

1/19/17

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING - January 19, 2017

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

MEETING CALLED TO ORDER – 8:00am

APPROVAL OF MINUTES: Motion by Linda. Second by John to approve November minutes. Motion passed unanimously. There were no December minutes due to weather related cancellation of the December meeting

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE/ANNOUNCEMENTS: The Fair Board welcomed new Board member John Walton

LIAISON REPORTS: PCLA – The annual meeting and dinner are this weekend, Suzanne and Anna will be attending

Fair Foundation – The annual business meeting was cancelled and will be rescheduled soon

Ag First – Met earlier this month to discuss Fair and Winter Ag Fest

PECAN – Had their meeting yesterday. John Walton will be taking Eric's place.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line sits at a \$40,067.00. January and February are low revenue months but it should pick up in March.

MANAGER'S REPORT: Maintenance and repairs – Jack reported that he has been working on weather related issues, the facility has done well with the snow, ice and now flooding and is holding its own. Storage is in for the season, Jack will be going back to County in February and Gary will be replacing him, he will be back to help with storage removal and to help with the Fair.

Anna and Tina were called into the B.O.C. meeting on Tuesday January 10th to discuss the caretaker residence and back up generator. The B.O.C. approved the request for both at \$150,000.00. The B.O.C also discussed the facility bond, Anna explained to the Board the importance of each of them helping to get the word out to the public on the importance of this bond measure.

The Board also discussed the future of Bldg. D (the old 4-H bldg.) it only made the fairgrounds \$1,170.00 in revenue last calendar year. Anna has done extensive research on removing that building and replacing it with a concrete stage. She has the opportunity to bring this project to the SEDCOR construction alliance for a Polk County project, she has the support of Commissioner Pope. The Board agreed that they would like her to move forward on this proposed project.

Events & Building usage –The Craft Festival went well, a summary was given to the Board and made part of the permanent record. There was a request for a refund from a vendor who was not able to be at the show due to bad weather, the Board agreed to refund the \$50.00 booth fee. The Railroad Show went well. The December Flea Market went well, the January Flea Market was on the 1st and was the beginning of the snow and ice, and they had very low attendance. The Gun Show had good revenue and went smoothly. Silver Falls Kennel Club and Sunny Oaks had to cancel due to bad weather, the staff is working with both groups to get them booked back into another date. Critter Campus and PCLA dinner are this weekend. 4-H Livestock workshop is the following weekend.

Safety Report – There was dry rot on the ramp in the walk in freezer, Jack will have it repaired.

Dept. Head Meeting – None

OLD BUSINESS: OSU Extension update – Suzi reported the schedule is done and judges are being hired. Animal move in will be on Tuesday, some shows will start on Wednesday. There are State changes to the Fair book, and lots of new changes for the State Fair.

Catering and Concession RFP's – The committee met to go over both RFP's, there were two for catering and one for concessions. The bids have been awarded to Forks & Corks and Pavilion Catering for the preferred catering list and Pavilion Catering for concessions. Anna voiced her concern about the low number of RFP's that were returned, her concern was in part due to the complicated process. Suzanne voiced her concern that it only gives facility users two options on catering and would that prevent a group from renting the facility. The Board discussed in depth these concerns and asked Tina to put together a policy to allow other catering companies to be used and make sure they pay the same amount as our in house catering company.

Board elections and committee appointments – Motion by Diane, second by Suzanne to re-elect Anna as chair. Motion passed unanimously. Motion by Nita, second by Suzanne to re-elect Linda as vice-chair. Motion passed unanimously.

Committee appointments – Finance – Anna, Linda and Tammy. Personnel – Suzanne and Diane. Superintendents – Open Class – Nita, Barns and 4-H – Suzanne and John. Entertainment – Tammy and Diane. Liaisons – Fair Foundation – Linda. Ag First – Nita. PCLA – Suzanne. PECAN – John.

Employment agreements – Employment contracts for Linda and Gene were signed by the Board

2017 Fair – The entertainment committee has been working on the stage entertainment and is close to being done.

Grounds entertainment is still in progress, a Monster Truck company has offered to put a show at a very reasonable price. They are putting on a show at Linn County at the end of the month and if anyone is interested the company will leave tickets at the door.

Open class superintendents have already had their first meeting and timelines have been set in order to get fair books out before school is out. Barn superintendents have not had a meeting yet, the fair is looking for two new superintendents in the sheep and rabbit barn. John has agreed to help with a superintendent training session.

NEW BUSINESS: Work session Agenda – The Board reviewed the work session agenda and packets and discussed what they would like to accomplish. The staff is working on an all e-mail invite list, 111 invitations were sent by e-mail and 74 were sent by regular mail, the goal is cut the high cost of postage.

Agenda restructure – Tabled until February.

Preferred coffee vendor – There has been a request from a local coffee vendor to be the preferred coffee vendor for the fairgrounds, he would work hand in hand with Pavilion Catering for the events in the main building. The Board has concerns about whether an RFP has to go out in order to do so, they also made it clear that it would not include the County Fair as an exclusive coffee vendor. Staff will work on a simplified RFP.

OFEA – Convention is March 6th – 8th in Seaside. The Board agreed that if any Board member would like to go, the fair will pay the registration and they will pay for lodging and meals.

Event Audit – An event audit for 2016 was handed out for the Board to review. The Board discussed the audit and the need to track in-kind rentals.

Add On: None

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

ADJOURNMENT: meeting adjourned 10:50am

Respectfully submitted by,
Tina Andersen, Manager