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**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND – RICKREALL, OREGON**

**REGULAR MEETING - June 16, 2016**

**PRESENT: Fair Board:** Linda Lambert, Nita Wilson, Anna Scharf, Diane Bishop, Suzanne Burbank, Tammy Dennee  
**Absent:** Eric Setniker (excused) **Staff:** Tina Andersen **Tenant/Partner:** Suzi Busler (OSU Extension) **Guest:** None

**MEETING CALLED TO ORDER – 9:00am**

**APPROVAL OF MINUTES:** Motion by Nita second by Linda to approve May minutes. Motion passed unanimously.

**PUBLIC/ TENANT/PARTNER COMMENTS:** None

**ADOPTION OF CONSENT AGENDA –** Tammy requested that Board radios during Fair be added. Motion by Tammy second by Suzanne. Motion passed unanimously

**CORRESPONDANCE/ANNOUCEMENTS:** None

**LIASON REPORTS: PCLA –** None

**Fair Foundation –** Meets next on July 12<sup>th</sup> at 11:30am at Rockin Rogers, the plans for the new building will be present and a request for a capital campaign.

**PECAN –** Will be given during the OSU update

**Ag First –** Getting ready for Fair.

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

The Fair's bottom line sits at a deficit of \$15,863.00. We have good revenue coming in for June and it should shrink

**MANAGER'S REPORT: Maintenance and repairs –** The patio project is finished all but the haul away of the dirt which will be done the first of July. The arena was worked up by a volunteer from the Rickreall Fire Department and is continuing to be worked up by a part time staff member. OHSET has not booked the arena for their fundraisers this year and will not be working up the arena.

**Events & Building Usage –** Weigh-in went well, there were a lot of animals weighed in this year. The Flea Market went well, there were some complaints about parking due to the auto swap meet on the same day. The Auto Swap meet went well, attendance and participation were down due to the heat. Gun Show went well, revenues were down slightly. The Fair beautification project is set for July 23<sup>rd</sup>, Suzi will get the information out to 4-Hers. The Board training session is in the works for September, Tina will let the Board know as soon as a date has been set.

**DEPT. HEAD MTG. –** None

**SAFETY COMMITTEE MTG. –** No update

**OLD BUSINESS: Extension Update –** PECAN met earlier this week and discussed outreach events promoting Extension. The Fair is in their budget as before. The 4-H book is online, and entries are rolling in. Stall requests are due July 1<sup>st</sup>. Horse Pre-Fair is July 23<sup>rd</sup> & 24<sup>th</sup>.

**2016 Fair Update**

**Livestock Association Request –** A request which has been made part of the permanent record was received from PCLA requesting a reduction in the price they pay for buyers to get into the Fair, to half of the price of each ticket and the parking fee to be waived. Motion by Nita, second by Tammy to approve the request. Motion passed unanimously.

**Premium Books** – Have been delivered to the Fair Office, the Board will take some with them and get them out.

**Posters** – For both the Fair and the Rodeo are available, the Board will work on getting them out. Wayne White will also be putting them out again this year.

**Maps** – Draft maps were handed out to look at while discussion the changes. Not everything has been confirmed yet. Tammy and Diane will be working on signage this year.

**Schedule** – Is down to the final touches

**Opening Ceremonies** – Will be Thursday at 1:00pm on the Les Schwab stage. The Board will get names to Tina for those would like to see honored.

**Booths** – Booths are filling, the inside is full and there are just a few outside left. The Fair Board will have two booths and will be incorporating the Foundation into them, Anna and Tammy will be working on the layout and decoration of the booth. Tina has sent a request to LRS Architect for a 3-D image of new building, they will have it done by the end of July.

**Waste Management** – Ray is working on this for us again, he will meet with Claude White next week to set up the equipment and operators to remove manure from the grounds.

**Kids Safety Area** – Is coming together, staff has ordered the life jackets and bike helmets, Judy Lambert is working on the car seats and will be putting the area together for us. We will have water safety and are searching for someone with the Marine Board to help, power safety bicycle safety, fingerprinting and picture ID. The crash dummy trailer will be here and Rickreall Fire Department will have their obstacle course.

**Sponsorship** – Sponsorship has been up a little this year.

**Board Jobs during Fair** – Anna – Media, Eric – Barns, Tammy – Entertainment & Signage, Diane – Entertainment & Vendors, Nita – Open Class Superintendents, Suzanne – Barns & Roamer.

**Radios** – Tammy requested that the Board revisit their conversation on the Board carrying radios, it is the responsibility of the Board to limit liability and keep our guests safe, and the Board needs to know what is happening on the grounds. Tina has ordered extra radio's for the Board.

**After Fair recap meeting** – Will be Wednesday September 7<sup>th</sup> at 7:00pm in Building B

**Fair Meetings** – The ATV Rodeo Mtg. is June 22<sup>nd</sup> at 6:00pm. Horse Superintendent June 28<sup>th</sup> 6:00pm 4-H/FFA superintendents June 29<sup>th</sup>, static at 5:30pm, small animal at 6:30pm and large animal at 7:30pm. Open Class Superintendent Mtg. July 12<sup>th</sup> at 6:00pm. Tina is still working on setting up the emergency training meeting with the Sheriff's Office.

**STAFF UPDATE:** Tina gave a staff update to the Board

**NEW BUSINESS:** None

**ADD ON** – None

**Fair Board recessed into executive session (ORS 192.660) (2a)**

The Board reconvened. There was no need for any motion to be made

**ADJOURNMENT:** Meeting Adjourned 11:00am

Respectfully submitted by,  
Tina Andersen, Manager