

**CLACKAMAS COUNTY FAIR BOARD MEETING**  
**November 8, 2018**  
**4:30PM – Horning Hall**  
**Minutes**

**1. CALL TO ORDER**

President Ted Kunze called the meeting to order at 4:35pm. Fairboard members in attendance included Gary Linton, Vice President; Raeline Kammeyer, Secretary; Matt Bunch, Director; Lauren Humphreys, Director; Dan Sandberg, Director; and Greg Parker, Director.

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

Guests included BCS Financial Analyst, Tracy Grambusch. Cheri Cornforth, Shirley Byrne, Fair Improvement Foundation President Steve Nielsen and Rodeo Committee Directors Clay Rhodes, Dave Burke, Jim Williams and Lyle Hendrickson.

**2. CITIZEN COMMUNICATION**

- a. Correspondence – None presented.
- b. Citizen Testimony – None presented.

**3. CONSENT AGENDA**

- a. Minutes from the October 22, 2018 Fair Board Meeting. Gary moved to accept the minutes as presented. Matt seconded the motion. All in favor, motion carried.

**4. UPDATES**

a. Executive Director Report

Laurie reported that the Oregon Regional Gem and Mineral Show was a success and they plan to return next year. She invited the Board to attend Breakfast with Santa on December 8<sup>th</sup> in the Main Pavilion from 9am to 11am.

b. Fair Board Individual Reports

Gary reported that the covers for the bleacher seats for Section C will cost around \$12,000. Ted reminded everyone that the Rodeo Committee Charter Meeting will be on November 14<sup>th</sup>. Ted was deployed to Florida to assist in the Hurricane Michael's destruction in Florida. He noted that the Board should consider emergency preparation such as power, water, and communication.

c. Fair Board Committee Reports

Facilities – Nothing to report.

Finance – Nothing to report.

Human Resources – Nothing to report.

Rodeo Charter – The Committee will meet on November 14<sup>th</sup> at 9am in the Main Lawn Complex Room.

Rodeo Committee Report:– RC President Clay Rhodes reported that the RC Members voted on Membership Positions. Joe Bates will be 1<sup>st</sup> Vice President and Rick Jonas will be the Member at Large. He also presented a letter with the recommendation of names to the Fair Board for approval. Discussion moved to New Business 6.c. He also mentioned that Michael Harms was runner up for the PRCA Vet of the Year.

- d. CCF Improvement Foundation Report – Next meeting will be in February.

## 5. OLD BUSINESS

- a. Bills  
Laurie presented the list of bills for October 1-31, 2018. No discussion.
- b. Budget 2018-19
- c. Electrical Project  
Laurie reported that the County Electricians have been on site since November the 7<sup>th</sup> to install new electrical in the Grove Marketplace.
- d. Grants  
Regional Infrastructure Fund Grant – request was not approved for funding.  
The 2018-19 Tourism Development Grant – was submitted November 1<sup>st</sup>.  
The Ford Family Grant – Contacted us for further information. Staff will respond with required information.
- e. Main Pavilion Roof  
The contractors are currently working on the roof and have been easy to work with.
- f. Master Plan / Business Plan  
The Technical Advisory Committee (TAC) will be on November 14<sup>th</sup> at 2pm in the Main Lawn Complex Room.
- g. MOU with 4H  
The Facilities Committee will be meeting with Mike Bondi, Wendy Hein and Jan Williams with 4H Extension Program on November 15<sup>th</sup> at Noon in the Main Lawn Complex.
- h. Employee Benefits  
Scott Gustafson, Gustafson Insurance Agency and Eric Steinke spoke to the Board about Health Insurance Options for Full Time Employees.
- i. Fair Board Appointments – The County Commissioners will discuss the Fair Board recommendations at their Policy Session on December 5<sup>th</sup>.
- j. OFA Convention  
January 10-11, 2019 at the Salem Convention Center
- k. Special Districts Association of Oregon  
Ted will have information to share with the Fair Board in December

## 6. NEW BUSINESS

- a. Doc Harms nomination for PRCA Veterinarian of the Year – funding  
Gary proposed for the Fair Board to use \$500 of discretionary funds to support Doc Harms trip to the PRCA Convention. Raeline moved for the Fair Board to expend \$500 to Doc Harms for expenses to the PRCA Convention. Gary seconded the motion. All in favor, motion carried.
- b. Rodeo Committee Appointments  
Clay Rhodes, AJ Swaim, Doc Rosebrook, Paul Borgen and Gary Linton are up for reappointments. Cheri Conforth for new appointment. Matt moved to defer to Charter. Gary seconded the motion. Motion and second withdrawn. Ted entertained a motion to table until the Special Meeting. Matt moved to table the discussion for new appointments until the Special Meeting. Greg seconded the motion. All in favor, motion carried.
- c. Special Meeting Date  
A Special Meeting for purpose of discussing the Rodeo Charter and Executive Session to discuss Employee Benefits is scheduled for November 29<sup>th</sup> at 4:30pm in Horning Hall.
- d. Other
  - a. Updated Website – Tyler presented the recommendation to the Board for CC FEC to go with Full Bloom for website development and hosting. Greg recommended that the staff research Full Bloom, Website Developers, about costs and how soon it could be up and running. Theme for the 2019 Fair – A contest was held on Social Media Platforms for Fair Themes. The top five were picked and then followers voted for the winning theme, which is "Farm Fresh, Handmade, Home Grown".

**7. GOOD TO THE ORDER**

Nothing presented.

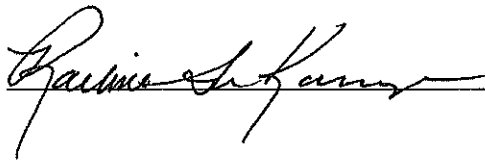
**8. NEXT REGULAR BOARD MEETING**

Thursday, December 13, 2018 at 4:30PM in Horning Hall.

**9. ADJOURNMENT**

With no further business to come before the Board, Gary moved to adjourn at 5:55pm. Dan seconded the motion. All in favor, motion carried.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read "Dan", written over a horizontal line.

on December 13, 2018.