

2/10/18

**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND – RICKREALL, OREGON**

**MINUTES ANNUAL WORK SESSION – February 10, 2018**

**PRESENT: Fair Board:** Nita Wilson, Tammy Dennee, Anna Scharf, John Walton, Linda Lambert, Tim Ray, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen, Linda Friedow, Sawyer Finegan **Partner/Tenant:** Evelyn Hubbard (Food Superintendent) Bobby Haynes (A & B Division Superintendent) Carol Harris (Horse Superintendent) Diane Ostrom (4-H Horticulture Superintendent) Susan Busler (OSU Extension Agent) Jim Clawson (PECAN) LaVerne Bennett, Marcia & Bill Frances (IWW Fair Admission) Dean Bender (Polk County Sheriff's Office) Craig Pope, Mike Ainsworth (BOC) Deb Thomas (Polk Productions, Home & Garden, Winter Ag Fest) Lynne McKee & Guest (Benton Co Fair) Steve Milligan (Monmouth Mayor) Sally Bradford, Ann Wood, Linda Ponza (Doll Show) Heather Thomas, Laurel Jones (Polk County Service Club) Karin Stutzman (PCSWCD) John Gilbert, Tommy Pryor (Rickreall Auto Swap Meet) Mimi Sturgeon (WAMS)

**BY-LAW REVIEW**

Changes to the Bylaws were reviewed. Article 4 Section 1 has been changed the Chair and Vice Chair will be elected at the December Board meeting to the February Board Meeting. Article 5 Section 2 has been changed from Board monthly meeting to Quarterly meetings. No further changes were necessary.

**EMERGENCY PLAN REVIEW**

The Board reviewed the emergency plan, one change under Staff Radios was made from the emergency channel being 7 to the emergency channel will be the last channel on the radio. This change was to make it easier to get the emergency channel without having to find a specific number

**POLICY REVIEW**

The Board reviewed, free speech, compliance with ADA, animal welfare, environmental policy, professional development, advertising, canvassing and soliciting and ADA service animal policies and gift policy. No changes were recommended

**STRATEGIC PLAN**

Anna went over the Boards current strategic plan and the accomplishments made and the items they are still working on.

**Year Round**

**Review of rental rates** – Rental rates were reviewed. Staff had recommendations for proposed increases and changes which have been made a part of the permanent record.

**Review year round events** – Anna went over the event sheet from 2016-17. There were 492 events, 375 paid and 117 free of those free events there were 16 organizations and 7 of them were trade outs for projects on the grounds, there was \$223,710.00 reinvested back into the community from local fundraising events held at the Fairgrounds.

**Review project list** – Anna went over the accomplished projects in 2017 and thanked the Board of Commissioners for the funds to put in a new generator and replace the Caretaker residence, the Fair would not have been able to do these projects on their own. Projects for 2018 included taking down the old 4-H building and landscaping that area, taking out the last old food booth and replacing the concrete with pavers. Also on the list for future projects was putting restrooms in Building C. Craig wanted to know why the Board and Staff had not done more on this project since it is directly related to revenue. He asked them to request help from the

County on planning and grant writing, so that they can take a comprehensive plan to the Fair Foundation for fundraising.

**Additional Opportunities** – Anna asked for comments from facility users on other items they would like to see worked on. Tommy Pryor from the Auto Swap Meet didn't think there were any events being held during the week and suggest that we put in a gas station, public restrooms, truck parking, a convenience store and a gift shop to generate revenue. Craig told him that we didn't have the zoning to put those items in, the Fair staff reminded him of all the weekly events that take place on the grounds.

## **ANNUAL FAIR**

**Overview of the 2018 Fair** – Tina went over plans for the 2018 Fair. Stage and ground entertainment is booked. There are 4 proposals for events in the arena that the Board has not had a chance to look at yet.

**Additional opportunities** – The group went over suggestions from the 2017 recap meeting

**Fair theme** – Anna asked all attendees to look at the theme suggestions on the wall and put a star on their favorite, the Board will pick the 2019 Fair Theme at their May meeting. The 2018 Fair theme is “Tropical Nights & Country Lights”

## **WORK SESSION ADJOURNED**