace

### New Business:

Marriage Equality ballot initiative (Jon S)  
Approve Amanda Bishop as co-coordinator of Crew services (Paxton)  
Approve Kori Anderson as coordinator for Child Care (Indigo)  
Approve Craft inventory co-coordinator Jim Jarvis (Chewie)  
Motion to support progress on the CLOG work update and forward motion (Kirk)  
OJ Documentary (Paxton)  
Approve revised job description (Sue)  
Guidelines Amendments (Bear)  
Personnel issue moved from New to Old (Jack)  
Jack moved and Bear seconded to move personnel issue from New to Old Business. Motion passed 10-0

### Announcements

Indigo: The OSU extension services have moved into a new location at the Kaufman House 996 Jefferson and you can find them on the web at: [extension.oregonstate.edu/lane](http://extension.oregonstate.edu/lane)  
Chewie: I'm gonna live!  
Sue: There is a small Culture Jam fundraiser with catnip mice and bees wax candles for sale here at the meeting. Also there is a fundraiser for the Family School's reading program on Wednesday at Oakshire brewery – one dollar off all pints sold goes to this program for Family School.  
Jon P: The WOW Hall membership party is this Saturday at 6:30 12/7 with food and music by My Father's Ghost.

### Staff Reports

Charlie: I would like to extend enormous gratitude to all the crews and individual volunteers who came out to help us with our work party weekend on November 9<sup>th</sup> & 10<sup>th</sup>. Specifically, Camping, Tree, Site & VegManec crews spent several days making this work party such a big success. This was the first of several workparties necessary to be able to open up new camping space primarily dedicated to folks needing to relocate from Crafts Lot. This work party focused on completing two major gator trail access arteries, as well as further detailing and refining site maps of the new camping areas. Defining, mapping and managing new camping areas is the key to meeting the needs and challenges

of relocating those being affected by the changes in Crafts Lot. As the work continues each one of the new neighborhoods will be defined in greater detail and prepared to receive campers. As those tasks are completed we will be working with affected campers to match them to a new location. To that end there will be at least 2 day-long work sessions, to match the needs of campers with the new camping areas. The first of these is currently scheduled for Saturday, March 8 and the second is expected to be in early May. As yet, the location and exact start time of the March 8 event are still being determined but should be decided soon. If you are a Craft Lot camper and have not specifically been contacted by Camping Crew please plan on joining us on March 8<sup>th</sup> if you can. You can also reach out via e-mail to [campingcrew@oregoncountryfair.org](mailto:campingcrew@oregoncountryfair.org) for more information and updates as things move along.

The CLOG team has been working ardently throughout the fall and has submitted a Fair Family News story for the upcoming issue. It gives an overview of the project and is accompanied by the latest version of the ever evolving concept map. At the BOD retreat, the CLOG group presented a body of materials that can now be found at the Path Planning web page. The CLOG is seeking the direction and endorsement of the BOD in moving forward with the work as presented at the January meeting. There will also be a call out to existing craft and food booth reps for letters of interest to explore moving into the new area. CLOG is working with both the Food and Craft committees and a Path Planning subcommittee dedicated to the issue, to determine the right mix of booths for the new area. If you are interested or have any questions or ideas for the team you can reach out to them directly at [clog@oregoncountryfair.org](mailto:clog@oregoncountryfair.org).

Path Planning is also seeking naming suggestions for the new area. If you have the perfect name in mind, please submit via e-mail to [pathplanning@oregoncountryfair.org](mailto:pathplanning@oregoncountryfair.org) by December 31 for consideration.

We are now firmly in the midst of the holiday season so that must mean that we are deep in the swing of OCF budget season. Grappling with more than 70 budgets is quite an annual endeavor and this year marks the beginning of a new 2-year crew budget cycle. The work is a bit more complex this year as we work to identify staffing and other budget changes related to the Crafts Lot expansion. We expect to have a good picture of the crew costs of the new area as well as the capital project expenses in early January.

Guideline Changes/recommendations are due at the end of the month and Capital Projects requests are due at the end of January.

The Veneta Light Parade will be happening on Thursday, December 12 and the Fair will again have a spectacular entry. Please come out and cheer us on!

In closing, I would like to wish everyone a wonderful solstice and a joyous, meaningful holiday season. Soon the days will be getting longer again and Fair season will be just around the corner.

norma: Entertainment applications are on the web: <http://oregoncountryfair.org/application-performers.php>, so if you know of a potential Fair performer point them our way. Guideline change proposals are due Dec 30 and if you do not have a form contact me. Capital project requests are due on Jan 31<sup>st</sup>. The office will be closed from Dec 16 to 30 for the holidays.

Robin: For Culture Jam, this month is a thank you month. We're sending out thanks to the kitchen crew, volunteers, and staffers as well as receipts for those that donate food. On fundraising, Charlie, Linda Reymers and I are working on the fund raising database. One of our beginning goals is to get the Fair family and the larger

community to understand that we are a philanthropic organization. We've talked to the Fern Ridge Review and the Fair Family News to provide us with an OCF philanthropy corner in their publications. All of our efforts are giving to other organizations so that they, too, can flourish.

Andy: It's been a quiet month at the site. I was slightly apprehensive about the trail in the Crafts Lot but it went really well. I encourage folks to go out and walk the new path. We've had some cold weather and all systems passed the freeze test. The Parade of Lights float is being built by Yona and Kenyan with the same lighted dome plexi-glass panels as the one they built out in Pirates Cove during the Fair.

Tony: If you want to ride on the Parade of Lights float contact Charlie. The work party was amazing due to all of the volunteer crews from all facets of the Fair. It is budget season, which brings choices as we all look at sourcing the Crafts Lot and all the other requests for Capital Projects.

### Committee Reports

Kirk: Some adds to the Path Planning and CLOG status – during the work weekend we removed the old Craft Lot fence. Thanks to Jason Kelley who, with his GPS, helped to set up more accurate maps and show the scribbly map was not that far off. Coming up soon from CLOG will be a presentation and small revisions on the map. This is all on the Path Planning website: <http://ocfpathplanning.org/craftslot/index.htm>. Letters to booths in the new Crafts Lot are being sent out in near future. The Community Center Committee is planning a design charette on February 8.

Paxton: The Vision Action Committee is scheduling the 5-year review of the goals on April 13 for a Fair-wide work session. We will have breakout groups to talk about our goals, how they are functioning and if there are any that need to be changed or dropped.

Indigo: The Poster Committee has received a lot of submissions and has narrowed down the search to a few poster artists and will be choosing the one poster artist for the year.

norma: Endowment Committee guidelines are on the website: <http://oregoncountryfair.org/pdfs/endowmentguidelines2014.pdf> If there is a non-profit in Fern Ridge area that focuses on arts and kids please check out these guidelines and send in a proposal.

Jen-Lin: We are embarking on something fun – what to call the new space formerly known as the Crafts Lot. Please send your entries to the Fair office. The deadline is the first Friday of January.

Peggy: I always provide the Elder minutes to Randy electronically. Below are the minutes from our meeting on 11/21/13:

The Elder committee met at the OCF office at 7 PM. The meeting was held a week early due to the holiday. The Minutes for October were approved. The date for the Spring Retreat was changed to March 29-30 with a backup date of Apr 5-6 if necessary. Our new second Board liaison with Diane Albino will be Casey Marks-Fife. The motion to submit the FCC application for the LPFM was able to be submitted to the BOD in November thanks to the government shutdown allowing more time and it passed. The time to hear back whether we got it is 6-18 months. There will be a new group formed to carry the ball further and be ready in the event the application



is approved. Diane A. reported the current status, the changes in accepted products for sale and the change in location that the Barter Fair Task Force has agreed on. Chris B reported on diseased pine trees in Elders Camp. There will be a work party in January or February to remove them and volunteers will be accepted.

Heather K. inquired about the plans for the use of the newly opened space in 'Not' Crafts Lot. Chris B. spoke of Path Planning designs for gradually increased use of the space. Maps can be viewed at [www.oregoncountryfair.net](http://www.oregoncountryfair.net) by clicking on Path Planning. December Elder committee meeting will be held at the WOW Hall, 8<sup>th</sup> & Lincoln, 6-9 PM on Dec 18. This will be our annual Holiday event with potluck desert selections and no business meeting. January Elders Committee meeting will be held on 1/23/14, 7PM at the Fair office.

#### Member Input

Bob Fennessy: I came here to thank the Board for renewing your membership with the WOW Hall. You are all invited to the membership party on Saturday night.

Paxton I did a video of the new path cut through and it is posted here: <http://www.youtube.com/watch?v=ZWf3dvH81b4>

Kirk: Back to the work weekend, I wanted to generally thank all of the volunteers that came out and a cluster of wonderful characters from Construction crew.

#### Donations

Randy: Thank yous came in from Beyond Toxics, St. Vincent de Paul, and Start Making A Reader Today. The item on the Consent calendar tonight is for Upstart Crow Studios. There are four items on the Consent calendar for January: Sexual Assault Support Services for \$1000, City Club of Eugene for \$450/\$360, Peace Village for \$1000 and UR Awesome for \$1000.

Grumpy: Can someone explain what Upstart Crow Studios is?

Bear: This is a 501c3 local theatre company that "brings the performing arts to all children regardless of the challenges they face. Some of our kids are autistic, some are at risk, foster kids or financially challenged. Some of our kids are everyday kids. We believe that putting all these kids together builds a community of tolerance and cooperation. The strengths and weaknesses in the group blend to create a sense of camaraderie and unity toward a common goal." The money goes toward licensing the rights to perform Sweeney Todd.

**Motion [donations] passed 10-0**

#### Treasurer's Report and Budget Items

Hilary: We are in the middle of budget season, working on the operating budget, with an all day session this Saturday. As norma said, our Capital projects will be due on January 31. There is a form that norma can send you if your crew needs to submit a Capital project.

Charlie: There are three budget line item adjustments. First is on property taxes; we incurred an increase of about \$1406.

**Chewie moved and Lucy seconded to add \$1406 to the property tax line item. Motion passed 10-0.**

The next is an insurance line item. When we do insurance we do it in two different intervals, so we have to take a projected cost that is adjusted out by the end of the year. The cost went up particularly in our volunteer injury policy. The company that carries this changed the way that they looked at this policy and it cost us an extra \$3900.

Jon: Who is our carrier?

Charlie: There are multiple carriers, but our broker is called JD Fulwiler who put together

a package with 13 different policies. This policy is carried by a company called Chartis, which is AIG. This is the best policy giving us the ability to insure our volunteer fire fighters. The policies come up for renewal in April.

Chewie: I will abstain on this motion as I will not vote to give money to AIG.

**Paxton moved and Kirk seconded to increase the insurance line item. Motion passed 9-1 Chewie abstained.**

Charlie: The last adjustment is on the OM showers and toilets line item. This was for the shower in Crafts Lot and we had additional grey water to deal with. The adjustment is for \$7320.

**Lucy moved and Kirk seconded to add \$7320 to the OM showers and toilet line item. Motion passed 10-0.**

**Indigo moved and Chewie seconded to confirm minutes from the November 4<sup>th</sup> Board of Directors meeting. Motion passed 10-0.**

**Jack moved and Indigo seconded the board approve the resignation and severance agreement for the site manager Steve Wisnovsky.**

norma: Thank you, Steve

Tony: I also want to thank Steve for his tenure and his leadership

Jon P: Steve brought us a long way and we really appreciate it.

Kirk: Thanks, Steve

Paxton: I really appreciate his service over the years.

**Motion passed 10-0.**

**Sue moved and Paxton seconded that the OCF board of directors adopt the Barter Fair Task Force recommendations as presented in the document 'Recommendations for an OCF Barter Fair:'**

"The BFTF recommends that the BFMM be placed in a suitable on-site location. This location should help folks move out of the "8" and towards their vehicles, should not hinder traffic flow, should not be used for camping, should have services in place or nearby and be accessible for emergency response.

Unanimously approved on November 25, 2013.

The Barter Fair recommends that the OCF Board of Directors appoint two coordinators and two BFTF liaisons to work together with existing OCF crews to manage the Barter Fair Monday Market.

Motion unanimously passed on November 25, 2013. "

#### Member Input:

Hilary: Under the vending spaces offered, strolling, 5x5 and 10x10, I would encourage you to include how many of each type are going to be available. I think it is reasonable for planning to have the Fair dedicate a certain amount of space and decide how many booth spaces will be available. I think a 5x5 is really small, especially if someone is bringing stuff in with a cart – a 5x10 might be more realistic. I assume that under the guidelines it will explain what a big box mass produced item will be. What falls through the

cracks is a vendor who goes to Bali and gets their own design sewn up, brings them back and sells them at the Barter Fair. Also, it is not clear who is going to do the registration – is it these two coordinators? I think the document underestimates the amount of staffing required to pull this off. I also read the recommendation from the BUMs that asked them to wait a year and being on the CLOG, I understand how much work we have ahead of us.

I hope people will consider this as a good option.

Grumpy: What is ethically hand gathered item?

Sue: This was in regard to feedback that we got from members who have relationships with people across the planet. This is an attempt to answer their concerns to be part of the Barter Fair, to sell what they've gotten brought back with them from the families they know. This is as opposed to buying items from the internet or a factory.

Grumpy: So if I went to Guatemala and I bought ten thousand pairs of shorts, is that an ethically hand gathered item? What's a raw material?

Sue: Fabric, stone

Kirk: The concern in conversation was if there are limitations on imports, if things are hand made but use some imported items like gem stones.

Grumpy: Would a tapestry from somewhere be raw material?

Jack: A tapestry would be the ethical construct of hand gathered.

Grumpy: Management thought there should be another pause. Why do you not have that management is going to help you do this? The recommendations say nothing about management. How do you think management is going to be integrated into this?

Jack: The coordinators and the crew are how management will be integrated into this. If you ask for crew status it is implied.

Grumpy: I guess my other question is, are you asking for crew status?

Sue: We are asking for two coordinators appointed by the board. And those of us on the BFTF are looking for volunteers to do this.

Grumpy: A crew must go through the budget process and there is the potential for food vouchers. So we need to clarify if it is going to be a crew.

Martha: This recommendation took a lot of work and the people on the task force should be congratulated. In terms of some of Hilary and Grumpy's concerns the definitions of junk or treasures are still difficult. But from what I understand this is what the coordinators are going to do. I was surprised that there was not a budget – is the expectation that what is paid in registration will fund the cost? I am also surprised at the 'suitable onsite location.' Where would this be that meets all the criteria?

Charlie: I thought the BFTF was bringing the report to the meeting, see the motion tonight and then actually vote in January.

Lucy: We proceeded in this manner so that we would know if we need to work the Barter Fair into the Guidelines discussion. By having the motion voted on tonight, we know

whether or not we need to add guidelines for the Barter Fair.

norma: Is there a budget and where would the expenses come from before you collect any money? Also on the guidelines, will they go in the Guidelines handbook?

Lucy: Yes, they will go in the Guidelines handbook, thus why we want to bring the motion tonight.

norma: How would you distribute them?

Lucy: The same way anyone gets the Guidelines.

Mouseman: I applaud the work that has gone into this and I'm glad it is coming together. My reservation is what qualifies as hand/ethically gathered materials.

Jen-Lin: There are different types of coordinators, for instance on Feedback, I am a crew of one.

Jon P: We are talking about a temporary five-hour event, not something that needs a full blown crew. The BFTF vetted many of the questions being asked tonight, like the site not being specified, although we have identified three sites – but this will be up to operations. There was an extensive discussion about the budget and revenues – but again before going into detail we wanted to know we were going ahead. A lot of the answers are in the BFTF minutes.

Tony: I was under assumption they were bringing a report, not an operational motion. I appreciate the extensive work that has been done and there is a deadline that has been identified that the BFTF is going to adhere to. This recommendation contradicts the BUM report that asked for a pause in the Barter Fair in 2014. I would sincerely hope in 2014 we can get the Crafts Lot area open before bringing back the Barter Fair. The location alone is an issue, but with our assistance we can set boundaries operationally and for the crews.

Amanda: I have worked for two years to keep the Barter Fair going. We've worked with operations, management, the board and the Fair family. The Fair family wants a Barter Fair and it is going to happen. In the past, removal of the Barter Fair was tried and it came back. It is in the Fair's best interest to move forward with direction and least impact. We want to connect with each other and barter our wares when the Fair is over. We have a process that we are ready to implement but we wanted to take the feedback and work together as a family. By having coordinators to lead the way, this will take a lot of pressure off management and operations. We understand everyone is tired on Monday, but there are a lot of people that want closure for the Fair. Our hope and intention is to ultimately have a crew to run it and fine tune it. We have put a placeholder in for budget based on the fees gathered in 2012. We have discussed how many booths would be appropriate, as well as the registration format. There are enough of us to put in the time and energy to make it happen.

#### **Board input:**

Jack: I understand that enough work went into this recommendation that you want a board motion or board approval to move forward. Could you clearly state the motion?

Sue: The motion is for the board to adopt the Barter Fair Task Force recommendations as presented.

Jack: This means there will be a Barter Fair and there will be more motions yet to pass?

Sue: There are guidelines to come.

Jack: I feel that it has to be acknowledged that the coordinators have to work with the Backup Management team on the ground in order to have this event. I'm thinking about

a friendly amendment so that we can satisfy all parties and I feel good about voting for the motion.

Lucy: So – 'working in concert with the management team'?

Jack: That would certainly satisfy me.

Diane: Thank you to the BFTF for your amazing work to find common ground between all the members. In order to do this you do not need a crew. For example, the Elders register around 500 people and they don't have a crew. I'd like to see it and it is something that people across the Fair participate in.

Jon S: This is a better set of recommendations than I expected, so I am pleasantly pleased. For the pedestrian only event, I would like to make sure that you have some accommodation for the alter abled. I suggest adding the phrase 'with accommodation for alter abled participants. On the 'The 'pre-register, pre-pay.' I think the first year you are going to have folks show up and want to participate, so this is an area to be worked on. I think limiting the spaces will address the big box manufactured import issue. A person driving in truckloads of stuff is not going to happen. This is better than getting into discussions about what is ethically gathered. I look forward to the guidelines due to how these definitions are going to manifest themselves. In terms of vendors having relationships with people in other countries, whether it is worker or village cooperatives – I'm supportive of that. As to the location, I'm not necessarily opposed to asking for a park designation for the additional space where the Barter Fair is located. This doesn't need to be figured out tonight. Our location this year is an open ended one. I'm unclear on the recommendation of two coordinators and two task force liaisons to manage the Barter Fair. Are you talking about four people managing the market? So, you are seeing the Task Force having a life beyond tonight?

Lucy: Yes

Jon S: How long a life?

Lucy: Depends on what happens this evening.

Jon S: If we are to have a task force beyond a certain date, I think we should appoint a committee. My suggestion would be to continue the Task Force through September, then move to a committee. Could I get a friendly amendment with a sunset date of the Task Force?

Paxton: I would just as soon not.

Jon S: I understand management's concerns, but I don't want to say we'll take another year off, and then have the Community Center project come along and we again say we've got too much on our plate and move it off again. We made a promise to folks that we'd take a year off and deal with it and come up with something. This is not just for developing Crafts Lot; I see this as a whole and we need to deal with all the parts. Obviously management will need to be involved in how this happens, but it is a policy decision that we are going to have a Barter Fair and it is management's job to implement policy. I will vote for this motion.

Paxton: I urge people to read the mission statement on the recommendation document. To answer Jon's concern, when reading the initial enabling motion, this will end the Task Force and we'd need a new motion to form some other group or committee. I don't view this as a crew, but if it works out I expect it will grow into a crew. This is one of the first steps in management of the Barter Fair. A similar proposal was made in 1989, and was ignored. As a result a lot of these things have just festered and not been dealt with. This is a way to deal with it. Location was not mentioned because we felt we needed to work with management.

We have three location recommendations we've talked about. There is a meeting scheduled to talk about guidelines already. As to ethically hand gathered, if I buy from an artist in Mexico it is ethically hand gathered. You are buying a doz-

en or a handful that you know the Fair family will be interested in. We have a head start on the definitions for the guidelines. It is a work in progress. We can pull it off this year with the simpler process we are proposing.

LT: Well done, Task Force.

Kirk: Thanks to all of the Task Force! You've done a nice job. Location, fees and how dedicated people operate the Barter Fair are all questions I've asked as well. I heard the Task Force felt they shouldn't be as detailed on those things because this was the next step and involved management. The same with the fair/ethical trade inventory – it's a tricky conversation but at some point you put together your best sense of guidelines. I do also want to acknowledge the operations and management challenges and recognize 2014 is going to be nuts, but I am hopeful that the people that have been working on this will shoulder this burden.

Lucy: Thanks to all that served on Task Force, especially Colleen Bauman, who came into a challenging position and brought solid sensibility and clarity and helped us find our way through what appeared to be insurmountable disagreements. I echo sentiments that they are framed in this way because we wanted to bring them to the board as policy decisions, we didn't want to step into operation decisions. I did not feel it was the Task Force's place to make decisions about location, the specifics of costs, and registration. It was personally difficult to receive management's recommendation to have another pause. It was also extremely difficult as to the timing of when we received the written report from management, when the Task Force was in the final stages of our recommendation. I can understand and appreciate why the management wants to press pause again. My reason to be on the Task Force and press forward is that I'm well acquainted with the qualities that exist of our going our own way. I'm concerned that if this doesn't pass the wild mushrooms will sprout and they will be even more difficult to manage. We need to create a framework and a container for the Barter Fair and not continue to let it run wild. It will not go away.

Sue: Last year when we pressed pause there were a lot of upset people. When I explained to people that there was a Task Force and our goal was to create a workable, respectful Barter Fair and it would be really nice if they did not do anything renegade – a lot of them took a thoughtful pause and said ok. This is the reason I've worked so hard on the Task Force. It was astounding to see how the group came together with Colleen's help and thanks to Bill Ganser for teaching me the value of Go-ToMeeting. Some of our Task Force members were far flung and they were still able to participate.

Bear: As folks know, I specifically ran on a platform of not bringing back the Barter Fair. Nonetheless I thought this report was thoughtful and came with a lot of heart and good intention. My original concerns are still there. The Barter Fair is ill timed for Fair operations that are only growing more complex. I am concerned about the Barter Fair impact on Craft Lot planning, which is perhaps the best and most important thing for the Fair to do in the next decade – to work rapidly to implement expansion of the Fair before we lose anything else to erosion and because we need space for new energy and new ideas. I think things like the dance pavilion, the forty-odd new craft booths, being able to re-orient some of our infrastructural services in the new positions, having new public entrances – so many operational things that are actually for our three-day event are more important and

a better use for our resources, which are malleable and not as limited as some say. I think we did great without a Barter Fair in 2013 and I don't like to speak on behalf of the Fair Family or what the Fair Family thinks or believes, without scientifically valid public opinion surveys. There are ways to do this by statistically sampling the Fair membership, but otherwise everyone is just arguing their position in the guise of the vox populi and I don't like that. I'm voting no.

Casey: The recommendations represent a lot of work and I appreciate it. There is a great deal of these recommendations that do cater to the problems that we've had with the Barter Fair. Let's get our emotions out of it and see it for what it is – a document that we move forward with. I see it as having a number of holes. How is this possible without a crew? Who do the coordinators coordinate? How do you regulate the ethically/hand gathered goods? What is the result of non-compliance? If this were revised with operations' input, I don't see why it could not come back in a month's time and be more comprehensive and a motion everyone is on board with. Now it seems we've changed the actual motion to be a debate on whether or not we're having a Barter Fair in 2014 and that is not what is actually going on right now.

Chewie: When I received the BFTF recommendations I started calling people on the Task Force. The motion is the confusing point. It is a great place to start. It is a work in progress and if we were to friendly amend it and take it as a recommendation towards a 2014 Barter Fair, I would have a lot easier time. I understand the amount of work on operations and all of the crews for this Fair without the Barter Fair. Because of all the things that are not in this recommendation, I am going to walk out of the room and let Diane vote. I will not block what the Barter Fair Task Force has done, but it's lack of specificity that I am opposed to.

Indigo: I understand the concerns for pressing pause for another year and the wild mushroom analogy, but I also believe that if we as a board say clearly we will have a Barter Fair in 2015, regardless of Community Center it would give us the year to get our frame and structure in place. I support the Barter Fair, I made the original motion to change all this. My intention was not to kill it, I like it; I shop there. I am also really clear on what we have on our plate this year and it is immense. I believe our family can rally to anything. If we make this decision and we pass this and say Barter Fair folk and operations 'make it so' we will make it so. I am torn because I think it is the wrong time to make a new thing happen, given the permitting things we have and the need to flesh out a lot of this to have a really solid workable plan. But if it were for 2015, I would say yes, absolutely. I have a process question around conflict of interest – are there any of us that get financial gains from the Barter Fair?

Jon: My partner participates in the Barter Fair, but we keep money separate.

Jack: We should call this the Barter Fair, not a Monday Market because the latter would go against our three-day use permit.

Paxton: I agree and accept that as a friendly amendment.

Randy: Can we restate the motion as it currently stands?

Sue: **I move the Oregon Country Fair Board of Directors adopt the Barter Fair Task Force recommendations as presented with the following additions to the document;**

- **This event is to be called the Barter Fair.**
- **The Barter Fair Task Force recom-**

**mends that the OCF Board of Directors appoint two coordinators and two BFTF liaisons to work together with existing OCF crews and management to manage the Barter Fair.**

- **The Barter Fair will make specific accommodations for the alter abled participants and vendors.**

Jon: I see this as being an inter-crew crew, whereby you have people from site, pre-post, traffic, all assigned to work with coordinators. Once the location and number of spaces are set and crew hours sorted, then you make an accommodation for the individual crews. I see no problem amending the budget come March or April to include these considerations once we have an idea of size and location.

Indigo: I'd like to offer a friendly amendment to change this to having a Barter Fair in 2015.

Paxton: Not allowed, but thanks for asking.

**Motion passed: 8-2 Bear and Indigo opposed.**

**Jack moved and LT seconded that Jeff Johnson, Steve Wisnovsky, Andy Strickland, Tony Clementi, Robin Bernardi, norma Sax, Charlie Ruff all get \$500 net holiday gift from the Oregon Country Fair.**

**Motion passed: 9-1 Jon abstained.**

**Chewie moved and Sue seconded to appoint Laura Strobel as the co-coordinator of the Solar Stages.**

**Motion passed: 10-0.**

Jen-Lin: I want to thank the board for the donation to the Youth Empowerment Symposium (YES 2013.) It was held in November and was very successful. As a first time event we learned a lot and will be planning for YES 2014. As I watched all the kids come in the creativity and sharing was very special. With other disparate groups coming through the Hilton many stopped to say how impressed they were with the launch of the YES.

Martha: The Conflict Resolution Workshop was fun, and useful! Thanks to Kat and all who attended.

The weekend of **March 22-23** is the next OCF Conflict Response Skill-Building Retreat on site for spring 2014.

#### **President's Peace**

Jack: I know what the board has put forth in the last year on our employees is an immense load and what we did tonight was not extremely helpful. There is a trust and it's a two way street. It is not just to come and have a good time. The trust is we look forward and gift forward this very wonderful thing. The board, employees, management team and membership play the biggest part. We can do this. We've gotten this far on trust and relying and being honest. For me, I'm going to do all I can to support the people in any way because it is going to be a trying year. If we do our best, this is going to be a turning point. I'm also going to throw in the upland kitchen/Community Center – it has to be embraced with the same trust and the same love that the Barter Fair and our event is – it is our commitment to the year round heart of this organization. When we make the actual commitment that we can do this – it will be creative and wonderful – we have to think that. Thank you.

#### **Tentative Agenda for January 6<sup>th</sup>:**

- Marriage Equality ballot initiative (Jon S)
- Appoint Amanda Bishop as co-coordinator of Crew services (Paxton)
- Appoint Kori Anderson as coordinator for Child Care (Indigo)
- Appoint Craft inventory co-coordinator Jim Jarvis (Chewie)
- Motion to support progress on the CLOG work update and forward motion (Kirk)

OJ Documentary (Paxton)  
Approve revised Site Manager job description (Sue)  
Guidelines Amendments (Bear)

Consent Calendar items:  
Sexual Assault Support Services \$1000 (Chewie)  
City Club of Eugene \$450 or \$360 (Bear)  
Peace Village \$1000 (Lucy)  
UR Awesome \$1000 (Lucy)

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*This is a working draft of an updated job description, the final version will be up for approval at the January BOD meeting. The PC requests that letters of interest to be on the hiring committee as we fill this position be sent to the BOD.*

#### **Oregon Country Fair Site and Facilities Manager Job Description**

**Revised Draft December 2013**

#### **POSITION PURPOSE**

The Site and Facilities Manager (SFM) is responsible for the successful management of the properties and facilities owned by the Oregon Country Fair (OCF) in Veneta, Oregon. This includes prudent management of the assigned financial resources and, related equipment, overseeing site security and activities, and site safety. The position supervises the Caretaker and Groundskeeper as well as permanent and temporary employees, individual volunteers, contractors and crews as directed by the Operations Manager (OM) or as necessary to accomplish tasks and assist coordinated crews' on-site projects. The SFM monitors all off-season activities on the properties and helps plan for the future needs of the properties. Specific responsibilities will vary based on specific job requirements.

#### **JOB LOCATION AND WORKING CONDITIONS**

To facilitate the performance of the SFM duties and for the OCF's convenience, the SFM will be provided office space at the OCF site. The SFM is required to live on-site during Main Camp (a period no less than 45 days prior to the three-day primary event of the organization) and through the budgeted duration of Post-Fair Main Camp. The SFM will have a regular schedule that involves working weekends throughout the year.

On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry seventy (70) pounds, open and close gates, warehouse doors, operate equipment such as tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. The use of communication equipment including two-way radios and other communication equipment deemed suitable or necessary is also required.

This is an exempt, supervisory position with responsibilities that may arise outside of normal business hours due to fair grounds or facilities usage needs or emergencies.

#### SCOPE OF AUTHORITY

The SFM will be supervised by the OM and will confer with the OM at least once a week. The SFM will coordinate, supervise, and evaluate the Caretaker and Groundskeeper and any temporary employees, as directed by the OM or as necessary.

The SFM directs the planning and organization of all site-related activities including (but not limited to) those of the Caretaker, Groundskeeper, Site Crew, Tree Crew, Green Thumb and VegManECs, delegating when and where needed. The SFM, however, has final decision-making authority. During Main Camp, the SFM will continue to function in a management role and will attend all appropriate meetings. The SFM has the authority (within budget constraints) to hire and terminate temporary employees and contractors as needed.

The SFM has the authority (when policy does not exist) to make site-related operational decisions after consultation with affected parties and the General Manager (GM) and/or OM.

The SFM has the authority to make prudent decisions on expenditure of approved budgets and may make necessary deviations from approved budgets to meet crisis situations as needed. The SFM may request approval from the OM for the authority to spend up to \$500.00 above a budgeted amount in a non-emergency situation. The SFM shall notify the OM and the GM of any crisis situation and may request authority from the GM to spend above the budgeted amount.

#### ESSENTIAL JOB FUNCTIONS, YEAR-ROUND DUTIES AND RESPONSIBILITIES

The SFM is responsible for the year-round stewardship of the land.

The SFM directs and coordinates the use of the site and facilities by Fair personnel, members, groups, and organizations within the community including set-ups, tear-downs, clean up, and staff scheduling.

The SFM will physically assist as necessary with the duties of running the site including the duties of those he/she supervises and the events and programs that are scheduled.

The SFM supervises the Fair's care-taking, maintenance, grounds, and cleaning staff. These duties include coordination of staff's professional growth, accountability, scheduling, and teamwork.

The SFM maintains lines of communication with coordinators and standing committees that make decisions affecting the use of the land and will attend BOD, LUMP Committee, and other meetings as directed by the OM.

The SFM establishes a positive work environment supporting a team structure. The SFM solicits employee ideas, and create an open and collaborative atmosphere.

The SFM maintains an updated site task log which tracks who is assigned to the task, start and completion dates, and any notes on the outcome.

The SFM attends a minimum of two trainings annually. One training will focus on personnel, payroll, legal, or supervisory issues. The other training will focus on management style, motivation skills, or organizational effectiveness.

#### SAFETY

The SFM, in conjunction with the OM, will be involved in managing safety issues concerning OCF assets. This includes (but is not limited to) responsibility for maintaining safe working practices of the employees and volunteers, safe equipment, safe operation thereof, and safe event conditions.

The SFM facilitates safety inspections and takes reasonable and prudent actions to eliminate identified hazards in an appropriate and timely manner.

The SFM ensures that employees and volunteers receive appropriate safety training and equipment and foster a workplace safety culture.

#### FACILITIES/EQUIPMENT/INFRASTRUCTURE

The SFM assesses and schedules the timely maintenance and repair needs of OCF properties including (but not limited to) structures (Yurt, Ware House, etc.), equipment (tools, trucks, tractors, etc.), infrastructure (grass, paths, roads, bridges, fields, fences, etc.), and landscape.

The SFM develops plans for 24-7 coverage relating to site and facility use, custodial, grounds, maintenance, safety, security, and emergencies.

The SFM solicits and analyzes proposals from contractors and sub-contractors.

The SFM estimates the time and materials costs of proposed projects for the purposes of budgeting, planning, and accountability of actual project costs.

The SFM periodically assesses the capacity and condition of utility and building systems and repairs and maintains each appropriately.

The SFM develops and keeps current a master schedule of all construction, renovation, and repair projects.

The SFM manages maintenance and repair backlog to an established level by using contractors to supplement the volunteer work force and minimize project turnaround time.

The SFM monitors contractor performance to ensure that the contractor meets all job requirements.

#### FINANCIAL

The SFM is responsible for developing and monitoring operating budgets and capital projects on a line-by-line basis.

The SFM performs cost analysis of contractor versus in-house projects, decides when to utilize a vendor, and solicits multiple bids on projects when possible.

The SFM's duties shall be limited to the budget approved by the Board of Directors subject to the emergency financing set forth above. If the SFM's duties cannot be performed within budget or the emergency provisions, the SFM shall seek timely approval of additional funding to perform his or her duties.

#### VEHICLES AND EQUIPMENT

The SFM manages a fleet of vehicles and farm equipment. The SFM establishes policies for inspection, maintenance, and scheduling of repair of equipment via a comprehensive fleet maintenance plan.

The SFM directs and coordinates activities of volunteers engaged in servicing and repair of OCF's vehicles and equipment. The SFM contracts for repair services when in-house abilities or time constraints exist. The SFM assigns and directs activities of service and

repair personnel and follows up on repairs being made.

The SFM consults with staff, coordinators, and volunteers on equipment repair and replacement needs on a regular basis.

The SFM maintains and updates vehicle, equipment, and machinery records including operating manuals, maintenance literature, materials information, etc.

The SFM keeps DMV requirements current such as registration, tags, and plates where applicable. The SFM consults with the OM and GM on insurance requirements and coverage of all vehicles.

#### CRITICAL SKILLS AND ABILITIES

- Awareness of environmental concerns and issues including basic land use management planning.
- Project management/facilitation with the ability to develop and initiate strategies for the full life cycle of projects.
- Positively motivate, direct, and train employees and volunteers.
- Communicate and interact collaboratively with employees, volunteers, and supervisors both effectively and productively.
- Maintain a positive attitude and desire to assist site and facilities visitors, users, and volunteers.
- Strong oral and written communication skills, including the use of technology.
- Experience with people from varied backgrounds.
- Strong interpersonal skills.
- Ability to write reports, plans, and proposals.
- Ability to maintain paper and electronic systems.
- Knowledge of basic math and budgeting skills.
- Possess mechanical aptitude and general construction knowledge and terminology.
- Knowledge of state and county building and land use codes and regulations.
- Ability to judge quality of performance in all major technical trades.
- Experience in a technical trade (carpentry, landscaping, mechanical, or electrical).
- Analyze and interpret general business documents and governmental regulations.
- Proficiency with word processing, database, and spreadsheet software programs.
- Ability to respond quickly and effectively in an emergency.
- Ability to prioritize and perform multiple tasks.
- Must be physically capable of performing essential duties required after reasonable accommodation of any disabilities.
- Maintain current certification and ability to perform CPR and first aid (within 60 days of hire).

#### EDUCATION AND/OR TRAINING

Demonstrate an educational, training, or experience level in supervising grounds, construction, facility operations and/or maintenance staff. Related experience can entail construction or facility management and must be adequate to fulfill the essential job requirements.