

11/20/14

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - November 20, 2014

PRESENT: Fair Board: Nita Wilson, Randy Sitton, Linda Lambert, Diane Bishop, Suzanne Burbank, Anna Scharf **Absent:** Eric Setniker (excused) **Staff:** Tina Andersen, Jason Groshong **Guest:** None **Tenant/Partners:** Norbert Hartmann (Fair Foundation) Barbara Nichols (PEACAN)

MEETING CALLED TO ORDER – 10:00am

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

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: A project request was turned in by Carol Harris to fix the dry rot on the windows of the dog house. The request will be turned over to the Saddle-ites for one of the projects.

LIAISON REPORTS: Anna had the only report. She shared the building plans with the Fair Foundation and discussed the vision plan. Their next meeting is January 13th.

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line is at \$8,170.00.

MANAGER'S REPORT: Maintenance and repairs – Jason reported that the winterization has been completed and that the insulation for the Arts & Crafts kitchen had not been done properly by the contractor so he fixed it and took pictures. He has striped most of the parking lot. He is working on a lighting issue with ballasts that keep going out. He has implemented a safety cord check and a lock out tag out.

Events & Building Usage – The Ham Radio Fair went well, they had some parking problems but were able to fix them right away.

The Flea Market went well.

The Holiday Fair went very well; they also had parking problems, Eola Hills Winery had an event the same day and their people parked in the Fairgrounds parking lot and took up spaces that our events needed. Rich from Eola did come over and try to get as many cars moved as possible. Anna suggested we have signs made and put at the entrance for Fairgrounds events only.

The NW Collie Club went very well they had a great crowd.

The Craft Festival is full and the door sitters have their schedule. Eric has a time slot alone, Anna suggested we have him bring some of his 4H kids to sit with him.

Gun Show tables are full, and still have a long waiting list, the admission fee has gone from \$5 to \$6.

Tina and Anna met with the Auto Swap meet promoters to bring them into compliance with the policies of the fairgrounds. It was a good meeting and they will be bringing their event into compliance.

Storage is filling up, we didn't have the farm equipment come in that usually does, they had plenty of room in their own barns this year, and our revenue is down almost \$4,600.00 because of it.

Dept. Head Mtg. – No meeting.

Safety Committee Mtg. – Nothing to report.

OLD BUSINESS: Extension update – No report.

Vision Update – The Board received packets which have been made part of the permanent record. The will take them home and go over the building plans and site plans and bring back their input.

2015 Fair – The Board discussed the proposal from Wild West Events and decided that \$17,900.00 was more than they felt comfortable spending on a Thurs. event. They asked Tina to check with him to see if he could do it on Sunday and make it a stand alone event.

The Board discussed the proposal from Super Science for Barnyard Adventure and decided that since it fits an age group that we already have we would need to trade it for something instead of just adding it. They chose to trade it out for A Walk on the Wild Side, but see if they are able to do a three day event.

Suzanne is working on a schedule for the shows in the barns for both a four day Fair and a three day Fair. She will send out both schedules to the Superintendents and see what feed back she can get.

The Fair budget has been sent to the committee however they have not met yet.

Employee Evaluations and Contracts – The personnel committee has done the evaluations and will be making contract recommendations to the Board.

NEW BUSINESS: Board Committees – Tina reminded the Board that they will need to vote on Chair and Vice Chair at the December meeting and that the committees and liaisons will be appointed at the meeting also. Nita and Linda said they have not yet been contacted by the Board of Commissions to find out if they will be reappointed or not. Tina said she would look into for them.

OFA Convention – Is scheduled for Jan. 9 – 10, 2014 at the convention center in Salem, convention packets were handed out and the Board will let the office know by Dec. 15th if they will be attending.

Add ons: None

Fair Board recessed into executive session (ORS 192.660)

Meeting reconvened - Motion by Nita second by Linda to accept the employee evaluations. Motion passes unanimously.

Motion by Linda second by Nita to accept what was discussed in executive session regarding bonuses and wages. Motion passed unanimously.

ADJOURNMENT: 11:45am