

**8/18/16**  
**POLK COUNTY FAIR BOARD**  
**POLK COUNTY FAIRGROUND - RICKREALL, OREGON**

**MINUTES REGULAR MEETING – August 18 2016**

**PRESENT: Fair Board:** Anna Scharf, Diane Bishop, Suzanne Burbank, Nita Wilson **Absent:** Eric Setniker, Linda Lambert, Tammy Dennee **Staff:** Tina Andersen, Jack Dunigan **Guest:** Kathy Tompkins, Roy Whitman **Tenant/Partner:** Suzie Busler (OSU Extension) John Walton (incoming Board member) Lee Letsch (Swine Superintendent)

**MEETING CALLED TO ORDER – 8:00am**

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

**PUBLIC COMMENTS:** None

**TENANT/PARTNER COMMENTS:** None

**CORRESPONDANCE/ANNOUNCEMENTS:** The Board of Commissioners has appointed John Walton as Eric Setniker's replacement as of January 1, 2017. He will be sitting in on the Board meetings and attending the Board training.

**LIAISON REPORTS:** Fair Foundation – No report  
PCLA – No report  
Ag First – Tina reported that Ag First has been notified that the Fair staff will not be able to continue to do all of the work on this project.  
PECAN – No report

**FINANCIAL REPORT:** Review of revenues and expenditures. The Fair's bottom line is at \$94432.00.

**MANAGER'S REPORT: Maintenance and repairs** – Jack reported that Fair went fairly smoothly, there were some electrical issues due to the heat and some toilet issues that he temporarily fixed and will fix after Fair clean up. The crew is just finishing up the cleanup from Fair.

**Events & Building usage-** There are back to back private events through August before our regular events start back up in September.

**Safety Committee Mtg.** – A safety inspection was done on Aug.10<sup>th</sup> there were no major safety issues. The Fire Marshal sent Dallas Fire Dept. out to do an inspection, for the most part everything was good, there were a handful of food vendors that did not have the correct fire extinguisher, Fair staff will do a better job on getting that information out to them.

**Dept. Head Mtg.** – The Fair's annual report to the BOC will be on Tuesday Sept. 13<sup>th</sup> at 9am in the BOC conference room.

**OLD BUSINESS:**

**Extension update** – Suzi reported that they survived the Fair.

**Beautification Day recap** – The work day went very well, there were 63 registered volunteers and 3 Board members, they built 40 goat panels, painted dairy panels, small animal trays, pressure washed bleachers and Building C. It was definitely Superintendent driven, those Superintendents that were here got the most done for their areas. Suzanne suggested that we get a list of needs from each Superintendent right after Fair.

**Fair recap** – The tractor went down the day before Fair, it is being fixed but we will need to look into getting a new one soon. There was some trouble getting shavings this year, however White's trucking and Rickreall Dairy bailed us out. We also had trouble getting the extended boom forklift, but were able to get one from Albany.

The Quilt ladies have asked for the Fair Theme early this year so that they could have at least nine months to make quilts.

The Board granted a refund request to the Exchange Club.

The snack shack may not be in use next year, it has to have two people in it, one to serve food and one to handle money. With the new minimum wage it just doesn't pay off anymore.

Break out committees were formed to meet with different areas of the Fair.

Barns, Superintendents and Livestock – Suzanne, Eric & John

Entertainment – Tammy & Diane

Admission & Parking – Linda

Open Class Superintendents – Nita

Food & Beverage – Anna & Tina

Vendors – Fair Staff

Judges for livestock were an issue this year and the Board discussed this it will also be part of the committee meetings.

**Fair Re-cap meeting** – Several dates were thrown out, Tina will confirm with the Board as soon as a decision is made.

**Board Training** – The training and strategic planning meeting will be held Thursday September 8, 2016 at 9:00am in Building B. Tina will have Pavilion Catering do some finger food.

**OFA Area Meeting** – Wednesday August 31, 2016 starting at 9:00am, the location has changed to the Lottery Game Zone behind the LB Day Amphitheater.

**OFA Convention** – Will be held October 21<sup>st</sup> & 22<sup>nd</sup> at the Linn County Fairgrounds, will need to know who is going to register everyone by the next Board meeting

## **NEW BUSINESS:**

**Concession Market RFP** – An RFP needs to go out for concessions, it will go out October 12<sup>th</sup>, it is due back November 1<sup>th</sup>, the award will be announced December 16<sup>th</sup> and will start on January 1<sup>st</sup>, there are four requests for RFP at this time, Tina encouraged the Board to see if anyone else is interested, it will also go out in the paper, on our website and Facebook.

**ADD ONS:** Roy talked about getting misters for the Fair when it is as hot as this Fair was, he also said that the people he talked to really liked our train guy.

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

**ADJOURNMENT:** Meeting adjourned 9:10am