

**CLACKAMAS COUNTY FAIR BOARD**  
**MONTHLY MEETING**  
**November 14, 2019**  
**4:30PM – Horning Hall**  
**MINUTES**

**1. CALL TO ORDER**

Vice President Gary Linton called the meeting to order at 4:30pm. Fairboard Directors in attendance included, Secretary, Raeline Kammeyer and Directors Matt Bunch, Lauren Humphreys and Greg Parker. President Ted Kunze called into the meeting and was on speaker phone. Shirley Byrne was unable to attend.

CCFEC staff included Executive Director, Laurie Bothwell, Marketing and Vendor Coordinator, Tyler Nizer and Accountant, Wanda Conlin.

Guests included County Commissioner Ken Humberston, BCS Accountant Tracey Grambusch and Rodeo Committee Member Jim Williams.

**2. CITIZEN COMMUNICATION**

- a. Correspondence – Nothing Presented.
- b. Citizen Testimony – Nothing Presented.

**3. CONSENT AGENDA (Motion Needed)**

- a. Minutes from the October 7, 2019 Special Meeting – Matt moved to approve the minutes. Raeline seconded the motion. All in favor, motion carried.
- b. Minutes from the October 10, 2019 Fair Board Meeting – Raeline moved to approve the minutes. Matt seconded the motion. All in favor, motion carried.
- c. Minutes from the October 21, 2019 – Joint Meeting with the Clackamas County Commissioners Meeting – Raeline moved to approve the minutes. Matt seconded the motion. All in favor, motion carried.

**4. UPDATES**

- a. Executive Director Report – Laurie reported that 42 events were held in October. She also judged the Contestants for the Fair & Rodeo Court. Laurie also mentioned that she is on the Oregon Fairs Task Force for hiring a firm to represent all County Fairs for additional funding during the short session.
- b. Fair Board Individual Reports –
- c. Fair Board Committee Reports –
  - a. Facilities – none
  - b. Finance – none
  - c. Human Resources – Harassment Policy on Retaliation. Laurie will email Ted a copy of our Policy.
  - d. Rodeo Committee – Received 2<sup>nd</sup> place for Best Footing from the Barrel Racers. No-Committee meeting in December due to the Rodeo Convention in Las Vegas.
- e. Strategic Plan and Business Plan – Rob Campbell will bring forward a Business Plan to align with the Master Plan in January. Will also update our Strategic Plan.
- f. Commissioners Report – Ken mentioned that the Commissioners were very pleased with the Joint Meeting that was held in October.
- g. CCF Improvement Foundation Report – Next meeting is scheduled for November 19<sup>th</sup> starting at 7pm in the Main Lawn Complex.

**5. OLD BUSINESS**

- a. Bills for review – October 1-31, 2019 were reviewed.
- b. Budget 2019-20 – No updates.
- c. MOU with 4H – Ted, Raeline and Laurie will meet soon to review the Draft.

- d. Winter Fest – Lauren reported that she, Laurie and Tyler met with the promoters of the Renaissance Faire to discuss the possibility of partnering together for the festival. The decision to purchase the lights needs to be decided by December. Everyone agreed to continue moving forward with consideration for the event in 2021 depending on budget.
- e. Fair Board Appointments – The Commissioners reappointed Lauren and Matt to the Fair Board.
- f. Pump House – Tyler reported that Locke Buildings Bid is \$2,478.00. The Board asked for another bid. They would also like to have the building cover the metal plate area. The Board requested Tyler to research some other offers. Greg moved that once another bid was obtained then staff are authorized to spend up to \$3,000 on a new pump house. Motion carried. All in Favor.
- g. Other Business – Ken mentioned that budget proposal for the next fiscal year, 2020-21, will need to be submitted at the end of February.

**6. NEW BUSINESS**

- a. Ethics – Ted ask if anyone had any questions regarding the questionnaire and asked for the County to provide a copy of their Ethics policy.
- b. Tent Structure Purchase – Board discussed purchasing a tent to drive down the annual cost of renting one. Gary moved to have staff obtain up to four bids for the Tent Structure, which provide information on the warranty for a used or new one for the January meeting. Matt seconded the motion. All in Favor. Motion Carried.
- c. Rodeo Committee Appointments - Ted moved to approved Dave McDonald, Dan Mickelsen, Roberta Pittman and Jeff Robinson to the Rodeo Committee. Lauren seconded the motion. All in favor, motion carried.
- d. Taste and Tunes (formally known as Wine, Food and Brew)
- e. Other New Business – The Fair Board meeting in December will be moved from the 12<sup>th</sup> to the 19<sup>th</sup>.

**7. GOOD TO THE ORDER**

- a. Check Signers for November 20, 2019 and December 5, 2019 will be Greg and Lauren.
- b. Board Member Comments – Ted noted that he will be out of town from November 14<sup>th</sup> – December 19<sup>th</sup>. Gary will be out of town from December 1-17<sup>th</sup>. Gary will be attending the National Finals Rodeo in Las Vegas.

**8. CONVENE TO EXECUTIVE SESSION** – Gary moved to adjourn to Executive Session at 5:43pm per ORS 565.192.660(2)(a) consider the employment of a public . Seconded by Lauren. All in Favor, motion carried.

**9. RECONVENE TO REGULAR SESSION** – Gary moved to reconvene to regular session at 5:48pm. Seconded by Matt. All in favor motion carried.  
The Board did not take any formal action.

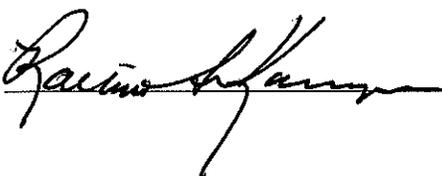
**10. NEXT FAIR BOARD MEETING**

December 19, 2019 at 4:30PM in Horning Hall

**11. ADJOURNMENT**

With no further business to come before the Fair Board, Lauren moved to adjourn at 5:50pm. Ted seconded the motion. All in favor, motion carried. Meeting adjourned at 5:50pm.

Respectfully Submitted:



Date: 12-19-19