

# CLACKAMAS COUNTY FAIR BOARD

August 13, 2020

4:30PM

ZOOM MEETING ID# 872-9239-7276

## 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 Shirley Byrne, Lauren Humphreys and Greg Parker. Director Matt Bunch sent Ted an email that he would not be attending.

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

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

### 2. CITIZEN COMMUNICATION

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

### 3. CONSENT AGENDA (Motions Needed)

- a. Minutes from the July 9, 2020 Fair Board Meeting. Raeline moved to approve the minutes as amended. Gary seconded the motion. All in Favor, motion carried.

### 4. UPDATES

- a. Executive Director Report – Laurie reported that the Lottery dollars of \$53,167 have been secured. She also reported that all Oregon Fairs have been included to apply for funding from the Coronavirus Relief Funds for Cultural Support. The relief funds include Covid-19 expenses not in accounted for in the organization budget prior to March 27, 2020, it also states lost income, operating costs and staffing expense.
- b. Fair Board individual reports – Raeline commented about the Cultural Trust relief funds. Gary mentioned the Clackamas County Junior Livestock Virtual Auction. Auction will begin on August 19<sup>th</sup> and closed on August 22<sup>nd</sup>. Catalog will be available on line on their website.
- c. Fair Board Committee Charter updates
  - i. Facilities – Nothing to report.
  - ii. Finance – Nothing to report.
  - iii. Human Resources – Special Meeting for Executive Session scheduled for August 18 at 2pm
  - iv. Rodeo Committee – Nothing to report.
- d. Commissioners Report – Ken gave an update on COVID-19. He also mentioned that the County is trying to get funds from the Cares Act to help 420 small businesses in Clackamas County. He wanted everyone to know that the increase from the car tag fees was put into a separate account. Fees collected have been put back into road repairs as promised. Ken also mentioned that there will be a taxing initiative to help fund non-profit organizations on the November ballot.
- e. CCF Improvement Foundation Report – Nothing new to report.

### 5. OLD BUSINESS

- a. Bills for review – July 1-31, 2020 – No comments.
- b. Budget 2020-21 – Laurie reported that we have \$304,000 in our accounts and the we spend about \$32,300 for fixed costs per month.
- c. Business Plan and Strategic – The Finance Committee will put together a draft of a business plan. The Finance Committee includes Greg, Lauren, Raeline and Andy McCracken.
- d. MOU with 4H – Laurie will send the current 4H Agreement to Raeline and Ted. Laurie will schedule and Zoom Meeting with the Fair Board Committee and 4H Extension Agents, Wendy Hein and Jan Williams.
- e. COVID-19 – Clackamas County continues to remain in Phase 1 with Multnomah and Washington County.
- f. Drive-In Theatre – Tyler reported that Emerick Construction will install the poles next week. He is planning a dry run on Saturday and opening to the public on Sunday. Movies will be Sandlot and

Grease. Greg asked for Laurie to report a Net Income and Loss Plan to the Board. Capturing our minimal charge and our actual charge to cover our costs.

- g. Facility Rentals – Review of Facility Rentals in business plan to determine income or loss revenue.
- h. Other Old Business – None.

**6. NEW BUSINESS**

- a. Knights of Columbus – The Knights of Columbus cannot hold their annual Crab Feed and Auction due to COVID-19. They are requesting to Clackamas Hall as the pick-up point for their presale Crab dinners. Greg moved to approve rental fee of \$100 to cover the cost of the lights and heat. Gary seconded the motion. All in favor motion carried. Recommended to review policy on special requests.
- b. Clackamas County Fair Scare – Tyler gave an update. Plan to open on October 1<sup>st</sup> and close on November 1<sup>st</sup>.
- c. TLT (Transient Lodging Tax) Funding Discussion with the County – Ted reported that Laurie and he met with Samara Phelps, Executive Director of Clackamas County Tourism Department to discuss the disbursement of the TLT. It was agreed by all that CCFEC will be paid monthly installments starting on August 26, 2020 instead of quarterly payments.
- d. Special District for CCFEC (Service District) – Raeline wants to obtain consistent funding for future years. She is recommending for the Board to move forward with a Service District as soon as possible. Ken suggested that Laurie contact County Council for further information. Ted mentioned we need to explore Special Districts and to work closely with Special Districts in Oregon.
- e. Other New Business – Special Meeting scheduled for Tuesday, August 18<sup>th</sup> at 2pm. Purpose of meeting is to discuss the Halloween Event and Executive Session for Employee Review.

**7. GOOD TO THE ORDER**

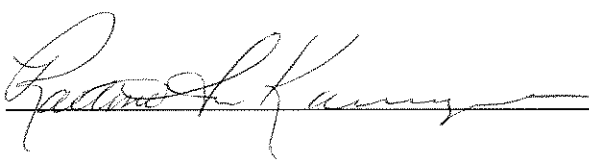
- a. Check signers for Wednesday, August 19<sup>th</sup> will be Raeline and Shirley. Check signers for Friday, September 4<sup>th</sup> will be Lauren and Raeline.
- b. Fair Board Member Comments – Lauren ask for an update on the new website. Tyler mentioned that it is in process and will be launched soon. She also mentioned that Clackamas County Dairy Women will be serving ice cream at Canby Wilco on August 21 and 23.

**8. NEXT FAIR BOARD MEETING**

September 10, 2020 at 4:30pm. In Horning Hall or Zoom.

**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  October 8, 2020