

10/15/15

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - October 15, 2015

PRESENT: Fair Board: Nita Wilson, Eric Setniker, Diane Bishop, Linda Lambert, Anna Scharf, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen, **Guest:** None **Tenant/Partners:** John Walton (PCLA)

MEETING CALLED TO ORDER – 10:00am

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

GUEST COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: The Board received a thank you note and information on The Dallas Family Night out that took place in August. The Fairgrounds donates tables, chairs, tents, etc. for them to put their event on. Anna requested that the donations be tracked for all events we donate to so that it can be part of information given to the Board of Commissioners and the public on what we give back to our community.

The Board received a letter of resignation from Randy Sitton.

LIAISON REPORTS: PCLA – Meets the end of the month

Fair Foundation – The next meeting is November 10th at 11:30am at Farrols

PECAN – Eric was not able to make the last meeting and has not heard anything yet from that meeting

Ag First – They are working with Deb Thomas on the Ag Fest event to be held in February. Eric stated that he has a conflict of interest with this event. Anna suggested that Deb get a hold of the Farm Bureau right away.

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line sits at \$5,524.00 which is down from last year.

MANAGER'S REPORT: Maintenance and repairs – Two new windows have been put in. one in the office and one in the Board room. Jason lowered the light on the East side of the main building for better light between the buildings. Bids are in for a security grill at the entrance of the main building. Two smaller grills have been purchased to put up between the dining room and the main room, Jason will put those in when he gets back from vacation. Storage is filling up.

Events & Building Usage – The Doll Show went well. The 4-H Horse show went well. The WIT RV Rally went well it was down a little, The Flea Market 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 just has Eric left to sign up. The Gun Show is filling up.

Tina met with Central High School to discuss evacuation of their school to the Fairgrounds in the event of an emergency, specifically a live shooter.

Dept. Head Mtg. – None

Safety Committee Mtg. – Safety inspection was done on October 6th and we had no safety issues, however Jesus had taken all the knobs off the grill and stove, he put them back on as soon as requested.

OLD BUSINESS: Extension update – Suzi was not able to attend the meeting, she has sent a request to Candi Bothum to review the swine show guidelines and rules.

Rodeo Contract – The Board discussed the Rodeo contract for 2016 and the increase in price. The Board agreed that they would like to have the Rodeo come back, however it is a \$5,000.00 increase. Eric reminded the Board that it is closer to an \$8,000.00 increase when you add the need for extra seating. The Board discussed the need to raise the money to pay for it. There were several ideas thrown out and they will be discussed again at the work session. Anna asked Tina to work with Suzi on a survey monkey for opinions on how to best raise these funds. The Board also discussed the future of the Rodeo, Diane suggested that we approach Wayne with a request for a two year contract at the current rate. Motion by Linda to go back to Wayne White and request a two year contract at \$16,500.00 per year. Second by Suzanne, motion passed unanimously.

NEW BUSINESS: 2016 Sponsorship – The requests for 2016 sponsorship are ready and will go out in the next two weeks, the Rodeo has been added to all sponsorship requests.

Tent Camping – The Fair has closed tent camping for the winter in order to prevent damage to the ground, it will reopen June 1st weather permitting.

Employee evaluations – Anna, Eric and Tina will meet Wednesday November 4th to review evaluations and report back to the Board during the November Board meeting

2016 OFA Convention – Anna, Diane, Nita & Linda will be attending Friday January 15th Eric is going to try to attend on Saturday January 16th.

Vision Plan – Tina will get some dates from LRS Architects to go over the plans for the new building and discuss the items that need to be updated. Anna requested that the Board get a quote on an artist interior design and a 3-D model to be available by the end of the year.

ADD ONS: Non-profit Board training is available January 23, 2016 in Corvallis and Board President training is available November 14, 2015 in Independence.

Eric discussed the possibility of bringing in an open class mini Herford show during the Fair. The Board discussed several aspects of doing an open class show. Tina will look into liability insurance through the County and Eric will look into the show itself and report back to the Board

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

ADJOURNMENT: Meeting Adjourned 9:45am