

CLACKAMAS COUNTY FAIR BOARD MEETING

March 8, 2018

4:30 PM – Horning Hall

Minutes

1. **CALL TO ORDER** Ted call the meeting to order at 4:32 p.m. Board members present included Roger Beebe, Dan Sanders, Raeline Kammeyer, Gary Linton, Ted Kunze and Greg Parker. Matt Bunch was not present, he was ill. Also present were Executive Director, Laurie Bothwell and Executive Assistant Susan Wells. Guests present were County Commissioner Ken Humberston, Rodeo Committee President Clay Rhodes, Steve Nielsen, Lauren Humphries, and Tracy Grambusch.

2. CITIZEN COMMUNICATION

- a. Correspondence
- b. Citizen Testimony (*The Chair of the Board will call for statements from citizens regarding issues relating to the Fairgrounds and Event Center. Persons wishing to speak shall be allowed to do so after registering on the card provided on the table by the entry door. Testimony is limited to three (3) minutes. If your comment is specific for an Agenda item, you will be called upon during that time. Comments shall be respectful and courteous to all.*)

Steve Nielsen – Suggested that we use Social Media more often. This has been successful for the Clackamas Kennel Club Dog Show for finding volunteers for their event.

3. CONSENT AGENDA (Motion Needed)

- a. Minutes from the February 8, 2018 Fair Board Meeting. Gary moved to accept the minutes as presented, seconded by Raeline. All in favor, motion carried.

4. UPDATES

- a. Directors Report – Bills for February 1-28, 2018 were reviewed. Laurie updated the Board on the wax removal in the Main Pavilion, Oregon Fairs & Festival Convention, and events scheduled in March.
- b. Fair Board Directors Report – MOU is slowly moving forward. Raeline is researching rental prices.
- c. Commissioners Report – Still working on MOU agreement.
- d. Rodeo Report – Clay Rhodes, Rodeo Committee President reminded everyone about the Rodeo Court Coronation on March 10th. Discussion over payment of PRCA dues which need to be paid by the Fair Board. Laurie, Ted, & Clay will meet to resolve this issue. Rodeo is going to possibly be part of an upcoming Cowboy Moments Television program. Clay also mentioned that the Rodeo committee is concerned about the proposed “walk-around” beer during the Rodeo.
- e. CCF Improvement Foundation - Next meeting is in April 25th at 7pm.

5. OLD BUSINESS

- a. Budget – Fair Board will adopt the proposed budget in April.
- b. Heritage Grant – Ted has transferred this grant project to Raeline. Needs to be completed by May 9, 2018.
- c. Electrical Project – Estimated cost is \$30K. Ralph Williams, County Electrician will call Laurie for start time.
- d. Fair Board Rental Properties – Greg, Raeline, and Roger plan to address it soon.
- e. Main Pavilion Roof – Laurie is waiting for the County to provide results of the bid.
- f. Master Plan – March 27th will be the kick-off. Site tour & personal interviews with key stakeholders will take place. Greg will not be available; he will be out of state.
- g. MOU with 4H – Ted, Roger and Laurie. No progress has been made.

h. 2018 Fair

- i. Advertising - Coupon for Free Parking in the St. Paul and Molalla Rodeo Programs. Decision not to offer free parking. Instead will use a promo code to buy discounted tickets online. Gary moved to use promo code for discount rodeo/gate \$12.00 ticket, seconded by Roger. All in favor, motion carried. Immediately amended to clarify that ticket will be reduced from \$15 to \$12 using a promo code in the Molalla & St. Paul programs. Moved by Roger, seconded by Greg. All in favor, motion carried.
- ii. Fair Vendors – Agreements to all returning vendors have been sent out. Booths are selling.
- iii. OLCC permitting Oregon Beverage Service is working on the OLCC plan. Bull pen will remain fenced. Plans are for a small bar under grandstand. No alcohol in “Canby Crazies” & in the section by the Rodeo VIP. Wine patio in floral area (10 x 10). Fair needs to collect commission on sale of wine cases. Will wait to see what OLCC approves.
- i. Clackamas County Fair and Rodeo Court Coronation – March 10th in the Main Pavilion starting at 5:30pm.
- j. Other – Nothing presented.

6. NEW BUSINESS

- a. Recommendation – Facility rental for short notice bookings (Wilco). Discussion, consensus is to consult President, Vice President or an officer for approval.
- b. Committees – Ted proposed establishing three committees (Human Resources, Facilities, & Finance) to include input from volunteers outside of Board members.
- c. Other – Gary suggested scheduling an audit.

7. ADJOURN TO EXECUTIVE SESSION

Ted moved to adjourn to executive session at 6:15 pm, seconded by Greg.

- a. Fair Management Agreement with Clackamas County, Per ORS 192.660(2)(f) was reviewed.
- b. Attorney Fees, Per ORS 192.660(2)(b) was discussed.

8. RECONVENE TO REGULAR SESSION

At 6:53pm a motion was made by Ted, seconded by Gary to recess to Executive Session, in accordance with ORS 192.660 and its subsections. Purpose of the session was to discuss the following:

- a. The Fair Management Agreement.
- b. Attorney Fees, Greg moved to authorize payment. Gary seconded the motion. All in favor, motion carried.

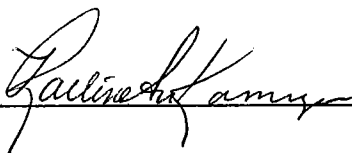
9. OTHER BUSINESS

- a. Insurance recommendation for employee benefits insurance to be on a percentage basis was discussed and tabled.

10. ADJOURNMENT

With no further business to come before the Board, Ted moved to adjourn at 6:53pm, seconded by Gary. All in favor, motion carried.

Respectfully Submitted



Date:

4-12-18