

9/15/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - September 15, 2016

PRESENT: Fair Board: Nita Wilson, Anna Scharf, Linda Lambert, Diane Bishop **Absent:** Suzanne Burbank
Eric Setniker, Tammy Dennee (excused) **Staff:** Tina Andersen, Jack Dunagan **Tenant/Partner:** John Walton
(Incoming Board member) **Guest:** None

MEETING CALLED TO ORDER – 8:00am

APPROVAL OF MINUTES: Motion by Nita second by Diane to approve August minutes. Motion passed unanimously.

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: Rickreall water sent a letter to the Board donating the water for the water truck which was \$109.50

LIAISON REPORTS: PC Fair Foundation – Met Tuesday, they are working on the Annual appeal, however have put the new building on hold until the Fair is better prepared

PC Livestock Association – Will be holding a workshop at the end of the month

Ag First – Is under strong review

PECAN – Will be working this coming year on updating their strategic plan

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line is \$72,046.00

MANAGER'S REPORT: Maintenance and repairs – Jack reported: he is putting in storage and winterizing
The new ATM machine will be in next week, it will no longer take a phone line, it will be on our wifi. A truck took out one of our large parking lot lights which also shut down the power to an RV pole in the middle of the parking lot, the truck company will be paying for the damage and DC Electric will be replacing it for us.

Events & Building Usage – Events have been private ones for the last few weeks, the Flea Market went well, the Hardy Plant Sale was well attended. Doll Show is this weekend and the WIT Rally is the following weekend. The Craft Festival signup sheet was passed around. Anna reported that she had a breakfast meeting that was held in building B and that it went very well, however she would like to look at better marketing those types of meetings and making sure that they are a revenue stream and not a revenue syphon.

Dept. Head Mtg. - Tina and Anna met with the Board of Commissioners on September 9th and gave them an update of the 2016 Annual Fair and the 2015-16 year round operations.

Safety Committee Repot – N/A

OLD BUSINESS: OSU Update – No report

Fair re-cap – The committees are in the process of holding their meetings. The Fair recap meeting is September 29th at 7:00pm in building B. Tina asked the Board to pick the Fair Theme for 2017 and center it around the eclipse, at the work session when the theme is picked it will be for 2018 so that we are ahead every

year and those wanting to make quilts and wall hangings for the theme competitions have more time, the Board agreed.

OFA Convention – This year’s convention will be October 21st – 22nd. The discussed who will be going and what days.

NEW BUSINESS:

Strategic planning recap – The notes from the planning session will be put together and discussed at the November Board meeting. Anna reported that the meeting was a good use of time and good items and goals came out of it. An RFP was presented to the Board to look at and make suggestions, they will review and get back to Tina by October 1st so that it can go out October 12th.

OFA Meeting re-cap – OFA met at the State Fair, nomination for Vice President have been sent to all, Tina asked the Board for their choice since she is the voting delegate. The Board agreed to let her make that decision since she works directly with the nominees and they don’t.

The Spring Conference will be held in Salem for 2017. March 23rd and 24th, it will be at the State Capitol on the 23rd for Oregon Fair’s Day at the Capitol and on the 24th at the State Fairgrounds, more information as soon as staff gets it will be given out.

2017 WORK SESSION – The Board agreed to hold the work session on Saturday February 11th, 7:30am Breakfast, meeting to start at 8:00am and to be adjourned by Noon.

ADD ONS: None

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

ADJOURNMENT: Meeting Adjourned 9:35am