

# **CLACKAMAS COUNTY FAIR BOARD MEETING**

**December 19, 2019**

**4:30PM – Horning Hall**

## **Minutes**

### **1. CALL TO ORDER**

President Ted Kunze called the meeting to order at 4:30pm. Fair Board 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 BSC Director, Laura Zentner, BCS Deputy Director, Greg Williams and Rodeo Committee Member Jim Williams. Commissioner Humberston was unable to attend due to the County Commissioners Board meeting.

### **2. CITIZEN COMMUNICATION**

- a. Correspondence – Nothing presented.
- b. Citizen Testimony – Nothing presented.

### **3. CONSENT AGENDA (Motions Needed)**

Minutes from the November 14, 2019 Fair Board Meeting - Gary moved to approve the minutes as published. Shirley seconded the motion. All in favor, motion carried.

### **4. UPDATES**

- a. Executive Director Report –
- b. Fair Board Individual Reports – Matt asked if the passes were prepared for the Molalla Chamber. He requested two packets. Each packet to include 2 Fair Admission and 2 Rodeo Reserved Seats. Laurie will have staff prepare them. Matt will pick them up at the office. Ted attended the Commissioners Board meeting. He noted how well Samara Phelps, Executive Director of Mt Hood Territories, presented her funding report.
- c. Fair Board Committee Report
  - i. Facilities – Raeline reported will meet in 2020 after holidays.
  - ii. Finance – Nothing to report.
  - iii. Human Resources – Nothing to report.
  - iv. Rodeo Committee – Nothing to report.
- d. Commissioners Report – Ken was unable to attend and left nothing to report except that he won't be able to attend in January.
- e. CCF Improvement Foundation Report – Raeline reported that the CCFIF Board met and they are exploring the cost of purchasing a Metal Truss Building similar to Rosebrook Arena. The Committee feels it is time for the fair board to stop putting money in a temporary building.

### **5. OLD BUSINESS**

- a. Bills for review – November 1-30, 2019. No comments given.
- b. Budget 2019-20 and 2020-21, Laurie will be working on the year end projections for the current fiscal year and projections for 2021. The County has moved up their dates to early February.
- c. Business Plan and Strategic Plan – Will be meeting in January to move forward on Business Plan. Strategic Plan will be revisited after January. Possibly a workshop for the board.
- d. MOU with 4H – Ted reported that Committee would complete the MOU.
- e. Pump House Repair – Tyler reported that a foundation will be constructed for the building so it doesn't sit on the ground and the bid was accepted by Locke Buildings.
- f. Winterfest – Matt and Lauren are working on a Business Plan.

- g. Other Old Business – Tent Structure- City Ordinance does not allow for the Tent to be left up year around. County cannot have it up year around as well. Laurie will have a full report in January if County gets information to her in time for our meeting.

## **6. NEW BUSINESS**

- a. Election of Officers
- Lauren moved for Ted to continue as the President. Raeline seconded the motion. Motion carried 6-0-1. Ted abstained.
  - Greg moved for Gary to continue as the Vice President. Matt seconded the motion. Motion carried 6-0-1. Gary abstained.
  - Gary moved for Raeline to continue as the Secretary. Matt seconded the motion. Motion carried 6-0-1. Raeline abstained.
- b. Review of Committee Charters
- Facilities – No changes suggested. Shirley was appointed to the Committee.
- Finance – No changes suggested.
- Human Resources – Nothing to report.
- Rodeo Committee – Nothing to report, committee members attending National Rodeo in Las Vegas.
- c. Open Span Metal Truss Building – Raeline reported that the CCFIF Board met and they are exploring the cost of purchase a Metal Truss Building similar to Rosebrook Arena. The CCFIF Board feels it is time to stop putting money in a temporary building.
- d. 2020 Fair/Rodeo Admission Prices – Fair board reviewed 2020 tickets to group them after recommendations from office staff. Fair board agreed to finalize the ticket prices at the January meeting.
- e. Other New Business – Greg will invite the City of Canby Administrator (Scott McClure) to the February Fair Board Meeting.

## **7. GOOD TO THE ORDER**

- a. December 19, 2019 checks were signed at the board meeting by fair board members Ted Kunze and Raeline Kammeyer. Check Signers for Friday, January 3, 2020 will be Greg Parker and Lauren Humphreys.
- b. Other – Gary inquired about the development and cost of new Website.
- c. Gary moved to have the office closed at noon on December 24, and closed on December 25, 26, 27 and closing at noon on December 31. The office will also be closed on January 1. This will be with pay. Raeline seconded motion carried 7-0-0.

## **8. NEXT FAIR BOARD MEETING**

Meeting was moved to Wednesday, January 8, 2020 at 4:30PM in Horning Hall. Gary will not be in attendance in January due to Rodeo commitment.

## **9. ADJOURNMENT**

With no further business to come before the Board, Greg moved to adjourn at 5:46pm. Shirley seconded the motion. All in favor, motion carried.

Respectfully Submitted  , January 8, 2020