

8/13/15
POLK COUNTY FAIR BOARD
POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING – August 13 2015

PRESENT: Fair Board: Anna Scharf, Diane Bishop, Linda Lambert, Eric Setniker, Suzanne Burbank, Randy Sitton, Nita Wilson **Absent:** None **Staff:** Tina Andersen, Jason Groshong **Guest:** Kelly Carmichael, Jolene Guzman **Tenant/Partner:** Suzie Busler (OSU Extension) John Walton, Pat Letsch (PCLA) Jim Clawson (Ag First)

MEETING CALLED TO ORDER –10:00am

APPROVAL OF MINUTES: Motion by Suzanne and second by Diane. Motion passed unanimously

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: The Board received a thank you from Nita for the flowers she sent when Mr. Stevens was in the hospital. The Board receive a booth refund request, Motion by Eric to grant the refund, second by Nita. Motion passed unanimously.

LIAISON REPORTS: Fair Foundation – No report
PCLA – No report
Ag First – Jim reported that the booth went well and the PSWCD was really happy with the booth and their part of it.

FINANCIAL REPORT: Review of revenues and expenditures. The Fair's bottom line is at \$31,351.00.

MANAGER'S REPORT: Maintenance and repairs – Jason reported that the staff is still putting things away from Fair, the Caretaker's sliding glass door arrived two days before Fair, it will get put in next week sometime. We had an electrical fire in the kitchen, DC Electric will be out next week to fix the panel. The tractor and forklift went down the week before Fair, Ag West graciously donated one for us to use. Anna suggested that we start looking into leasing a tractor so that we can keep up with the needs of the fairgrounds. The front area at the entry is finally finished, a volunteer came in and back filled it, Hart Nursery donated all the plants for the entry.

Events & Building usage- World Radio Mission went well and they have booked again for next year. OHSET went well. We had a problem with an overnight camper, the County went over our rules and updated them so that they do not fall under any kind of tenant/landlord agreement and have to go through the eviction process, we are now under vacation spots.

Safety Committee Mtg. – A safety inspection was done on Aug.4th there were no major safety issues. The Fire Marshal did not come through the Fair this year.

Dept. Head Mtg. – Anna & Tina will be giving the annual report to the BOC on Tuesday Sept. 8th at 9am in the BOC conference room.

OLD BUSINESS:

Extension update – Suzi thanked the Fair Board and staff for their help and support of 4-H. The new schedule worked well in some places and not so well in others, it is a working process. The front counter worked really well for them. Their booth outside was just ok and will need to be revisited for 2016. Entries were up, the quality of the static exhibits were up. The County only classes were really popular. She will be looking at walk in registration. There were many challenges this year, however they were able to work with

all of them. The rabbit show went really well despite there being no rabbits due to Myxomatosis. The kids put stuffed toy rabbits in their cages, and used them for showmanship. They did a rabbit bowl, like an academic bowl and it was really popular, they had 30 plus kids participate. She thanked the Fair Board for having a good manager to work with. Anna said that there were lots of happy, tired kids on Sunday cleaning up and thanked Suzi for all of her hard work. Eric thanked Suzi for everything she does for the kids and the Fair.

Board re-cap – Barns & Auction – Eric reported that the Fair overall was wonderful all around this year. The barns went well, the one problem we did have was kept behind the scenes and taken care of. He would like to see more beef and sheep at the Fair. Being able to tie up the beef outside at night made a huge difference, if we continue that practice it would be nice to have some bars welded to the fence and delegate a place for each exhibitor. The Auction went great this year and was up 36% over last year. All of the conflict remained behind the scenes and the buyers were happy. The swine barn needs to be more accessible by the public, the gates that are up discourage people from coming into the barn and the outside pens where people could see into the barn were filled with tack areas. Anna suggested that the sheep and goat flip barns for space reasons. Anna also stated that we may consider getting donations for a pavilion type cover over the small show ring for the auction, the barn is so packed with people and no air flowing through it, there were 50 new bidders this year at the auction. Eric said that clean up went well and they were able to get out earlier since the market load out went so smoothly.

Superintendents – Nita reported that the Superintendents she spoke to were all happy. She was concerned that the ribbons did not get up for the judged booths this year. She got complaints that there is nothing for 14 -16 year olds to do at the Fair.

Risk Management – Randy reported that the beer and wine area went smoothly and that security was good in that area, he felt it was under used. The train did really well and the flow of traffic was good. The only complaint he heard was that there was not enough to do during the Fair.

Office & Complaints – The office ran smoothly this year. The Bingo booth complained on Thursday and threatened to go home because the stage was too loud, Tina work with the stage crew and they seemed a little happier, they were disappointed after Fair that their building would be coming down. Dr. Solar riding his bike in the main building was not a good idea, the vendors felt it was a distraction.

Alcohol – Anna reported that the beer and wine area was slow this year, she did some reconfiguring and put up more signage. Rouge brought in hard cider after getting requests for it. She said she learned a lot and will work on changes for next year. They would like to be closer to a main attraction. The Board talked about moving the stage, Tina will work with Tech Audio on stage location for next year.

Vendors – Diane spoke to all of the vendors and most were happy. They were concerned that not enough people coming into the main building. Diane said she would be willing to take on more responsibilities during the Fair. She is willing to work with the entertainment, she would like to see someone introduce our bands before they play. Relocate the stage and move the control tent for the stage. The seating was too far from the stage and too far for older people to walk. The shade tents being sideways worked well. Baby changing and breast feeding tent needs to be relocated. She is also willing to take on our facebook page. She liked the Fair Board booth but thought more people came to see them when they were inside but she liked being outside and seeing more people walk by.

Roamer & Barns – Suzanne reported that the horticulture area was decorated really nice. People like the stage being moved. She liked the Fair Board booth outside and said it looked really nice. She would like to see the flow of animal move in go better, the area between the goat and horse barn is underutilized because of the shade cloth. She would like 4-H to do an overall look of the rules and bring them up to date. Suzi reminded her that these are not Polk County rules, they are State rules and would need to be changed on the State level. Suzanne suggested a disabled day. The Rodeo was packed and we did not have enough seating, there were too many people standing at the fence line in front of other people. She is willing to work with 4-H on scheduling.

Manager's report – Attendance was up 7.8%. Admission revenue was up 25.5%. Food sales were up

9.5% our share of food revenues were up 45% because we had more food vendors this year. Exhibitors were up 12.5%, exhibits were up 15.5%. The carnival versus the inflatable's really paid off, our share was up 160% over last year. The auction raised \$209,522.00 which was up 36% from last year.

The rodeo was a huge hit and Wayne will coming to see the Fair Board in the next couple of months to talk about next year.

The Truck and Tractor Pulls went well; they didn't have a lot of pullers. They need a better announcer so that people know what is going on.

The Monster Truck gave rides in the arena for five hours and was a huge success.

Anna asked that a Thank you be sent to KYKN for all of their promotion of the Fair the entire week.

Fair Re-cap meeting – Will be held Wed. Sept. 9th at 7:00pm in Bldg. B

NEW BUSINESS:

OFA Area Meeting – Wed. September 2, 2015 at 11:00am at the State Fair. Anna will attend.

Flea Market RFP – A RFP needs to go out by September 23rd for the Flea Market, Tina requested an increase in the minimum bid from \$1,500.00 on Sunday to \$1,800.00 on Sunday and that Saturday remain at \$500.00. Motion by Nita to increase the minimum bid to \$1,800.00 and keep set day at \$500.00, second by Linda. Motion passed unanimously.

Chairman Scharf asked if there was a need to meet in executive session, staff replied there was not.

ADJOURNMENT: Meeting adjourned 9:45am