

1/19/12

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING - January 19, 2012

PRESENT: Fair Board: Nita Wilson, Ray Steele, Keith Harris, Linda Lambert, Anna Scharf **Absent:** Dean Anderson (excused) **Staff:** Tina Andersen **Guest:** None **Partner/Tenant:** Ann May (Polk County Fair Foundation)

MEETING CALLED TO ORDER –10:00am

APPROVAL OF MINUTES: Motion by Anna as corrected. Second by Nita to approve December minutes. Motion passed unanimously.

GUEST COMMENTS: None

TENANT/PARTNER COMMENTS: Ann May was elected the president of the Fair Foundation again; Howard Pope is the Secretary/Treasurer figure head. Appointed staff is Roger Fletcher as secretary and Linda Fox as Treasurer. They are looking for new Board members and are working on a project request form for the placement of the bricks at the entry of the Main building; the goal is to get them in before the 2012 Fair. The Foundation has agreed to try auctioning off the old playground equipment. They have sent out their annual fundraising letter and their donations are double what they were last year at this time.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line sits at \$1,517.00 this is with out the Extension fees. Tina warned the Board again that the next two months will see a drastic drop in revenue before it picks up again in March. All of the 2011 Fair premiums have been paid for by donation; there were three donors; Mike and Sharon Tebb \$100.00, Polk County Farm Bureau \$1,000.00 and Horseshoe Hill Ranch \$1,954.00.

MANAGER'S REPORT: Maintenance and repairs – The 4-H showers are being put in the building now, pictures were taken to show the Board the progress.

Events & Building usage – Deb didn't have a report for the Flea Market, her computer was having problems. The Board did receive a letter of complaint from a visitor to the Flea Market which was passed on to Deb. The Board suggested that a letter be sent to the complainant explaining that it is a contracted event and not put on by the fairgrounds.

The 4-H Critter Campus is this weekend and the Relay for Life Chili Feed is Jan. 28th

Gatti Circus has asked to hold the Shriners Circus here in the arena. The Board had a lengthy discussion on the impact to the facility, electrical needs, staffing, port-a-potties, the white fence and waste removal. Tina will do some more checking on these items and come back to the Board so that an informed decision can be made. The Board also discussed the need for commercial rates for events of this size.

Safety Report – There were no safety issues.

Dept. Head Meeting – Meeting cancelled due to lack of agenda items.

OLD BUSINESS: OSU Extension update – No one from extension was present to give an update. The next building committee meeting will be on Wednesday January 25, 2012 at 10:30am at the Court House.

Work session Agenda – The Board reviewed the work session agenda and packets. There were over 100 invitations that went out for the work session, so far about 30 people have sent back their RSVP. Ray, Greg Hansen and Tina had a really good discussion with Ron Quirring about overflow parking during the Fair. The Board will need to work on a vision plan after this work session. A Board work session will be put together; Ann suggested that we involve Jim Fowler in our discussions. The staff suggested that during the work session we see if any of our groups would be willing to help us with the livestock gates, getting them sanded, painted and put up. The Fair Board received a letter from Linda Martin of the France School of Dance which has been made part of the permanent record. It described what her company gives back to Polk County in return for reduced building rent.

OFA Convention – Starts today through Sunday. Ray, Nita, Keith and Linda are signed up for Friday and Anna is signed up for Friday and Saturday. The 4-H Achievers put all of the OFA packets together again this year.

NEW BUSINESS: New Letter Head – The new letter head was presented to the Board and made part of the permanent record for their approval. Anna requested that cards be made up with the new letter head and that we also get it in grey scale. Motion by Anna to accept the new letter head, second by Nita. Motion passed unanimously.

2012 Fair – The youth rodeo has decided that they can not afford to put on the Rodeo by themselves. The rodeo gate contract was also up and a three year contract needed to be signed or we needed to release the gates. The gates have been released. Tina suggested that the Board look around the trade show at the convention and see what they can find to take the place of the Rodeo. The Board suggested that we talk about it during our work session and see if people would pay more on a Saturday if there was more to see. Ray asked Tina to follow up with Greg on the overflow parking.

Budget – The budget forms come out January 27th and are due back February 24th. Greg will meet with Department Heads March 1st – 15th and Budget Hearings will be April 2nd – 5th. The finance committee will need to meet to put the budget together. The Board talked about the Gun Show revenue, a 75 – 25 percentage split was discussed and then an 80-20 percentage split was discussed. The Board agreed to let Tina make that decision.

Add On: Fair Board open position – There have been two applications for the open Fair Board position and interviews will be in the next couple of weeks.

Chairman Steele asked if there was a need to meet in executive session, staff replied there was not.

ADJOURNMENT: meeting adjourned 11:50am

Respectfully submitted by,
Tina Andersen, Manager