

Washington County Fair Board  
Regular Meeting  
Wednesday December 4, 2001  
Fair Complex Office  
Conference Room

## NOTICE OF MEETING

Washington County Fair Board  
Wednesday, December 5, 2001 AT 4:30 p.m.  
Fair Complex Office Conference Room  
Hillsboro, Oregon

Kathy Christy, President  
Sheila Day, Vice President      Rich Vial, Treasurer  
Lyle Spiesschaert, Member      Ken Leahy, Member

### 229 Days to the 2002 Washington County Fair & Rodeo

1. ***Call the Regular Meeting to Order:*** All matters noticed on this agenda, in any category, may be considered for action as listed. Items listed on this agenda may be considered in any order at the discretion of the Chair. Items not so noticed may be discussed at the discretion of the Chair, but can not be considered for action.
2. ***Public Welcome – Audience Time:*** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Fair Board state their full name for the record.
3. ***Consent Agenda:*** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.

#### A. Financial Statements

1. Budget Overview – September 2001
2. Balance Sheet – September 2001
3. Cash Flow Statement – September 2001
4. Budget Overview – October 2001
5. Balance Sheet – October 2001
6. Cash Flow Statement – October 2001
7. Other, if any

#### B. Minutes

1. Fair Board Minutes – November 2001
2. Rodeo Committee Minutes – November 2001

#### C. Facility Use Schedule – December 2001

#### D. Other, if any

4. *Special Reports*

- A. Rodeo Committee – Cody Feinauer, Rodeo Committee Chair
- B. Fair Boosters – Bill Duerden, Fair Booster
- C. 4-H Report – John Baggott, 4-H Extension Service
- D. Maintenance Report – Don Hillman, Executive Director
- E. Other, if any

5. *Old Business*

- A. Task Force Update, If any
- B. Tobacco Sponsorship Policy – General Discussion
- C. Board Stipends – Minutes of December 1998 Board Minutes Attached
- D. Other, if any

6. *New Business*

- A. Blue Ribbon Award – Nominations
- B. Resolution to Confirm Membership in CIS Trust – Motion Required
- C. OFA Convention – General Discussion
- D. Insurance Coverage – General Discussion
- E. 2002 County Fair Theme – General Discussion
- F. Other, if any

7. *Announcements*

8. *Correspondence*

9. *Board Communications*

- A. Calendar of Events
- B. Contracts Calendar
- C. Other, if any

*In compliance with the Americans with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting.*

*\*\*Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues immediately following the regular Fair Board meeting if deemed necessary.*



# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview September 2001

	A	C	D	E	F	G
1		September	September	Year to Date	Budget	Percent
2	INCOME	2001	2000	July-Sept 2001	FYE June 30/02	of Budget
3	STATE FUNDS - Dept. of Econ. Dev.	\$ -	\$ -	\$ -	\$ 41,976	0%
4	DEDICATED FUNDS - Hotel Tax	\$ 3,640	\$ 9,928	\$ 149,050	\$ 600,000	25%
5	INTERIM INCOME					
6	010B · Main Exhibit Hall	2,910	4,962	9,975	100,260	10%
7	010C · Cloverleaf Building	2,652	2,044	5,602	25,920	22%
8	010D · Arts & Crafts Building	394	498	2,011	8,280	24%
9	010E · Friendship Square	300	-	1,242	3,780	33%
10	010F · Floral Building	1,321	2,122	1,960	10,980	18%
11	010G · Grounds/General	920	1,385	5,770	11,700	49%
12	010H · Main Arena	1,918	-	4,487	2,340	192%
13	010J · RV/Boat Storage/Barns	300	750	300	13,680	2%
14	010K · Interim Use Concessions	516	-	516	3,060	17%
15	<b>Total Rent &amp; Storage</b>	<b>\$ 11,231</b>	<b>\$ 11,761</b>	<b>\$ 31,863</b>	<b>\$ 180,000</b>	<b>18%</b>
16	011 · Damage Deposits	400	1,400	1,800	12,000	15%
17	012 · Advertising Sold	-	-	-	-	0%
18	013 · Gate Change	-	-	-	-	0%
19	014 · Interest Income	1,585	1,104	9,184	13,000	71%
20	015 · Shows/Entertainment	-	-	-	100,000	0%
21	016 · Parking Fees	13,876	10,500	13,876	14,000	99%
22	017 · Miscellaneous Income	(2,828)	68	2,900	12,000	24%
23	020 · ATM Fees	-	-	-	-	0%
24	<b>Total Miscellaneous Income</b>	<b>\$ 13,033</b>	<b>\$ 13,072</b>	<b>\$ 27,760</b>	<b>\$ 151,000</b>	<b>18%</b>
25	018A · RV Parking/Short Term	3,900	1,935	6,120	14,000	0%
26	018B · RV Parking/Long Term	-	1,420	130	11,000	0%
27	<b>Total RV Parking</b>	<b>\$ 3,900</b>	<b>\$ 3,355</b>	<b>\$ 6,250</b>	<b>\$ 25,000</b>	<b>25%</b>
28	<b>TOTAL INTERIM INCOME</b>	<b>\$ 31,804</b>	<b>\$ 38,116</b>	<b>\$ 214,923</b>	<b>\$ 997,976</b>	<b>22%</b>
29	FAIR INCOME					
30	030 · Youth Admissions	\$ -	\$ -	\$ 35,779	\$ 32,252	111%
31	031 · Other Admission	3,038	-	199,966	234,381	85%
32	032 · Concessions/Booths	1,200	-	62,341	123,000	51%
33	033 · Sponsorships	4,000	-	48,925	60,000	82%
34	034 · Advertising Sold	-	1,050	2,300	5,000	46%
35	035 · Gate Change	4,060	-	115,560	15,000	770%
36	036 · Carnival Income	-	-	49,672	60,000	83%
37	037 · Entry Fees	-	-	2,941	4,000	74%
38	038 · Parking Fees	264	-	39,804	48,000	83%
39	039 · Rodeo Sponsorships	-	23,400	34,490	55,621	62%
40	041 · Miscellaneous	635	1,111	5,608	10,000	56%
41	042 · Rodeo Admissions	-	-	4,964	5,000	99%
42	043 · Main Stage	-	-	21,197	63,000	34%
43	045 · Amphitheater Concessions	-	-	1,039	800	130%
44	046 · Rodeo Miscellaneous	-	22	1,467	3,500	42%
45	048 · ATM Fees	2,687	-	2,687	-	0%
46	<b>TOTAL FAIR INCOME</b>	<b>\$ 15,884</b>	<b>\$ 25,583</b>	<b>\$ 628,740</b>	<b>\$ 719,554</b>	<b>87%</b>
47	<b>TOTAL INTERIM &amp; FAIR INCOME</b>	<b>\$ 47,688</b>	<b>\$ 63,699</b>	<b>\$ 843,663</b>	<b>\$ 1,717,530</b>	<b>49%</b>

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview September 2001

	A	C	D	E	F	G
48	<b>EXPENSES</b>					
49	<b>PERSONNEL</b>					
50	101 · Salaries	\$ 22,305	\$ 31,204	\$ 119,939	\$ 424,939	28%
51	102 · O.P.E.	4,577	11,042	29,071	151,033	19%
52	<b>TOTAL PERSONNEL</b>	<b>\$ 26,882</b>	<b>\$ 42,246</b>	<b>\$ 149,010</b>	<b>\$ 575,972</b>	<b>26%</b>
53	<b>INTERIM OPERATIONS</b>					
54	107 · Office Expense	\$ 6	\$ 501	\$ 689	\$ 4,200	16%
55	108 · Telephone	232	1,311	2,546	13,000	20%
56	109 · Printing	-	-	214	2,200	10%
57	110 · Postage	-	374	994	3,600	28%
58	111A · Equipment Rental	215	424	722	7,000	0%
59	112 · Utilities	9,045	8,889	11,450	70,500	16%
60	113B · Main Exhibit Hall R & M	1,210	23	1,443	1,000	144%
61	113C · Cloverleaf R & M	213	-	402	2,500	16%
62	113D · Arts & Crafts R & M	-	-	77	300	26%
63	113E · Friendship Square R & M	-	-	-	100	0%
64	113F · Floral Building R & M	-	38	253	2,000	13%
65	113G · Grounds/General R & M	136	864	3,361	23,000	15%
66	113H · Main Arena R & M	-	21	2,271	100	2271%
67	113J · Barns R & M	-	739	1,438	2,000	72%
68	113L · Equipment R & M	238	2,140	2,979	20,000	15%
69	114 · General Supplies	671	1,856	5,251	24,000	22%
70	116 · Gate Change	-	-	-	-	0%
71	117 · Parking	-	-	-	-	0%
72	118 · Travel & Training	-	140	-	5,500	0%
73	119 · Legal Fees	-	-	-	5,000	0%
74	121 · Professional Svcs.	-	-	-	15,000	0%
75	122 · Insurance & Bond	-	-	17,390	18,000	97%
76	123 · Private Mileage	40	50	40	1,000	4%
77	124 · Car Allowance	-	325	-	3,900	0%
78	131 · Advertising & P.R.	606	946	2,343	9,500	25%
79	132 · Board Expense	-	107	99	3,000	3%
80	133 · Dues, Licenses, Fees	24	173	36	3,600	1%
81	149 · Misc. Materials & Svcs.	-	226	1,789	5,000	36%
82	150 · Refunds	-	1,163	1,123	12,000	9%
83	151 · County Indirect Cost	-	-	-	20,600	0%
84	153 · Petty Cash	-	-	-	200	0%
85	154A · RV Park Repair & Maint.	-	-	1,148	1,000	115%
86	154B · RV Park Hotel/Motel Tax	-	-	283	1,000	28%
87	155 · ATM Expenses	1,310	-	1,310	-	0%
88	<b>TOTAL INTERIM OPERATIONS</b>	<b>13,946</b>	<b>20,310</b>	<b>59,651</b>	<b>279,800</b>	<b>21%</b>
89	<b>FAIR OPERATIONS</b>					
90	175 · Printing	\$ -	\$ 58	\$ 3,629	\$ 8,000	45%
91	176 · Utilities	-	5,294	15,914	13,500	118%
92	177 · Gate Change	-	-	116,000	15,000	773%
93	178 · Parking	-	-	11,804	13,000	91%
94	179 · Professional Svcs.	850	(2,728)	47,052	45,000	105%
95	180 · Advertising	250	75,444	77,842	75,000	104%
96	181 · Refunds	-	-	1,189	500	238%

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview September 2001

	A	C	D	E	F	G
97	182 · Miscellaneous	-	5,888	7,293	6,000	122%
98	183 · Decorations	-	-	3,735	3,500	107%
99	184 · Equipment Rental	-	3,490	13,893	14,000	99%
100	186 · Restroom Service	-	-	17,410	19,000	92%
101	187 · Repair & Maintenance	-	2,875	13,574	8,500	160%
102	188 · Materials & Supplies	571	728	21,985	13,000	169%
103	189 - ATM Expenses	105	-	105	-	0%
104	<b>TOTAL FAIR OPERATIONS</b>	<b>\$ 1,776</b>	<b>\$ 91,049</b>	<b>\$ 351,425</b>	<b>\$ 234,000</b>	<b>150%</b>
105	<b>EXHIBITS/COMPETITIONS</b>					
106	211 · Awards FFA	\$ -	\$ -	\$ 2,672	\$ 3,500	76%
107	212 · Personnel FFA	-	-	968	1,000	97%
108	213 · Other FFA	-	340	1,081	1,500	72%
109	221 · Awards 4-H	7,489	-	7,489	10,500	71%
110	222 · Personnel 4-H	-	275	5,654	5,500	103%
111	223 · Other 4-H	50	1,604	7,705	3,600	214%
112	231 · Awards Open Class	-	-	32,806	40,000	82%
113	232 · Personnel Open	-	-	4,267	5,000	85%
114	233 · Other Open Class	12	615	5,315	3,000	177%
115	<b>TOTAL EXHIBITS/COMPETITIONS</b>	<b>\$ 7,551</b>	<b>\$ 2,834</b>	<b>\$ 67,957</b>	<b>\$ 73,600</b>	<b>92%</b>
116	<b>RODEO</b>					
117	311 · Prize Money	\$ -	\$ -	\$ 46,000	\$ 46,000	100%
118	312 · Personnel	-	-	21,634	20,150	107%
119	313 · Stock Contract	-	360	25,430	27,500	92%
120	314 · Special Awards	145	-	181	1,200	15%
121	315 · Exceptional Kid's Rodeo	165	21	657	2,000	33%
122	316 · Promotions	-	5,593	5,576	7,180	78%
123	317 · Materials & Supplies	-	923	1,948	5,000	39%
124	318 · Board Expense	-	602	95	3,500	3%
125	319 · Other (Fees & Dues)	123	1,000	2,979	1,000	298%
126	320 · Queen	-	-	843	3,000	28%
127	321 · Rental Equipment	803	-	5,887	6,500	91%
128	322 · Money Raising Projects	-	-	2,013	2,000	101%
129	<b>TOTAL RODEO</b>	<b>\$ 1,236</b>	<b>\$ 8,499</b>	<b>\$ 113,243</b>	<b>\$ 125,030</b>	<b>91%</b>
130	<b>SHOWS &amp; ENTERTAINMENT</b>					
131	324 · Main Stage	\$ -	\$ -	\$ 75,100	\$ 120,000	63%
132	325 · Grounds Entertainment	300	-	61,097	70,000	87%
133	326 · Associated Costs-Main	-	5,142	41,417	35,000	118%
134	327 · Associated Costs-Grounds	(300)	495	9,734	11,000	88%
135	328 · Touch & See	-	-	1,947	2,000	97%
136	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	<b>\$ -</b>	<b>\$ 5,637</b>	<b>\$ 189,295</b>	<b>\$ 238,000</b>	<b>80%</b>
137	<b>INTERIM ENTERTAINMENT-Shows</b>				<b>\$ 100,000</b>	<b>0%</b>
138	<b>CAPITAL OUTLAY</b>					
139	510 · Purchase/Lease	\$ -	\$ -	\$ 40,906	\$ 58,000	71%
140	511 · Land Improvements	-	-	1,177	15,000	8%
141	512 · Bldg. & Structure	-	-	-	20,000	0%
142	513 · Equipment	(593)	140	345	20,000	2%
143	514 · Development Reserve	-	-	25,000	25,000	100%
144	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ (593)</b>	<b>\$ 140</b>	<b>\$ 67,428</b>	<b>\$ 138,000</b>	<b>49%</b>
145	<b>TOTAL EXPENSES</b>	<b>\$ 50,798</b>	<b>\$ 170,715</b>	<b>\$ 998,009</b>	<b>\$ 1,764,402</b>	<b>57%</b>
146	<b>NET INCOME</b>	<b>\$ (3,110)</b>	<b>\$ (107,016)</b>	<b>\$ (154,346)</b>	<b>\$ (46,872)</b>	<b>329%</b>

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
1		October	October	Year to Date	Budget	Percent
2	<b>INCOME</b>	2001	2000	July-Oct 2001	FYE June 30/02	of Budget
3	<b>STATE FUNDS - Dept. of Econ. Dev.</b>	\$ -	\$ -	\$ -	\$ 41,976	0%
4	<b>DEDICATED FUNDS - Hotel Tax</b>	\$ 107,741	\$ 110,159	\$ 256,791	\$ 600,000	43%
5	<b>INTERIM INCOME</b>					
6	010B · Main Exhibit Hall	13,352	8,317	23,327	100,260	23%
7	010C · Cloverleaf Building	2,374	1,669	7,976	25,920	31%
8	010D · Arts & Crafts Building	784	2,082	2,796	8,280	34%
9	010E · Friendship Square	-	549	1,242	3,780	33%
10	010F · Floral Building	50	174	2,010	10,980	18%
11	010G · Grounds/General	1,778	150	7,548	11,700	65%
12	010H · Main Arena	-	-	4,487	2,340	192%
13	010J · RV/Boat Storage/Barns	2,475	2,300	2,775	13,680	20%
14	010K · Interim Use Concessions	407	-	923	3,060	30%
15	<b>Total Rent &amp; Storage</b>	\$ 21,220	\$ 15,241	\$ 53,084	\$ 180,000	29%
16	011 · Damage Deposits	800	1,000	2,600	12,000	22%
17	012 · Advertising Sold	-	-	-	-	0%
18	013 · Gate Change	-	-	-	-	0%
19	014 · Interest Income	96	429	9,280	13,000	71%
20	015 · Shows/Entertainment	-	-	-	100,000	0%
21	016 · Parking Fees	-	-	13,876	14,000	99%
22	017 · Miscellaneous Income	156	523	3,056	12,000	25%
23	020 · ATM Fees	72	-	72	-	0%
24	<b>Total Miscellaneous Income</b>	\$ 1,124	\$ 1,952	\$ 28,884	\$ 151,000	19%
25	018A · RV Parking/Short Term	1,430	2,360	7,550	14,000	0%
26	018B · RV Parking/Long Term	700	670	830	11,000	0%
27	<b>Total RV Parking</b>	\$ 2,130	\$ 3,030	\$ 8,380	\$ 25,000	34%
28	<b>TOTAL INTERIM INCOME</b>	\$ 132,215	\$ 130,382	\$ 347,139	\$ 997,976	35%
29	<b>FAIR INCOME</b>					
30	030 · Youth Admissions	\$ -	\$ -	\$ 35,779	\$ 32,252	111%
31	031 · Other Admission	-	-	199,966	234,381	85%
32	032 · Concessions/Booths	-	-	62,341	123,000	51%
33	033 · Sponsorships	-	4,000	48,925	60,000	82%
34	034 · Advertising Sold	-	275	2,300	5,000	46%
35	035 · Gate Change	440	-	116,000	15,000	773%
36	036 · Carnival Income	-	-	49,672	60,000	83%
37	037 · Entry Fees	-	(25)	2,941	4,000	74%
38	038 · Parking Fees	-	-	39,804	48,000	83%
39	039 · Rodeo Sponsorships	-	18,800	34,490	55,621	62%
40	041 · Miscellaneous	104	6,435	5,712	10,000	57%
41	042 · Rodeo Admissions	-	-	4,964	5,000	99%
42	043 · Main Stage	-	-	21,197	63,000	34%
43	045 · Amphitheater Concessions	-	-	1,039	800	130%
44	046 · Rodeo Miscellaneous	-	-	1,467	3,500	42%
45	048 · ATM Fees	-	-	2,687	-	0%
46	<b>TOTAL FAIR INCOME</b>	\$ 544	\$ 29,485	\$ 629,284	\$ 719,554	87%
47	<b>TOTAL INTERIM &amp; FAIR INCOME</b>	\$ 132,759	\$ 159,867	\$ 976,423	\$ 1,717,530	57%



# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
48	<b>EXPENSES</b>					
49	<b>PERSONNEL</b>					
50	101 · Salaries	\$ 20,049	\$ 31,096	\$ 139,988	\$ 424,939	33%
51	102 · O.P.E.	9,001	6,571	38,072	151,033	25%
52	<b>TOTAL PERSONNEL</b>	<b>\$ 29,050</b>	<b>\$ 37,667</b>	<b>\$ 178,060</b>	<b>\$ 575,972</b>	<b>31%</b>
53	<b>INTERIM OPERATIONS</b>					
54	107 · Office Expense	\$ 344	\$ 353	\$ 1,032	\$ 4,200	25%
55	108 · Telephone	863	957	3,409	13,000	26%
56	109 · Printing	149	-	363	2,200	17%
57	110 · Postage	149	454	1,143	3,600	32%
58	111A · Equipment Rental	215	147	937	7,000	0%
59	112 · Utilities	2,769	3,646	14,218	70,500	20%
60	113B · Main Exhibit Hall R & M	-	-	1,443	1,000	144%
61	113C · Cloverleaf R & M	-	-	402	2,500	16%
62	113D · Arts & Crafts R & M	-	8	77	300	26%
63	113E · Friendship Square R & M	-	-	-	100	0%
64	113F · Floral Building R & M	-	44	253	2,000	13%
65	113G · Grounds/General R & M	895	749	4,256	23,000	19%
66	113H · Main Arena R & M	30	-	2,301	100	2301%
67	113J · Barns R & M	-	152	1,438	2,000	72%
68	113L · Equipment R & M	1,268	565	4,247	20,000	21%
69	114 · General Supplies	109	324	5,359	24,000	22%
70	116 · Gate Change	-	-	-	-	0%
71	117 · Parking	-	-	-	-	0%
72	118 · Travel & Training	-	837	-	5,500	0%
73	119 · Legal Fees	-	884	-	5,000	0%
74	121 · Professional Svcs.	6,755	-	6,755	15,000	45%
75	122 · Insurance & Bond	-	-	17,390	18,000	97%
76	123 · Private Mileage	-	-	40	1,000	4%
77	124 · Car Allowance	-	325	-	3,900	0%
78	131 · Advertising & P.R.	1,558	1,038	3,901	9,500	41%
79	132 · Board Expense	-	36	99	3,000	3%
80	133 · Dues, Licenses, Fees	353	3	389	3,600	11%
81	149 · Misc. Materials & Svcs.	12	-	1,801	5,000	36%
82	150 · Refunds	688	826	1,812	12,000	15%
83	151 · County Indirect Cost	-	-	-	20,600	0%
84	153 · Petty Cash	-	-	-	200	0%
85	154A · RV Park Repair & Maint.	-	-	1,148	1,000	115%
86	154B · RV Park Hotel/Motel Tax	-	345	283	1,000	28%
87	155 · ATM Expenses	18	-	1,328	-	0%
88	<b>TOTAL INTERIM OPERATIONS</b>	<b>16,175</b>	<b>11,693</b>	<b>75,824</b>	<b>279,800</b>	<b>27%</b>
89	<b>FAIR OPERATIONS</b>					
90	175 · Printing	\$ -	\$ -	\$ 3,629	\$ 8,000	45%
91	176 · Utilities	-	-	15,914	13,500	118%
92	177 · Gate Change	-	-	116,000	15,000	773%
93	178 · Parking	-	-	11,804	13,000	91%
94	179 · Professional Svcs.	-	-	47,052	45,000	105%
95	180 · Advertising	-	-	77,842	75,000	104%
96	181 · Refunds	-	-	1,189	500	238%

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
97	182 · Miscellaneous	60	-	7,353	6,000	123%
98	183 · Decorations	-	-	3,735	3,500	107%
99	184 · Equipment Rental	400	3,416	14,293	14,000	102%
100	186 · Restroom Service	-	-	17,410	19,000	92%
101	187 · Repair & Maintenance	-	-	13,574	8,500	160%
102	188 · Materials & Supplies	6	-	21,991	13,000	169%
103	189 - ATM Expenses	-	-	105	-	0%
104	<b>TOTAL FAIR OPERATIONS</b>	<b>\$ 466</b>	<b>\$ 3,416</b>	<b>\$ 351,891</b>	<b>\$ 234,000</b>	<b>150%</b>
105	<b>EXHIBITS/COMPETITIONS</b>					
106	211 · Awards FFA	\$ -	\$ -	\$ 2,672	\$ 3,500	76%
107	212 · Personnel FFA	-	-	968	1,000	97%
108	213 · Other FFA	-	-	1,081	1,500	72%
109	221 · Awards 4-H	-	-	7,489	10,500	71%
110	222 · Personnel 4-H	-	-	5,654	5,500	103%
111	223 · Other 4-H	-	186	7,705	3,600	214%
112	231 · Awards Open Class	-	(82)	32,806	40,000	82%
113	232 · Personnel Open	-	-	4,267	5,000	85%
114	233 · Other Open Class	-	34	5,315	3,000	177%
115	<b>TOTAL EXHIBITS/COMPETITIONS</b>	<b>\$ -</b>	<b>\$ 138</b>	<b>\$ 67,957</b>	<b>\$ 73,600</b>	<b>92%</b>
116	<b>RODEO</b>					
117	311 · Prize Money	\$ -	\$ -	\$ 46,000	\$ 46,000	100%
118	312 · Personnel	-	-	21,634	20,150	107%
119	313 · Stock Contract	-	2,320	25,430	27,500	92%
120	314 · Special Awards	55	-	237	1,200	20%
121	315 · Exceptional Kid's Rodeo	-	1,401	657	2,000	33%
122	316 · Promotions	464	789	6,040	7,180	84%
123	317 · Materials & Supplies	779	262	2,727	5,000	55%
124	318 · Board Expense	-	728	95	3,500	3%
125	319 · Other (Fees & Dues)	-	-	2,979	1,000	298%
126	320 · Queen	369	1,156	1,213	3,000	40%
127	321 · Rental Equipment	456	906	6,343	6,500	98%
128	322 · Money Raising Projects	-	-	2,013	2,000	101%
129	<b>TOTAL RODEO</b>	<b>\$ 2,123</b>	<b>\$ 7,562</b>	<b>\$ 115,368</b>	<b>\$ 125,030</b>	<b>92%</b>
130	<b>SHOWS &amp; ENTERTAINMENT</b>					
131	324 · Main Stage	\$ -	\$ -	\$ 75,100	\$ 120,000	63%
132	325 · Grounds Entertainment	-	-	61,097	70,000	87%
133	326 · Associated Costs-Main	-	-	41,417	35,000	118%
134	327 · Associated Costs-Grounds	-	-	9,734	11,000	88%
135	328 · Touch & See	-	-	1,947	2,000	97%
136	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,295</b>	<b>\$ 238,000</b>	<b>80%</b>
137	<b>INTERIM ENTERTAINMENT-Shows</b>				<b>\$ 100,000</b>	<b>0%</b>
138	<b>CAPITAL OUTLAY</b>					
139	510 · Purchase/Lease	\$ -	\$ -	\$ 40,906	\$ 58,000	71%
140	511 · Land Improvements	-	-	1,177	15,000	8%
141	512 · Bldg. & Structure	-	5,792	-	20,000	0%
142	513 · Equipment	-	-	345	20,000	2%
143	514 · Development Reserve	-	-	25,000	25,000	100%
144	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 5,792</b>	<b>\$ 67,428</b>	<b>\$ 138,000</b>	<b>49%</b>
145	<b>TOTAL EXPENSES</b>	<b>\$ 47,814</b>	<b>\$ 66,268</b>	<b>\$ 1,045,823</b>	<b>\$ 1,764,402</b>	<b>59%</b>
146	<b>NET INCOME</b>	<b>\$ 84,945</b>	<b>\$ 93,599</b>	<b>\$ (69,400)</b>	<b>\$ (46,872)</b>	<b>148%</b>

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview September 2001

	A	C	D	E	F	G
1		September	September	Year to Date	Budget	Percent
2	<b>INCOME</b>	2001	2000	July-Sept 2001	FYE June 30/02	of Budget
3	<b>STATE FUNDS - Dept. of Econ. Dev.</b>	\$ -	\$ -	\$ -	\$ 41,976	0%
4	<b>DEDICATED FUNDS - Hotel Tax</b>	\$ 3,640	\$ 9,928	\$ 149,050	\$ 600,000	25%
5	<b>INTERIM INCOME</b>					
6	010B · Main Exhibit Hall	2,910	4,962	9,975	100,260	10%
7	010C · Cloverleaf Building	2,652	2,044	5,602	25,920	22%
8	010D · Arts & Crafts Building	394	498	2,011	8,280	24%
9	010E · Friendship Square	300	-	1,242	3,780	33%
10	010F · Floral Building	1,321	2,122	1,960	10,980	18%
11	010G · Grounds/General	920	1,385	5,770	11,700	49%
12	010H · Main Arena	1,918	-	4,487	2,340	192%
13	010J · RV/Boat Storage/Barns	300	750	300	13,680	2%
14	010K · Interim Use Concessions	516	-	516	3,060	17%
15	<b>Total Rent &amp; Storage</b>	\$ 11,231	\$ 11,761	\$ 31,863	\$ 180,000	18%
16	011 · Damage Deposits	400	1,400	1,800	12,000	15%
17	012 · Advertising Sold	-	-	-	-	0%
18	013 · Gate Change	-	-	-	-	0%
19	014 · Interest Income	1,585	1,104	9,184	13,000	71%
20	015 · Shows/Entertainment	-	-	-	100,000	0%
21	016 · Parking Fees	13,876	10,500	13,876	14,000	99%
22	017 · Miscellaneous Income	(2,828)	68	2,900	12,000	24%
23	020 · ATM Fees	-	-	-	-	0%
24	<b>Total Miscellaneous Income</b>	\$ 13,033	\$ 13,072	\$ 27,760	\$ 151,000	18%
25	018A · RV Parking/Short Term	3,900	1,935	6,120	14,000	0%
26	018B · RV Parking/Long Term	-	1,420	130	11,000	0%
27	<b>Total RV Parking</b>	\$ 3,900	\$ 3,355	\$ 6,250	\$ 25,000	25%
28	<b>TOTAL INTERIM INCOME</b>	\$ 31,804	\$ 38,116	\$ 214,923	\$ 997,976	22%
29	<b>FAIR INCOME</b>					
30	030 · Youth Admissions	\$ -	\$ -	\$ 35,779	\$ 32,252	111%
31	031 · Other Admission	3,038	-	199,966	234,381	85%
32	032 · Concessions/Booths	1,200	-	62,341	123,000	51%
33	033 · Sponsorships	4,000	-	48,925	60,000	82%
34	034 · Advertising Sold	-	1,050	2,300	5,000	46%
35	035 · Gate Change	4,060	-	115,560	15,000	770%
36	036 · Carnival Income	-	-	49,672	60,000	83%
37	037 · Entry Fees	-	-	2,941	4,000	74%
38	038 · Parking Fees	264	-	39,804	48,000	83%
39	039 · Rodeo Sponsorships	-	23,400	34,490	55,621	62%
40	041 · Miscellaneous	635	1,111	5,608	10,000	56%
41	042 · Rodeo Admissions	-	-	4,964	5,000	99%
42	043 · Main Stage	-	-	21,197	63,000	34%
43	045 · Amphitheater Concessions	-	-	1,039	800	130%
44	046 · Rodeo Miscellaneous	-	22	1,467	3,500	42%
45	048 · ATM Fees	2,687	-	2,687	-	0%
46	<b>TOTAL FAIR INCOME</b>	\$ 15,884	\$ 25,583	\$ 628,740	\$ 719,554	87%
47	<b>TOTAL INTERIM &amp; FAIR INCOME</b>	\$ 47,688	\$ 63,699	\$ 843,663	\$ 1,717,530	49%

**WASHINGTON COUNTY FAIR COMPLEX**  
**Budget Overview September 2001**

	A	C	D	E	F	G
48	<b>EXPENSES</b>					
49	<b>PERSONNEL</b>					
50	101 · Salaries	\$ 22,305	\$ 31,204	\$ 119,939	\$ 424,939	28%
51	102 · O.P.E.	4,577	11,042	29,071	151,033	19%
52	<b>TOTAL PERSONNEL</b>	<b>\$ 26,882</b>	<b>\$ 42,246</b>	<b>\$ 149,010</b>	<b>\$ 575,972</b>	<b>26%</b>
53	<b>INTERIM OPERATIONS</b>					
54	107 · Office Expense	\$ 6	\$ 501	\$ 689	\$ 4,200	16%
55	108 · Telephone	232	1,311	2,546	13,000	20%
56	109 · Printing	-	-	214	2,200	10%
57	110 · Postage	-	374	994	3,600	28%
58	111A · Equipment Rental	215	424	722	7,000	0%
59	112 · Utilities	9,045	8,889	11,450	70,500	16%
60	113B · Main Exhibit Hall R & M	1,210	23	1,443	1,000	144%
61	113C · Cloverleaf R & M	213	-	402	2,500	16%
62	113D · Arts & Crafts R & M	-	-	77	300	26%
63	113E · Friendship Square R & M	-	-	-	100	0%
64	113F · Floral Building R & M	-	38	253	2,000	13%
65	113G · Grounds/General R & M	136	864	3,361	23,000	15%
66	113H · Main Arena R & M	-	21	2,271	100	2271%
67	113J · Barns R & M	-	739	1,438	2,000	72%
68	113L · Equipment R & M	238	2,140	2,979	20,000	15%
69	114 · General Supplies	671	1,856	5,251	24,000	22%
70	116 · Gate Change	-	-	-	-	0%
71	117 · Parking	-	-	-	-	0%
72	118 · Travel & Training	-	140	-	5,500	0%
73	119 · Legal Fees	-	-	-	5,000	0%
74	121 · Professional Svcs.	-	-	-	15,000	0%
75	122 · Insurance & Bond	-	-	17,390	18,000	97%
76	123 · Private Mileage	40	50	40	1,000	4%
77	124 · Car Allowance	-	325	-	3,900	0%
78	131 · Advertising & P.R.	606	946	2,343	9,500	25%
79	132 · Board Expense	-	107	99	3,000	3%
80	133 · Dues, Licenses, Fees	24	173	36	3,600	1%
81	149 · Misc. Materials & Svcs.	-	226	1,789	5,000	36%
82	150 · Refunds	-	1,163	1,123	12,000	9%
83	151 · County Indirect Cost	-	-	-	20,600	0%
84	153 · Petty Cash	-	-	-	200	0%
85	154A · RV Park Repair & Maint.	-	-	1,148	1,000	115%
86	154B · RV Park Hotel/Motel Tax	-	-	283	1,000	28%
87	155 · ATM Expenses	1,310	-	1,310	-	0%
88	<b>TOTAL INTERIM OPERATIONS</b>	<b>13,946</b>	<b>20,310</b>	<b>59,651</b>	<b>279,800</b>	<b>21%</b>
89	<b>FAIR OPERATIONS</b>					
90	175 · Printing	\$ -	\$ 58	\$ 3,629	\$ 8,000	45%
91	176 · Utilities	-	5,294	15,914	13,500	118%
92	177 · Gate Change	-	-	116,000	15,000	773%
93	178 · Parking	-	-	11,804	13,000	91%
94	179 · Professional Svcs.	850	(2,728)	47,052	45,000	105%
95	180 · Advertising	250	75,444	77,842	75,000	104%
96	181 · Refunds	-	-	1,189	500	238%

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview September 2001

	A	C	D	E	F	G
97	182 · Miscellaneous	-	5,888	7,293	6,000	122%
98	183 · Decorations	-	-	3,735	3,500	107%
99	184 · Equipment Rental	-	3,490	13,893	14,000	99%
100	186 · Restroom Service	-	-	17,410	19,000	92%
101	187 · Repair & Maintenance	-	2,875	13,574	8,500	160%
102	188 · Materials & Supplies	571	728	21,985	13,000	169%
103	189 - ATM Expenses	105	-	105	-	0%
104	<b>TOTAL FAIR OPERATIONS</b>	<b>\$ 1,776</b>	<b>\$ 91,049</b>	<b>\$ 351,425</b>	<b>\$ 234,000</b>	<b>150%</b>
105	<b>EXHIBITS/COMPETITIONS</b>					
106	211 · Awards FFA	\$ -	\$ -	\$ 2,672	\$ 3,500	76%
107	212 · Personnel FFA	-	-	968	1,000	97%
108	213 · Other FFA	-	340	1,081	1,500	72%
109	221 · Awards 4-H	7,489	-	7,489	10,500	71%
110	222 · Personnel 4-H	-	275	5,654	5,500	103%
111	223 · Other 4-H	50	1,604	7,705	3,600	214%
112	231 · Awards Open Class	-	-	32,806	40,000	82%
113	232 · Personnel Open	-	-	4,267	5,000	85%
114	233 · Other Open Class	12	615	5,315	3,000	177%
115	<b>TOTAL EXHIBITS/COMPETITIONS</b>	<b>\$ 7,551</b>	<b>\$ 2,834</b>	<b>\$ 67,957</b>	<b>\$ 73,600</b>	<b>92%</b>
116	<b>RODEO</b>					
117	311 · Prize Money	\$ -	\$ -	\$ 46,000	\$ 46,000	100%
118	312 · Personnel	-	-	21,634	20,150	107%
119	313 · Stock Contract	-	360	25,430	27,500	92%
120	314 · Special Awards	145	-	181	1,200	15%
121	315 · Exceptional Kid's Rodeo	165	21	657	2,000	33%
122	316 · Promotions	-	5,593	5,576	7,180	78%
123	317 · Materials & Supplies	-	923	1,948	5,000	39%
124	318 · Board Expense	-	602	95	3,500	3%
125	319 · Other (Fees & Dues)	123	1,000	2,979	1,000	298%
126	320 · Queen	-	-	843	3,000	28%
127	321 · Rental Equipment	803	-	5,887	6,500	91%
128	322 · Money Raising Projects	-	-	2,013	2,000	101%
129	<b>TOTAL RODEO</b>	<b>\$ 1,236</b>	<b>\$ 8,499</b>	<b>\$ 113,243</b>	<b>\$ 125,030</b>	<b>91%</b>
130	<b>SHOWS &amp; ENTERTAINMENT</b>					
131	324 · Main Stage	\$ -	\$ -	\$ 75,100	\$ 120,000	63%
132	325 · Grounds Entertainment	300	-	61,097	70,000	87%
133	326 · Associated Costs-Main	-	5,142	41,417	35,000	118%
134	327 · Associated Costs-Grounds	(300)	495	9,734	11,000	88%
135	328 · Touch & See	-	-	1,947	2,000	97%
136	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	<b>\$ -</b>	<b>\$ 5,637</b>	<b>\$ 189,295</b>	<b>\$ 238,000</b>	<b>80%</b>
137	<b>INTERIM ENTERTAINMENT-Shows</b>				<b>\$ 100,000</b>	<b>0%</b>
138	<b>CAPITAL OUTLAY</b>					
139	510 · Purchase/Lease	\$ -	\$ -	\$ 40,906	\$ 58,000	71%
140	511 · Land Improvements	-	-	1,177	15,000	8%
141	512 · Bldg. & Structure	-	-	-	20,000	0%
142	513 · Equipment	(593)	140	345	20,000	2%
143	514 · Development Reserve	-	-	25,000	25,000	100%
144	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ (593)</b>	<b>\$ 140</b>	<b>\$ 67,428</b>	<b>\$ 138,000</b>	<b>49%</b>
145	<b>TOTAL EXPENSES</b>	<b>\$ 50,798</b>	<b>\$ 170,715</b>	<b>\$ 998,009</b>	<b>\$ 138,000</b>	<b>723%</b>
146	<b>NET INCOME</b>	<b>\$ (3,110)</b>	<b>\$ (107,016)</b>	<b>\$ (154,346)</b>	<b>\$ 1,764,402</b>	<b>-9%</b>

Washington County Fair Complex  
Balance Sheet  
September 30, 2001

ASSETS		Sep-01	Sep-00	% Change
1	Current Assets			
2	Total Checking/Savings	266,513.24	273,957.95	(2.72%)
3	Total Accounts Receivable	524.40		100.0%
4	Advances			
5	Prepaid Expenses			
6	Total Current Assets	267,037.64	273,957.95	(2.53%)
7	Property, Plant and Equipment			
8	200 · Buildings			
9	210 · Land			
10	220 · Equipment			
11	300 · Less Accumulated Depreciation			
12	Net Property, Plant & Equipment			
13	Other Assets			
14	TOTAL ASSETS	267,037.64	273,957.95	(2.53%)
15	LIABILITIES & FUND EQUITY			
16	Current Liabilities			
17	Total Accounts Payable			
18	Compensated Absences			
19	Collections in Advance			
20	Other Current Liabilities			
21	Total Current Liabilities			
23				
24	Long Term Liabilities			
25	Long Term Liabilities			
26	Workers Compensation Ins.-Contingency			
27	TOTAL LIABILITIES			
28	Fund Equity			
29	Contributed Capital			
30	Reservation of Retained Earnings			
31	3900 · Retained Earnings	421,385.98	348,131.39	21.04%
32	Net Income	(154,348.34)	(74,173.44)	-51.94%
33	Total Fund Equity	267,037.64	273,957.95	(2.53%)
34	TOTAL LIABILITIES & EQUITY	267,037.64	273,957.95	(2.53%)

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
1		October	October	Year to Date	Budget	Percent
2	INCOME	2001	2000	July-Oct 2001	FYE June 30/02	of Budget
3	STATE FUNDS - Dept. of Econ. Dev.	\$ -	\$ -	\$ -	\$ 41,976	0%
4	DEDICATED FUNDS - Hotel Tax	\$ 107,741	\$ 110,159	\$ 256,791	\$ 600,000	43%
5	INTERIM INCOME					
6	010B · Main Exhibit Hall	13,352	8,317	23,327	100,260	23%
7	010C · Cloverleaf Building	2,374	1,669	7,976	25,920	31%
8	010D · Arts & Crafts Building	784	2,082	2,796	8,280	34%
9	010E · Friendship Square	-	549	1,242	3,780	33%
10	010F · Floral Building	50	174	2,010	10,980	18%
11	010G · Grounds/General	1,778	150	7,548	11,700	65%
12	010H · Main Arena	-	-	4,487	2,340	192%
13	010J · RV/Boat Storage/Barns	2,475	2,300	2,775	13,680	20%
14	010K · Interim Use Concessions	407	-	923	3,060	30%
15	Total Rent & Storage	\$ 21,220	\$ 15,241	\$ 53,084	\$ 180,000	29%
16	011 · Damage Deposits	800	1,000	2,600	12,000	22%
17	012 · Advertising Sold	-	-	-	-	0%
18	013 · Gate Change	-	-	-	-	0%
19	014 · Interest Income	96	429	9,280	13,000	71%
20	015 · Shows/Entertainment	-	-	-	100,000	0%
21	016 · Parking Fees	-	-	13,876	14,000	99%
22	017 · Miscellaneous Income	156	523	3,056	12,000	25%
23	020 · ATM Fees	72	-	72	-	0%
24	Total Miscellaneous Income	\$ 1,124	\$ 1,952	\$ 28,884	\$ 151,000	19%
25	018A · RV Parking/Short Term	1,430	2,360	7,550	14,000	0%
26	018B · RV Parking/Long Term	700	670	830	11,000	0%
27	Total RV Parking	\$ 2,130	\$ 3,030	\$ 8,380	\$ 25,000	34%
28	TOTAL INTERIM INCOME	\$ 132,215	\$ 130,382	\$ 347,139	\$ 997,976	35%
29	FAIR INCOME					
30	030 · Youth Admissions	\$ -	\$ -	\$ 35,779	\$ 32,252	111%
31	031 · Other Admission	-	-	199,966	234,381	85%
32	032 · Concessions/Booths	-	-	62,341	123,000	51%
33	033 · Sponsorships	-	4,000	48,925	60,000	82%
34	034 · Advertising Sold	-	275	2,300	5,000	46%
35	035 · Gate Change	440	-	116,000	15,000	773%
36	036 · Carnival Income	-	-	49,672	60,000	83%
37	037 · Entry Fees	-	(25)	2,941	4,000	74%
38	038 · Parking Fees	-	-	39,804	48,000	83%
39	039 · Rodeo Sponsorships	-	18,800	34,490	55,621	62%
40	041 · Miscellaneous	104	6,435	5,712	10,000	57%
41	042 · Rodeo Admissions	-	-	4,964	5,000	99%
42	043 · Main Stage	-	-	21,197	63,000	34%
43	045 · Amphitheater Concessions	-	-	1,039	800	130%
44	046 · Rodeo Miscellaneous	-	-	1,467	3,500	42%
45	048 · ATM Fees	-	-	2,687	-	0%
46	TOTAL FAIR INCOME	\$ 544	\$ 29,485	\$ 629,284	\$ 719,554	87%
47	TOTAL INTERIM & FAIR INCOME	\$ 132,759	\$ 159,867	\$ 976,423	\$ 1,717,530	57%

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
48	<b>EXPENSES</b>					
49	<b>PERSONNEL</b>					
50	101 · Salaries	\$ 20,049	\$ 31,096	\$ 139,988	\$ 424,939	33%
51	102 · O.P.E.	9,001	6,571	38,072	151,033	25%
52	<b>TOTAL PERSONNEL</b>	<b>\$ 29,050</b>	<b>\$ 37,667</b>	<b>\$ 178,060</b>	<b>\$ 575,972</b>	<b>31%</b>
53	<b>INTERIM OPERATIONS</b>					
54	107 · Office Expense	\$ 344	\$ 353	\$ 1,032	\$ 4,200	25%
55	108 · Telephone	863	957	3,409	13,000	26%
56	109 · Printing	149	-	363	2,200	17%
57	110 · Postage	149	454	1,143	3,600	32%
58	111A · Equipment Rental	215	147	937	7,000	0%
59	112 · Utilities	2,769	3,646	14,218	70,500	20%
60	113B · Main Exhibit Hall R & M	-	-	1,443	1,000	144%
61	113C · Cloverleaf R & M	-	-	402	2,500	16%
62	113D · Arts & Crafts R & M	-	8	77	300	26%
63	113E · Friendship Square R & M	-	-	-	100	0%
64	113F · Floral Building R & M	-	44	253	2,000	13%
65	113G · Grounds/General R & M	895	749	4,256	23,000	19%
66	113H · Main Arena R & M	30	-	2,301	100	2301%
67	113J · Barns R & M	-	152	1,438	2,000	72%
68	113L · Equipment R & M	1,268	565	4,247	20,000	21%
69	114 · General Supplies	109	324	5,359	24,000	22%
70	116 · Gate Change	-	-	-	-	0%
71	117 · Parking	-	-	-	-	0%
72	118 · Travel & Training	-	837	-	5,500	0%
73	119 · Legal Fees	-	884	-	5,000	0%
74	121 · Professional Svcs.	6,755	-	6,755	15,000	45%
75	122 · Insurance & Bond	-	-	17,390	18,000	97%
76	123 · Private Mileage	-	-	40	1,000	4%
77	124 · Car Allowance	-	325	-	3,900	0%
78	131 · Advertising & P.R.	1,558	1,038	3,901	9,500	41%
79	132 · Board Expense	-	36	99	3,000	3%
80	133 · Dues, Licenses, Fees	353	3	389	3,600	11%
81	149 · Misc. Materials & Svcs.	12	-	1,801	5,000	36%
82	150 · Refunds	688	826	1,812	12,000	15%
83	151 · County Indirect Cost	-	-	-	20,600	0%
84	153 · Petty Cash	-	-	-	200	0%
85	154A · RV Park Repair & Maint.	-	-	1,148	1,000	115%
86	154B · RV Park Hotel/Motel Tax	-	345	283	1,000	28%
87	155 · ATM Expenses	18	-	1,328	-	0%
88	<b>TOTAL INTERIM OPERATIONS</b>	<b>16,175</b>	<b>11,693</b>	<b>75,824</b>	<b>279,800</b>	<b>27%</b>
89	<b>FAIR OPERATIONS</b>					
90	175 · Printing	\$ -	\$ -	\$ 3,629	\$ 8,000	45%
91	176 · Utilities	-	-	15,914	13,500	118%
92	177 · Gate Change	-	-	116,000	15,000	773%
93	178 · Parking	-	-	11,804	13,000	91%
94	179 · Professional Svcs.	-	-	47,052	45,000	105%
95	180 · Advertising	-	-	77,842	75,000	104%
96	181 · Refunds	-	-	1,189	500	238%



# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview October 2001

	A	C	D	E	F	G
97	182 · Miscellaneous	60	-	7,353	6,000	123%
98	183 · Decorations	-	-	3,735	3,500	107%
99	184 · Equipment Rental	400	3,416	14,293	14,000	102%
100	186 · Restroom Service	-	-	17,410	19,000	92%
101	187 · Repair & Maintenance	-	-	13,574	8,500	160%
102	188 · Materials & Supplies	6	-	21,991	13,000	169%
103	189 - ATM Expenses	-	-	105	-	0%
104	<b>TOTAL FAIR OPERATIONS</b>	<b>\$ 466</b>	<b>\$ 3,416</b>	<b>\$ 351,891</b>	<b>\$ 234,000</b>	<b>150%</b>
105	<b>EXHIBITS/COMPETITIONS</b>					
106	211 · Awards FFA	\$ -	\$ -	\$ 2,672	\$ 3,500	76%
107	212 · Personnel FFA	-	-	968	1,000	97%
108	213 · Other FFA	-	-	1,081	1,500	72%
109	221 · Awards 4-H	-	-	7,489	10,500	71%
110	222 · Personnel 4-H	-	-	5,654	5,500	103%
111	223 · Other 4-H	-	186	7,705	3,600	214%
112	231 · Awards Open Class	-	(82)	32,806	40,000	82%
113	232 · Personnel Open	-	-	4,267	5,000	85%
114	233 · Other Open Class	-	34	5,315	3,000	177%
115	<b>TOTAL EXHIBITS/COMPETITIONS</b>	<b>\$ -</b>	<b>\$ 138</b>	<b>\$ 67,957</b>	<b>\$ 73,600</b>	<b>92%</b>
116	<b>RODEO</b>					
117	311 · Prize Money	\$ -	\$ -	\$ 46,000	\$ 46,000	100%
118	312 · Personnel	-	-	21,634	20,150	107%
119	313 · Stock Contract	-	2,320	25,430	27,500	92%
120	314 · Special Awards	55	-	237	1,200	20%
121	315 · Exceptional Kid's Rodeo	-	1,401	657	2,000	33%
122	316 · Promotions	464	789	6,040	7,180	84%
123	317 · Materials & Supplies	779	262	2,727	5,000	55%
124	318 · Board Expense	-	728	95	3,500	3%
125	319 · Other (Fees & Dues)	-	-	2,979	1,000	298%
126	320 · Queen	369	1,156	1,213	3,000	40%
127	321 · Rental Equipment	456	906	6,343	6,500	98%
128	322 · Money Raising Projects	-	-	2,013	2,000	101%
129	<b>TOTAL RODEO</b>	<b>\$ 2,123</b>	<b>\$ 7,562</b>	<b>\$ 115,368</b>	<b>\$ 125,030</b>	<b>92%</b>
130	<b>SHOWS &amp; ENTERTAINMENT</b>					
131	324 · Main Stage	\$ -	\$ -	\$ 75,100	\$ 120,000	63%
132	325 · Grounds Entertainment	-	-	61,097	70,000	87%
133	326 · Associated Costs-Main	-	-	41,417	35,000	118%
134	327 · Associated Costs-Grounds	-	-	9,734	11,000	88%
135	328 · Touch & See	-	-	1,947	2,000	97%
136	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,295</b>	<b>\$ 238,000</b>	<b>80%</b>
137	<b>INTERIM ENTERTAINMENT-Shows</b>				<b>\$ 100,000</b>	<b>0%</b>
138	<b>CAPITAL OUTLAY</b>					
139	510 · Purchase/Lease	\$ -	\$ -	\$ 40,906	\$ 58,000	71%
140	511 · Land Improvements	-	-	1,177	15,000	8%
141	512 · Bldg. & Structure	-	5,792	-	20,000	0%
142	513 · Equipment	-	-	345	20,000	2%
143	514 · Development Reserve	-	-	25,000	25,000	100%
144	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 5,792</b>	<b>\$ 67,428</b>	<b>\$ 138,000</b>	<b>49%</b>
145	<b>TOTAL EXPENSES</b>	<b>\$ 47,814</b>	<b>\$ 66,268</b>	<b>\$ 1,045,823</b>	<b>\$ 138,000</b>	<b>758%</b>
146	<b>NET INCOME</b>	<b>\$ 84,945</b>	<b>\$ 93,599</b>	<b>\$ (69,400)</b>	<b>\$ 1,764,402</b>	<b>-4%</b>

Washington County Fair Complex  
Balance Sheet  
October 30, 2001

ASSETS		Oct-01	Oct-00	% Change
1	Current Assets			
2	Total Checking/Savings	352,815.55	367,557.89	(4.01%)
3	Total Accounts Receivable	(833.10)		(100.0%)
4	Advances			
5	Prepaid Expenses			
6	Total Current Assets	351,982.45	367,557.89	(4.24%)
7	Property, Plant and Equipment			
8	200 · Buildings			
9	210 · Land			
10	220 · Equipment			
11	300 · Less Accumulated Depreciation			
12	Net Property, Plant & Equipment			
13	Other Assets			
14	TOTAL ASSETS	351,982.45	367,557.89	(4.24%)
15	LIABILITIES & FUND EQUITY			
16	Current Liabilities			
17	Total Accounts Payable			
18	Compensated Absences			
19	Collections in Advance			
20	Other Current Liabilities			
21	Total Current Liabilities			
23				
24	Long Term Liabilities			
25	Long Term Liabilities			
26	Workers Compensation Ins.-Contingency			
27	TOTAL LIABILITIES			
28	Fund Equity			
29	Contributed Capital			
30	Reservation of Retained Earnings			
31	3900 · Retained Earnings	421,385.98	348,131.39	21.04%
32	Net Income	(69,403.53)	19,426.50	-127.99%
33	Total Fund Equity	351,982.45	367,557.89	(4.24%)
34	TOTAL LIABILITIES & EQUITY	351,982.45	367,557.89	(4.24%)

MINUTES  
WASHINGTON COUNTY FAIR BOARD  
WEDNESDAY, NOVEMBER 7, 2001

CONVENED: 4:30 p.m.

**FAIR BOARD:**

President Kathy Christy  
Board Member Sheila Day – Vice President  
Board Member Rich Vial – Treasurer  
Board Member Lyle Spiesschaert

Board Member Ken Leahy was out of town on this date and unable to attend the meeting.

**STAFF:**

Don Hillman, Executive Director  
Lisa DuPre', Marketing Manager  
Leah Perkins, Fair Coordinator

**GUESTS:**

Bill Duerden, Fair Booster  
John Baggot, 4-H Extension Service  
Barbara Lawrence, Previous Interim Executive Director  
Cody Feinauer, Rodeo Committee  
Ed Kristovich, Fair Booster

**PRESS:**

Ian Rollins, *Hillsboro Argus*  
Hank Stern, *The Oregonian*

President Christy called the meeting to order at 4:30 p.m., welcomed everyone and called for additions to the agenda. No additions were requested.

**1. Consent Agenda**

President Christy asked if any items needed to be removed from the Consent Agenda. Board Member Day stated she had questions regarding Items A and B. President Christy removed Items A and B from the Consent Agenda and called for a motion to approve Consent Agenda.

**Motion by Board Member Vial to approve Consent Agenda with Item A and B removed. Board Member Spiesschaert seconded motion. Motion carried 4-0.**

**A. Bills for Approval and Detail of Income Received**

Board Member Day asked if a separate category would be created for the ATMs rather than adding it to Gate Change. Executive Director Hillman asked that he be given a month to rework the financial statements. Board Member Vial suggested that the Executive Director be allowed to go back and reorganize all the financials statements effective September 1<sup>st</sup>, and that the reorganized statements be approved at a subsequent meeting. President Christy directed Executive Director Hillman to proceed with reorganizing the financial statements commencing with September 1, 2001.

Board Member Day inquired about **Account 010G – Grounds/General** (Page 4) and the approximate 10% difference for Amusement Consulting Services. Fair Coordinator Perkins responded by explaining that Amusement Consulting Services had paid \$4,000 for Hillsboro Happy Days and an additional \$450 for other items so noted in the Line Item Report.

Board Member Day inquired as to the maintenance fee on the rented copy machine and asked if it was a yearly fee. Fair Coordinator Perkins indicated it was. Board Member Day further inquired about the rental fee for the copier on **Account 111 – Equip/Bldg Rental** (Page 7) and whether it was an annual or monthly rental fee. Fair Coordinator Perkins indicated it was a monthly rental fee. Board Member Day also mentioned that some of the accounts showed check numbers and some did not which she found confusing. Fair Coordinator Perkins noted that some are check numbers and some are transactions numbers.

Board Member Day provided clarification regarding a payment in her name on Page 26. The payment represented a reimbursement for expenses paid by Board Member Day associated with the Volunteer Appreciation Dinner. President Christy confirmed the reimbursement and thanked Board Member Day for her assistance with the event.

Board Member Spiesschaert inquired about **Account 010 – Main Arena** (Page 4) and why the admissions percentage and the base rate were the same amount (\$800) for the Mike Welch Motor Sports event. Board Member Spiesschaert suggested that it might only be coincidental. Marketing Manager DuPre' confirmed that it was indeed a coincidence.

Board Member Spiesschaert also inquired as to the Kelly Goodin claim of injury (Page 24). Fair Coordinator Perkins noted that Mr. Goodin, a Fair Complex employee, got metal in his eye several months ago.

Board Member Spiesschaert further inquired about the fuel costs for donated generators under **Account 321 – Rental Equipment** (Page 26). Rodeo Committee Chair Feinauer indicated that only the generators were donated and the County Fair was responsible for the payment of fuel used in the generators. Board Member Spiesschaert asked about fuel costs paid in the September

financial statements. Fair Coordinator Perkins noted it was for a different company and was related to refrigeration equipment. Rodeo Committee Chair Feinauer confirmed the matter. Board Member Spiesschaert noted that it was costing the County Fair about \$1200 for generators.

Board Member Vial noted that he would move on the financial statements next month after Executive Director Hillman had an opportunity to reorganize the financial information.

## **B. Minutes**

**1. Fair Board Minutes** - Board Member Day referred to Page 32 and commented that the date on the minutes should be October 9 rather than October 10, and October 3 rather than October 4. Board Member Day also referred to Page 34, noting that the names of Boosters should be corrected to reflect "Lorena" and "Irene Barnes." Board Member Day also noted that on Point D, the term "the project" should be clarified. President Christy indicated that she would check on the official name of the project. Board Member Day then referred to Page 37 and commented that the information provided regarding the "Washington County, Oregon 2001 Refinancing Bond Issue" should have the date and source or author on it. President Christy commented that it might have been written on the top of the page but that it was unreadable. Having no further corrections or additions to the minutes, President Christy called for the motion to accept the minutes as amended.

**Motion by Board Member Spiesschaert to accept minutes as amended.**  
**Second by Board Member Vial. Motion carried 4-0.**

President Christy took a moment to introduce Executive Director Hillman to the audience. Having not met Ed Kristovich, Mr. Kristovich introduced himself as a Fair Booster and a customer. Mr. Kristovich noted that he produces the Gem and Mineral Show in October and commented that it was a great idea to have the ATM machines, but voiced his concern that the ATM machine in the Main Exhibit Hall was not working during his show. President Christy asked if the ATMs were presently working. Fair Coordinator Perkins stated that the machines were currently working and that the problem resulted from a previous employee not providing adequate training to the staff regarding the operation of the machines.

**2. Rodeo Committee Minutes** - Rodeo Committee Chair Feinauer distributed the Rodeo Committee minutes from their last meeting. Chair Feinauer announced that the Queen Contest had been held and Marla Meadows is the Queen for 2002. He noted that Ms. Meadows was unable to attend tonight's meeting in that she was involved in a non-injury car accident the night before. Chair Feinauer continued by indicating the he would be attending the Circuit Finals: that he has a couple meetings set up with the stock contractor and

the PRCA to discuss the turn out issue; that the National Finals Rodeo (NFR) is coming up the first week in December; that the Rodeo Committee had their director election; that there were only four candidates and four vacancies so there wasn't a need for an election; that Brian Anderson and Lynn Haynes were re-appointed; that Brian Love and Mike Seavy will have their first terms as directors if approved in January; that he (Rodeo Committee Chair Feinauer) will remain chairman for another year; that Larry Bellamy will be Vice-Chair; and that Lynn Haynes will be Treasurer..

Board Member Spiesschaert asked how many directors would be going to NFR and Rodeo Committee Chair Feinauer replied that three Board Members would be in attendance.

**3. Fair Booster Report** - President Christy complemented Bill Duerden, Fair Booster, on his Task Force Development Report contained in the November Board packet (Page 38).

**2. Special Reports**

**A. 4-H Report** - John Baggott reported that this coming Saturday is an Awards Recognition Event at the Fair Complex in the Clover Leaf Building and everyone in attendance was invited. Mr. Baggott then urged the County Fair to continue with the QuickBooks revisions as soon as possible. Mr. Baggott also expressed his desire to speak with Executive Director Hillman regarding the 4-H Department being over budget during the 2001 County Fair.

**B. Maintenance Report** - Executive Director Hillman said that he had met with the maintenance staff his first day at the Fair Complex and has begun to meet with each staff member individually to determine goals for the next three, six and twelve months. He also indicated that he hoped to have a more detailed maintenance report at next month's meeting.

**3. Old Business**

**A. Adoption of Car Allowance Policy** - President Christy noted that the Car Policy was on Page 42 in the November Board Packet and asked for comments or questions.

**Board Member Vial moved to adopt the Car Allowance Policy for the Executive Director. Board Member Day seconded the motion. Motion carried 4-0.**

Board Member Vial asked if the Policy Resolution Book, that was started about a year ago, was still around and further expressed concern for both the number that would be given to the Car Allowance Policy and that the Policy Resolution book had not disappeared. President Christy said that she had copies of

everything that was in the book. Board Member Day asked Board Member Vial if he had categories for the policies. Board Member Vial confirmed that he did have categories for the policies. President Christy asked if there was an extra copy of the Car Allowance Policy for the board to sign. Fair Coordinator Perkins provided an additional copy of the policy for Board Member signatures.

**B. Reception for Executive Director** – President Christy announced that invitations for this reception had been sent out and indicated that she had lots of comments that it was a great idea to get the Executive Director hitting the ground running. President Christy asked if anyone had any feedback. Board Member Spiesschaert asked what was being done about the *Hillsboro Argus* article that came out that morning noting the reception was this evening instead of the following week. Ian Rollins from the *Hillsboro Argus* apologized for the error. Executive Director Hillman offered to put a sign up and go down to the Clover Leaf building in case people read the article and came on the wrong night.

President Christy asked Marketing Manager DuPre' to comment on contributions to the reception. Marketing Manager DuPre' indicated that All Star Tent & Party Rentals donated all the pipes, drapes and table linens. Mount Hood Beverage donated the beer. Reedville Catering did the buffet. Amusement Consulting Services donated \$250. President Christy further stated that she knew Barbara Lawrence was donating flowers. Ms. Lawrence, Previous Interim Executive Director, noted that she wasn't very involved in the planning and that Fair Coordinator Perkins and Marketing Manager DuPre' had done everything.

President Christy also stated that she and Executive Director Hillman had been to the Board of Commissioners meeting the day before and had received quite a bit of enthusiasm from people there.

Board Member Spiesschaert requested that Board Members get a copy of the invitation. Marketing Manager DuPre' distributed a copy of the invitation to the Board Members

Board Member Day requested to see the list of who was invited. Marketing Manager DuPre' said all of the Chambers of Commerce in Washington County; a big list from the County; all of the Fair Booster Officers; the Portland Oregon Visitors Association Executive Director; all of the Board Members and Staff of the Convention Visitors Bureau; the Board Members and Executive Director of Metro; all the Mayors and all the City Council Members were invited as well.

President Christy asked if Board Members of the School Boards were invited. Marketing Manager DuPre' indicated no, but noted that some Board Members of the School Board were on the aforementioned list.

Board Member Spiesschaert asked if the Rodeo Committee was invited. Marketing Manager DuPre' confirmed that they were. Board Member Spiesschaert also asked if any of the Fair Volunteers were invited. Marketing Manager DuPre' said no. President Christy explained that the reception was intended to be for the new Executive Director to network and that Executive Director Hillman would meet with Volunteers and Superintendents separately.

Marketing Manager DuPre' concluded by indicating that invitations were also sent to other Fair Boards and staff within reasonable driving distance.

Board Member Spiesschaert inquired if spouses were included which was confirmed by Marketing Manager DuPre'.

**C. ATM Recap** - Fair Coordinator Perkins indicated that there was a report in the Board Packet regarding the ATM activity from July 2001 through October 2001; that the ATM machines (2) were donated to the Washington County Fair Complex at an estimated savings of \$5,000; and that to date, the ATM machines had made a net profit.

Board Member Vial noted that it appeared the individual who had donated the ATM machines absorbed the repair and maintenance expenses that were necessary to have the machines ready for the County Fair and that the individual should be thanked. Fair Coordinator Perkins indicated that she would follow-up on Board Member Vial's suggestion.

Board Member Spiesschaert commented that the report looked good, but asked if the phone service would be a monthly charge. Fair Coordinator Perkins confirmed it would be, but planned to cancel the ATM line in the office and reactivate it for the 2002 County Fair. Marketing Manager DuPre' pointed out that the reactivation charge was less than the combined monthly charges. Board Member Spiesschaert asked as to when a long distance charge is incurred. Board Member Vial indicated that a long distance charge is incurred every time a transaction occurs, i. e., every time someone uses the machine. Board Member Spiesschaert also asked why the long distance charge was the same each month. Fair Coordinator Perkins noted that it was a flat monthly long distance fee. Board Member Spiesschaert noted that his questions were based upon his concern that the ATM machines were costing about \$100 a month or about \$1200 a year.

Rodeo Committee Chair Feinauer commented that he believed that every time the ATM machines were used, it charged the user \$1.50. Fair Coordinator Perkins confirmed the statement and pointed out that the transaction fee income showed the income from the \$1.50 transaction fees. Board Member Vial noted that of the \$1.50 transaction fee, the Fair Complex only receives about \$0.80 because the transaction fee is shared with the two other parties that assist in the transaction. Rodeo Committee Chair Feinauer commented that ATM



transaction fees are \$2.50 in Las Vegas. President Christy asked if the Fair Complex could charge \$2.00 and Board Member Vial commented in the affirmative. President Christy also asked as to what others charge for ATM fees and Fair Coordinator Perkins and Board Member Vial both confirmed that most transaction fees are set at \$1.50.

**D. Task Force Update** - President Christy indicated that Executive Director Hillman, Board Member Vial and Leahy, and Fair Booster Duerden attended the recent Task Force meeting. President Christy also mentioned that she had attended the meeting for just a few minutes. Board Member Vial was asked by President Christy to provide a recap of the meeting.

Board Member Vial noted that Fair Booster Duerden did a very good job on the meeting minutes and encouraged everyone to refer to them. Board Member Vial also noted that it appeared that a telephone survey would take place; that Executive Director Hillman had received a draft of the proposed telephone survey; that Board Members should review the draft and any comments should be sent to Executive Director Hillman so they could be forwarded to the consultants.

Board Member Vial indicated that the process of educating people about the project is going to be interesting because it is remarkable how few people who live east of the Fair Complex know it is here and that it would be interesting to see if the results are meaningful if the survey goes out countywide.

Board Member Vial noted that the real estate consultants invited by the facilitators, reported that land values and market demands were not very good right now and had given convincing reasons why they felt that way. Board Member Vial also noted that he was not convinced they were right. Board Member Vial continued by noting that the upside of the presentation was a feeling that the only reasonable alternative is to go out for bond money and that this was based on using the grounds for office or industrial type use, and perhaps residential use, none of which seemed to be actively growing in today's market.

Board Member Vial indicated that the piece that did appear to have a possibility is retail; that the mall concept being purposed for the South Tanasbourne area, with Meyer & Frank as the anchor tenet, has fallen apart; and that the developers, and especially the Meyer & Frank people, consider the Fair Complex site to be very favorable.

Board Member Vial further indicated that if they don't receive strong public support for public financing of the redevelopment project, it may become necessary to look at redevelopment of a portion of the land, which is not broadly supported; however, the upside is that nobody east of our location knows the Fair Complex is here and this could have a significantly affected on a major site

redevelopment with a major destination mall on the adjacent property, which would instantly give this site visibility and the identity it needs. Board Member Vial also indicated that he was going to push discussion on both of these issues in the future, but that no decision on either issued had been made.

Board Member Day asked Board Member Vial which issue was not discussed in the Task Force Meeting. Board Member Vial indicated the retail piece was not discussed at the meeting.

Board Member Day also asked Board Member Vial if it was his suggestion to put the mall on this site and asked that he clarify which part was not discussed. Board Member Vial replied that it was not his suggestion to put the mall on this site; that what was not discussed was that there might be an opportunity to have a significant retail development that could have compatibility with and create tremendous synergy with a fair-meeting-convention type space; and that it is something he intends to ask to be added to the mix for reconsideration.

Board Member Spiesschaert asked Board Member Vial if he had mentioned the increase in Lodging Tax. Board Member Vial responded by indicating that the upcoming telephone survey asks the question that if the project is to be publicly financed, would you prefer it be Lodging Tax or General Obligation Bonds or a combination of both.

President Christy asked Fair Booster Duerden to comment on a part of his report regarding how to refer to the property. Fair Booster Duerden indicated that the focus should not be on the County Fair but rather the use of the property during the entire 52 weeks with the County Fair being only a part of its annual use. President Christy noted that at the recent Task Force Meeting that they were talking about the fair grounds, not a convention and exposition center. Fair Booster Duerden explained that there wasn't a set title for the property so they had used all kinds of terms including fair grounds. Board Member Vial said that they were looking for a term that they could be used that would describe a year-round events center and "Home of the Washington County Fair."

Barbara Lawrence, Previous Interim Executive Director, asked what kind of acreage they were looking at for the mall concept. Board Member Vial indicated somewhere between 30 and 60 acres including parking and that it was not a Washington Square kind of concept, but much more compact, built around public use (i.e. skating rink) with indoor space with anchors, more like a Lloyd Center with more outdoor space.

Board Member Vial also commented that he thought that the idea of a high-end retail shop in Hillsboro sounded strange at first, but the more he heard statistics, the more he became convinced that the westside of Portland is completely underserved by the high-end retail, and that it appears it may have a lot of

market credibility. He further stated that he was not there to advocate it, but it was an alternative that had not been presented before, especially if there is a negative reaction on the public finance pieces.

Executive Director Hillman added that shortly after the Task Force meeting, the Board of Commissioners decided to increase funding for the project with another \$40,000, which, he believed, would take care of the added expense of the telephone survey. Executive Director Hillman indicated that the upcoming telephone survey presently included 47 questions and was too long to conduct over the telephone. Executive Director Hillman concluded by indicating that both he and Board Member Vial had inquired about the additional \$40,000 and that the County was funding the entire amount themselves.

Board Member Day asked if the questionnaire completed during County Fair had been looked at and that the poll was very comprehensive and informative. Executive Director Hillman clarified that it was an exit poll. Board Member Vial also commented that the exit poll was used in the early stages of the committee work and questions were raised about its credibility. Board Member Vial further stated that they wanted to hear from people who were not attending the County Fair.

Board Member Spiesschaert asked about a telephone survey that had been done regarding people who had not attended the County Fair. Board Member Vial indicated he did not believe it had been used. Board Member Spiesschaert noted that he believed the telephone survey was more important because it asked questions regarding if people knew the location of the fair grounds or did they know what was going on at the fair grounds and suggested that Board Member Vial get a copy of the survey to review.

Executive Director Hillman noted that the main concern of the survey is to reach voters to see how they would vote on such a project and noted that a telephone survey would be a valuable tool.

Board Member Spiesschaert expressed concern that some of the questions were very intricate and was not sure of the attention span of the people being surveyed.

Fair Booster Duerden expressed his concern about getting the survey back in four weeks.

President Christy asked about the date of the next Task Force meeting. Board Member Vial responded that it had not been set. President Christy questioned the responsiveness of the consultants. Board Member Vial noted that the consultants had given much more information at the last meeting and that he had come away with a good feeling about their progress until he realize the

retail concept piece was missing. Otherwise, he felt the consultants had come well prepared and had moved them more forward than they had before.

Fair Booster Duerden expressed concern that the proposal put forth did not include enough County Fair elements, such as space for maintenance, green space, or RV parking for participants of the County Fair, and was worried about the details getting lost.

Board Member Vial noted that he is encouraged about the future of the project now that there is a new Executive Director onboard. He also noted that the Commissioners know of the Executive Director's background and with the support of the Fair Complex Board and the Fair Boosters, we should be able to exercise more influence over the project.

Executive Director Hillman indicated that he thought some good ideas came out of the last Task Force Meeting in that the consultants had developed a financing method to support the project and that the upcoming telephone survey will be relied upon to see whether they should move forward.

Board Member Spiesschaert inquired about a 24,000 square foot, 72-stall equestrian stable. Board Member Vial referred him to the LRS report and acknowledged the demand or perceived demand for an equestrian stable of that kind.

Board Member Spiesschaert also mentioned the need for a covered arena. Board Member Vial agreed that if they had an arena, it would need to be covered in order to be successful.

Board Member Spiesschaert asked where the 4000-8000 seats come in. Executive Director Hillman said that all the buildings would have to be multipurpose and that would include the arena. Board Member Spiesschaert further commented that he was worried it would raise the cost of renting the buildings, which would hurt the local shows. President Christy stated that she knew of bigger shows that would come in if they could be accommodated.

Barbara Lawrence, Previous Interim Executive Director, commented that livestock can't support the facility and that those shows would have to be underwritten. Board Member Vial indicated that he sees the choice being either they don't do any horse related events or it has to be done at a facility that most of the time is making money. Barbara Lawrence noted that she believed the public was looking for a place to ride rather than a place to have big shows.

Board Member Vial indicated that they would not be able to afford a separate 4000-8000 seat rodeo arena on top of a concert facility and that there would have to be a building to accommodate all those activities.

Fair Booster Duerden expressed concern with sharing facilities; that it would be hard to have concerts and the rodeo going on at the same time; the lack of livestock areas in the purposed facility; and thought it would be hard to have livestock events during the County Fair with the limited space. Executive Director Hillman responded that it would take some creative thinking.

Fair Booster Kristovich asked if the amount of rental space used for exhibiting of one kind of business or another had been brought up in the meeting and what kind of revenue is made from that. Board Member Vial clarified that there would be a 100,000 to 150,000 square feet of general purpose space.

Board Member Day asked if there were minutes from the Task Force Meeting. Board Member Vial indicated that no minutes had been taken.

Board Member Day and Fair Booster Kristovich both expressed concern regarding lack of information.

Board Member Spiesschaert requested that the board members receive regular updates at future Board Meetings and also be advised when future Task Force Meetings are scheduled. President Christy indicated that she had seen a meeting calendar and would ask for it to be updated.

Board Member Day inquired as to the name of the consultants. Board Member Vial indicated that the consultants are The Larkin Group, Inc.

#### 4. New Business

A. **Goal Setting Session** – President Christy indicated her desire to schedule a one-day or one-half day goal setting session. Executive Director Hillman noted that with a new Executive Director on board, it would be advisable to have a goal setting session with the Board, led by a paid facilitator, to get consensus as to the organization's goals for the next three to five years. After some discussion as to possible dates, it was agreed that the Goal Setting Session would be held on Monday, December 3, 2001, with the one-day session starting at 8:00 a.m. and concluding by 5:00 pm.

B. **Board Stipends** – President Christy handed out a report and explained the reason for having a stipend was to cover the board members' time and expense of fuel to attend meetings. After some discussion, it was decided to move forward with the Board Stipends. It was noted by President Christy and Board Member Spiesschaert that there may be a Board Policy on this matter adopted back in January 1999. President Christy asked staff to research the minutes for this Board Policy and provide an update to the Board.

C. **Other** - There was no other matters presented by the President Christy.


5. Announcements

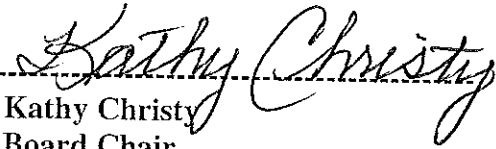
Rodeo Committee Chair Feinauer announced that he would be out of town for the next Board Meeting. President Christy noted that a Board Member was to attend every Rodeo Committee Meeting and mentioned that Executive Director Hillman would be also attending Rodeo Committee Meetings as his scheduled permitted. President Christy further noted that she would attempt to attend the December Rodeo Committee Meeting and also noted that the next Fair Booster Meeting would be in February 2002.

6. Board Communications

Staff distributed thank you letters from the 4-H kids. President Christy thanked Barbara Lawrence, Previous Interim Executive Director, for her dedicated service to the Washington County Fair & Rodeo, the Board and staff, and presented her with a gift of appreciation.

With no further business before the Board, President Christy adjourned the meeting at 5:50pm.

  
-----  
Don G. Hillman  
Recording Secretary

  
-----  
Kathy Christy  
Board Chair

**Washington County Fair & Rodeo**

**Associates Meeting**

**November 3, 2001**

***Next Meeting December 11<sup>th</sup> (note that this is not our regular day)***

**In Attendance:** Winnie D., Cody F., Mike B., Larry B., Gary M., Lynn H., Brian L., Jenny O., Paul E., Lisa M., Brandi W., Danielle V., Nick G., Standee W., Dale Z Pat & Kelly B., Sue K., Carl L., Andrea G., Michael D., Patty C., Jeanette H., Angela M., Burt D., Greg H., Margaret M., Paula M., Todd K., Rod S., Linda J., Richard K., Lynn F., Tara F., Lynn F., Kevin S., Brian & Laurel F.

**Excused Absent:** Marla Meadows

**The meeting was called to order at 7:31pm by Cody F.**

**Welcome Paul, Cassidy and Daniel**

**Old Business:**

**Queens contest** was held and Marla Meadows is the new Queen.

Lynn thanks everyone that helped with the Queens contest and a special thank you to Brandy Williams for doing the pattern and Kelly and Pat Bauer and Lauren Fallick for going the extra mile.

**Queen Coronation** will be held January 12, 2002 at the Clover Leaf.  
More information to follow.

**Colombia River Circuit Finals** will be November 8, 9 & 10<sup>th</sup> in Redmond, Ore.  
The seminars are on Saturday November 10<sup>th</sup> from 10-3.  
Eagle Crest Hotel is the host hotel this year.

**Jacket orders** are still being taken. See Winnie.

**New Business:**

**Rodeo Directors** that are waiting to be approved by the Fair Board are Brian Love and Mike Seavey and for reappointment is Lynn and Brian Anderson.

**Nominations:** Winnie nominates Cody F for Chairperson, seconded by Lynn H.  
Lynn H. nominates Larry B. for Vice-Chair, seconded by Cody.  
Winnie nominates Lynn H. for Treasurer, seconded by Larry B.

**Wild Cow Milking-** Paul Erickson requested that the Rodeo Board and Associates consider adding Calgary style to the list of events at the rodeo this year. It is an event that anyone can enter (not limited to PRCA) and is gaining in popularity and proving to be a crowd pleaser. Steve Coleman charged \$20 a head for the cows. The concerns are having enough time to add another event and animal activist group. It was agreed that we could look into the matter.

**NFR** sign ups are tonight. If you are going you need to talk to Cody.  
Cody will be finalizing outstanding contracts at the convention.

**Handbooks** were received by WinnieD., Lynn H., Mike B. and Gary M.

Gary M. motioned to adjourn. Brian A. seconded the motion.  
Cody F. adjourned the meeting at 8:20pm  
Minutes submitted by Candace Davis

Next Meeting: Tuesday *December 11, 2001*-  
7:30pm Floral Building



# Washington County FAIR COMPLEX

## FACILITY SCHEDULE December-2001

### Saturday, December 01, 2001

Main Exhibit-South/Cloverleaf Oregon Bass Jamboree  
Arts & Crafts Building N.W. Adoptive Families  
Main Exhibit-North Mt. Man Trade Show

### Sunday, December 02, 2001

Main Exhibit-North Mt. Man Trade Show  
Floral Building 4-H Parrot Club Meeting  
Meeting Room 4-H Happy Hoppers Meeting

### Monday, December 03, 2001

Main Exhibit-South 4-H Waggin' Masters Dog Club  
Arts & Crafts Building 4-H Guide Dogs Club  
Main Exhibit-Middle 4-H Dog Club Meeting  
Main Exhibit Hall-North 4-H Dog Club Meeting

### Tuesday, December 04, 2001

Main Exhibit-South The Pet Consultants  
Main Exhibit-North 4-H Dog Club Meeting  
Arts & Crafts Building 4-H Guide Dogs  
Cloverleaf Building Glencoe Football Bingo  
Covered Show Ring Dog Flyball Class  
Floral Building Rodeo Board Meeting  
Covered Show Ring Mutteteers Flyball Team

### Wednesday, December 05, 2001

Meeting Room 4-H Horses Unlimited Meeting  
Main Exhibit-South 4-H Best Friends Dog Club

### Saturday, December 08, 2001

Quadrant Property ATV Safety Institute Class  
Main Exhibit Hall FEI Co. Holiday Party  
Cloverleaf Building Holiday Party  
Arts & Crafts Building 4-H Wagon Train Reunion  
Floral Building Sheriff's Posse Holiday Party

### Sunday, December 09, 2001

Quadrant Property ATV Safety Institute Class

### Monday, December 10, 2001

Main Exhibit-South 4-H Waggin' Masters Dog  
Meeting Room 4-H Dog Club Meeting

### Tuesday, December 11, 2001

Arts & Crafts Building 4-H Dog Club  
Covered Show Ring Dog Flyball Class  
Cloverleaf Building Glencoe Football Bingo  
Main Exhibit-South The Pet Consultants  
Covered Show Ring Mutteteers Flyball Team

### Wednesday, December 12, 2001

Meeting Room 4-H Furry Friends Club  
Arts & Crafts Building 4-H Best Friends Dog Club

### Thursday, December 13, 2001

Cloverleaf Building Holiday Party

### Saturday, December 15, 2001

Quadrant Property ATV Safety Classes  
Main Exhibit Hall Reser's Holiday Party

### Sunday, December 16, 2001

Meeting Room 4-H Happy Hoppers Meeting

### Monday, December 17, 2001

Main Exhibit-South 4-H Waggin' Masters Dog Club  
Main Exhibit-North 4-H Dog Club

### Tuesday, December 18, 2001

Covered Show Ring Mutteteers Flyball Team  
Arts & Crafts Building 4-H Dog Club  
Cloverleaf Building Glencoe Football Bingo  
Covered Show Ring Dog Flyball Class

**Wednesday, December 19, 2001**

Main Exhibit Hall 4-H Best Friends Dog Club

**Wednesday, December 26, 2001**

Meeting Room 4-H Furry Friends Club

**Saturday, December 29, 2001**

Arts & Crafts Building Tool Sale

**Sunday, December 30, 2001**

Arts & Crafts Building Tool Sale

# Washington County **FAIR COMPLEX**

## December 2001 Event Schedule

- The **Oregon Bass Jamboree** will be held Saturday, December 1<sup>st</sup> in the Main Exhibit Hall-South and the Cloverleaf Building from 9 a.m. to 6 p.m. The guest speaker will be West Coast Pro, Ish Monroe, plus you can see and purchase the latest in boats, electronics, tackle, and other equipment from vendors such as Triton Boats, Lowrance, Shimano, Lamiglass, Big Poly, and many, many more! Admission is \$7.00. For more information, call 503-760-8903.
- The Forest Hills Black Powder Brigade presents the **Mountain Man Trade Show**, Saturday and Sunday, December 1-2, in the Main Exhibit Hall-North. The hours are 9 a.m. to 5 p.m. Saturday, and 9 a.m. to 4 p.m. Sunday. A \$2.00 donation will be accepted at the door, and children under 12 are admitted free. For more information, call 503-324-6700.
- TAP Enterprises will hold a tool sale Saturday and Sunday, December 29<sup>th</sup> and 30<sup>th</sup> in the Arts & Crafts Building from 11 a.m. to 7 p.m. each day.

### **DOG TRAINING PROGRAMS AT THE FAIR COMPLEX**

- The Pet Consultants offers Obedience Training Tuesday's in the Main Exhibit Hall-South from 7 p.m. to 8 p.m. For more information, call 503-646-1442.

- The Hillsboro Parks and Recreation Department conducts dog training classes Wednesday nights in the Main Exhibit Hall-North beginning at 6 p.m. These classes include Puppy Kindergarten, Basic Obedience, Intermediate Obedience, and Show Dog Handling. To find out which class is right for you and your dog, the costs, and the schedule, call Jan at 503-648-5508.

### ***BINGO***

- Glencoe Community Football, Inc. conducts Bingo in the Cloverleaf Building starting at 6 p.m. on Tuesday nights. For more information, call 503-648-0361.



WASHINGTON COUNTY FAIR BOARD MINUTES  
DECEMBER 8, 1998  
PAGE 3

to pay more. DuPre' says most have expressed an awareness and expectation of increased costs with new buildings. Leahy asks if those who voice concerns about the new facility are worried that it will be too expensive or too big. DuPre' says most are very positive and want a new facility and simply want to get into it. Says if they have concerns, it's merely about how the transition would be done, and can they count on having a building there in the years ahead if they commit to a contract. Wade confirms DuPre's comments and says the concerns aren't negative from the tenants but more of "I'll believe it when I see it," related to getting a new facility to lease. DuPre' says a number of people are ready to bring events here and spend the money, but the available buildings and dates aren't there for them. Wade adds there are also former tenants who were forced to leave because they out-grew the facility, but eagerly want to come back. Garza says there also are a number of local organizations whom have brought their meetings to the Complex and want to bring their national organization's events here, but we just don't have the facility to do it.

6. **Maintenance Report:** Michael Wold says a couple of pieces of equipment are back from the shop after getting repaired. Boat storage is just about complete, with still 1 or 2 to possibly arrive. Questions were posed by Lintz and Leahy about the cost to store a boat and whether tenants are allowed to work on them.
7. **Old Business:** Garza directs the board to refer to page 29 of the meeting packet which is the County Counsel's response to the Fair Board's questions about travel allocations for Fair Board members. Garza says County Counsel says the board can go ahead with that, and choose an amount that they feel would be appropriate and cost-effective, but not to make it retroactive, and begin it on a designated date in the future. Sheila Day suggests going ahead with starting the allocation as of January 1, 1999. Speisschaert says there needs to be a definition of what a "Fair Meeting" is. Lintz says a "Fair Meeting" should be anything involving a meeting on Fair matters, not strictly the monthly Fair Board meeting. Garza says things like the OFA Convention are fully reimbursed expenses, and are different from the meeting/travel allocation issue being discussed. Speisschaert asks if mileage is included for traveling to things like the OFA Convention and Garza says yes, it always has been. Speisschaert suggests establishing a board expense policy so it will be very clear what compensation is given and how board members will receive it. Lintz proposes a flat fee of \$20, based on a \$15 fee and \$5 of expenses for local area Fair Board business-related affairs. Says this should be totally separate from fully reimbursed events like the OFA convention.

WASHINGTON COUNTY FAIR BOARD MINUTES  
DECEMBER 8, 1998  
PAGE 4

Lintz makes a motion that any meeting for Fair Board business-related matters or events, attended by a Fair Board member, is compensated at a rate of \$20 per meeting or event, which includes a mileage expense within Washington County, therefore mileage cannot be paid for any mileage traveled within the borders of Washington County. For such Fair Board business-related matters or events happening outside of Washington County, Fair Board members will be compensated for mileage at the current government-allowed mileage rate, as measured in miles traveled to that meeting from the Washington County Fair Complex. Effective January 1, 1999, this will be established as the Fair Board Travel Policy. Further, as part of the Fair Board Travel Policy, all actual expenses shall be reimbursed and mileage paid to and from fair-related events, such as conventions. Further, the County Fair Board per diem meal allowance will follow the Washington County per diem meal allowance. Spiesschaert seconds it, the motion passes.

**7.B OFA Convention:** Garza says Speisschaert and Day have indicated an interest in attending the OFA Convention in January and the information was passed out. Garza asks for quick decisions from anyone still thinking about attending.

**7.C Audit Response to Bob Davis:** Garza says there were 2 items she responded to Davis about and copies of the response are distributed to board members. One item was in response to the accounting system. Garza says she informed Davis that the Fair Complex was moving forward in working with Jones and Roth on the new accounting software. The second item was in reference to the Fair Complex Local Government Income Pool Account (LGIP). Garza says the County had wanted the Fair Complex to put those dollars into the County fund. Garza says she did some research and spoke with Lane County, which had faced a similar situation, and the Attorney General's opinion was that once the money was distributed from the County to the Fair Board, the Board has full authority to make decisions regarding those funds and how they're used. Garza says she has the actual copy of the opinion from the Department of Justice if Board members want to look at it more closely. Says she has not heard anything at this point from Bob Davis. Wade says Washington County Counsel has backed the Attorney General's opinion. Garza and Wade comment that they haven't heard anything about the annual County audit, and no one came in October. Wade comments that an individual audit report is never given to each county department. Lintz requests to find out how much it would cost the Fair Complex to have it's own audit done. Says it might be wise to have an independent audit done for the Fair Board's own protection.

# Western Fairs Association Blue Ribbon Award Order Form

Fairs present Western Fairs Association Blue Ribbon Awards in an effort to recognize and honor those individuals or groups who have provided outstanding support to the fair industry. Recipients are those who have provided volunteer services, educational services and sponsors.

**EACH FAIR IS ELIGIBLE TO ORDER ONE PLAQUE AT NO CHARGE PER YEAR. Additional plaques can be ordered for \$85 per plaque.**

**CURRENT BOARD MEMBERS AND FAIR STAFF ARE NOT ELIGIBLE TO RECEIVE THIS AWARD**

## ORDER INFORMATION

Please type or print information clearly

No. Ordered	Recipient Name	Presentation Date	WFA Office Use Only	
			Date Ordered	Charge

**IMPORTANT SHIPPING INFORMATION:** All Blue Ribbon Award orders are shipped UPS from Norwalk, Ohio. UPS will only deliver to a street address. PLEASE ALLOW 20 WORKING DAYS FOR DELIVERY. Orders requiring expedited shipment (i.e. 3-day, or overnight) will be billed at prevailing rates.

☐ Please Check here if you would like information regarding the Blue Ribbon Perpetual Plaque

Fair Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_

FAX \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed order form to: **WFA Blue Ribbon Orders, 1776 Tribute Rd. Suite 210, Sacramento, CA 95815;**  
916/927-3100 or FAX 916/927-6397





Property, Casualty and Employee Benefit Services

P.O. Box 311 • Salem, OR 97308  
(503) 585-1121 • 1-800-922-2684  
FAX 585-1140 or 375-7996

November 16, 2001

**RE: Signed Resolutions**

Dear Member:

In July of this year, a cover letter was enclosed in our distribution of CIS Membership Document Notebooks which emphasized the need for governing bodies to adopt a resolution confirming membership in the CIS Trust, and to submit the signed resolution to CIS by 9/30/01. A sample resolution was enclosed in that binder.

On August 17th, a second letter was sent to all Members as a reminder for the submission of signed resolutions. This mailing was from CIS' Executive Director, Noel Klein, and included a "Summary of Major Changes in CIS Trust Agreement, Bylaws, & Rules for 2001-2002."

On September 21st, a "final" reminder email was transmitted to all Members, again requesting all outstanding resolutions to be submitted.

***At this date we have not yet received your body's signed resolution. If there is some reason you cannot submit your signed resolution by 12/20/01, please communicate this reason as soon as possible to Rebecca Hill by fax, phone, or at the email address provided below. For your convenience, I have included in this mailing the sample resolution as well as the documents to which it refers.***

If, after reading the attached documents, you have any questions regarding the resolution, please contact Rebecca Hill at: [rhill@cciservices.com](mailto:rhill@cciservices.com) / 503-585-1121 ext. 332 and she will assist you. You may fax your resolution (503-585-1140) or mail it to:

City County Insurance Services  
Attn: Rebecca Hill  
1212 Court St. NE Ste. 301  
Salem, Oregon 97301

**Thank you for your prompt attention to this matter.**

**Resolution Regarding Membership  
In the City County Insurance Services Trust.**

**Recitals:**

1. City County Insurance Services Trust (CIS) is a trust established by the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) to administer pooled retention funds to protect members against the financial consequence of property, casualty, and worker compensation losses pursuant to coverage agreements;
2. CIS provides its Member a broad array of risk management services, including financing, loss prevention and loss control programs, claims management and legal representation, risk management consulting, data gathering, information sharing, training and related services;
3. Washington County Fair Complex finds that membership in CIS is a benefit in managing the risks involved in providing services to its citizens;
4. Washington County Fair Complex has been provided with copies of the CIS Trust Agreement, Bylaws and Rules which have been recently updated and revised;
5. The CIS Bylaws, at Articles 2.2.2 and 3.3 provide that Articles 2 and 3 of the bylaws shall constitute a contract between the Member and CIS and that the Member shall adopt a resolution acknowledging that contractual relationship.

**Now, and therefore,** Washington County Fair Complex ("Member") does hereby acknowledge and agree that it has received copies of the CIS Agreement and Declaration of Administrative Trust, Bylaws, and Rules and accepts the terms and conditions therein with respect to any CIS coverage programs in which it elects to participate and for which it is accepted as a Member by CIS.

**Adopted:** December 5, 2001    **Signed by:** \_\_\_\_\_  
President Kathy Christy



cc: Board

# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com)

TO: OFA Members and Interested Persons  
FROM: John McCulley, Executive Secretary  
SUBJECT: **2002 OFA Convention Information and Other Materials**  
DATE: November 1, 2001

Enclosed are a number of items related to the 2002 OFA Convention as well as other materials that require your attention. This packet includes the following:

- Convention Registration Form
- Preliminary Convention Program
- Convention Duties Outline
- Auction Form
- Distinguished Service Award Form
- "Whoops" Award Nomination Form
- Local Fair Supporter Award Nomination
- Youth Support Award Nomination
- 2001-02 Dues Statement

## Deadline Summary

Please work within these deadlines:

Registration Form.....	December 26
Room Reservations .....	December 13
Auction Form.....	December 26
Distinguished Service Award Form .....	December 10
Whoops Award Form .....	December 10
Local Fair Supporter Award .....	December 10
Youth Support Award.....	December 10

## Convention Program

The 2002 Convention begins on Friday and ends on Sunday morning. The Convention Committee has planned a series of roundtables during the lunch on Friday with the opening session and keynote speaker beginning at 1:00 p.m. Friday afternoon. Many valuable workshops are planned throughout the session, several designed to help fairs meet their obligations under the recently passed HB 3905.

## The Facility

Our host hotel is the Doubletree Lloyd Center. Please contact the hotel if you have special requirements. **You should make your room reservations directly with the Doubletree by calling (800) 222-8733. To get our special rate (\$79+11.5% tax) be sure to identify yourself as a member of the Oregon Fairs Association.**

## Registration Form/Dues Invoice

Your convention committee has established a registration fee of \$100 per fair for the convention. That includes the lunch on Friday and the Gala Welcome Party on Friday evening. **Even though there is no charge for these events, they still will be ticketed so please indicate on the registration form who will attend.** A separate billing for OFA dues is enclosed with this packet. Please note on the registration form any special dietary requirements of your delegates. Also remember to put the names on the registration form as they should appear on the name badge.

### **Officer Nominations**

As announced at the combined area meeting at the Oregon State Fair, two people have submitted their intention to run for OFA office. Ted Sabey of Sherman County is the candidate for President; Allan Westhoff of Josephine County is the candidate for Vice President. The election will be held at the business meeting on Saturday afternoon.

### **Local Supporter Award**

The Awards Committee wants to give special recognition to people or organizations in your community that should be recognized for the significant contributions they make to your fair. Please send the nomination form so the committee can select winners. Recipients will be hosted at the luncheon on Sunday and presented with a certificate of recognition.

### **Special Youth Project Award**

The Awards Committee would like to recognize fairs that do an outstanding job supporting youth. Specifically the committee wants fairs to nominate themselves for any project the fair may have implemented during the year that was directed toward young people. This could be a project associated with the fair itself or something done on the grounds or even a cooperative effort with others in the community. Really any project where the fair assisted young people.

### **Auction and Door Prizes**

Last year the auction raised more than \$10,000. Under a policy established by the board, any amount more than \$8,000 raised at the auction is divided evenly between the Oregon Fairs Foundation and the youth scholarship fund. Each fair member is asked to bring two items for auction. The auction committee will determine which items go into the oral auction and which in the silent. Auction organizers already have lined up some excellent auction items. You may start bidding on silent auction items on Saturday morning. The silent auction will be conducted all day Saturday, January 5, with bidding ending at 5:30 p.m. The oral auction will begin at 5:30 p.m.

### **Questions?**

It's hard to cover everything here. So if you have questions please call the OFA office. OFA members are in store for an outstanding convention featuring timely information and huge amounts of fun.

**OREGON FAIRS ASSOCIATION**  
**2002 CONVENTION REGISTRATION FORM**  
**January 4-6 • Doubletree Lloyd Center • Portland, Oregon**

Fair Name \_\_\_\_\_

NOTE: Please remember to indicate who will participate in the Friday lunch and Friday Welcome events. These are ticketed events, even though there is no charge.

Name of Delegate(s) (Please type or print as you would like it to appear on nametag)	Check voting delegate	Check if first time attendee	Friday Lunch no charge	Friday Welcome no charge	Saturday Lunch \$16	Saturday Dinner \$25	Sunday Breakfast \$15	Spouse's First Name	Friday Lunch no charge	Friday Welcome no charge	Saturday Lunch \$16	Saturday Dinner \$25	Sunday Breakfast \$15	Total

Registration Fee \$ 100.00  
 Total Meals \_\_\_\_\_  
 Total This payment \_\_\_\_\_  
 Balance Due \_\_\_\_\_

**Dues must be  
paid prior to or  
with  
registration**

I am paying by: ☐ Cash ☐ Check/Money Order

or charge my: ☐ Visa ☐ Mastercard

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

REGISTRATION FORM DUE DECEMBER 26, 2001

Return to:  
 Oregon Fairs Association  
 PO Box 771  
 Salem, OR 97308

(503) 370-7019  
 Fax: (503) 587-8063

Please make a copy of the completed registration form for your records.

**2002 OFA Convention Program**  
**Doubletree—Lloyd Center**  
**Portland, Oregon**

**Friday, January 4**

- 9:00 Registration Opens
- 10:00 Board Meeting
- 11:30 Box Lunch—Open Forum
  - Disaster Management
  - Finding and Keeping Volunteers
  - Community Entertainment
- 1:00 Opening Session—Steve Chambers, Keynote Speaker
- 2:15 Emergency Management Preparation Workshop
- 3:30 Exhibits Open—No Host Bar
- 5:30 Gala Welcome Party—no host bar, hors d'oeuvres
- 6:00 5 Showcases—Joe Stoddard, MC
- 9:00 Visit Service Member Hospitality Suites

**Saturday, January 5**

- 8:00 Registration Desk and Coffee Bar Open; Silent Auction opens
- 8:00 First Time Attendees Orientation
- 8:30 Committee Meetings
- 9:00 Area Meetings/Service Member Annual Meeting
- 10:00 Exhibits Open
- 10:30 Workshops
  - Care and Feeding of Grounds Acts
  - Working with Craft Exhibits
- 11:30 Luncheon, Introduction of Service Members and 2 Showcase Acts
  - Service Member of the Year Award
- 1:30 Annual OFA Business Meeting; Election of Officers
- 2:30 Three Ring Circus
  - Community Partnerships
  - Grants
  - Technology Opportunities in Your Community
  - 4-H/FFA
  - Effective Showcasing
  - Conflict Management Role Plays—Board/Management;
  - Customer/Staff; Fair/Extension
- 5:00 Auction Preview
- 5:30 Silent Auction Ends
- 5:30 Oral Auction
- 7:00 Dinner, Awards Presentations and 2 Showcase Acts
  - Distinguished Service Award
- 9:00 Past President's Reception

**Sunday, January 6**

- 8:30 Buffet Breakfast—Larry Wilde, speaker
  - Community Service Award
  - Youth Support Award
- 10:00 Board Meeting

2002 OFA Convention Information  
January 4-6, 2002  
Doubletree Hotel—Lloyd Center  
Portland, Oregon

**Room Rate**—\$88.09 (includes tax) for reservations (800) 222-8733

**Reservation Deadline**—December 13, 2001

**Convention Duties—**

Door Prizes Areas 3, 5, 8

Centerpiece Placement—January 5—Banquet Areas 4, 7

**Everyone** bring scrapbooks, premium books, posters and a centerpiece for Saturday dinner tables.

Begin rounding up auction items.

# Oregon Fairs Association Convention Auction Form

Please complete this form for each auction item and return to coordinator Larry Hillis by December 26, 2001, so we can prepare the auction catalog. The Auction Committee will divide items between the silent auction and the oral auction. Please photo copy this form if you have more than one item.

Name of donor: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Item: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Minimum Bid (if any): \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ I will mail the auction item by December 26, 2001

☐ I will bring the auction item to the Convention registration desk on January 4, 2002.

Return this form by December 26, 2001, so the Auction Committee can make the necessary preparations for the auction. Send form to:

**Larry Hillis  
A&H Concessions  
233 Rogue River Hwy, #105  
Grants Pass, OR 97527  
(FAX) 541-471-1440**

If sending the auction item, please mail it to:

**Oregon Fairs Association  
PO Box 771  
Salem, OR 97308**

If the item is sent other than US mail, the shipping address is: 3415 Commercial St SE, Ste 107; Salem, OR 97302

*Thank you for making this event such a success!*



## Distinguished Service Award Nomination Form

We are pleased to nominate the following person for the Distinguished Service Award. We believe this person is qualified for such high recognition because of significant contributions made to the fair industry on a statewide level.

Name of person nominated \_\_\_\_\_

Name of OFA member submitting nomination \_\_\_\_\_

### Local/County Participation

Person is (was) a member of the \_\_\_\_\_ Board for \_\_\_\_\_ years.

Position held on the Board \_\_\_\_\_

Person is (was) a manager of \_\_\_\_\_ for \_\_\_\_\_ years.

Person is (was) Service Member of OFA for \_\_\_\_\_ years.

### Participation on Statewide Level to Improve Fair Industry

State Office(s) held \_\_\_\_\_ number of years \_\_\_\_\_

\_\_\_\_\_ number of years \_\_\_\_\_

\_\_\_\_\_ number of years \_\_\_\_\_

Committee Office(s) held \_\_\_\_\_ number of years \_\_\_\_\_

\_\_\_\_\_ number of years \_\_\_\_\_

Convention workshop/committee assignment \_\_\_\_\_ number of years \_\_\_\_\_

Attended \_\_\_\_\_ Oregon Fairs Association Conventions  
number

The nominee has contributed to the fair industry in general, and by so doing has improved the state of the industry in Oregon. Please explain how this person has contributed to the betterment of the fair industry (use back if you need more space)

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Please return by December 10, 2001  
OFA • P.O. Box 771 • Salem, Oregon 97308  
FAX (503) 587-8063

## "Whoops!" Award Nomination Form

The OFA Awards Committee wants to present this laugh-at-ourselves award to a fair person or organization that made an outrageous mistake this past year. The award will be given at the OFA convention.

Name of Person Nominated: \_\_\_\_\_

Fair/Service Member/Other: \_\_\_\_\_

Please describe why you are nominating this person:

For more information, contact: \_\_\_\_\_ phone: \_\_\_\_\_

Please return this form to the OFA office by December 10, 2001

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063

## Local Fair Supporter Award Nomination Form

The OFA Awards Committee recognizes the vital contributions that local organizations and individuals make to the success of our fairs. The committee wants to receive nominations for those whose unique or special efforts have made a significant impact on your fair.

Those selected to receive this statewide award will be hosted at the Sunday breakfast at the convention where they will be given a certificate, with the top nominee receiving a plaque.

Name of Organization or Person Nominated: \_\_\_\_\_

Name of Fair: \_\_\_\_\_

Person to contact for more information: \_\_\_\_\_

Phone: \_\_\_\_\_

Please describe why you are nominating this organization/person:

Please return this form to the OFA office by **December 10, 2001**

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063

Name of Fair: Washington County Fair & Rodeo

Project Title: The Exceptional Kids Rodeo

Please describe your project:

Since 1986 this event has been the highlight of area handicapped youngsters. This event gives these kids their day as top contestants in America's number one sport, Rodeo. The kids participate in a Grand Entry followed by mock rodeo events such as Calf Roping and Bull Riding. Horseback riding is everyone's favorite event.

All of our kids are Champions and at our awards presentation they receive trophies, ribbons and other sponsor gifts. The Washington County Fair Boosters host a lunch of hot dogs and soft drinks. The day is completed with a fun day at the Fair and the Saturday night performance at one of the Northwest's top PRCA Rodeo's.

For more information, contact: Leah Perkins or Cody Feinauer phone: 503-648-1416 or 503-628-2459

# Youth Project Nomination Form

Has your fair produced or been involved with a special project that benefits young people? Just describe it here and send it to the OFA office. The Awards Committee wants to recognize the good work that fairs do for our primary audience—the youth of Oregon.

Name of Fair: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please describe your project:

For more information, contact: \_\_\_\_\_ phone: \_\_\_\_\_

Please return this form to the OFA office by December 10, 2001

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063

**PUBLIC EMPLOYEE DISHONESTY  
AND FAITHFUL PERFORMANCE BOND**

<b>COMPANY</b>	<b>POLICY NO.</b>	<b>POLICY TERM</b>
Old Republic Surety Co.	YPE215202	1/1/99 - continuous until cancelled
<b>LIMIT:</b>	\$10,000 Each Occurrence	
<b>BOND PRINCIPAL:</b>	Washington County Fairboard	
<b>COVERAGE DESCRIPTION:</b>	<p><b>Honesty Blanket Bond</b> - covers loss sustained by the Insured through any fraudulent or dishonest act or acts committed by any of the employees, acting alone or in collusion with others.</p> <p><b>Faithful Performance Blanket Bond</b> - covers loss caused to the insured through the failure of any of the employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment.</p>	
<b>DEDUCTIBLE:</b>	Nil	
<b>EXCLUSIONS:</b>	<ul style="list-style-type: none"><li>-Employees cancelled under prior insurance</li><li>-Inventory shortages</li><li>-Loss caused by any employee required by law to be individually bonded</li><li>-Loss caused by a treasurer or tax collector by whatever name known</li><li>-Others per policy form</li></ul>	
<b>CANCELLATION:</b>	30-Day Notice; 10-day notice for nonpayment of premium	
<b>ANNUAL PREMIUM:</b>	\$ 359	

**COMBINED LIABILITY**  
**(Washington County Fairboard)**

<u>COMPANY</u>	<u>POLICY NUMBER</u>	<u>POLICY TERM</u>
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City/County Insurance Services Trust
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01LWCFB
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7/1/01-02
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**LIMITS:**

\$ 500,000	Combined Single Limit Property Damage and Bodily Injury including Nonowned and Hired Auto Liability
\$ 50,000	Pesticide/Herbicide Application
\$ 2,500	Ethics Legal Expense Coverage – any individual Public Official-any one year
\$ 5,000	Ethics Legal Expense Coverage - all Public Officials - any one year
\$ 10,000	Uninsured Motorists - Property Damage
\$ 100,000	Uninsured Motorists - Personal Injury
\$ 500,000	Uninsured Motorists – Aggregate

**COVERAGE:**

Insures WCFB's legal liability arising out of their premises and operations for the perils of injury.  
Insures WCFB's liability for any nonowned and hired vehicles. Covers all torts which fall under the Oregon Tort Claims Acts.

**SPECIFIC EXCLUSION:**

Date-related computer failure (Year 2000)

**PREMIUM:**

\$ 17,390





cc: Board

October 15, 2001

Washington County Fair & Exposition,  
Manager Hillman,  
873 NE 34<sup>th</sup> Ave,  
Hillsboro, OR 97124

Re: 2002 County Fair

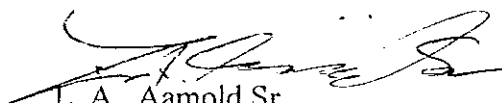
Dear Manager Hillman;

Our Sherwood Grange has been a long time supporter of the Washington County annual Fair and Rodeo. In fact, typically we receive the First Place award on Open Class Awards every year due to our local Grange support and long standing show booth presence at the County Fair.

We are very distressed that the Fair Committee is considering the advertising of tobacco this up-coming fair 2002. The Washington County Fair is a family attraction, including many young people that join their parents and grandparents in addition to our many FFA and 4-H participants. With the young audience attendance at the 'Fair', we do not feel that tobacco advertising is appropriate, no matter what the advertising revenue. The Sherwood Grange hereby offers to contribute \$100.00 as a good faith donation for creation of "NO Tobacco Advertising Fund" for the 2002 Washington County Fair and Rodeo. This amount has been added to by a Washington county resident and parent, Len Spesert, currently serving as President of ABC of Oregon by \$20.00. Therefore you may establish the 2002 Washington County Fair "NO Tobacco Advertising Fund" by utilizing this \$120.00 Contribution from the Sherwood Grange, Sherwood, Oregon and Len Spesert, ABC of Oregon.

Good luck to you in your appointment and preparation for the 2002 Fair and Rodeo.

Sincerely,

  
L. A. Aamold Sr.  
Treasurer of Sherwood Grange  
U.S. BANK  
P.O. Box 7165,  
ATL, OR 97205

FBA MARCEL MANDEL  
Marcel Mandel,  
Grange-Master

Dear Mr. Hillman,

10-8-01

I understand you will be overseeing the operation of the Washington County fairgrounds. I'd like to share my feelings about the Fourth of July activities we attended last year. There was a disheartening lack of American patriotic symbolism. The event seemed to be geared to Mexican/Hispanic activities. The food, music and majority of patrons were Mexican. Since the fairgrounds are host to several Hispanic celebrations yearly, I think it is wholly inappropriate to replace our American customs and patriotic symbols with pro-Mexican ones. Independence Day provides an opportunity to share our American traditions with other cultures to reflect patriotism and pride for our nation. Please do what you can to make the Fourth of July activities at the fairgrounds reflect American values. Thankyou.

Sincerely,

Lori Walker

**Peter & Lori Walker**

5424 SE. Clearbrook  
Hillsboro, Oregon 97123

Phone: 503-642-2339  
Fax: 503-642-2339  
loriwlk@aol.com

9 November, 2001

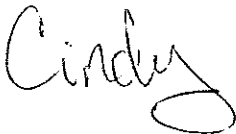
Dear Lisa,

I want to thank you and your wonderful staff for all of your help with my club's event on October 20<sup>th</sup>. I really appreciate your flexibility with scheduling my event as the space requirements shifted. The Arts & Crafts Building was perfect for what we needed on that day. Thank you so much.

I also want to say that your facilities crew is fantastic! Albert, Albert, Mike, and everyone else, too, are extraordinarily helpful. For example, when I asked for an extra table, they had it there five minutes later. Albert also came around several times through the day to make sure we had everything and to empty the trash. The guys are very easy to work with, always accommodating, and always cheerful. I have rented space at other fairgrounds in the area, but your staff makes this fairgrounds my absolute favorite. My event was made so much better because of the support I received from your staff. Please thank them again for me.

I look forward to scheduling next year's event with you and also to working with your staff again.

Sincerely,

A handwritten signature in cursive script that reads "Cindy". The signature is fluid and elegant, with a large loop at the end of the word.

Cindy Leung  
Mixed Breed Dog Club of Oregon



***Calendar of Events***  
***December 2001 – July 2002***

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b><i>December</i></b>		
3	Board Retreat	West Coast Hotel (8 a.m.)
5	Board Meeting	Board Room (4:30 p.m.)
4-16	PRCA National Convention/NFR	Las Vegas
11	Rodeo Meeting	Floral Building (7 p.m.)
25	Christmas	Office Closed
<b><i>January</i></b>		
1	New Year's Day	Office Closed
4-6	Oregon Fairs Convention	Doubletree Lloyd Center
5	Rodeo Meeting	Floral Building (7 p.m.)
9	Board Meeting	Board Room (4:30 p.m.)
15	Martin Luther King Day	Office Closed
27-30	Western Fairs Assn. Convention	Reno
<b><i>February</i></b>		
5	Rodeo Meeting	Floral Building (7 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Fair Booster Meeting	Office (7 p.m.)
19	President's Day	Office Closed
<b><i>March</i></b>		
5	Rodeo Meeting	Floral Building (7 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Fair Booster Meeting	Office (7 p.m.)
<b><i>April</i></b>		
2	Rodeo Meeting	Floral Building (7 p.m.)
3	Board Meeting	Board Room (12:30 p.m.)
3	Fair Booster Meeting	Office (7 p.m.)
<b><i>May</i></b>		
1	Board Meeting	Board Room (12:30 p.m.)
1	Fair Booster Meeting	Office (7 p.m.)
3-6	IAFE Spring Conference	Denver
7	Rodeo Meeting	Floral Building (7 p.m.)
<b><i>June</i></b>		
4	Rodeo Meeting	Floral Building (7 p.m.)
5	Board Meeting	Board Room (4:30 p.m.)
5	Fair Booster Meeting	Office (7 p.m.)
<b><i>July</i></b>		
23-28	Fair & Rodeo	Fair Grounds

*Contracts Calendar*  
*November 2001*  
*Contracts Exceeding \$1,000*

Date	Contractor	Description	Amount
November 2001	Marvin Himmel, Facilitations Northwest	Facilitate Board Retreat on December 3, 2001	\$1,500.00
July 2002 – July 2005	Greg Flakus, Winning Ticket Strategies	Food & Beverage Consultant Contract Suspended/Cancelled	(\$24,800.00)
November 2001	Barbara Lawrence	Interim Fair Complex Executive Director @ \$35.00/hour	\$1,750.00