

10/15/14
POLK COUNTY FAIR BOARD
POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - October 15, 2014

PRESENT: Fair Board: Nita Wilson, Randy Sitton, Eric Setniker, Diane Bishop, Linda Lambert, Anna Scharf, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen, Jason Groshong **Guest:** Kelly Carmichael
Tenant/Partners: Barbara Nichols (PECAN) Susan Busler (OSU Extension), John Walton (PCLA) Craig Pope (BOC)

MEETING CALLED TO ORDER – 10:00am

APPROVAL OF MINUTES: Motion by Nita, second by Linda. Motion carried.

GUEST COMMENTS: None

TENANT/PARTNER COMMENTS: John gave an update on the Livestock Association, Lynn Letsch and Jen Unger will be co-chairs of the Market Committee for 2015. John will send a letter to Tina for the Board with a request for a reduced admission fee for their buyers. He is working on the 2015 MOU between the Fair and PCLA. John also thanked the Board for the award they presented to him during the 2014 Fair.

CORRESPONDANCE: The Board received a thank you note from Anne May for the award they gave her. The Board received information on Nonprofit Board Training coming up in November.

LIAISON REPORTS: PCLA – Nita reported that there were still 5 people who had not paid for the animals bought at the Livestock Auction and 6 kids who had not turned in their thank you cards. John said that since that meeting they are now down to one person who hasn't paid and one thank you card not turned in yet.

Fair Foundation – Anna, the next meeting is in November.

PECAN – Eric was not able to make the last meeting

Ag First – Linda, they have not had a meeting since the Fair.

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line sits at \$12,401.00 which is down from last year. The final budget for 2013-14 has come in and Tina is still working with Greg on it. The last payment from Extension of \$5,000.00 was not made, the tax money was less than projected and the insurance money for Arts & Crafts kitchen repair of just under \$5,000.00 was not reflected on this budget. Anna asked that a committee be put together to go over the revenue and expenditures for the Annual Fair and start the hard discussion on what needs to be done to save money. Diane, Linda and Anne will sit on that committee.

Tina reminded the Board that over the past three years the Fair has taken on some good size maintenance projects that the County has offered to help with if there wasn't enough money, however the Fair has been able to cover all of those costs. That has now caught up with us and we need to start looking at revenue and expenditures closely.

MANAGER'S REPORT: Maintenance and repairs – Staff is doing routine maintenance and winterizing.

There was a glitch in the water main project, what we thought was a 2”- 4” main turned out to be a 6” main and the parts need to be ordered for the right size main. There is a restriction in the line somewhere and the fire hydrants are not getting the water they need. The water company wants to take out the fire hydrant at the front of the grounds. Anna question where the closest hydrant would be if we had a fire, it is across the highway which means that the highway would have to be shut down in order to use the hydrant and the only ODOT can shut down a highway, no the Fire Dept. Craig asked Tina to have a serious conversation with the water company about providing a fire hydrant at the front of the grounds on the outside of the meter.

The ice machine is in and ready to use, the dishwasher did not need to be replace just adjusted to the wash and sanitizer settings.

Parking curbs that can be removed at Fair time have been put in front of the Arts & Crafts Building to keep vehicles out of the vendors booths.

Events & Building Usage – The Flea Market went well, they broke a cover to the PA system and clogged up the toilets during there event. The WIT RV Rally went well and was up a little, the Doll Show went well. The Good Sam’s RV Rally was down a little this time. Ham Radio show is the next weekend. The Holiday Fair is the first weekend in November. The Craft Festival still has one opening for door sitter on Sat. 9am -1pm. The Gun Show is filling up.

Dept. Head Mtg. – None

Safety Committee Mtg. – Safety inspection was done on October 7th and we had no safety issues

OLD BUSINESS: Extension update – The quarterly PECAN meeting was held, Jim Clawson was awarded the Friend of Extension award and Al May was awarded the Diamond Pioneer award.

2015 Board meetings – Anna reported that she had spoke to one Commissioner and had sent an e-mail to the other two but had not heard back from them. Craig said that he didn’t feel the meeting time made for less of a pool for Board candidates.

Motion by Suzanne to move the meeting to 8:00am and keep the quarterly evening meetings, second by Eric. Discussion of motion, Diane stated that 8:00am meetings are great but evening meetings are difficult, Suzanne said that as a working Board member it would help if not all the meetings were during business hours, it would be an easier sell to her boss. Vote, Eric & Suzanne voted yes, Nita & Linda voted no, Randy & Diane abstained which meant Anna had to vote to break the tie and she voted no. The motion failed.

Motion by Linda to have the 2015 Board meetings on the third Thursday of the month from 8:00am – 10:00am, second by Nita, Susanne voted no. Motioned passed.

The Board will hold the August meeting on the second Thursday of the month, which is the week after Fair.

Letters to Art Teachers – Anna talked about the importance of increasing our youth open class exhibits, she wrote a letter to the Art Teachers in Polk County which has been made part of the permanent record and asked the Board to help her get the letters and last years exhibitor books in the hands of Art Teachers to encourage more participation. The Board agreed and divided up the School Districts, each Board member will get the letter and Fair Book to the Superintendent’s of the School Districts in Polk County.

Vision Plan – Anna, Linda, Diane and Tina met with Steve of LRS Architects and had a great discussion on plans for a new building. Steve has offered to do the first set at no charge. As soon as the first drawings come in Tina will get them to the Board.

NEW BUSINESS: 2015 Fair – Entertainment is already being booked in order to route with other Fairs and get better pricing. At this time we do not have a carnival, they can't afford to be here. Even though our Fair goers say they want a carnival they don't go. The carnival makes \$14,000 - \$20,000 here and at other Fairs our size such as Hood River the same carnival makes \$140,000. Tina suggested that the Board start thinking outside the box for other options. The Board agreed.

Tina is working with Super Science who bought us Puzzle mania to bring in Farm to Fork an interactive Ag display and put it in the kids area in the playground.

A new ice cream vendor will be providing ice cream, sundaes, banana splits and milkshakes for the 2015 Fair.

The Board will need to decide soon what to put in the 4-H Building during Fair.

Suzanne sent out an e-mail asking for input on show schedules, she has had two people respond. Tina will get her the contact information for all of the Superintendents so that she can contact them.

Board Positions – Linda, Nita and Diane have positions that expire December 31, 2014. All would like to continue on the Board. Craig said that an announcement will go out to public and that it is on the BOC calendar.

Employee evaluations – Anna and Tina will review evaluations before the next Board meeting. In November the Board will need to decide on contract, wages & bonuses.

ADD ONS: None

Fair Board recessed into executive session (ORS 192.660)

The Board reconvened no actions were necessary

ADJOURNMENT: Meeting Adjourned 6:50pm