

CLACKAMAS COUNTY FAIR BOARD MEETING

March 14, 2019

4:30pm – Horning Hall

Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:30pm. Fairboard 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 Executive Director, Laurie Bothwell, Marketing and Vendor Coordinator Tyler Nizer and Accountant Wanda Conlin.

Guests included BCS Accountant Tracy Grambusch, Rodeo Committee Director Jim Williams, and Visitors Heidi and Gretchen Jawrineck.

2. CITIZEN COMMUNICATION

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

3. CONSENT AGENDA

- a. Minutes from the February 14, 2019, Fair Board Meeting. Lauren moved to accept the minutes as presented. Raeline seconded the motion. Matt moved to approve the minutes with correction of item #7a March 22, Greg moved to second the minutes with correction.

4. UPDATE

- a. Executive Director Report
Laurie reported that it was another busy month for all CCFEC employees. Facility rentals have begun to pick up. Heidi has averaged about 3 calls per day and has booked five new events from birthday parties to celebrations of life. She also mention that the Service Agreement with Directlink is complete and that the phones should be completely changed over by April 1st. Each Board member will receive notification about their Fair Board email account once the transition is complete. Tyler and Laurie met with the Mt Hood Territory Marketing team and look forward to working with them in the future. Fair Plans are progressing well.
- b. Fair Board Individual Reports
None presented.
- c. Fair Board Committee Reports
 - I. Facilities – Meeting in late April.
 - II. Finance – Meeting in late April.
 - III. Human Resources – Nothing to Report.
 - IV. Rodeo Committee – Doc Harms Benefit Fundraiser May 11th in 4H Hall.
- d. Rodeo Committee
Matt mentioned that the road on the track side in the yellow lot keeps getting wider and wider. He wants to know how many feet it should be. The Rodeo Budget is about a 21% increase from last year.
- e. Commissioners Report
Ken Humberston mentioned that he the Liaison for the Clackamas County Tourism and Culture Affairs Board. One of his goals is to develop a good relationship between the Fair Board and the CCTCA Board. The Board of Commissioners approved the vehicle registration fee. The fee will be \$60.00 every two years and will apply to cars, trucks, vans and passenger vehicles and \$30 every two years for motorcycles. This fee will solely go towards road maintenance.
- f. CCF Improvement Foundation Report
Raeline reported the next meeting will be sometime in April.

5. OLD BUSINESS

- a. Bills for review February 1-28, 2019
Raeline moved to approve the bills as presented. Gary seconded the motion. All in favor motion carried.
- b. Budget 2018-19 and 2019-20
The budget was reviewed.
- c. Grants
Laurie mentioned that she submitted the request for funds disbursement for the Heritage and Development Grants.
- d. Master Plan / Business Plan
Laurie invited everyone to attend the Open House for the Master Plan on Thursday, March 28 from 5pm-7pm in Horning Hall.
- e. MOU with 4H
Ted, Raeline and Laurie will meet on March 20th to review the changes by OSU.
- f. Clackamas County Fair and Canby Rodeo Court Coronation Dinner and Auction
The event is March 16th and tickets are available to purchase in the Office or from the Court.
- g. Oregon Fairs Day at the Capitol
March 25th, Ted, Gary and Raeline and Laurie plan to attend.
- h. Other
Nothing Presented.

6. NEW BUSINESS

- a. Recommendation for admission increase for both the Fair and Rodeo
Matt stated that the Rodeo Committee is favorable for a \$1.00 increase for Fair admission and a \$1.00 increase for Rodeo admission. Conversation took place with Fair Board members suggesting many different increases.
Gary moved to raise Adult Fair admission by \$1.00 and to raise the Rodeo Admission by \$1.00 for Friday and Saturday only. Motion Passed 4-2-0.
- b. Other
Nothing presented.

7. GOOD TO THE ORDER

- a. Fair Board Check Signers – Greg and Raeline will sign on March 19th and Matt and Greg will sign on April 4th.
- b. Shirley – Nothing to present.
- c. Greg – City of Canby is moving forward with the Athletic Complex and Maple Street Park.
- d. Matt – New CEO was selected for the Oregon FFA.
- e. Lauren – Nothing to present.
- f. Raeline – Nothing to present.
- g. Gary – Doc Harms Benefit Fundraiser for scholarships, rodeo arena improvements and the Canby Adult Center, May 11th in 4H Hall. Tickets are \$78.00 each and can only be purchased at www.canbyrodeo.com.
- h. Ted – Thanked Gary for running the Fair Board meeting in February while he was away.

8. NEXT REGULAR BOARD MEETING

Thursday, April 11, 2019, at 4:30pm in Horning Hall.

9. ADJOURNMENT

With no further business to come before the Board, Gary moved to adjourn at 5:18pm. Greg seconded the motion. All in favor, motion carried.

Respectfully Submitted



on April 14, 2019