

2/16/12
POLK COUNTY FAIR BOARD
POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING - February 16, 2012

PRESENT: Fair Board: Nita Wilson, Ray Steele, Dean Anderson, Linda Lambert, Diane Bishop, Anna Scharf
Absent: Keith Harris (excused) **Staff:** Tina Andersen **Guest:** Norbert Hartmann **Tenant/Partner:** Samantha Bagby (PCFIA) Delores May and Weston Grey (P.C. Master Gardeners) Suzi Busler, Pamela Rose (OSU Extension), Anne May (PCFF)

MEETING CALLED TO ORDER –10:00am

APPROVAL OF MINUTES: Motion by Nita second by Linda, to approve the January minutes with corrections. Motion carried.

GUEST COMMENTS – None at this time

TENANT/PARTNER COMMENTS – None at this time

Announcements – Ray welcomed the newest Fair Board member Diane Bishop and asked her to give a little information on herself. Diane retired from the Linn County Fairgrounds after 13 years and now owns a quilt shop in Independence, she was on the County Fair Commission the last couple of years and chose to step off of it but still wanted to be involved in the Fair. The Board welcomed her.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line is at \$15, 331.00 with the beginning fund balance added in. The State Lottery allocations are in and each Fair received \$50,001. 88. it is not reflected on our budget yet

MANAGER'S REPORT: Maintenance and repairs –The brick project is moving forward, Tina and Anne met with a professional from Western Interlock and he had a better idea for placement of the bricks. Instead of putting them where the carpet is in the entry way he suggested that we put them just into the Main room where the floor is cracked already. Three bids have come in for the project. Tina requested that the Board send a letter to the Fair Foundation requesting agreement on the placement of the bricks and a commitment to pay for the brick installation. Motion by Linda to send the letter second by Anna. Motion passed unanimously.

The textile room is having the walls redone with new pegboard and bead board. The concrete walls are starting to peel and flake off they will be scraped and resealed.

The 4-H building will be getting some upgrades, the electrical outlets will be done this month other upgrades will come soon.

Events and building usage – 4-H Critter Campus was cancelled due to flooding in Salem. The 4-H Chili Fundraiser made \$500.00. Flea Market report was turned in for both the January and February. The Rickreall Round up went pretty well, there was some confusion on whether Clover buds could participate or not. The Ham Radio show is this coming weekend. The Home and Garden Show is the last weekend in February there are still openings for vendors. A new event was added to March, it is a Tamale Fiesta on the 17th in the Arts & Crafts Building. The Circus will not be coming to the Fairgrounds; after much discussion with other venues that have had them the staff decided that the facility could not accommodate their needs.

SAFETY COMMITTEE MTG. None

DEPT. HEAD MTG. Cancelled due to lack of agenda items

OLD BUSINESS:

Work session recap – The basic rental rates for buildings will not be raised this year. The rates for Fair booths were discussed, the demand for electricity to booths has surpassed our ability to provide it and we have had to add 3 outlets outside plus the big 220 outlet to support the FFA corn booth. The booth rates have not been raised since 2008 but the cost of electricity has gone up dramatically. Motion by Dean to raise booth rates by \$25.00 and charge \$100.00 for booths needing a 220 outlet. Second by Linda. Motion passed unanimously.

Arena – The Board discussed using a better description for arena use and charge accordingly. Tina will check with other facilities and the State Fair. There is a much larger impact on the facility with a commercial event compared to a youth horse event and the fees should reflect the impact.

R.V. lot - During the work session there was a discussion on charging more in the RV lot for anyone needing 50amp. The Board agreed that it should just be built into the price instead of an extra charge. It would cost the Fair to have to put locks on all the 50amp and police it.

Fair Admission – The Board discussed Fair admission, free tickets and the possibility of limiting the free tickets. Ray suggested that the Board be very careful with limiting tickets, we need to get all of our volunteers in the gate. The Board also discussed seniors free on Thurs. and possibly Fri. Tina asked for a military day where anyone with a military ID could get in free. Nita suggested that the military ID free entry be every day. The Board discussed raising adult admission by \$1.00. Tina will do some research and come back to the Board with a recommendation.

Survey – Anna and Tina suggested that the Fair get a survey out to find out what people want to see at the Fair. Pamela suggested that we use the Extension's survey monkey account to do so. Tina and Anna will work on this project.

The question was raised again about insurance for groups like the Livestock Association. Jim Clawson (Livestock Association President) asked Tina to check with the Board on going to a Tuesday work session with the Board of Commissioners to find out what kind of insurance and how much would be needed. Ray suggested that Tina check with Greg first and find out whether that is even possible.

Priority list for 2012 – More land

Upgrade the 4-H building – Staff is working on it now

Playground equipment update – Tina will talk to Kurt Neville. He offered to help with this project

Update the electrical & lighting – Bids are being turned in now

WIFI – Tina will work on this with Greg after budget hearings

Portable P.A. – Tom Pryor from the Auto Swap meet donated one and KYKN is donating speakers

100 x 100 covered area between sheep barn and building C – Tina will discuss this project with Greg

Continue the electrical upgrade in the RV lot

Covered breezeway

Covered arena

The Business Plan, emergency plan and by-law review were tabled until the March Board meeting.

OSU update – Suzi introduce Pamela Rose who is the new County Co-coordinator, her roll is in promoting programming and bringing OSU resources to Polk County. Suzi thanked Tina for attending the small animal meeting. The Market auction will now include Turkey's and the Fair Improvement Association has agreed to put \$5,000.00 aside for upgrades in the small animal barn, such as cages, tables and trays. She has worked with the providers of the market chickens and things will go smoother this year. She is working on a 4-H affiliates area for short term special projects for the kids at Fair. She would like to get the Board of Commissioners and the Fair Board more involved with choice awards and judging of special events.

Delores spoke for the Master Gardeners and asked to set up on the patio between the floral and 4-H for Fair, however this area is used for 4-H judged events and is full during Fair. Tina asked them to set up in the kids area to the West of the floral building and have special planting projects for the kids, Delores said she didn't think they would want to set up there. They will discuss it and get back to the office staff. Delores asked about restroom use during the Plant Sale, they would like a handi-cap port-a-potty. Tina suggested that they come in and get the code to the Arts & Crafts Building restrooms, the staff keeps it locked up the beginning of the week because the little girls from France School of Dance are using it. It will then be opened for the weekend for the public to use.

Budget – The Finance Committee will meet after the Board meeting to finalize the budget.

NEW BUSINESS: OFA recap - The Board thought that the conference went well; Ray would like to see some discussions on volunteer policies and other issues facing Fairs. Tina can take those ideas to the Convention Committee for the next convention. The Board congratulated Tina on winning the Distinguished Service Award from OFA this year.

Fair Theme – A theme was submitted by one of the Wagon Wheeler members and Anna put together a list of themes to pick from. The Board agreed on “Fun for the Whole Herd” and asked that the poster be brighter this year.

Vision plan – The Board will start working on the vision plan for the facility.

ADD ONS – Fair Ribbons – Linda Lambert found some Fair ribbons from 1922 & 1923 at an estate sale, she purchased them & brought them in, they have now been donated to the Polk County Museum. Nita said they will proudly hang in the Museum, no one knew for sure who they belonged to, Samantha said she would look into and see if she could find some information on them.

Fair Board recessed into executive session (ORS 192.660)

Fair Board reconvened – The Board discussed the acquisition of real property and directed Tina to proceed with working with the County

ADJOURNMENT: meeting adjourned 1:30pm

Respectfully submitted by,
Tina Andersen, Manager