

CLACKAMAS COUNTY FAIR BOARD

June 11, 2020

4:30PM – Horning Hall

Draft Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 5:38pm. Fair Board Directors in attendance included, President, Ted Kunze, Vice President, Gary Linton, Secretary, Raeline Kammeyer and Directors Lauren Humphreys and Greg Parker. Directors Matt Bunch and Shirley Byrne were not able to attend.

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

Guest included Rodeo Committee Secretary Jim Williams.

2. CITIZEN COMMUNICATION

- a. Correspondence – Nothing Presented.

3. CONSENT AGENDA (Motions Needed)

- a. Minutes from the May 14, 2020 Fair Board Meeting. Gary moved to approve the minutes as written. Raeline seconded the motion. All in Favor, motion carried.

4. UPDATES

- a. Executive Director Report – Laurie gave a report on COVID-19.
- b. Fair Board Individual Reports
 - i. Gary put together a Committee to discuss the Livestock Auction. The Committee consisted of CCFEC staff Laurie Bothwell and Caroline Erland. 4H Representatives Jan Williams and Wendy Hein, Wynn and Kathy Mayfield, FFA Leaders, Trisha Dunn Smith, FFA Leaders, Community Members Ben Millar, Hiway Tire, Brian Britt, Les Schwab, Tod Gary, Channel 5 and Tim Thacker and Chris Nichols Auction Committee Representatives. Laurie will a thank you note to Chris Nichols for his willingness to step forward and Chair the Committee.
 - ii. Greg mentioned that the Splash Pad at Maple Street Park is almost complete.
- 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 not in attendance.
- e. CCF Improvement Foundation Report – Nothing new to report.

5. OLD BUSINESS

- a. Bills for review – May 1-31, 2020. Ted requested to check register report in numerical order.
- b. Budget 2019-20 and 2020-21 – Gary moved to adopt the 2020-21 Budget. Lauren seconded the motion. All in favor, motion carried. Lauren moved to accept the facility rental after hour fee from \$100 to \$200 per hour. All in favor, motion carried.
- c. Business Plan and Strategic – Plan-No Update.
- d. MOU with 4H – Laurie to schedule a mid-August meeting and resend the documents to Ted.
- e. Coronavirus – Phase II Reopening Guidelines – The County has approved for CCFEC to submit one plan that will cover all the various events we have on the Grounds. Currently we have been in a holding pattern for the Cruise-in and the Drive-in Theatre because approval has to go through several Clackamas County Departments for final approval. Some of the Departments include, County Health, County Risk and the County Administrator.
- f. CRA Signage – Jimmy reported that the Committee is still deciding on the sign that will be paid for by the CRA. Ted requested to remove this item from the Agenda.
- g. Events
 - i. Cutsforth's Cruise-In – Remember to put our logo on advertisements.
 - ii. Drive-in Theatre – Tyler gave an update on the Drive-in movie Theatre. Fair Board approved for staff to move forward and post about the Drive-in Theatre. ZCS did \$4,500 to design it. Will have a contest to name the drive-in.

- h. Sponsorship Proposal – Tabled
- i. Website Proposal – Fair Board recommended staff to move forward with ETIX Website and to pay a monthly fee.
- j. Office Software Event Pro 360 – This is a software application that can complete everything for facility rentals at a faster and easier rate. Fair Board approved for the staff to move forward with Event Pro.
- k. Other Old Business – Evaluation committee for Performance Review for the Executive Director will be Greg, Gary and Ted.

6. NEW BUSINESS

- a. Approval of the 2020-21 Budget – Gary moved to adopt the 2020-21 Budget as presented. Lauren seconded the motion. All in favor, motion carried.
- b. Recommendation to increase the Facility Rental fee for Events running after 10pm from \$100 to \$200 per hour. Lauren moved to increase the facility rental fee after 10pm to \$200.00 per hour. Raeline seconded the motion. All in favor, motion carried.
- c. Other Old Business – Evaluation committee for Performance Review for the Executive Director will be Greg, Gary and Ted.

7. GOOD TO THE ORDER

- a. Check signers for Friday, June 19th will be Gary and Raeline. Check signers for Thursday, July 3rd will be Raeline and Greg.

8. NEXT FAIR BOARD MEETING

July 9, 2020 at 4:30PM – Horning Hall

9. ADJOURNMENT

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

Respectfully Submitted _____, July 9, 2020