

# CLACKAMAS COUNTY FAIR BOARD MEETING

October 11, 2018

4:30PM – Horning Hall

## Minutes

### 1. CALL TO ORDER

Ted called the meeting to order at 4:30pm. Fairboard members in attendance included Ted Kunze, Gary Linton, Dan Sandberg, Raeline Kammeyer, Lauren Humphreys, and Greg Parker. Fairboard member Matt Bunch was not able to attend.

Also in attendance were Executive Director Laurie Bothwell, Executive Assistant Susan Wells, Commissioner Ken Humberston and BCS Director Laura Zentner. Guests included Steve Nielsen, President of the Fair Improvement Foundation, Robert Campbell, Director of Small Business Development Center, Clackamas Community College, Rodeo Committee Director Joe Bates and Rodeo Committee Director Jim Williams.

### 2. CITIZEN COMMUNICATION

- a. Correspondence – Letter from Devin Thacker, Oregon FFA State Secretary requesting support for his FFA trip to Africa. No action taken.
- b. Citizen Testimony – None presented.

### 3. CONSENT AGENDA

- a. Minutes from the September 13, 2018 Fair Board Meeting. Corrections: change spelling of Lauren's last name and next meeting time. Moved by Gary to accept minutes presented with corrections noted. Seconded by Greg. All in favor, motion carried.

### 4. UPDATES

#### a. Executive Director Report

Laurie reported that the El Grito Oregon event was successful. There was only two complaints for excessive noise received from neighbors in our office. The Oregon Flock & Fiber was successful as well. Staff noted that there were campers with license plates from Idaho, Wisconsin, and Canada. Laurie attended OFA meetings at the State Fair. Planning for the Wine Food & Brew is underway. Tyler has signed Feckin Brewery, (located in the Canemah area) as one of the sponsors for the event. Laurie also noted that she will be attending the IAFE (International Association of Fairs and Expositions) Convention in late November.

#### b. Fair Board Individual Reports

Gary reported that he is working on getting covers for the bleacher seats. He noted that upon inspection, there are areas of boards on walkways which must be replaced. He is seeking bids for these repairs.

Greg reported that City Manager is willing to absorb the cost to hook up the sewer for an RV Dump Station similar to a service district concept.

#### c. Fair Board Committee Reports

Facilities – Discussion about setting out a cement pad and erecting a covered structure in the Rodeo VIP Area. They would also like to address the needs of a permanent grey-water tank in the Master Plan. It was noted that the Canby Rodeo Association is willing to help with the cost of erecting the structure.

Finance – Greg, Raeline, Ted met. Andrea (citizen committee member) will write RFP for audit services.

Human Resources – Nothing to report.

Rodeo Charter – Ted Kunze, Dan Sandberg, Matt Bunch, Clay Rhodes and Todd Gary prepared final draft which will be presented to the Board in November if schedule allows. The charter will be presented to Fair Board for adoption at December's meeting.

- d. Commissioners Report  
Ken Humberston and Sonya Fischer will participate in the joint interview panel for open Fairboard positions on October 16, 2018.
- e. CCF Improvement Foundation Report  
Raeline reported that \$15,000 has been designated by the Fair Improvement Foundation and \$5,000 has been donated by private contributors for the 4H Hall Fire Sprinkler System. The Clackamas County Tourism and Development Council has offered a matching grant of \$20,000 once all funding has been secured. Next Meeting will be in February. Date to be announced.
- f. Rodeo Committee Report  
Rodeo committee has helped raise funds to procure a 3D Mammogram X-ray Machine for the Canby Clinic. Rodeo Court tryouts will be October 27<sup>th</sup>. A fundraiser for Jessie Conforth, Miss Rodeo Oregon will be at 6pm in 4H Hall the same evening.

## 5. OLD BUSINESS

- a. Bills  
Laurie presented the list of bills for September 1-30, 2018.
- b. Budget 2018-19  
Laurie will e-mail a copy to the Fair Board. Greg is looking for net profit numbers. Profit & Loss will be presented in the Fair debriefing workshop on October 16.
- c. Electrical Project  
Clackamas County has not presented any billing for work completed during the Fair.
- d. Grants  
The Heritage Regional Infrastructure Fund – Raeline is expecting to hear back Winter 2018/Spring 2019.
- e. Main Pavillion Roof  
Materials have been delivered. The contactor has not confirmed when his crew will start.
- f. Master Plan / Business Plan  
Guest speaker Robert Campbell, Director of Small Development Center, Clackamas Community College will meet with committee (Lauren, Gary, & Dan) in 3 weeks to discuss the vision. He will recruit Todd Gary for this committee for Rodeo input.
- g. MOU with 4H  
Ted will meet with Mike Bondi this week.
- h. Employee Benefits  
Scott Gustafson, Gustafson Insurance Agency was not able to attend tonight. Scott will plan to attend the November Fair Board meeting.
- i. Fair Board Appointments  
Interviews are scheduled for Oct 16 starting at 4:30pm. Six applicants have applied. The interview panel is comprised of Fair Board Members Gary Linton and Matt Bunch, County Commissioners Sonya Fischer and Ken Humberston and Rodeo Committee Vice President Dick Eagle.
- j. OFA Convention  
January 10-11, 2019 at Salem Convention Center. Laurie will confirm attendees at the November meeting so she can reserve the hotel rooms.
- k. Special Districts Association of Oregon  
Ted received the brochures. He will look them over and report with more details in November.

## 6. NEW BUSINESS

- a. Fair Debrief Workshop  
Schedule for October 16, begins at 9:00 am in Horning Hall.
- b. US Bank Accounts  
All Fair Board members signed the appropriate documents to be signers on the accounts.

**7. GOOD TO THE ORDER**

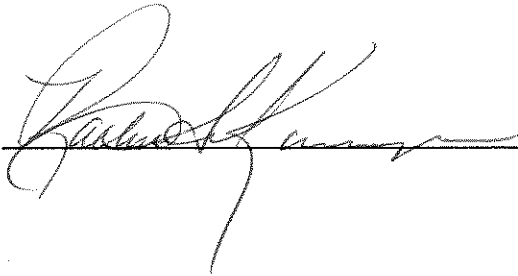
- a. Gary was concerned about the dead tree. Laurie reported that she has received two bids and waiting for the third to submit theirs. The stump removal in the Rodeo VIP area has been completed.
- b. Ted clarified that the Fair Debrief Workshop will be open to the public for observation.

**8. NEXT REGULAR BOARD MEETING**

Thursday, November 8, 2018 at 4:30PM in Horning Hall

**9. ADJOURNMENT**

With no further business to come before the Board, Gary moved to adjourn at 5:42pm. Dan seconded the motion. All in favor, motion carried.

Respectfully Submitted  on November 8, 2018