



Bonner County Fair Board

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

1. **Public Comment:** *
2. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
 - a. August 8, 2022
 - b. September 12, 2022
3. **Agency Updates**
 - a. 4H Update
 - b. Rodeo Update
 - c. Facility Update - Chris
4. **New Business**
 - a. Action Item: Discussion/Decision Regarding the signers on the Bank Accounts
 - i. Columbia Bank
 - ii. Mountain West
 - b. Action Item: Discussion/Decision Regarding Policy and Procedures for all money transactions at Fairgrounds
 - c. 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?-
 - ii. Mountain West Debit Card - Where are they? Reasons for this card? Do we keep this card?
 - iii. Any other Debit Cards used at the office - Do we keep them?
 - d. Action Item: Discussion/Decision on people in the office/behind the counter:
 - i. Do we need an SOP (Standard Operating Procedure) on this? Review Policy and Procedures - Provided
 - e. Action Item: Discussion/Decision regarding keys to office/buildings/etc.
 - i. Who has keys?
 - ii. Policy for handing out keys for events.
 - f. Action Item: Discussion/Decision Regarding staff start & Stop Times, Lunch, Office Hours

- i. Office Hours
- g. Action Item: Discussion/Decision three month plan going forward
- 5. Old Business - Voted on Previously, no records exist for these decisions**
 - a. Action Item: Discussion/Decision Regarding Fair Board Minutes
 - b. Action Item: Discussion/Decision Regarding 2023 Fair
 - i. ● 2023 Fair Theme - “MeMOORies in the Making”
 - ii. ● Entertainment- See attached memo
 - c. Action Item: Discussion/Decision Regarding Fairgrounds and Facilities Fee Schedule:
 - d. Action Item: Discussion/Decision Regarding Camping Fee Schedule; Fair Camping, Dry Camping, Winter Camping, Summer Camping
 - e. Action Item: Discussion/Decision Regarding 2022 Campground Contract
 - f. Action Item: Discussion/Decision Regarding Washing Sheep During Fair
 - g. Action Item: Discussion/Decision Regarding Christmas Fair - Allowing vendors to be outside since we are full inside

6. Correspondence

7. Approval of Bills

- a. Action Item: Discussion/Decision Regarding Fairground & Rodeo Bills
- b. Action Item: Discussion/Decision Regarding Current Balance of accounts
 - i. Columbia Bank
 - ii. Mountain West - Fair Board
 - iii. Mountain West - Rodeo
 - iv. Mountain West - Royalty
- 8. Executive Session:** Fair Board may meet to discuss the following items under Idaho Code 74-206- 1-B Personnel.

Next meeting, _____ 2022

¹ **Public Comment** * This section is reserved for citizens wishing to address the Board regarding fair/fairgrounds related issues. Idaho Law prohibits Board action on items brought under this section except in emergency circumstances. Comments are limited to 3 minutes. Any person needing special accommodations to participate in the above mentioned meeting should contact the Fair Office five days prior to the meeting by calling (208) 263-8414.