

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, February 4, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday February 4, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34th Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors
873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Don McCoun, Board Member
Betty Atteberry, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Andy Duyck, County Commissioner
& Board Member
David Vilalpando, Board Member

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American 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

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.

4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, February 4, 2015

4:30 p.m. to 6:00 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Betty Atteberry, Board Member
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

David Vilalpando, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. January 2015 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015
2. Educational Fund Update

F. New Business

1. 2015-2016 County Fair Budget

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Minutes
Washington County Fair Board
Wednesday, January 7, 2015

Convened: 4:34 pm

FAIR BOARD:

President Erin Wakefield
Board Member Don McCoun
Board Member David Villalpando
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Betty Atteberry

STAFF:

Leah Perkins-Hagele, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President Erin Wakefield called the meeting to order at 4:34 p.m. and noted Board Members Ganger, Duyck and Seidel were present along with Staff. She noted Board Members Villalpando, Atteberry and McCoun were not present but may arrive late.

B) Oral Communications 1-

- 1) **Washington County 4H National Communications Team-** Lindsey Stimpson and Maura Palumbo came before the board to thank them for their sponsorship that sent them to the national competition in Kentucky during November. Ms. Stimpson and Palumbo stated they won several trophies, ribbons and medallions and a five hundred dollar scholarship for their college education. The board congratulated the team on their awards.

C) Approval of Minutes

- 1) President Erin Wakefield called for a motion to accept the November minutes. Board Member Ganger stated a correction was needed in the minutes under section G, item other the number of FFA youth was thirty five thousand not hundred as noted. Board Member Duyck moved to approve the minutes as amended, a second by Member Seidel. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member Duyck to approve the November Minutes as amended. 2nd by Board Member Seidel Motion carried 4-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were presented through November 2014. Perkins-Hagele reported not much activity has occurred over the past few months but the state funds should be appearing sometime in the next month. She detailed the expenses have been typical utilities, staffing and training as usual for this time period. Perkins-Hagele highlighted activity in personal services under overtime each month which is not normal and detailed how staffing is divided between the fair and interim programs. President Wakefield thanked her for the clarification and asked if there were any questions or comments on the financials. President Wakefield requested a motion to accept the financial report as presented. Board Member Duyck moved to approve the financials presented, a second by Member Ganger.

Motion by Board Member Duyck to approve the November 2014 financials as presented. 2nd by Board Member Ganger Motion carried 4-0.

Board Member Villalpando joined the meeting in progress

- 2) **4-H Update** – Pat Willis expressed his excitement to be back full time in his involvement with the fair after his absence. He stated that he would like to keep the involvement of the extension at higher levels and expand the Maker Fair space. He stated that STEM has been a big movement in the 4H program and they have received a grant from Intel to help with girls in science. Willis stated the Wagon Train program is thriving and has several counties involved in the route over the coast range. Willis stated a new archery program has started with help from a grant and is one of the few programs done within the city limits and hopes to start using the facility for that shortly. Willis reported the program is involved in the National Youth Science Day where they are competing with two other land grant universities to be the presenters of the program focusing on “Force in Motion.” He stated this ties into the robotics clubs that are growing due to the many Intel volunteers becoming involved. Willis stated that the IGNITE presentations that President Wakefield assisted in was a big hit during fair and the kids would love to do it again. Wakefield agreed and stated it was an enjoying experience during fair and would be happy to help. Perkins-Hagele added that during the IAFE convention she attended many workshops focusing on STEM programming and is eager to work with Willis on development of more programs for Maker Fair. Wakefield added that Intel has dedicated over 300 million for its diversity program over the next five years that is focused on educational programs.

Board Member Atteberry joined the meeting in progress

E) Old Business

- 1) **County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele stated that the equestrian event she spoke about at the November meeting is doubtful due to the routing at this time. She stated unless they are able to book other fairs on this coast it is doubtful they will leave Florida and the east coast for this year but it may still be a possibility for next. Perkins-Hagele stated as of this date the Arena is set to be closed for fair unless something viable presents itself at OFA or Western Fairs. She stated she has met with Alpha Broadcasting regarding concerts for this year and those are in the works but it will not be a country focus as the dates coincide with Sweet Home’s festival. Perkins-Hagele reported that booth and sponsorship sales are continuing as usual, the marketing and advertising will begin a new project shortly for new television commercials. President Wakefield reported that the Intel developers have begun working on the App updates and have some interesting features being looked at. She stated the team has several ideas on how to integrate the main website into the App. Perkins-Hagele added that the website is going to be completely redone this year by switching from an outsourced design to an interface that can be managed internally.
- 2) **Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele stated that the week of the 21st the contractor is scheduled to come out and begin the scope of the project. She reported the contract had finally been executed and approved but most importantly the final check from Intel was also received for eight thousand dollars. She stated the fund was able to raise over thirty thousand dollars for the project and it will be installed and operational for Horse and regular Fair.

F) New Business

- 1) **Board Elections**– President Wakefield directed the board to the bylaws for the board election process and called for nominations for the position of President. Board Member Duyck nominated Erin Wakefield for a second term. Wakefield stated she would be happy to serve another term and asked if there were any other nominations or interest. Board Member Seidel made a motion to close nominations as no others had been named, 2nd by Board Member Atteberry. Wakefield called for a show of hands for the affirmation of the reelection. All present board members were in agreement. Wakefield then asked

for the nominations for Vice President. Board Member Duyck nominated Bill Ganger. Wakefield asked if there were any other nominations or interest for Vice President. Board Member Atteberry made a motion to close nominations, 2nd by Member Seidel. All present board members agreed to elect Bill Ganger as Vice President for 2015. Fairgrounds Manager Perkins-Hagele stated that the bylaws and MOU currently conflict in regards to the position of Secretary. Perkins-Hagele stated that county counsel will be working on fixing the wording but at this time the board needed to declare the Secretary by motion. Board Member Atteberry made the motion to designate the Fairgrounds Manager as the Secretary for the Fair Board, 2nd by President Wakefield.

Motion by Board Member Atteberry to designate the Fairgrounds Manager as the Secretary for the Fair Board. 2nd by President Wakefield Motion carried 6-0.

Perkins-Hagele also stated the MOU notes the requirement for a liaison to be selected to represent the Fair Board to the Board of Commissioners. President Wakefield stated she would be happy to serve when available and Vice President Ganger would be her alternate in case of her absence. Ganger asked if the joint meeting was still held on January 20. Perkins-Hagele stated that is a tentative date but will finalize at a later time.

G) Other Matter of Information

- 1) **County Administrative Update** – Fairgrounds Manager Leah Perkins-Hagele stated she is having a lot of meetings with the city in regards to the RV Park but there isn't much to update at this time. Ganger asked if there was info on the work being done at the Armory. Perkins-Hagele stated she was not aware of anything. Board Member Duyck stated he didn't have any info on what was happening since it hasn't been turned over to the County yet.
- 2) **Other-** Fairgrounds Manager Leah Perkins-Hagele reminded the board that the Oregon Fairs Association convention occurs the upcoming weekend, January 9th and 10th in Salem. Board Member Ganger asked about the boards' annual contribution to the auction night that benefits the Oregon Fairs Foundation Scholarships. Perkins-Hagele stated that there was two thousand dollars left in the FFA budget line but none in the 4H line which is where the funds usually come from. Board Member Seidel made a motion to direct Vice President Elect Ganger to contribute up to two thousand dollars on behalf of the board at the auction, 2nd by Board Member Duyck. President Wakefield asked if there was any discussion on the matter and called for the vote.

Motion by Board Member Seidel to direct Vice President Ganger to contribute up to two thousand dollars on behalf of the board at the OFA Auction. 2nd by Board Member Duyck Motion carried 6-0.

H) Oral Communications 2-

- 1) **Nicholas Sheridan, Yamhill, Oregon Resident-** Mr. Sheridan lives in Yamhill County near the border and would like permission to enroll in the Washington County 4H Livestock cattle program. He provided a written statement and story to the board for consideration. Mr. Sheridan stated he experienced issues at the Yamhill county fair with members shutting off his blower and water causing issues with his competing at that fair. He stated he has chosen not to participate in that fair due to the issues but does compete in Open Class in Washington County and has done so for three years. Mr. Sheridan stated he has offered his assistance to many at the fair because of his positive experiences here and would like to be able to be involved officially in the 4H program. Vice President Ganger asked if he was currently a member of a 4H club. Mr. Sheridan replied he has been accepted into the Tualatin Valley Beef club but is awaiting approval from the board on whether or not he can participate. Fairgrounds Manager Perkins-Hagele clarified that the board does not decide if a youth can participate in a 4H club only if they can participate in the Fair. Pat Willis stated that he checked and it is fine that a child participates in the club they choose but the board decides about the fair participation. Discussion ensued regarding the funding of the 4H program for fair and how prior exceptions were made for

Multnomah County participants. Board Member Ganger stated that he has been contacted from other individuals about the issues at the Yamhill County Fair and feels something needs to be done to help the situation. Willis stated that he has heard that this fair is popular for many reasons and kids want to participate out of their home county. Perkins-Hagele asked Willis what could be done to address what seem to be issues specifically in 4H at Yamhill. Willis stated that he would try to speak to that 4H county contact. President Wakefield thanked and complimented Mr. Sheridan for his presentation this evening but the board will hold its policy.

- 2) **Susan Ganger, Beef Superintendent-** Ms. Ganger provided some feedback on the new clerking system for ShoWorks and felt it was a good first year. She suggested inviting the previous clerk staff back for recognition for their years of service. Ganger also thanked the staff for the improvements to the barn area for fair and thought the E-Coli training went well. She suggested the Fair Board visit the barns during the fair, as the participants would appreciate it.

D) Adjourn

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:39 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
www.faircomplex.com

MEMORANDUM

Date: January 30, 2015

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The financials for FY 14/15 through December 2014 will be available at the meeting.