

11/17/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - November 17, 2016

PRESENT: Fair Board: Nita Wilson, Linda Lambert, Diane Bishop, Suzanne Burbank, Anna Scharf, Eric Setniker, Tammy Dennee (skyped in) **Absent:** None **Staff:** Tina Andersen, Jack Dunagan **Guest:** Jake (Ashton Ticketing) Elaine Cuyler (Orbit Oregon) **Tenant/Partners:** John Walton (incoming Board member, Jim Clawson (OSU Extension) Lee Letsch (Swine Superintendent – FFA Executive Secretary)

MEETING CALLED TO ORDER – 8:00am

ADOPTION OF CONSENT CALENDAR: Motion by Linda, second by Eric. Motion passed unanimously.

WORK SESSION: Motion by Linda, second by Nita to start the work session during the regular Board meeting. Motion passed unanimously. The Board reviewed the notes from their strategic planning session and discussed their goals and benchmarks.

Succession planning for all staff members was on the top of the list and it is in progress, Anna has been working with the County on the Fair Manager position and Tina has been working with the County on all of the other employees.

The event audit is in progress and Tina will have something for the Board in January.

The preferred catering list is in progress, the RFP's are due today.

Being important to Polk County is in progress, the staff is out in the public promoting the fairgrounds, Anna talked about the importance of the Board to do the same and that she would work on getting involved with the West Salem Business Association.

Expanding the demographics of who uses the facility will come after the event audit is complete.

The Board discussed adding a 6th goal that would incorporate the facility, keeping up what we have and adding a new building. Suzanne suggested that the Board put steps in place to move toward a new building.

APPROVAL OF MINUTES: Motion by Nita second by Linda approve October minutes. Motion carried.

PUBLIC COMMENTS: Jake from Ashton Ticketing presented a proposal to the Board, which has been made part of the permanent record. He discussed an admission system for Fair that would keep track of all tickets and then calculate a report at the end of Fair, the Board discussed the price and Anna requested that the staff put together the number from the last 2 Fair's and using his formula see what it would cost us. They also discussed using this system for presale online tickets for not only the Fair but the Gun Shows, Tina and Jake will work on putting it into effect for the March Gun Show as a pilot program.

Elaine Cuyler from Orbit Oregon spoke to the Board about the 2017 Eclipse event which she is holding at the fairgrounds and asked the Board to consider having a mural painted on the building with the Fair theme that highlights the eclipse. The Board discussed this idea and agreed that it would be a great idea. Anna asked that it be put on removable material so that it can be moved and not weathered. Elaine will work on getting the project financed. She also discussed the eclipse glasses and selling them at the Fair.

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: None that weren't on the Agenda

LIAISON REPORTS: No reports

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line is at \$63,886.00

MANAGER'S REPORT: Maintenance and repairs – Jack reported that routine maintenance is being done, Community Service is our working on the leaves and he replaced the water pump on the tractor.

Events & Building Usage – Coin Show went well, however the wrong date was put on the reader board and they were upset, to make up for the mistake, they were not charged for the extra tables they used. Folk Life Festival went alright, it was not really well attended and a recap meeting for this event is set for December. The Flea Market went well, the Holiday Fair was a big success, their cleanup was not done well Tina will meet with them to discuss a better cleanup for next year. Pacific NW Collie Club went alright they were upset that the RV boxes were not open when they got here, which the staff never opens until they check in. The Craft Festival is next week, the Board is all signed up and ready to go.

Dept. Head Mtg. – No meeting.

Safety Committee Mtg. – None

OLD BUSINESS: Extension update – Susie is at a conference this week. Jim reported that PECAN and OSU Extension are working on their strategic planning

2017 Fair – PCLA and Michele Bennett sent letters to the Board which have been made part of the permanent record requesting that some of the 4-H and FFA animal shows start on Wednesday before the Fair. Lee spoke about the schedule and that she, Susie and Suzanne are working on to fit all of the shows in and still keep the 3:00pm Auction time. Lee reported that they will only be allowed to sell one animal in the auction unless they have another species that includes breeding animals. Eric stated his concern of too many animals being brought into breed classes just to be able to sell at the auction. Lee clarified that the breeding projects must be a year round project and dates are put in place for each species. Motion by Suzanne, 2nd by Nita to allow 4-H and FFA to show market classes on Wednesday with scheduled move in of animals on Tuesday after noon. Motion passed unanimously.

The Board discussed Vet checks for all animals before they reach the barns, this discussion will continue as Fair planning moves forward.

The Open Class Superintendents have already had their first meeting and one will be set up soon for the Barn Superintendents. There will be Superintendent training for the 2017 Fair. In light of incidents that happened at the 2016 Fair it has enlightened staff and the County for the need to further limit liability issues.

Employee Evaluations and Contracts – The personnel committee has done Tina's evaluations and will be making contract recommendations to the Board. Tina has done the rest of the staff evaluations and will be making contract recommendations to the Board.

NEW BUSINESS: Board Committees – Tina reminded the Board that they will need to vote on Chair and Vice Chair at the December meeting and that the committees and liaisons will be appointed at the meeting also. A committee to review the RFP's was appointed, Diane and Nita will meet with Tina to go over them.

ADD ONS: None

Fair Board recessed into executive session (ORS 192.660) (2) (i)

Meeting reconvened - Motion by Suzanne to accept the contract and evaluation for Tina second by Nita. Motion passes unanimously.

ADJOURNMENT: 10:40am