

CLACKAMAS COUNTY FAIR BOARD MEETING

January 17, 2019

4:30PM – Horning Hall

Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:30p.m. Fairboard members in attendance included Vice President Gary Linton, Secretary Raeline Kammeyer, Matt Bunch, Lauren Humphreys and Greg Parker. Shirley Byrne was unable to attend due to her family vacation.

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

Guests included Commissioner Ken Humberston, BCS Director Laura Zentner, Deputy Director of BCS Greg Williams and Rodeo Committee Director Jim Williams.

2. CITIZEN COMMUNICATION

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

3. CONSENT AGENDA

- a. Minutes from the December 13, 2018, Fair Board Meeting. Lauren moved to accept the minutes as presented. Gary seconded the motion. Motion passed 4-1-0. Greg abstained due to not being in attendance at the December meeting.

4. UPDATES

a. Executive Director Report

Laurie reported that the Main Water Line broke on 4th Street by a contractor on January 14th. It flooded up to 4 inches in some areas. Staff continued to mop up the water in Horning Hall to prevent it from flooding again. She followed up with questions from the Ford Family Heritage Grant. Met with 3J Consulting and the BCS team to discuss Capital improvements and funding needs.

b. Fair Board Individual Reports

None presented.

c. Fair Board Committee Reports

I. Facilities – Nothing to report.

II. Finance – Greg is requesting permission to submit an RFP for the Financial Audit. The Audit will cost \$10,000-\$15,000 or more. Greg mentioned he needed a list of the anticipated money to spend. Roof project, electrical project, etc.

III. Human Resources – Ted asked for the Board to consider accepting Ilene Kunze to the Human Resources Committee. Gary asked if anyone had any conflicts, with none mentioned. Matt moved to appoint Ilene Kunze in a volunteer role to the Human Resources Committee. Raeline seconded the motion. Motion passed 5-1-0. Ted abstained.

IV. Rodeo Committee – Matt reported that the committee has submitted a Capitol Improvement list for the Fair Board to consider for the upcoming budget. All members whose terms were up have been reappointed. Associate Member Cheri Conforth was appointed to the Rodeo Committee as well. Matt said the RC Charter was approved. Lauren moved to adopt the Rodeo Committee Charter. Matt seconded the motion. Clarification was noted that the Charter can be revisited if questions or conflicts arise. With no further discussion the motion passed 4-1-0. Gary abstained, being he is a Rodeo Committee member.

d. Commissioners Report

Ken Humberston announced that the new General Manger for Clackamas County is Gary Schmidt. He will be officially appointed at the Commissioners meeting next Tuesday. Martha

Schrader has taken on other responsibilities so Ken will be the liaison to the Tourism Board and to the Fair Board.

- e. CCF Improvement Foundation Report
Raeline reported the next meeting will be in late March.

5. OLD BUSINESS

- a. Bills for review December 1-31, 2018
Laurie presented the list of the bills. Gary mentioned that we need to build a well rather than paying the high cost of the water bill to Canby Utility. Gary moved to accept the bills as presented. Greg seconded the motion. All in Favor motion carried.
- b. Budget 2018-19
The budget was reviewed. Board members need reports at least one week before the Fair Board meeting. Laurie will continue to post the income and expenses into the Rodeo Column. Matt received a list of improvements for the Rodeo Arena Area from the Rodeo Committee.
- c. CCFEC Website
Tyler presented a digital image of the Counties Web Team proposal. Laurie will bring a recommendation to the Fair Board in February.
- d. Grants
Laurie is working with the Ford Family Grant Foundation to clarify data.
- e. Master Plan / Business Plan
Steve Faust, 3J Consulting, reviewed the data from the Stakeholders service. Technical Advisory Committee will be meeting on February 13th at 1pm. Review of site plan with Fair Board in July. Goal is to have a digital image of the site plan by County Fair.
- f. MOU with 4H
The Facilities Committee, Ted Kunze, Raeline Kammeyer and Laurie Bothwell, met with 4H Extension Agents Wendy Hein and Jan Williams to discuss a draft copy. Ted, Raeline and Laurie will meet in late February to discuss further.
- g. Special Districts Association of Oregon
Greg moved to fund membership into Special Districts. Lauren seconded the motion. All in favor, motion carried.
- h. Oregon Fairs Association Convention Review
Overall the Convention seemed to be driven towards booking entertainment and not education. Lauren mentioned that the Millennial Class taught by Jim Tease was excellent. Raeline received the Fair Board of the year award from the Oregon Fairs Association at the Convention.

6. NEW BUSINESS

- a. Election of Fair Board Officers
President – Gary moved for Ted to be the President for 2019. Raeline seconded the motion. Matt moved for nominations to be closed, seconded by Gary. All in favor, motion carried.
Vice President – Greg moved for Gary to be the Vice President for 2019. Raeline seconded the motion. Greg moved for nominations to be closed, seconded by Matt. All in favor, motion carried.
Secretary – Lauren moved for Raeline to be the Secretary for 2019. Matt seconded the motion. Gary moved for nominations to be closed, seconded by Matt. All in favor, motion carried.
- b. Oregon Fairs Day at the Capitol – March 25, 2019
- c. Other – nothing presented.

7. GOOD TO THE ORDER

- a. Ted appointed Matt to be the Liaison to the Rodeo Committee.
- b. Rodeo Committee would like to produce their own Rodeo Program including selling the advertising. They plan to have a meeting with the Editor of the Canby Herald.
- c. Ted reminded everyone that he will be out of town for most of February.

- d. Matt looks forward to being the Liaison for the Rodeo Committee. Matt thanked the Chair for appointing him to this position.
- e. Other – nothing presented.

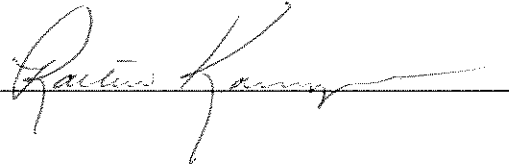
8. NEXT REGULAR BOARD MEETING

Thursday, February 14, 2019, at 4:30 p.m. in Horning Hall.

9. ADJOURNMENT

With no further business to come before the Board, Gary moved to adjourn 6:36p.m. Greg seconded the motion. All in favor, motion carried.

Respectfully Submitted

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

on February 14, 2019.