

CLACKAMAS COUNTY FAIR BOARD

October 8, 2020

4:30PM

ZOOM MEETING ID# 874 1622 5364

Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:33pm. Fair Board Directors in attendance included, Vice President, Gary Linton, Secretary, Raeline Kammeyer, Directors Matt Bunch, Lauren Humphreys and Greg Parker. Director Shirley Byrne was on vacation.

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

Guest included Clackamas County Commissioner Ken Humberston, Allegra Willhite, Business and Community Services Deputy Director and Rodeo Committee Secretary Jim Williams.

2. CITIZEN COMMUNICATION

- a. Correspondence – Note from State Representative Christine Drazan thanking Laurie and staff for providing our Community with shelter during the Fires.
- b. Citizen Testimony – Nothing Presented.

3. CONSENT AGENDA (Motions Needed)

- a. Minutes from the August 13th Fair Board Meeting and the August 18th Special Meeting.
Gary moved to approve both minutes as written. Raeline seconded the motion. All in Favor, motion carried. There was no meeting in September due to the Wildfires and CCFEC being an Emergency Shelter for Humans, Livestock and Pets.

4. UPDATES

- a. Executive Director Report – Laurie reported that CCFEC will be awarded \$187,287 from the Oregon Cultural Trust Grant. Laurie also commented on the Fires and thanked her staff for a job well done.
- b. Fair Board individual reports – Ted mentioned that he had three different deployments during the Fire season. Gary commented that Jim Williams never sent out the message he requested to the Rodeo Committee to help with the panel set-up for the Fire Evacuation. Greg announced that the new City Administrator will be Scott Archer. He will be starting November 3rd. He formally worked for the Clackamas County Parks and Recreation District. Matt mentioned that he was evacuated at level three the same as Gary. He also mentioned that he is building a house.
- 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 – Contracts will remain the same for the 2020 Rodeo. Recommendations for Rodeo Committee Members will be discussed during their November 5th Rodeo Committee meeting.
- d. Commissioners Report – Ken mentioned that we might get a call about housing people who lost their homes during the Fires.
- e. BCS Director – Laura Zentner mentioned that \$1 million in small grants for Small Businesses impacted by Covid-19 is available.
- f. CCF Improvement Foundation Report – Nothing new to report.

5. OLD BUSINESS

- a. Bills for review – August 1-31 and September 1-30, 2020 – No comments.
- b. Budget 2020-21 – No comments.
- c. Business Plan and Strategic – Raeline, Lauren and Greg presented the Board with the Business Plan. It encompasses who we are, what we want and how we get there. Gary moved for Laurie to proceed with Special District for the May Ballot Measure for 8 cents per \$1,000.00. All in Favor, motion carried.
- d. COVID-19 – Clackamas County continues to remain in Phase 1 with Multnomah and Washington County.

- e. Clackamas County Scare Fair – Tyler reported that the Scare Fair run-through was successful. Greg was pleased to see that we are trying new things and reminded us that the Fair Board has our backs on new projects.
- f. Drive-In Theatre – Ted reported that he had a great time at the Drive-In Theatre.
- g. Facility Rentals – Laurie reported that Clackamas County Disaster Management gave approval for CC FEC to move forward with Open Horse Riding, Horse Riding Club Events and the Country Christmas Bazaar.
- h. MOU with 4H – Laurie will schedule a Zoom Meeting with the Fair Board Committee and 4H Extension Agents, Wendy Hein and Jan Williams.
- i. Other Old Business – Nothing presented.

6. NEW BUSINESS

- a. Emergency Evacuation Center for Livestock, Humans and Pets – County Website said we were full when we were not. Local Fire Chief evacuated 30% people from livestock on fairgrounds when he was online and stated we were being evacuated. Fire Board needs to know. Laurie will reach out to Chief Davis regarding concerns and to discuss ideas for future years. It was also recommended that the Executive Director create a line of communication with the Fair Board. Laurie mentioned that she plans to have a debriefing with the Clackamas County Sheriff Posse.
- b. Fair Board Appointments – Both Gary and Greg's terms will expire on 12/31/2020. Laurie will move forward with the County on the Fair Board appointment process.

7. GOOD TO THE ORDER

- a. Check signers for Monday, October 19th will be Raeline and Ted. Check signers for Wednesday, November 4th will be Gary and Raeline.
- b. Fair Board Member Comments – Gary asked for Laurie to write a thank you letter to Kit and the Clackamas County Sheriff Posse for all of their help during the Wildfires. He also asked for Ted to sign the letter. Raeline was pleased to finally have the Business Plan done. Matt mentioned for great things until end of year. Ken mentioned that him and Jim Bernard will be participating by Zoom Meetings. Ted will be out of town November 2 – December 15.

8. NEXT FAIR BOARD MEETING

November 12, 2020 at 4:30pm on Zoom.

9. ADJOURNMENT

With no further business to come before the Board, Ted moved to adjourn at 5:45pm. Raeline seconded the motion. All in favor, motion carried.

Respectfully Submitted  November 12, 2020