

6//19/14

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

REGULAR MEETING - June 19, 2014

PRESENT: Fair Board: Suzanne Burbank, Linda Lambert, Nita Wilson, Anna Scharf, Diane Bishop, Randy Sitton
Absent: Eric Setniker (excused) **Staff:** Tina Andersen **Tenant/Partner:** Norbert Hartmann (PCFF) Suzie Busler (OSU Extension) Dolores May, Neil Bell (PCMG) Barbara Nichols (PECAN)

MEETING CALLED TO ORDER – 10:00am

APPROVAL OF MINUTES: Motion by Nita second by Suzanne to approve May minutes. Motion carried.

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS – None

CORRESPONDANCE: None

LIASON REPORTS: PCLA – None

Fair Foundation – Anna gave an update to the Foundation on all the new changes for the Fair and the infrastructure plan

PECAN – None

Ag First – None

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line sits at \$20,518.00.

MANAGER'S REPORT: Maintenance and repairs – The 4-H bathrooms are finished except for floor mats which will be ordered the first of July. The request from PCFIA to put baby changing stations in all bathrooms has become a problem. In order to comply with ADA requirements none of the restrooms have a place for one. The Board suggested putting one in the hallway between the bathrooms in the Main building. Tina will put together a tent for Fair that will be for baby changing and breastfeeding. The Board asked that it be on the map that is given out at Fair.

The RV water leak turned out to not be as bad as first thought; it has been fixed at a decent cost.

In the past CINTA's sanitized the bathrooms once a month; this service was cut out during a budget crunch. It has now been put back in and will start up again the first of July.

The County has done a great job with the clean up of the back line of the grounds; they have removed the debris and the ditch line.

Norbert asked about the water valve. Tina has not been able to get any information on it; she has asked Greg Hansen for an update but has not received one. The Board is concerned about the condition of the valve and asked Tina to send an e-mail to all three Commissioners's asking for help and to cc: it to Anna.

Events & Building Usage – The Perrydale Parent Club Auction went very well, they grossed \$30,000, Anna reported that Jesus did a great job with the food and also donated pies for the auction. Flea Market and Auto Swap meet has some parking problems, but they were able to fix them. Anna and Tina will be meeting with the Auto Swap meet promoters to re-evaluate their contract and the space they use that is not being paid for. The Gun Show was slow at the door but all tables were sold so the revenues were only down slightly. This weekend is a Mexican Rodeo, Jesus is putting it on and our security will be at the event.

Plant Sale re-cap – Neil reported that he had met with Derek, Tina, Suzie and Anna to go over the problems from the 2014 plant sale and come up with some recommendations for the 2015 one. He passed out a handout with a list of the problems and answers from the Master Gardeners, which has been made part of the permanent record. He will become more involved with communications between the fairgrounds and Master Gardeners. The Master Gardeners are committed to putting on a good plant sale and working with the fairgrounds. Anna stated that the Board supports the fair staff and the reports they give on events. This event should not be given more staff time than any other event held on the fairgrounds. Dolores said the fairgrounds and Master Gardeners are partners and will work together.

DEPT. HEAD MTG. – None

SAFETY COMMITTEE MTG. – No update

OLD BUSINESS: Extension Update – The end of the year celebration went well, it included tours of the Master Gardener Inspiration Garden which turned out really nice. They had hoped to honor Ray Steele however he was not able to attend; she would like to do their honors for him at the same time the Fair Board does theirs during opening ceremony of Fair. PECAN met and looked at staffing plans for regional positions to help with Extension programs. She has been working with Ag First to do themed Ag days at the Fair. She was able to get Benny the Beaver for Saturday of Fair with promotional items, so she asked the Fair Board to be thinking of ways to promote with Benny the Beaver. The Fair Book is done and on the Fair's website. Upcoming meetings with 4-H include Fair 101 and a Superintendent meeting. Tina will attend these meetings to help answer questions. Suzie suggested that the Fair look into the online exhibit program of ShoWorks which they use, the open class could also use it as well as the Market Committee and save everyone some money. She thanked the Fair Board for printing the Fair Book this year; it has come in really handy for them. She is also working on featured articles with the Itemizer/Observer for the Fair.

2014 Fair Update

Booths – A schedule was passed around for Board members to sign up to sit in the Fair Board booth. The Board discussed what they would like to see in the booth, Anna will help with it.

Opening Ceremonies – Will be Thursday at 1:00pm on the Les Schwab stage. The Board went over their list for this year and made an addition.

Dog Agility – Has been cancelled again this year, there were not enough participant, Tina and Suzie are working to find something to put in that area to replace it.

Special Contests – The Corn on the Cob eating contest will be on the stage on Sunday.

ATV Rodeo – The Board looked over the release for the ATV Rodeo with the changes made by the County Attorney and decided to take out the emergency contact piece since there will be an ambulance already staged on the grounds. Motion by Linda to adopt the release form, second by Nita. Motion passed unanimously.

Overflow parking lights – The Sheriff's Department has graciously donated the use of their lights on a generator to light up the field for overflow parking.

Ag First – The Ag First tent is almost full and starting to come together, they will also be doing presentations on the stage on Thursday, Friday and Sunday.

Board Jobs during Fair – Tina asked the Board to start thinking about the jobs they would like to do during the Fair. The Board discussed the different jobs during Fair; they will be assigned at the next Board meeting.

NEW BUSINESS:

None

ADD ON – None

Fair Board recessed into executive session (ORS 192.660)

The Board reconvened – An employee update was give, no action was taken

ADJOURNMENT: Meeting Adjourned 11:30am