

5/15/14

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

REGULAR MEETING – May 15, 2014

PRESENT: Fair Board: Diane Bishop, Nita Wilson, Randy Sitton, Linda Lambert, Anna Scharf, Suzanne Burbank, Eric Setniker **Absent :** None **Staff:** Tina Andersen **Tenant/Partner** – Norbert Hartmann (PCFF), Dolores May (PCMG) Suzie Busler (OSU Extension) Craig Pope (County Commissioner) Pat Letsch (PCLA) **Guest:** None

MEETING CALLED TO ORDER –10:00am

APPROVAL OF MINUTES: Motion by Nita second by Linda, to approve the April minutes with typo corrections. Motion passed unanimously.

PUBLIC COMMENTS – None

TENANT/PARTNER COMMENTS – None.

INTRODUCTION OF NEW BOARD MEMBERS – Anna welcomed two new Board members – Suzanne Burbank and Randy Sitton.

CORRESPONDANCE – The Board received Dean's resignation letter, due to new County rules that forbid County Employees from sitting on several Boards.

LIASON REPORTS – PCLA – Nita reported that she would need to call John Walton to get on his e-mail list so that she knows when the meetings are.

Fair Foundation – Anna has taken Dean's place and will be at the meeting on May 20th.

PECAN – Eric reported that they have not had a meeting since his last report

Ag First – Linda has taken Ray's place and had her first meeting, she has put together a binder of all the rules for a 501c3 for their group and will get it to Jim Clawson at the next meeting.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fairs bottom line is at \$25,163.00. There are some large bills coming in for maintenance and internet still.

MANAGER'S REPORT: Maintenance and repairs – 4-H bathrooms are almost done, still waiting on sinks and countertops. The electrical is limited in that building so the women's side didn't get as many plug-ins as they had hoped.

The playground has been tilled and replanted and is starting to grow.

There is a leak at one of the old RV poles, the electric had to be shut down and the plumber is fixing it.

Events & Building usage- Gem and Mineral Show went well, Sunday was Easter and was a little slow. The Quilt College ran smoothly. The Flea Market was well attended the Good Sam RV Rally went well but was much smaller this time.

The Master Gardener Plant Sale had several problems this year; they turned the water on back at the orchard and forgot to tell anyone, so the water ran for 19 hours from the faucets that were winterized. The vendors drove on the grass and put large ruts in the lawn; they used the shavings to soak up the water and killed the grass. One of the ladies in the 4-H building was extremely rude to the contractors doing the bathrooms and kicked them out. She

used the toilet before it was hooked up and ready to go. The president got mad when he could not park in the fire lane and asked the past president of the Good Sam's to move off of their weekend and find another date to have their event. They had a food concessionaire that did not have a permit on file with the fairgrounds and did not pay the 15% concession fee. Tina has documented everything and sent it to Derek and Neil; Anna requested that they not be booked back in until they come back with a plan to address these issues. Craig was out at the Plant Sale on Saturday and talked to some of their vendors who really wanted to be there but need them to make some changes. Tina offered them the sheep barn, it has a lot more room and everything would be under cover, there was a discussion on it being to far from the parking lot. Anna requested that they take some time to discuss this with their group and come up with a plan. Dolores said she would take the information back to the group. Craig said that he would be happy to help in any way he can, he believes it is an important event for the community.

The Perrydale Parent Club dinner auction is this weekend and the Gun Show has added the third row of tables back in and is full and ready to go for June 7th & 8th.

Dept. Head Meeting – None

Safety Committee Meeting – No report

OLD BUSINESS: Extension update - Suzie said that as of May 1st she is the new County Chair and will be taking on the responsibilities of working with the PECAN group, outreach and marketing. She may be able to get Benny the Beaver at Fair time and they are very excited about moving to the Arts & Crafts building during Fair. She is also working on a Lego contest.

2014 Fair update – The Fair book went to the printer on Monday and will be delivered on Friday.

The art work for the Fair poster was passed around and is ready to go.

Tina is still working on a robotic competition, it was almost ready to go and now there is more discussion on where to put it.

The Board agreed that they would like to have the security at the front gate again; the Polk County Reserves have confirmed that they will do the evening security for the Fair.

The Board discussed having someone do announcements during the Fair, last year Suzie wrote the narratives and we didn't have anyone to do the announcements. They discussed having time slots that they could fill with an announcer.

The Board discussed having more food vendors, this has become a problem in finding a place for them, the fairgrounds does not have the electrical, water or grey water dump that is needed for some of these booths. Sunrise at Your Fair will again do the Main kitchen, hamburger booth and the Mexican food booth, the noodle guy will be back and Burton's dessert trailer will be back. There has been the addition of a new booth that will have pasta bowls and wraps. FFA corn booth will return this year.

Dean, Diane, Suzie, Tina and Lee met to go over better communications with the FFA, Lee was very helpful in giving them a lot of information on how FFA is run, 75% of all FFA advisors don't have summer contracts and are only at Fair as a volunteer. Lee offered to be the person the Fair can go to when needing to discuss FFA issues. Suzie would like to have the FFA emergency contact numbers on all stall cards. They would need to be shredded after the Fair.

The Board discussed better safety training and risk management Tina and Randy will look into it.

Internet project – The cameras are up and the internet is all working as promised. There is no internet in Building C, you can get a signal on a good day, and the only event that has requested it is the M.G. Plant Sale so it will be on a second phase of internet to the grounds. The only item left is the training of the staff.

NEW BUSINESS: Group meetings – The Board discussed the need for a place where community meetings could be held with a breakfast or a lunch, it would only be a couple of hours at a time and the price would have to be really affordable to get the groups to come. Anna had a concern about staff time and will it pay for itself. Craig said that even though he was also concerned that it pays for itself, there is a need for it and it would be really good for the Fairgrounds to have those community meetings here. Anna asked to Board member to volunteer to look into it. Linda and Diane will meet with Tina and Jesus to discuss it and come back to the Board next month with a report. Craig also volunteered to help.

ADD ONS: None

Chairman Scharf 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