

# CLACKAMAS COUNTY FAIR BOARD MEETING

July 12, 2018

## Minutes

### 1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:31 p.m. Board members included Gary Linton, Raeline Kammeyer, Dan Sandberg, Greg Parker, & Lauren Humphreys. Matt Bunch was out of town.

Staff included the Executive Director Laurie Bothwell and Executive Assistant Susan Wells. Guests included Ken Humberston, Clackamas County Commissioners, Business and Community Services Director Laura Zentner and Rodeo Committee Director Joe Bates.

### 2. CITIZEN COMMUNICATION

a. Correspondence – none presented.

b. Citizen Testimony – Joe Bates, Canby Rodeo Committee Director has developed a new website for the Canby Rodeo. Joe requested for Fair Board staff to turn over the user name and password for canbyrodeo.com so he could have access to their website. Executive Director explained that they did not have access to their user name or password for canbyrodeo.com. Greg moved for the Executive Director to proceed with his request. Seconded by Lauren. 5 in favor and 1 against. Motion carried.

### 3. CONSENT AGENDA (Motion Needed)

a. Minutes from the June 14, 2018 Fair Board Meeting. Greg moved to accept the minutes accept as presented. Seconded by Gary. All in favor. Motion carried.

### 4. UPDATES

a. Executive Director– Bills for review June 1-30, 2018, and monthly update. No questions.

b. Fair Board Member Individual Reports

1. Raeline applied for a position on the Clackamas County Tourism Development Council at Commissioners request for representation. Raeline received a rejection letter.

2. Gary displayed copy of our advertisement in St. Paul Rodeo Program. No ad was placed in Molalla's Program—they would not return call before ad went to publisher. Our rodeo video board will be illuminated with LED lighting for better display of sponsorship. Our Court has been in several parades including Rose Festival, Sisters and St. Paul. A.J Swaim was inducted into the Saint Paul Rodeo Hall of Fame. August 4<sup>th</sup> is our Rodeo Kick-off Party.

c. Fair Board Committee Reports – Facilities, Finance, Human Resources & Rodeo Charter

1. Finance Committee – They will wait until after Fair to have their first meeting.

2. Facilities committee – They will meet on July 17 at 7:00 p.m. Members of this committee are Rick Kaufman, Jeff Robinson, Tim Thacker, Gary, & Raeline

3. Rodeo Charter Committee will meet on July 25 at 10:00 a.m. Seven people will be on this committee.

d. Commissioners Report – Laura reported that the Billing Department will issue invoices to the Fair Board and will no longer directly take funds out of the account at the County Treasurer's office.

e. CCF Improvement Foundation – The July 10<sup>th</sup> meeting has been cancelled and has been rescheduled for September 25 at 7pm in the Main Lawn Complex. Dan noted that he has received 2 complaints that need to set date and stick to it.

**5. OLD BUSINESS**

- a. Budget 2017-18, 2018-19 Laurie will send out for review when everything comes in for the fiscal year. Projected to carry over around \$450,000.
- b. Electrical Project – County electricians scheduled to return as soon as Horse Fair is over.
- c. Grants – Heritage Grant & Regional Infrastructure Fund - nothing to report.
- d. Main Pavilion Roof – Starting in September. Contract is ready to execute.
- e. Master Plan – Meeting scheduled for July 24 at 10:00am in Horning Hall.
- f. MOU with 4H – Committee members, Raeline, Ted, & Greg. 4H will celebrate their 100<sup>th</sup> Anniversary at 6:00 p.m. on Thursday, August 16<sup>th</sup> during fair.
- g. 2018 Fair & Rodeo
  - i. OLCC Permit – Gary would like to know why we don't use Tokin's instead of cash to purchase alcohol. Ted says we'll try the walk around beer as agreed to in a previous meeting this year. Beer will be allowed in the stands, and the Bull Pen will have spirits and beer.
  - ii. Vendors – Sales for vendor spaces are up 40%.
  - iii. Commissioners Meeting - Thursday August 16 at 10am on the Main Lawn Stage.
- h. Other Old Business – Nothing presented.

**6. NEW BUSINESS**

- a. City of Canby Variance Application - Presented so board is aware of potential changes to the property on 3<sup>rd</sup> & 4<sup>th</sup> Avenue in front of the Fairgrounds.
- b. Letter regarding informational Kiosk from Mariluz Stearns, Canby Tourism Committee. Board agrees this is an acceptable installation near the entrance by the blue gate.
- c. Other – no other new business presented.

**7. ADJOURN TO EXECUTIVE SESSION** – Greg moved to adjourn to Executive Session at 5:20pm.

Seconded by Dan. All in favor.

- a. Per ORS 565. 192.660(2)(b)) to discuss matters regarding individual agent
- b. Per ORS 565. 192.660(s)(b) to discuss matters regarding Employee Benefits

**8. RECONVENE TO REGULAR SESSION**

Greg moved to reconvene to regular session at 5:27pm. Seconded by Gary. All in favor motion carried.

Laurie will check with purchasing to see if we need to proceed with RFP for Employee Health Benefits.

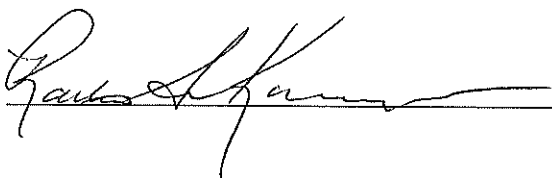
**9. NEXT REGULAR BOARD MEETING**

Thursday, August 9, 2018, 4:30pm in Horning Hall.

**10. ADJOURNMENT**

With no further business to come before the Board, Gary moved to adjourn at 5:43pm. Greg seconded the motion. All in favor, motion carried. Meeting adjourned at 5:43pm.

Respectfully Submitted:



Date: August 9, 2018