

10/20/16

**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND – RICKREALL, OREGON**

**MINUTES REGULAR MEETING - October 20, 2016**

**PRESENT: Fair Board:** Nita Wilson, Diane Bishop, Linda Lambert, Anna Scharf, Suzanne Burbank, Tammy Dennee **Absent:** Eric Setniker (excused) **Staff:** Tina Andersen, Jack Dunagan **Guest: Tenant/Partners:** John Walton (incoming Board member)

**MEETING CALLED TO ORDER – 8:00am**

**APPROVAL OF MINUTES:** Motion by Nita, second by Linda. Motion carried.

**ADOPTION OF CONSENT AGENDA –** Motion by Linda, second by Suzanne. Motion carried

**GUEST COMMENTS:** None

**TENANT/PARTNER COMMENTS:** None

**CORRESPONDANCE:** A thank you note from Deb Thomas was passed around for the Board to read

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

The Fair's bottom line sits at \$59,116.00 which is dwindling fast, due to the low revenues during the 2016 Fair it will be a very tight year.

**MANAGER'S REPORT: Maintenance and repairs –** Jack reported that he is doing routing maintenance and has the bathrooms in the main building repainted. We only had minor damage during the windstorm and lost a limb off of one of our trees.

**Events & Building Usage –** The Doll Show went well, however it was much smaller this year. The WIT RV Rally went well it was down a little, The Flea Market went well. Ham Radio show went well but closed early due to the high winds. Folk life Festival is next weekend. The Holiday Fair is the first weekend in November. The Craft Festival still needs door sitters for Saturday afternoon.

**Dept. Head Mtg. –** None

**Safety Committee Mtg. –** Safety inspection was done on October 6<sup>th</sup> 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.

**Fair Theme –** The Board discussed a Fair Theme to go with the 2017 Eclipse which is the weekend after the Fair. Motion by Linda, second by Nita to accept "Moo @ the Moon" for the 2017 Fair Theme.

**Fair recap notes –** Notes from the recap meeting were in the Board packets, Suzanne asked that her notes be added and that we start working on getting the community involved to help with projects that are specific to the Annual Fair. Anna suggested an excel sheet, that we can work off of.

**Strategic planning notes** – In the Board packet, the Board would like to discuss these further when more time is allotted. The Board agreed that for the November Board meeting 8am – 9am will be a work session to discuss the strategic planning and 9am – 10am will be the regular Board meeting. Tina will get the change posted.

**NEW BUSINESS: Employee evaluations** – The personnel committee will only be doing Tina's this year in accordance with the new MOU with the County, they will bring their recommendations back to the Board at the November meeting. Tina and Matt will do all of the other employees.

**2016 OFA Convention** – Committee meetings start today. Tina asked for anyone wanting to sit on a committee that they let her know right away.

**ADD ONS:** None

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

**ADJOURNMENT:** Meeting Adjourned 8:50am