

CLACKAMAS COUNTY FAIR BOARD MEETING

December 13, 2018

4:30PM – Horning Hall

Minutes

1. CALL TO ORDER

President Ted Kunze called the meeting to order at 4:30 p.m. Fairboard members in attendance included Raeline Kammeyer, Secretary; Matt Bunch, Director; Lauren Humphreys, Director. Not in attendance were Gary Linton, Vice President, who was attending the PRCA Convention; Dan Sandberg, Director; and Greg Parker, Director, who was on vacation.

CCFEC staff included Executive Director, Laurie Bothwell, Executive Assistant, Susan Wells, and Wanda Conlin, Accountant.

Guests included BCS Director, Laura Zentner. Shirley Byrne, Fair Board Appointee, and Rodeo Committee Directors, Jim Williams, and Lyle Hendrickson.

2. CITIZEN COMMUNICATION

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

3. CONSENT AGENDA

- a. Minutes from the November 8, 2018, Fair Board Meeting. Lauren moved to accept the minutes as presented. Matt seconded the motion. All in favor, motion carried.
- b. Minutes from the November 29, 2018, Special Board Meeting. Lauren moved to accept the minutes as presented. Matt seconded the motion. All in favor, motion carried.
- c. Minutes from the October 16, 2018, Special Meeting. Lauren moved to accept the minutes as presented. Matt seconded the motion. All in favor, motion carried.

4. UPDATES

a. Executive Director Report

Laurie reported that she attended the IAFE Convention in San Antonio. Breakfast with Santa served approximately 1,000 families. Kiwanis prepared 355 food baskets for families in need along with toys for those who requested them. Laurie also thanked the Rodeo Committee members for your helping sort the food and toy items.

b. Fair Board Individual Reports

None presented.

c. Fair Board Committee Reports

Facilities – Reported hitting benchmarks, will adjust as necessary; still working on Master Plan.
Finance – Nothing to report.

Human Resources – Ted reported this committee will meet after first of New Year to discuss employee benefits package. Citizen member to be announced and approval requested from Fair Board at the January meeting.

Rodeo Charter– Ted reported that Clay Rhodes requested not to adopt; concern to be addressed. Matt moved to table this decision until January meeting. Lauren seconded. All in favor, motion carried.

d. Commissioners Report

Ken Humberston was not able to attend today's meeting since he was meeting with a delegate from China.

e. CCF Improvement Foundation Report

Raeline reported the next meeting will be sometime between Feb 22 & March 15 depending on vacation schedules of members.

5. OLD BUSINESS

- a. Bills
Laurie presented the list of bills for November 1-30, 2018. Question answered that payment to 3J Consulting was catch-up payment for Phase 1.
- b. Budget 2018-19 – Nothing new to report; will work on this in January.
- c. Electrical Project
Laurie reported that the County electricians have completed electrical installments in the Grove Marketplace. County still has not presented a bill for work completed before and during the fair.
- d. Grants
2018-19 Tourism Development Grant – was submitted November 1st; waiting for reply.
The Ford Family Grant – contacted us for further information. Laurie is working to clarify data complete the information requested.
- e. Main Pavilion Roof
The contractors have completed the roof. Maintenance staff is pleased. Water is now properly draining.
- f. Master Plan / Business Plan
Staff is working with 3J Consultants to get the survey posted on our Website and Social Media Platforms. The next Technical Advisory Committee Meeting is scheduled for February 13, 2019.
- g. MOU with 4H
The Facilities Committee, Ted Kunze, Raeline Kammeyer and Laurie Bothwell met with Wendy Hein, 4H Extension Agent, Jan Williams 4H Extension Agent and Mike Bondi, Regional Administrator, to discuss facility needs for 4H Programs. Next meeting will be in January.
- h. Employee Benefits
Discussed and voted on this during special meeting; decided to continue with enrollment through Clackamas County for 2019. HR Committee will address this in 2019.
- i. Fair Board Appointments
The County Commissioners re-appointed Ted Kunze and Raeline Kammeyer. They also appointed Shirley Byrne at their Policy Session on December 5, 2018.
- j. Approval of Rodeo Committee appointments
Re-appointments include AJ Swaim, Clay Rhodes, Doc Rosebrook, Gary Linton, and Paul Borgen and a new appointment for Cheri Conforth. Raeline motioned to approve reappointments. Matt seconded. All in favor, motion carried. Matt moved to appoint Cheri Conforth to the Rodeo Committee. Lauren seconded. All in favor, motion carried.
- k. OFA Convention
January 10-11, 2019, at the Salem Convention Center. Signup sheet passed around to determine how many meals to order. Staff will plan for the Fair Board to hold a workshop at the convention; Laurie will post required public notice announcement.
- l. Special Districts Association of Oregon
Ted is waiting for a reply but reported that costs are based on budget.
- m. CCFEC Website
Tyler and Laurie with Mark McBride and Jessie Kirk, Clackamas County Website Team, to discuss the Fair and Event Center needs. Tyler will bring a proposal to the next Fair Board meeting.
Clackamas County met with staff twice and indicates apps will merge. They are putting together a proposal for next month's meeting. Lauren wants to see drone photos on website.

6. NEW BUSINESS

- a. Due to the OFA Convention in Salem the January Fairboard meeting date changed to January 17, 2019.
- b. Other – Vote for "Buckey", CCFEC's snowman, in the Canby Snowman Contest.

7. GOOD TO THE ORDER

Ted publicly thank Dan Sandberg for his many years of service on the Fair Board. He is very much appreciated.

Lauren mentioned that Jessie Conforth did not win the Miss Rodeo America Pageant.

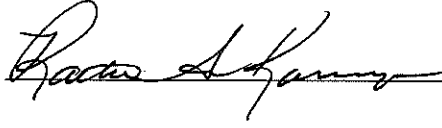
Lyle Hendrickson mention that local Bull Rider Chase Daugherty is up for the NFR average and the PRCA Finals. He also mentioned that Amber Lee Moore is up for her seconded world title. (She is from Keizer Oregon and competes in horse events held on the fairgrounds) and that Birdwell's stock is doing well.

8. NEXT REGULAR BOARD MEETING

Thursday, January 17, 2019, at 4:30 p.m. in Horning Hall.

9. ADJOURNMENT

With no further business to come before the Board, Raeline moved to adjourn at 4:59 p.m. Lauren seconded the motion. All in favor, motion carried.

Respectfully Submitted  on January 17, 2019.