

CLACKAMAS COUNTY FAIR BOARD MEETING

March 12, 2020

4:30PM – Horning Hall

Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:30pm. Fair Board Directors in attendance included; Vice President, Gary Linton, Secretary, Raeline Kammeyer and Directors Matt Bunch, Shirley Byrne, Lauren Humphreys and Greg Parker.

CCFEC staff included; Accountant, Wanda Conlin, Marketing and Vendor Coordinator, Tyler Nizer and Office Coordinator, Cindy Kenagy.

Guests included; Rodeo Court Advisor Katie Montecucco, Director of Business and Community Services Laura Zentner, Rodeo Committee Member Jim Williams.

2. CITIZEN COMMUNICATION

- a. Correspondence – Nothing presented.
- b. Citizen Testimony – Katie spoke as a representative for the Rodeo Court. The Rodeo Court would like to have a reunion Saturday, August 22, 2020. With this they are requesting passes for the Fair and Rodeo for the court girls on Saturday, along with VIP dinner passes.

3. CONSENT AGENDA (Motions Needed)

Minutes from February 13, 2020 Fair Board Meeting - Gary moved to approve the minutes as published. Greg seconded the motion. 5-0-2, motion carried. (Shirley & Matt not present at time of vote.)

4. UPDATES

- a. Executive Director Report – Laurie was unable to attend, but sent statement by Wanda saying she is doing well as Dave came out of surgery on Monday and her 3rd grandbaby was born earlier today!
- b. Fair Board Individual Reports –
 - i. Raeline was able to attend the Rodeo Court Coronation along with Gary and Matt. It was a good event, however Raeline and Gary concurred that the attendance and auction items were very light.
- c. Fair Board Committee Charter updates.
 - i. Facilities – Nothing to report.
 - ii. Finance – Nothing to report.
 - iii. Human Resources – Nothing to report.
 - iv. Rodeo Committee – Nothing to report.
- d. Commissioners Report – Ken was unable to attend but Laura spoke that Leaders of the BCS division have met and discussed necessary information to keep all divisions informed of next steps for COVID-19. There have been lots of closures and with the 250+ gathering restriction it will affect the fair and other divisions greatly. Jim Bernard has declared a State of Emergency through June 30, 2020.
- e. CCF Improvement Foundation Report – Nothing to report.

5. OLD BUSINESS

- a. Bills for review – February 1-29, 2020. No comments given.
- b. Budget 2019-20 and 2020-21: There were questions, but they will be asked at the next meeting so Laurie can clarify some points.
- c. Strategic Planning Meeting Review
 - i. Goals and Objectives: Ted would like to have this tabled until next meeting. If there are any questions/statements please email Ted. Ted will reach out to Ron, if unable to get in touch with him Plan B will be to hire someone instead.
- d. Business Plan: Ted would like for the board to move forward with this after the strategic plan.
- e. MOU with 4H: Ted will proceed with an email for the MOU.
- f. Ethics Policy: Shirley would like copies of current Ethics Policy and possibly have a presentation on ethics and what is pertinent to us from Clackamas County or other sources. Ted requested that Laura would send him Clackamas County current Ethics Policy, once received Ted will send out to everyone else.
- g. Facility Rental Request: Gary presented his proposal for honoring volunteers. Shirley moved that the board accepts the proposal with the following changes; Excludes ticketed events for facility rental,

the dates they choose to rent on are subject to blackout dates provided by staff, 4H will not be included, the volunteer hours will be collected for one fiscal year but can be used for discount in two fiscal years, all volunteer hours will be recorded by the superintendents, and Rodeos discounts will be from volunteer hours accumulated 1 fiscal year and used in 1 fiscal year. Gary seconded the motion. 7-0 motion carried.

- i. Canby Rodeo Member Appreciation Night: The November 13-14 event will be resubmitted by Matt; staff will reserve the dates. May 9 event was already approved.
- ii. Clackamas County Libraries Training Class: 50% discount moved by Raeline, Gary seconded the motion. 6-0-1 motion carried
- iii. Wedding for Tashney West (John and Sally West's Daughter): Greg moved that 50% discount be given; Matt seconded the motion. 5-1 motion carried.
- h. 2020 Fair – Clearly the Best! New theme for this year.
- i. Other Old Business:

6. NEW BUSINESS

- a. COVID-19: Ted stated that we should close down some events per the governor's request. Gary motioned that they authorize Ted to make any changes to pre-existing facility rentals based on procedures which Clackamas County and other sources are taking. Shirley 2nd 7-0. Greg thought it may be a good idea to look into what kind of procedures we should put in place for a COVID-19 outbreak at the fairgrounds. Shirley's knowledge of the virus is that bleach will kill it and that the plan can be Maintenance spraying the infected areas and buildings with bleach. Shirley expressed her concern of the virus and how imperative it is to take action by distancing yourself and maintaining good clean hygiene. There is a lot of concern about over crowding hospitals and that they have enough equipment to help people.
- b. CRA Signage Request: Gary confirmed that it was compliant with city code. Gary moved that one sign be put on the pump house and the other in Ely Barn with the language to be approved by Laurie with space reserved each year but language will need to be approved each year. Matt seconded the motion. 6-0-1 motion carried (Shirley had to leave early to work at the hospital.)
- c. Other New Business
 - i. Oregon City Kiwanis sent letter requesting an exemption of the new beverage system and would like to sell beverages. It was agreed no vote needed as the beverage was already approved and Ted will work with Tyler to reply to email not providing the request.

7. GOOD TO THE ORDER

- a. Check signers for Thursday, March 19th, will be Raeline and Gary. Check signers for Friday, April 3rd, will be Raeline and Greg.
- b. Gary motioned for April and May meetings moved to a 5:30pm start time. Lauren seconded the motion. 6-0-1 motion carried.

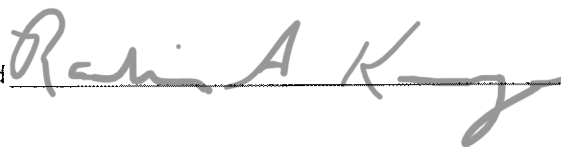
8. NEXT FAIR BOARD MEETING

April 9th, 2020 at 5:30PM in Horning Hall.

9. ADJOURNMENT

With no further business to come before the Board, Ted moved to adjourn at 6:25pm. Raeline seconded the motion. All in favor, motion carried.

Respectfully Submitted



March 12th, 2020