

# CLACKAMAS COUNTY FAIR BOARD

July 9, 2020

4:30PM – Horning Hall

## Minutes

### 1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:33pm. Fair Board Directors in attendance included, President, Ted Kunze, Vice President, Gary Linton, Secretary, Raeline Kammeyer and Directors Lauren Humphreys, Greg Parker and Shirley Byrne. Director Matt Bunch was not able to attend.

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

Guest included Clackamas County Commissioner Ken Humberston and Rodeo Committee Secretary Jim Williams.

### 2. CITIZEN COMMUNICATION

a. Correspondence – Nothing Presented.

### 3. CONSENT AGENDA (Motions Needed)

a. Minutes from the June 11, 2020 Fair Board Meeting. Greg moved to approve the minutes as written. Gary seconded the motion. All in Favor, motion carried.

### 4. UPDATES

- a. Executive Director Report – Laurie reported that the Lottery dollars of \$53,000 given to each Fair is at risk. She also mentioned that in order to have any events on the Fairgrounds that various County Department Managers have to approve the Preparedness Plan for each event. First it goes to Emergency Management, County Risk, County Commissioners, County Executive Director. Facility Rental Cancellations to date total \$150,209.
- b. Fair Board individual reports – Greg mentioned that the City will be upgrading Locust Street. The City Council will be interviewing candidates for the City Administrator position.
- 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. Work party is set for Saturday June 13<sup>th</sup> to mow and clean and make repairs to the area behind the arena.
- d. Commissioners Report – Ken reported that the Transient Lodging Tax is up 40% than last year. Lottery income is down.
- e. CCF Improvement Foundation Report – Nothing new to report.

### 5. OLD BUSINESS

- a. Bills for review – June 1-30, 2020 – No comments.
- b. Budget 2019-20 and 2020-21 – No comments.
- c. Business Plan and Strategic – No update.
- d. MOU with 4H – Nothing to report.
- e. Coronavirus – Phase II Reopening Guidelines – We remain in phase one, which impacts our income for Facility Rentals.
- f. Drive-in Theatre – Tyler gave an update on the Drive-in movie Theatre.
- g. Executive Director Performance Evaluation – Raeline move to approve the Evaluation Form. Greg seconded the motion. All in favor, motion carried.

### 6. NEW BUSINESS

- a. COVID-19 – Face Covering Policy
- b. Tyler mentioned the Life Jacket give away on Saturday July 11<sup>th</sup> from 10am-2pm.
- c. Raeline ask to put Special District for CCFEC on the Agenda for next month.

### 7. GOOD TO THE ORDER

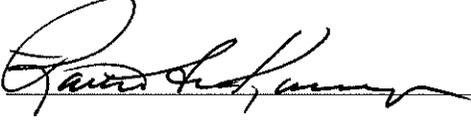
- a. Check signers for Friday, July 14<sup>th</sup> will be Raeline and Ted. Check signers for Tuesday, August 4<sup>th</sup> will be Lauren and Gary.

**8. NEXT FAIR BOARD MEETING**

August 13, 2020 at 4:30PM – Horning Hall

**9. ADJOURNMENT**

With no further business to come before the Board, Ted moved to adjourn at 5:25pm. Raeline seconded the motion. All in favor, motion carried.

Respectfully Submitted  \_\_\_\_\_, August 13, 2020