

1/21/16

**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND - RICKREALL, OREGON**

**MINUTES REGULAR MEETING - January 21, 2016**

**PRESENT: Fair Board:** Nita Wilson, Tammy Dennee, Anna Scharf, Eric Setniker, Linda Lambert, Suzanne Burbank and Diane Bishop **Absent:** None **Staff:** Tina Andersen **Guest:** Pat Letsch **Partner/Tenant:** Jim Clawson (Ag First & PECAN) Suzi Busler (OSU Extension)

**MEETING CALLED TO ORDER – 8:00am**

**APPROVAL OF MINUTES:** Motion by Linda. Second by Suzanne to approve December minutes. Motion passed unanimously.

**PUBLIC COMMENTS:** None

**TENANT/PARTNER COMMENTS:** None

**CORRESPONDANCE:** None

Introduction of new Board member – Anna introduced Tammy Dennee as our new Fair Board member. Tammy is from Umatilla County (Pendleton) she sat on the Umatilla County Fair Board for 6 years and has worked with the Pendleton Round Up.

**LIAISON REPORTS: PCLA** – Eric attended their annual meeting, the elected a new president and a new board member and re-elected the secretary, Treasurer and board members. Norbert Hartmann received a lifetime membership.

**Fair Foundation** – Linda reported that they held their annual meeting and re-elected officers and discussed new board members, they are waiting for the Fair to get them the information on the new building so that they can move forward on fundraising.

**Ag First** – Nita reported that Ag First is still working with Winter Ag Fest and their next meeting is right after today's board meeting.

**PECAN** – Eric reported that their next meeting is February 9, 2016

**FINANCIAL REPORT:** Review of revenues and expenditures.

The Fair's bottom line sits at a deficit of \$1,721.00. January and February are low revenue months but it should pick up in March. Tammy requested a breakdown of events like the economic impact study we did 10 years ago for strategic planning. Eric would like the Board to use that information and get out our story so that people know we are not just a three day Fair.

**MANAGER'S REPORT: Maintenance and repairs** – All three security grills are in and a pocket door for the textile room has been installed. Jason remodeled the board room and replaced the conference table. The Fair has received a grant from Economic Development to put paving stones in the patio area where the buildings were tore down, the project is on hold until the information on the generator comes in and we know where it will be placed, it will probably be a May project. The bids for a hot water pressure washer are in and have gone to Greg, he has agreed to let the Fair purchase one.

**Events & Building usage** –The Flea Market had a half inch of snow and attendance was way down, The Silver Falls Kennel Club cancelled due to snow and are working on rescheduling. Critter Campus was cancelled. The PCLA Annual meeting went well. The 4-H work shop is this weekend and Rickreall Round Up is next weekend.

**Safety Report** – There was an unlocked furnace room door and a leak at the hot water heater in the kitchen, John fixed it.

**Dept. Head Meeting** – None

**OLD BUSINESS: OSU Extension update** – Suzi reported the District meeting with the County Commissioners was held yesterday, the 4-H leader's banquet is tonight. Eric asked about the oil and powder rule for swine, Suzi has got verbal confirmation that the rule has changed however she won't be putting in to the County rules until she has written confirmation, Anna asked Pat if an addendum could be added to the livestock rules and she thought that could happen.

**Work session Agenda** – The Board reviewed the work session agenda and packets. Anna asked all Board members to take a really good look at the rental prices and how long it has been since they have been raised. Greg Hansen will speak at the work session about the condition of our facility and the need for repairs. Anna asked that Nikki put together a slide show of our maintenance issues. Anna also asked that the work session packets be put on our web site.

**OFA Convention Recap** – Polk County won the media and marketing for best poster. The Board and staff gave reports on the sessions they attended. One of the sessions was on marijuana, Anna asked Tina to check with the County on drug testing for temporary workers and random drug testing. Anna and Tammy will be doing a session on Board Governance and Board Training for the October Convention. The October Convention will be at Linn County Expo October 21<sup>st</sup> and 22<sup>nd</sup>.

**Vision plan update** – Anna, Diana and Tina met with Steve from LRS Architect to go over the changes to the new building plan. We should have a copy of the new one by the work session.

**2016 Fair** – Anna and Tina met with Carroll Unruh of Oregon Beverage and a contract has been received for Oregon Beverage to do all the alcohol sales at the Annual Fair for the next three years. Morgan has reviewed the contract and has no problems with it.

The Market Rules have been sent out and the Board liaisons have reviewed with and agreed with them.

A letter from the State Vet was sent to all Fair's. PEDv has been detected on a farm in Oregon and everyone is to be on alert. They will put out another update soon.

An open class Superintendent meeting is scheduled for January 28<sup>th</sup>, to start making Fair Book changes early this year, we will be adding some categories to several of our divisions. The goal is to get the Fair Book to the printer by the beginning of May to get them in the schools.

Laser tag will be back and possibly Camel rides. Dr. Solar, the Monster Truck, BMX and the Rodeo are booked. A couple of bands are booked.

The Board discussed vendor options and getting lists from other Fair's. Eric asked that staff check into the petting zoo that was at the State Fair.

Motion by Eric to continue with a three day Fair for 2016, second by Linda. Discussion on the days, motion amend by Eric that the three days be Thursday – Saturday. Motion passed unanimously.

**NEW BUSINESS: MOU with County** – Anna and Tina met with Greg Hansen, Commissioner Pope, Matt Hawkins and Morgan Smith to discuss an MOU between the Fair and the County. A draft MOU was given to Board members, Anna asked that everyone read it and be prepared to discuss and vote on it during the February Board meeting.

**Public Gift Policy** – A sample of a public gift policy was given to Board members, Anna would like to work on this project and will bring back a draft to the Board.

**Add On: None**

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

**ADJOURNMENT:** meeting adjourned 10:10am

Respectfully submitted by,  
Tina Andersen, Manager