



Bonner County Fair Board

Meeting Minutes
Tuesday, November 8, 2022
5:30 p.m.

Meeting called to order by President Eddie Gordon at 5:30 in the Conference Room at the Fair Office. Fair board members in attendance were Eddie Gordon, Jody Russell, Laya Bleckwenn, Gail Curless, Elaine Linscott, and Marj Tillie absent Bruce Hollett. Marj made a motion to amend the agenda to have new business item one regarding signers on the bank account moved to the last agenda item after executive session due to the reason of personnel. Jody seconded the motion. The motion passed unanimously.

1) **Public Comment:** * Jennifer Wood from the Funky Junk Show offered help going forward with any events we may need help with and shared her appreciations of the Fairgrounds. Carl Brenner from the Boy Scouts also offered his help going forward with things that may need extra assistance.

2) Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes

Jody Made a motion to accept the minutes from August 8, 2022, September 12, 2022, and executive Session October 27, 2022. Marj seconded the motion. The motion passed unanimously.

3) Agency Updates

- a) 4H Update- Jennifer Jensen gave an update from the 4-H office. The update is attached to the minutes.
- a) Rodeo Update-Levi Irish let us know the rodeo will still be the first weekend of August (August 4th and 5th). There will be a workshop this Saturday, November 12, 2022. He received the quote on the panels for the pens at 12' panels \$5382 and gate \$5900. They will be discussing this at the workshop.
- a) Facility Update – Chris gave an update on the fairgrounds. The lock to the front door has been changed. He will be getting quotes for rekeying the main exhibit building with keypad entries so there is better monitoring of who enters and when they enter, as well as giving us the ability to reset all keypads without having to rekey the building. Soccer is the up and going in the indoor arena and wrestling in the Holly Barn.

4) New Business

- a) Action Item: Discussion/Decision Regarding the signers on the Bank Accounts
 - i) Columbia Bank- Moved to be voted after executive session.
 - i) Mountain West-Moved to be voted on after executive session.

- a) Action Item: Discussion/Decision Regarding Policy and Procedures for all money transactions at Fairgrounds: policy and procedures were passed out for review. These will be discussed at the workshop next week and then voted on in the next scheduled meeting.
- a) Action Item: Discussion/Decision on Credit Cards/Debit Cards for the Fairgrounds
 - i) Home Depot Account - Where are the cards? /Who has them/ Do we Keep this? 3 Home Depot cards, they are all in the office currently
 - i) Mountain West Debit Card - Where are they? Reasons for this card? Do we keep this card? 1 Mountain West Bank Debit Card – in the office
 - i) Any other Debit Cards used at the office - Do we keep them? 2 Walmart Cards, 2 Co-Op Gas Cards and they are both in the office. There is another Credit card on the statements. Maranda is going to try to find out what it is and get it cancelled.
- a) Action Item: Discussion/Decision on people in the office/behind the counter:
 - i) Do we need an SOP (Standard Operating Procedure) on this? This will be discussed at the upcoming workshop and a written and then voted on in December.
- a) Action Item: Discussion/Decision regarding keys to office/buildings/etc.
 - i) Who has keys? Chris reported on the keys at the beginning of the meeting. They will continue to put together a list of current keys out and in use.
 - i) Policy for handing out keys for events – We have a key policy in our policy and procedures. This will be reviewed at the workshop and then voted on in December.
- a) Action Item: Discussion/Decision Regarding staff start & Stop Times, Lunch, Office Hours
 - i) Office Hour: Maranda reported they operate Monday through Friday 8 AM to 4Pm if no lunch is taken and 4:30 PM if a lunch is taken. Chris and Cole are 7 AM to 3:30 PM with a 30-minute lunch
- a) Action Item: Discussion/Decision three-month plan going forward- We will continue to work toward a plan and next steps will be discussed at the workshop on November 14th.

5) Old Business - Voted on Previously, no records exist for these decisions

- a) Action Item: Discussion/Decision Regarding Fair Board Minutes – these were approved in the item number 2 of the agenda.
- a) Action Item: Discussion/Decision Regarding 2023 Fair
 - i) • 2023 Fair Theme - “MeMOOries in the Making” Gail made a motion to have the fair theme for 2023 “MeMOOries in the Making.” Laya seconded the motion. The motion passed unanimously.

- i) • Entertainment- See attached memo Jody made a motion to accept the current entertainment for 2023. Gail seconded the motion. The motion passed unanimously.
- a) Action Item: Discussion/Decision Regarding Fairgrounds and Facilities Fee Schedule: Jody made a motion to approve the new fee schedule provided to us in October. Marj seconded the motion. Motion passed unanimously.
- a) Action Item: Discussion/Decision Regarding Camping Fee Schedule; Fair Camping, Dry Camping, Winter Camping, Summer Camping: Gail made a motion to accept the new Camping Fee schedule provided in October. Marj seconded the motion. The motion passed unanimously.
- a) Action Item: Discussion/Decision Regarding 2022 Campground Contract – Jody made a motion to table this until January. Laya seconded the motion. The motion passed unanimously.
- a) Action Item: Discussion/Decision Regarding Washing Sheep During Fair: Laya made a motion to allow sheep to be washed at the fairgrounds during the fair in the designated area after the weigh-in has finished. Jody seconded the motion. the motion passed unanimously.
- a) Action Item: Discussion/Decision Regarding Christmas Fair - Allowing vendors to be outside since we are full inside: Laya made a motion to deny vendors to set up outside this year as there is not contract written to allow this. Marj seconded the motion. The motion passed unanimously.
- 6) Correspondence:** Maranda shared the correspondence sent to her expressing their condolences concerning the sudden passing away of Darcey.
- 7) Approval of Bills-** Marj made a motion to table the approval of Bills until after executive as these needed to be discussed during executive session under personnel.
 - a) Action Item: Discussion/Decision Regarding Fairground & Rodeo Bills
 - a) Action Item: Discussion/Decision Regarding Current Balance of accounts
 - i) Columbia Bank
 - i) Mountain West - Fair board
 - i) Mountain West - Rodeo
 - i) Mountain West - Royalty
- 8) Executive Session:** Fair Board may meet to discuss the following items under Idaho Code 74-206- 1-B Personnel. Laya made a motion to move into executive session under Idaho Code 74-206-1-B Personnel. Marj seconded the motion.

- a) Roll Call vote was taken:
 - i) Eddie Gordon-President
 - ii) Jody Russell- Vice President
 - iii) Laya Bleckwenn
 - iv) Marj Tilley
 - v) Gail Curless
 - vi) Elaine Linscott
 - vii) Bruce Hollett – Absent
- b) Jody Made a motion to come out of executive session. Marj seconded the motion. The motion passed unanimously.
- 9) Gail made a motion to untable paying the bills. Laya seconded the motion. The motion passed unanimously.
- 10) Gail made a motion to pay the bills that were set forth tonight. Marj seconded the motion. The motion passed unanimously.
- 11) Action Item: Discussion/Decision Regarding the signers on the Bank Accounts
 - a) Columbia Bank: Laya made a motion to Remove Darcey Smith as a signer from the Columbia Bank Account. Elaine seconded the motion. The motion passed unanimously.
 - b) Mountain West: Elaine made a motion to Remove Darcey Smith as a signer from the Mountain West Bank Account. Laya seconded the motion. The motion passed unanimously.
 - c) Elaine made a motion to remove Gail Curless as a signer from the Columbia Bank Account. Laya seconded the motion for discussion. After discussion, the motion passed unanimously.
 - d) Elaine made a motion to remove Gail Curless as a signer from the Mountain West Account. Laya seconded the motion. The motion passed unanimously.
 - e) Elaine made a motion to add Maranda Montgomery, Jody Russell, and Marj Tilley to the Columbia Bank account. Laya seconded the motion. The motion passed unanimously.
 - f) Elaine made a motion to add Maranda Montgomery, Jody Russell, and Marj Tilley to the Mountain West Bank Account. Laya seconded the motion. The motion passed unanimously.

- g) Laya made a motion to remove Darcey Smith and add Maranda Montgomery to the Mountain West Rodeo Account. Elaine seconded the motion. The motion passed unanimously.
- h) Laya made a motion to remove Darcey Smith and add Maranda Montgomery to the Mountain West Royalty Account. Gail seconded the motion. The motion passed unanimously.
- 12) Marj made a motion to adjourn the meeting. Elaine seconded the motion. The motion passed unanimously. Meeting was adjourned at 8:31

Next meeting, November 14, 2022, at 4:30 for a workshop

President: _____

Vice President: (acting Secretary) _____