

Washington County Fair Board  
Regular Meeting  
Wednesday, February 6, 2002  
4:30 p.m.  
Fair Complex Office  
Conference Room

## NOTICE OF MEETING

**Washington County Fair Board  
Wednesday, February 6, 2002 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

### **169 Days to the 2002 Washington County Fair & Rodeo**

1. ***Call the Regular Meeting to Order:*** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot 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. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
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 – December 2001
2. Balance Sheet – December 2001
3. Cash Flow Statement – December 2001
4. Deposits and Disbursement Statement – December 2001
5. Other, if any

#### **B. Minutes**

1. Fair Board Minutes – January 2002
2. Rodeo Committee Minutes – January 2002

#### **C. Facility Use Schedule – February 2002**

#### **D. Other, if any**

#### **4. *Special Reports***

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

#### **5. *Old Business***

- A. Task Force Update – Board Member Leahy or Vial
- B. Sponsorship Policy – Action Required
- C. Tobacco Advertising and Sponsorship Policy – Action Required
- D. Code of Ethics Policy – Action Required
- E. Board Objectives – Discussion and Possible Action
- F. Board Elections
- G. Other, if any

#### **6. *New Business***

- A. Livestock Youth Auction Date – Discussion and Possible Action
- B. Proposed 2002-2003 Fair Complex Budget – Discussion and Possible Action
- C. Other, if any

#### **7. *Announcements***

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

#### **8. *Correspondence***

- A. Other, if any

#### **9. *Board Communications***

#### **10. *Other Matters of Information***

- A. Intel Focus Group Findings
- B. Sponsorship Report
- C. Proposed Judging Scheduled
- D. Mid-Year Budget Projections
- C. Other, if any

#### **11. *Adjourn***

*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 December 2001

	A	C	D	E	F	G	H
1		December	December	Year to Date	Year to Date	Budget	Percent
	INCOME	2001	2000	July-Dec 2001	July-Dec 2000	FYE June 30/02	of Budget
3	STATE FUNDS	\$ -	\$ -	\$ -	\$ 41,976.35	\$ 41,976.00	0%
4	DEDICATED FUNDS - Hotel Tax	\$ 3,964.58	\$ 2,111.59	\$ 296,734.99	\$ 348,105.14	\$ 600,000.00	49%
5	INTERIM INCOME						
6	010B · Main Exhibit Hall	\$ 7,182.50	\$ 3,154.85	\$ 39,468.82	\$ 43,257.50	\$ 100,260.00	39%
7	010C · Cloverleaf Building	\$ 1,675.00	\$ 2,014.50	\$ 12,173.25	\$ 11,507.25	\$ 25,920.00	47%
8	010D · Arts & Crafts Building	\$ 188.30	\$ 1,010.00	\$ 4,758.08	\$ 4,289.00	\$ 8,280.00	57%
9	010E · Friendship Square	\$ -	\$ -	\$ 1,242.15	\$ 2,399.45	\$ 3,780.00	33%
10	010F · Floral Building	\$ -	\$ 1,036.00	\$ 2,584.85	\$ 5,067.60	\$ 10,980.00	24%
11	010G · Grounds/General	\$ 350.00	\$ 82.00	\$ 9,489.11	\$ 7,109.59	\$ 11,700.00	81%
12	010H · Main Arena	\$ -	\$ -	\$ 4,487.20	\$ 448.00	\$ 2,340.00	192%
13	010J · RV/Boat Storage/Barns	\$ 75.00	\$ 150.00	\$ 3,453.00	\$ 4,100.00	\$ 13,680.00	25%
14	010K · Interim Use Concessions	\$ -	\$ -	\$ 1,183.25	\$ 671.35	\$ 3,060.00	39%
15	010 - Rent & Storage Other	\$ 3,513.60	\$ -	\$ 4,197.08	\$ -	\$ -	0%
16	Total Rent & Storage	\$ 12,984.40	\$ 7,447.35	\$ 78,839.71	\$ 78,849.74	\$ 180,000.00	44%
17	011 · Damage Deposits	\$ -	\$ 1,200.00	\$ 2,200.00	\$ 6,400.00	\$ 12,000.00	18%
20	014 · Interest Income	\$ 165.42	\$ 490.13	\$ 10,225.33	\$ 6,813.88	\$ 13,000.00	79%
21	015 · Shows/Entertainment	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	0%
22	016 · Parking Fees	\$ -	\$ -	\$ 13,875.68	\$ 17,668.87	\$ 14,000.00	99%
23	017 · Miscellaneous Income	\$ 577.22	\$ -	\$ 4,281.19	\$ 7,594.71	\$ 12,000.00	36%
24	020 - ATM Fees	\$ -	\$ -	\$ 117.00	\$ -	\$ -	0%
25	Total Miscellaneous Income	\$ 742.64	\$ 1,690.13	\$ 30,699.20	\$ 38,477.46	\$ 151,000.00	20%
26	018A · RV Parking/Short Term	\$ 530.00	\$ 660.00	\$ 10,255.00	\$ 8,570.00	\$ 14,000.00	73%
27	018B · RV Parking/Long Term	\$ -	\$ 1,350.00	\$ 830.00	\$ 6,200.00	\$ 11,000.00	8%
28	Total RV Parking	\$ 530.00	\$ 2,010.00	\$ 11,085.00	\$ 14,770.00	\$ 25,000.00	44%
29	TOTAL INTERIM INCOME	\$ 18,221.62	\$ 13,259.07	\$ 417,358.90	\$ 522,178.69	\$ 997,976.00	42%
30	FAIR INCOME						
31	030 - Youth Admissions	\$ -	\$ -	\$ 35,779.00	\$ 29,075.25	\$ 32,252.00	111%
32	031 · Other Admission	\$ -	\$ 2,290.00	\$ 199,965.79	\$ 206,346.90	\$ 234,381.00	85%
33	032 · Concessions/Booths	\$ -	\$ 1,350.00	\$ 62,340.54	\$ 80,566.24	\$ 123,000.00	51%
34	033 · Sponsorships	\$ -	\$ -	\$ 48,925.00	\$ 50,000.00	\$ 60,000.00	82%
35	034 · Advertising Sold	\$ -	\$ -	\$ 2,300.00	\$ 2,625.00	\$ 5,000.00	46%
36	035 · Gate Change	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	100%
37	036 · Carnival Income	\$ -	\$ -	\$ 49,671.63	\$ 54,463.29	\$ 60,000.00	83%
38	037 · Entry Fees	\$ -	\$ -	\$ 2,941.00	\$ 2,716.25	\$ 4,000.00	74%
39	038 · Parking Fees	\$ -	\$ -	\$ 39,803.64	\$ 39,924.12	\$ 48,000.00	83%
40	039 · Rodeo Sponsorships	\$ -	\$ 1,700.00	\$ 34,490.00	\$ 58,971.00	\$ 55,621.00	62%
41	041 · Miscellaneous	\$ 5,000.00	\$ 30.00	\$ 10,712.01	\$ 13,207.94	\$ 10,000.00	107%
42	042 · Rodeo Admissions	\$ -	\$ -	\$ 4,964.00	\$ 5,981.00	\$ 5,000.00	99%
43	043 · Main Stage	\$ -	\$ -	\$ 21,197.22	\$ -	\$ 63,000.00	34%
44	045 · Amphitheater Concessions	\$ -	\$ -	\$ 1,039.00	\$ 1,074.00	\$ 800.00	130%
45	046 · Rodeo Miscellaneous	\$ -	\$ -	\$ 1,467.00	\$ 1,491.00	\$ 3,500.00	42%
46	048 - ATM Fees	\$ -	\$ -	\$ 103,686.50	\$ -	\$ -	0%
47	TOTAL FAIR INCOME	\$ 5,000.00	\$ 5,370.00	\$ 634,282.33	\$ 561,441.99	\$ 719,554.00	88%
48	TOTAL INTERIM & FAIR INCOME	\$ 23,221.62	\$ 18,629.07	\$ 1,051,641.23	\$ 1,083,620.68	\$ 1,717,530.00	61%
49	PERSONNEL						
50	01 · Salaries	\$ 36,682.07	\$ 45,595.02	\$ 195,222.05	\$ 242,659.91	\$ 424,939.00	46%
51	02 · O.P.E.	\$ 12,748.62	\$ 18,221.39	\$ 58,872.29	\$ 73,111.74	\$ 151,033.00	39%
52	TOTAL PERSONNEL	\$ 49,430.69	\$ 63,816.41	\$ 254,094.34	\$ 315,771.65	\$ 575,972.00	44%

Note: ATM Change is not considered an expense and is reflected on a separate sheet.

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview December 2001

	A	C	D	E	F	G	H
53		December	December	Year to Date	Year to Date	Budget	Percent
	Expenses-Cont.	2001	2000	July-Dec 2001	July-Dec 2000	FYE June 30/02	of Budget
54	<b>INTERIM OPERATIONS</b>						
56	107 · Office Expense	\$ 1,858.23	\$ 299.21	\$ 2,890.71	\$ 1,615.83	\$ 4,200.00	69%
57	108 · Telephone	\$ 2,969.17	\$ 162.21	\$ 6,378.35	\$ 4,783.38	\$ 13,000.00	49%
58	109 · Printing	\$ 355.40	\$ -	\$ 718.51	\$ 824.45	\$ 2,200.00	33%
59	110 · Postage	\$ 122.22	\$ 200.00	\$ 1,265.41	\$ 2,377.63	\$ 3,600.00	35%
60	111A · Equipment Rental	\$ 402.23	\$ 393.96	\$ 1,339.46	\$ 1,803.62	\$ 7,000.00	19%
61	112 · Utilities	\$ 9,560.01	\$ 2,172.39	\$ 28,356.72	\$ 29,608.81	\$ 70,500.00	40%
62	113B · Main Exhibit Hall R & M	\$ (952.00)	\$ 82.20	\$ 491.39	\$ 206.52	\$ 1,000.00	49%
63	113C · Cloverleaf R & M	\$ -	\$ -	\$ 401.67	\$ 206.52	\$ 2,500.00	16%
64	113D · Arts & Crafts R & M	\$ -	\$ -	\$ 77.19	\$ 8.00	\$ 300.00	26%
65	113E · Friendship Square R & M	\$ -	\$ -	\$ -	\$ 4.76	\$ 100.00	0%
66	113F · Floral Building R & M	\$ -	\$ 660.26	\$ 252.99	\$ 1,627.19	\$ 2,000.00	13%
67	113G · Grounds/General R & M	\$ (276.45)	\$ 756.21	\$ 5,126.13	\$ 10,232.49	\$ 23,000.00	22%
68	113H · Main Arena R & M	\$ -	\$ -	\$ 2,301.20	\$ 138.25	\$ 100.00	2301%
69	113J · Barns R & M	\$ -	\$ -	\$ 1,438.10	\$ 2,542.64	\$ 2,000.00	72%
70	113L · Equipment R & M	\$ (646.88)	\$ 460.00	\$ 3,790.47	\$ 10,640.25	\$ 20,000.00	19%
71	114 · General Supplies	\$ 1,054.39	\$ 508.80	\$ 6,529.99	\$ 12,027.38	\$ 24,000.00	27%
74	118 · Travel & Training	\$ 3,828.88	\$ 1,138.29	\$ 3,828.88	\$ 2,264.29	\$ 5,500.00	70%
75	119 · Legal Fees	\$ 418.50	\$ -	\$ 418.50	\$ 2,246.75	\$ 5,000.00	8%
76	121 · Professional Svcs.	\$ 4,641.00	\$ 850.23	\$ 11,396.00	\$ 14,885.23	\$ 15,000.00	76%
77	122 · Insurance & Bond	\$ -	\$ 458.00	\$ 17,390.00	\$ 15,075.00	\$ 18,000.00	97%
78	123 · Private Mileage	\$ -	\$ -	\$ 40.30	\$ 85.25	\$ 1,000.00	4%
79	124 · Car Allowance	\$ -	\$ 325.00	\$ -	\$ 1,950.00	\$ 3,900.00	0%
80	131 · Advertising & P.R.	\$ 3,041.74	\$ 438.00	\$ 7,348.02	\$ 5,145.37	\$ 9,500.00	77%
81	132 · Board Expense	\$ 3,369.06	\$ 93.40	\$ 3,467.67	\$ 1,034.36	\$ 3,000.00	116%
82	133 · Dues, Licenses, Fees	\$ 961.10	\$ 1,393.00	\$ 1,356.16	\$ 2,255.16	\$ 3,600.00	38%
83	149 · Misc. Materials & Svcs.	\$ (1,519.00)	\$ 289.50	\$ 506.04	\$ 4,274.25	\$ 5,000.00	10%
84	150 · Refunds	\$ 200.00	\$ 800.00	\$ 2,707.30	\$ 4,237.65	\$ 12,000.00	23%
85	151 · County Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ 20,600.00	0%
86	153 · Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ 200.00	0%
87	154A · RV Park Repair & Maint.	\$ 640.04	\$ -	\$ 1,787.89	\$ 65.20	\$ 1,000.00	179%
88	154B · RV Park Hotel/Motel Tax	\$ -	\$ -	\$ 282.63	\$ 710.66	\$ 1,000.00	28%
89	155 · ATM Expenses	\$ 112.53	\$ -	\$ 1,457.79	\$ -	\$ -	0%
90	<b>TOTAL INTERIM OPERATIONS</b>	<b>\$ 30,140.17</b>	<b>\$ 11,480.66</b>	<b>\$ 113,345.47</b>	<b>\$ 132,876.89</b>	<b>\$ 279,800.00</b>	<b>41%</b>
91	<b>FAIR OPERATIONS</b>						
92	175 · Printing	\$ -	\$ -	\$ 3,629.16	\$ 4,836.72	\$ 8,000.00	45%
93	176 · Utilities	\$ (1,106.97)	\$ -	\$ 14,807.28	\$ 16,305.69	\$ 13,500.00	110%
94	177 · Gate Change	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	100%
95	178 · Parking	\$ 850.00	\$ -	\$ 12,654.49	\$ 12,335.75	\$ 13,000.00	97%
96	179 · Professional Svcs.	\$ (850.00)	\$ -	\$ 46,202.04	\$ 41,751.85	\$ 45,000.00	103%
97	180 · Advertising	\$ -	\$ -	\$ 77,842.49	\$ 77,389.17	\$ 75,000.00	104%
98	181 · Refunds	\$ -	\$ -	\$ 1,189.00	\$ 100.00	\$ 500.00	238%
99	182 · Miscellaneous	\$ -	\$ -	\$ 7,353.13	\$ 6,959.59	\$ 6,000.00	123%
100	183 · Decorations	\$ -	\$ -	\$ 3,735.07	\$ 4,262.34	\$ 3,500.00	107%
101	184 · Equipment Rental	\$ -	\$ -	\$ 14,292.56	\$ 15,749.36	\$ 14,000.00	102%
102	186 · Restroom Service	\$ -	\$ -	\$ 17,410.00	\$ 19,806.00	\$ 19,000.00	92%
103	187 · Repair & Maintenance	\$ (261.25)	\$ -	\$ 13,312.37	\$ 6,444.82	\$ 8,500.00	157%

Note: ATM Change is not considered an expense and is reflected on a seperate sheet.

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview December 2001

	A	C	D	E	F	G	H
		December	December	Year to Date	Year to Date	Budget	Percent
	Expenses-Cont.	2001	2000	July-Dec 2001	July-Dec 2000	FYE June 30/02	of Budget
104	188 · Materials & Supplies	-	-	21,991.16	13,763.88	13,000.00	169%
107	189 · ATM Expenses	-	-	101,104.57	-	-	0%
108	<b>TOTAL FAIR OPERATIONS</b>	<b>(1,368.22)</b>	<b>2,000.00</b>	<b>350,523.32</b>	<b>234,705.17</b>	<b>234,000.00</b>	<b>150%</b>
109	<b>EXHIBITS/COMPETITIONS</b>						
110	211 · Awards FFA	-	-	2,671.75	3,129.60	3,500.00	76%
111	212 · Personnel FFA	-	-	967.53	877.49	1,000.00	97%
112	213 · Other FFA	-	-	1,081.24	616.15	1,500.00	72%
113	221 · Awards 4-H	-	-	7,489.50	9,206.45	10,500.00	71%
114	222 · Personnel 4-H	-	-	5,653.99	5,496.50	5,500.00	103%
115	223 · Other 4-H	-	-	7,704.82	3,627.79	3,600.00	214%
116	231 · Awards Open Class	160.00	-	32,925.50	33,216.88	40,000.00	82%
117	232 · Personnel Open	-	-	4,267.48	4,235.01	5,000.00	85%
118	233 · Other Open Class	-	-	5,315.01	2,208.73	3,000.00	177%
119	<b>TOTAL EXHIBITS/COMPETITIONS</b>	<b>160.00</b>	<b>-</b>	<b>68,076.82</b>	<b>62,614.60</b>	<b>73,600.00</b>	<b>92%</b>
120	<b>RODEO</b>						
121	311 · Prize Money	-	-	46,000.00	46,000.00	46,000.00	100%
122	312 · Personnel	-	-	21,633.60	19,150.00	20,150.00	107%
123	313 · Stock Contract	-	-	25,430.40	21,179.52	27,500.00	92%
124	314 · Special Awards	-	-	402.22	992.75	1,200.00	34%
125	315 · Exceptional Kid's Rodeo	239.70	-	897.02	2,479.50	2,000.00	45%
126	316 · Promotions	-	-	6,039.60	7,660.15	7,180.00	84%
127	317 · Materials & Supplies	627.67	33.00	3,354.18	3,402.30	5,000.00	67%
128	318 · Board Expense	826.52	1,249.75	1,398.67	2,579.13	3,500.00	40%
129	319 · Other (Fees & Dues)	131.00	-	2,987.25	2,046.85	1,000.00	299%
130	320 · Queen	(131.00)	-	1,164.44	3,707.46	3,000.00	39%
131	321 · Rental Equipment	53.83	-	6,396.76	5,239.50	6,500.00	98%
132	322 · Money Raising Projects	-	-	2,013.00	1,796.55	2,000.00	101%
133	<b>TOTAL RODEO</b>	<b>1,747.72</b>	<b>1,282.75</b>	<b>117,717.14</b>	<b>116,233.71</b>	<b>125,030.00</b>	<b>94%</b>
134	<b>SHOWS &amp; ENTERTAINMENT</b>						
135	324 · Main Stage	-	-	75,100.00	66,100.00	120,000.00	63%
136	325 · Grounds Entertainment	-	-	61,097.00	59,995.00	70,000.00	87%
137	326 · Associated Costs-Main	-	-	41,417.42	37,035.25	35,000.00	118%
138	327 · Associated Costs-Grounds	-	-	9,734.33	8,146.02	11,000.00	88%
139	328 · Touch & See	-	-	1,947.05	1,840.99	2,000.00	97%
140	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	<b>-</b>	<b>-</b>	<b>189,295.80</b>	<b>173,117.26</b>	<b>238,000.00</b>	<b>80%</b>
141	<b>TOTAL FAIR</b>	<b>539.50</b>	<b>3,282.75</b>	<b>725,613.08</b>	<b>586,670.74</b>	<b>670,630.00</b>	<b>108%</b>
142	<b>INTERIM ENTERTAINMENT</b>					<b>100,000.00</b>	<b>0%</b>
143	<b>CAPITAL OUTLAY</b>						
144	510 · Purchase/Lease	13,781.25	14,656.25	54,687.50	56,437.50	58,000.00	94%
145	511 · Land Improvements	-	-	1,177.35	-	15,000.00	8%
146	512 · Bldg. & Structure	-	-	-	5,792.00	20,000.00	0%
147	513 · Equipment	-	-	344.96	2,320.98	20,000.00	2%
148	514 · Development Reserve	-	-	25,000.00	-	25,000.00	100%
149	<b>TOTAL CAPITAL OUTLAY</b>	<b>13,781.25</b>	<b>14,656.25</b>	<b>81,209.81</b>	<b>64,550.48</b>	<b>138,000.00</b>	<b>59%</b>
150	<b>TOTAL EXPENSES</b>	<b>93,891.61</b>	<b>91,236.07</b>	<b>1,174,429.87</b>	<b>1,101,936.80</b>	<b>1,764,402.00</b>	<b>67%</b>
151	<b>NET INCOME</b>	<b>(70,669.99)</b>	<b>(72,607.00)</b>	<b>(118,591.56)</b>	<b>(18,316.12)</b>	<b>(46,872.00)</b>	<b>253%</b>

Note: ATM Change is not considered an expense and is reflected on a separate sheet.

# Washington County Fair Complex

## Balance Sheet December 2001

ASSETS		December	December	% Change
		2001	2000	
1	Current Assets			
2	Total Checking/Savings	307,151.42	329,815.27	(6.87%)
3	Total Accounts Receivable	(4,357.00)	0.00	(100.0%)
4	Advances	0.00	0.00	0.0%
5	Prepaid Expenses	0.00	0.00	0.0%
6	Total Current Assets	302,794.42	329,815.27	(8.19%)
7	Property, Plant and Equipment			
8	200 · Buildings	0.00	0.00	0.0%
9	210 · Land	0.00	0.00	0.0%
10	220 · Equipment	0.00	0.00	0.0%
11	300 · Less Accumulated Depreciation	0.00	0.00	0.0%
12	Net Property, Plant & Equipment	0.00	0.00	0.0%
13	Other Assets	0.00	0.00	0.0%
14	TOTAL ASSETS	302,794.42	329,815.27	(8.19%)
15	LIABILITIES & FUND EQUITY			
16	Current Liabilities			
17	Total Accounts Payable	0.00	0.00	0.0%
18	Compensated Absences	0.00	0.00	0.0%
19	Collections in Advance	0.00	0.00	0.0%
20	Other Current Liabilities	0.00	0.00	0.0%
21	Total Current Liabilities	0.00	0.00	0.0%
23				
24	Long Term Liabilities			
25	Long Term Liabilities	0.00	0.00	0.0%
26	TOTAL LIABILITIES	0.00	0.00	0.0%
27	Fund Equity			
28	Contributed Capital	0.00	0.00	0.0%
29	Retained Earnings	421,385.98	348,131.39	21.04%
30	Net Income	(118,591.56)	(18,316.12)	547.47%
31	Total Fund Equity	302,794.42	329,815.27	(8.19%)
32	TOTAL LIABILITIES & EQUITY	302,794.42	329,815.27	0.0%

\* Note Line Item #3 - Accounts Receivable: Represents the money that is currently owed to the Fair Complex by customers for building rentals. This amount changes daily as customers are invoiced and as customers pay their bills.

# Washington County Fair Complex

## Cash Flow Statement

December 2001

	A	B
1	<b>Beginning Cash Balance 11/30/2001</b>	<b>\$ 373,464.41</b>
2	<u>Sources of Funds</u>	
3	Deposits for December 2001	\$ 23,221.62
4	<b>Total Cash Available</b>	<b>\$ 396,686.03</b>
5	<u>Uses of Funds</u>	
6	Personal Services	\$ (49,430.69)
7	Operating Expenses	\$ (44,460.92)
8	<b>Total Expenditures</b>	<b>\$ (93,891.61)</b>
9		
10	<b>Ending Cash Balance 11/30/2001</b>	<b>\$ 302,794.42</b>



# WASHINGTON COUNTY FAIR COMPLEX

## Deposits and Disbursements December 2001

	A	B	C	D	E
	Transaction	Date	Account	Memo	Amount
2	Deposit	12/01/2001	Washington County Hotel/Motel Tax	Returned Check	\$ (1,011.62)
3	Deposit	12/03/2001	Washington County Hotel/Motel Tax	Hotel/Motel Tax Payment	\$ 3,776.31
4	Deposit	12/10/2001	West Coast Bank	Interim Event Rental & RV Income	\$ 5,962.40
5	Deposit	12/13/2001	Washington County Hotel/Motel Tax	Hotel/Motel Tax Payment	\$ 305.97
6	Deposit	12/19/2001	Washington County Hotel/Motel Tax	Hotel/Motel Tax Payment	\$ 491.14
7	Deposit	12/28/2001	West Coast Bank	Interim Rentals,Funtastic Donation,RV	\$ 11,339.42
8	Deposit	12/28/2001	Washington County Hotel/Motel Tax	Hotel/Motel Tax Payment	\$ 402.78
9	Deposit	12/31/2001	West Coast Bank	Interim Rental, Boat Storage	\$ 1,789.80
10	Deposit	12/31/2001	Washington County Hotel/Motel Tax	Hotel/Motel Tax Interest Payment	\$ 165.42
11				<b>Total December Deposits</b>	<b>\$ 23,221.62</b>
	Number	Date	Name	Memo	Paid Amount
13	Journal	12/31/2001	Oregon State Treasury Account	Monthly Maintenance Fee	\$ 3.00
14	Journal	12/31/2001	Oregon State Treasury Account	Incoming ACH Fee	\$ 0.50
15	9507	12/19/2001	Mary Hannon	Re-Issue of Premium/old one voided	\$ 160.00
16	29265	12/03/2001	AT&T	ATM Phone Line	\$ 17.53
17	29266	12/03/2001	City of Hillsboro	Water Utilities	\$ 4,013.59
18	29267	12/03/2001	Kinko's	Fair Complex Letter Head	\$ 167.40
19	29268	12/03/2001	Livestock Equipment & Design Co.	Arrow Pen Panels & Freight	\$ 600.00
	29269	12/03/2001	Portland General Electric	Utilities-10/5/01 to 11/5/01	\$ 188.74
21	29270	12/03/2001	Qwest	Yellow Pages Advertising	\$ 164.80
22	29271	12/03/2001	Reedville Catering	Executive Director Reception	\$ 1,248.00
23	29272	12/03/2001	Sierra Springs/Brewed Hot Coffee	Office Water	\$ 12.00
24	29273	12/03/2001	Verizon Internet Solutions	DSL Line - November	\$ 89.00
25	29274	12/03/2001	Verizon Northwest	Telephone Service-October	\$ 654.85
26	29275	12/03/2001	West Coast Bank Visa	ISP, Travel for Rodeo Board, Reception	\$ 953.06
27	29276	12/03/2001	Bob Nagel Distributing	Fuse for Floor Scrubber	\$ 10.11
28	29277	12/03/2001	Office Depot	Office Supplies	\$ 97.64
29	29278	12/03/2001	Familian Northwest	Urinal Repair	\$ 146.34
30	29279	12/04/2001	Facilitation Northwest	Board Retreat	\$ 1,597.78
31	29280	12/04/2001	The Oregonian	Paper Subscription	\$ 18.00
32	29281	12/04/2001	Washington County Finance Dept.	Salaries & Benefits	\$ 18,460.47
33	29282	12/04/2001	Wash. Co. Health & Human Services	RV Park License	\$ 10.00
34	29283	12/05/2001	Pacific Office Automation	Copier Rental	\$ 239.73
35	29284	12/06/2001	Wild Goose Ventures	Barbara Lawrence Final Contract Payment	\$ 1,750.00
36	29285	12/06/2001	US Bank	Lease Purchase/Admin Fees	\$ 13,781.25
37	29286	12/11/2001	Bravo Publications	Advertising	\$ 172.50
38	29287	12/11/2001	Buck's Bags	Queen Expense	\$ 81.50
	29288	12/11/2001	Fisher Implement Company	Maintenance Supplies	\$ 57.26
40	29289	12/11/2001	Hillsboro Chamber	Advertising	\$ 50.00
41	29290	12/11/2001	NW Natural Gas	Utilities	\$ 1,396.01
42	29291	12/11/2001	Oregon Fairs Association	Dues	\$ 600.00

# WASHINGTON COUNTY FAIR COMPLEX

## Deposits and Disbursements December 2001

	A	B	C	D	E
3	29292	12/11/2001	Pepsi-Cola Company	Supplies	\$ 141.60
44	29293	12/11/2001	Pitney-Bowes	Postage	\$ 122.22
45	29294	12/11/2001	Portland General Electric	Utilities 10/31/01 to 12/1/01	\$ 3,554.13
46	29295	12/11/2001	Sign Pro	Sign for Executive Director Reception	\$ 40.00
47	29296	12/11/2001	U-Haul	Propane	\$ 30.81
48	29297	12/11/2001	Verizon Internet Solutions	DSL Line - December	\$ 89.00
49	29298	12/14/2001	Washington County Finance Dept	Salaries & Benefits	\$ 14,871.30
50	29299	12/17/2001	Baker Rock Resources	Crushed Rock for RV Park	\$ 640.04
51	29300	12/17/2001	Kinko's	Business Cards	\$ 188.00
52	29301	12/03/2001	Platt Electric	Wire for 28th St Reader Board	\$ 77.64
53	29302	12/17/2001	Portland General Electric	Utilities 11-5-01 to 12-5/01	\$ 160.19
54	29303	12/17/2001	Saif Corp.	Premium Payment	\$ 425.00
55	29304	12/17/2001	Sierra Springs/Brewed Hot Coffee	Water Supplies	\$ 23.90
56	29305	12/17/2001	Verizon Northwest	November Telephone	\$ 734.77
57	29306	12/19/2001	Patty Crop	Special Kid's Rodeo Reimbursement	\$ 239.70
58	29307	12/19/2001	Oregon Fairs Association	2002 Convention Registration	\$ 309.00
59	29308	12/19/2001	Home Depot	Water Heater for Grounds Keepers House	\$ 217.98
60	29309	12/19/2001	Fidencio Diaz	Refund of Damage Deposit	\$ 200.00
61	29310	12/24/2001	Don Hillman	Moving Expenses	\$ 3,828.88
62	29311	12/26/2001	Coast to Coast Security	Security Service for 2 Events	\$ 420.00
63	29312	12/26/2001	ET Advantage	ATM Repair	\$ 95.00
64	29313	12/26/2001	Ferrellgas	Bulk Gas	\$ 127.21
65	29314	12/26/2001	Portland Oregon Visitors Assoc.	December Membership Dues	\$ 275.00
66	29315	12/26/2001	Verisign	Web Address Re-Registration	\$ 70.00
67	29136	12/26/2001	Windsor Security	Security System Monitoring	\$ 131.70
68	29317	12/26/2001	Office of County Counsel	Legal Fees	\$ 418.50
69	29318	12/26/2001	AT&T	Phone Service	\$ 35.06
70	29319	12/26/2001	Airgas Nor Pac, Inc	Welding Supplies	\$ 15.49
71	29320	12/26/2001	Hillsboro Argus	Advertising-Interim	\$ 291.46
72	29321	12/26/2001	Hillsboro Garbage Disposal	Garbage Utilities	\$ 450.00
73	29322	12/26/2001	Office Depot	Office Supplies	\$ 644.38
74	29323	12/26/2001	Pacific Office Automation	Copier Rental	\$ 215.00
75	29324	12/26/2001	Portland General Electric	Utilities 11/12/01 to 12/12/01	\$ 30.69
76	29325	12/26/2001	Qwest	Advertising	\$ 164.80
77	29347	12/31/2001	Washington County Finance Dept	Salaries & Benefits	\$ 17,872.10
78				<b>Total December Disbursements</b>	<b>\$ 93,891.61</b>

# Washington County Fair Complex

ATM Overview June 2001 to December 2001

	Expense	Income
Office ATM Door	\$ 43.40	
Office Decking	\$ 101.30	
Melissa Reimburse for ATM Transaction Fees	\$ 15.00	
Home Depot - Roto Hammer Rental for Door Instalation	\$ 25.00	
Phone Line Installation Charges - June Billing (pd 7/10)	\$ 458.00	
Monthly Phone Service - June (pd 7/10)	\$ 135.07	
Double Payment of June bill by Melissa in August (pd 8/3)	\$ 593.07	
Monthly Phone Service - July (pd 8/3)	\$ 85.13	
Monthly Phone Service - August (pd 8/22)	\$ 77.29	
Monthly Phone Service - Sept. (using credit from double payment)	\$ (74.74)	
Monthly Phone Service - Oct. (using credit from double payment)	\$ (75.68)	
Long Distance Monthly Charge - June	\$ 7.89	
Long Distance Monthly Charge - July	\$ 19.44	
Long Distance Monthly Charge - Aug	\$ 19.44	
Long Distance Monthly Charge - Sept	\$ 19.44	
Long Distance Monthly Charge - October	\$ 17.53	
ATM Transaction Fee Income - July Machine #1		\$ 1,504.50
ATM Transaction Fee Income - July Machine #2		\$ 1,182.00
ATM Transaction Fee Income - August Machine #2		\$ 61.50
ATM Transaction Fee Income - September Machine #2		\$ 10.50
Samsar ATM - Fee Income (October)		\$ 45.00
Automatic Deposit to ATM account 11/14/2001		\$ 40.00
AT&T Long Distance Bill (Final Bill)	\$ 17.53	
Verizon: Credit remaining \$291.29 (November)	\$ 75.68	
Samsar ATM - Fee Income (November)		\$ 1.50
Verizon: Credit remaining \$215.47 (December)	\$ 75.82	
Samsar ATM - Fee Income (December)		\$ 1.50
ET Advantage - ATM Repair 12/26/2001	\$ 95.00	
<b>Total</b>	<b>\$ 1,730.61</b>	<b>\$ 2,846.50</b>

## ATM Money Out

7/23/01	\$ 10,000.00
7/24/01	\$ 10,000.00
7/25/01	\$ 11,000.00
7/27/01	\$ 30,000.00
7/28/01	\$ 30,000.00
7/29/01	\$ 10,000.00
10/11/01	\$ 2,500.00
10/17/01	\$ 8,500.00
	<b>\$ 112,000.00</b>

## ATM Money In

7/25/01	\$ 5,380.00	Electronic Deposit
7/26/01	\$ 5,060.00	Electronic Deposit
7/27/01	\$ 6,780.00	Electronic Deposit
7/30/01	\$ 11,120.00	Electronic Deposit
7/31/01	\$ 63,460.00	Electronic Deposit
8/8/01	\$ 4,700.00	Manual Deposit: Close Office ATM
9/13/01	\$ 4,060.00	Electronic Deposit
10/1/01	\$ 440.00	Electronic Deposit
10/16/01	\$ 2,500.00	Electronic Deposit
11/14/01	\$ 40.00	Electronic Deposit
12/31/01	\$ 7,000.00	Manual Deposit: Close ME ATM
	<b>\$ 110,540.00</b>	

3: Money Out is greater due to Electronic Deposit of \$1460.00 won't come in until January

**WASHINGTON COUNTY FAIR COMPLEX**  
**POINT SHEET – December 2001**

**BUDGET OVERVIEW:**

There are a number of negative numbers due to December being used to clean-up entries that were put in incorrect categories.

**CASH FLOW STATEMENT:**

Ending Cash Balance for November 2001/Beginning Cash Balance December 2001  
adjusted to \$373,464.41 due to error found in reconciling July 2001 Premium Account.

**MINUTES  
WASHINGTON COUNTY FAIR BOARD  
TUESDAY, JANUARY 8, 200~~1~~2**

**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

**STAFF:**

Don Hillman, Executive Director  
Lisa DuPré, Marketing Manager  
Leah Perkins, Fair Coordinator  
Miranda Johnson, Office Manager

**GUESTS:**

John Baggott, 4-H Extension Service  
Dale Scheller, Booster  
Fred Scheller, Booster  
Cody Feinauer, Chair, Rodeo Committee  
Tami Cocheram, Washington County Risk Management  
Fred Scheller, Booster  
Marla Meadows, 2002 Rodeo Queen  
Brian Love, Director, Rodeo Committee

**PRESS:**

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

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 were requested to be removed from the Consent Agenda. Board Member Vial requested that Item A be removed from the Consent Agenda. President Christy called for a motion to approve Consent Agenda.

Rodeo Committee Chair Feinauer handed out the Rodeo Committee's December Minutes.

**Motion by Board Member Vial to approve Consent Agenda with Item A removed. Motion carried 5-0.**

**A. Financial Statements**

Board Member Vial noted that the financial statements were missing a "Prior Year-to-Date" comparison that had been included in previous financial statements. Executive Director Hillman suggested to President Christy that staff add a "Prior Year-to-Date" column. Board Member Vial and President Christy both agreed that such a column would be helpful.

Board Member Vial asked why the revenues appeared lower than expected. Marketing Director DuPré explained that last year the Hillsboro Chamber of Commerce's Trade Fair was held in the fall whereas this year this event was moved to the spring. Marketing Director DuPré continued to explain that the other two major differences are the Boarder Terrier National Dog Show paid their bill in November the year before even though their event was in July. In addition, the Centro Cultural this year limited their Fiesta to just the amphitheater. She also explained that Pioneer Heritage Christian Academy is not in the Floral Building this year and that the DEQ Plum Evaluation Training is paying in pieces rather than in one lump sum as they had the year before. All together it is a \$10,784 difference, the same difference noted on Line 16.

Board Member Vial asked about Line 4, the Hotel/Motel Tax. Executive Director Hillman explained that accounting for these revenues depended on when the County credits us for the Hotel/Motel Tax received at the County. Board Member Vial asked why Interim Expenses are lower this year. Executive Director Hillman explained that staff is not paying any bills early to ensure that the money continues to earn interest. He also mentioned that in the past, interim events had not been billed right away. Board Member Vial expressed his satisfaction that the staff was doing a good job.

Having no further questions, President Christy called for a motion to approve the financial statements.

**Motion by Board Member Vial to accept Financial Statements. Second by Board Member Spiesschaert. Motion Carried 5-0.**

President Christy introduced Fred and Dale Scheller and congratulated them on winning the Fair Supporter Award from the Oregon Fairs Association (OFA).

Board Member Day explained that the Schellers had been involved in the County Fair; helped move the County Fair from Schute Park; helped build the Fair Complex; and continue to actively support the County Fair.

Dale Scheller thanked the Board for inviting him to his first Board Meeting, and accepted the award on behalf of all the Fair Boosters. Fred Scheller commented that he had not participated in 4-H like Dale, but that had always felt it was important to be involved with the County Fair and said he would continue to do so.

President Christy presented Fred and Dale Scheller each with a plaque.

President Christy announced that the Exceptional Kids Rodeo had also won the OFA Outstanding Youth Support Project Award. President Christy noted that she would wait until the next Fair Board Meeting to present the award so that the individuals who put it on last year could be present.

## **2. Special Reports**

**A. Rodeo Report** – Rodeo Committee Chair Feinauer reported that at the National Finals Rodeo Convention the Fair had won the John Justin Best Footing Award for the Columbia River Circuit resulting in a plaque, check for \$750 and a pair of John Justin Boots. Chair Feinauer indicated that he would like to see the award money given to the girls at the circuit finals as they had done with the 2<sup>nd</sup> prize award the year before. Chair Feinauer then announced that the Fair also won the National Best Footing Award resulting in a bigger plaque, a check for \$1000 and another pair of John Justin Boots.

Chair Feinauer announced that he had donated the \$1000 to the PRCA to support the first PRCA Rodeo at the Winter Olympics. Chair Feinauer noted that he had the support of the Rodeo Committee and requested the Fair Board to also support his decision.

Chair Feinauer shared two photo albums from the 2001 Washington County Fair and Rodeo that an associate members of the Rodeo Committee had put together.

Board Member Vial suggested to President Christy that the Board should ratify the donation from the Rodeo Committee to the Olympic Rodeo program.

### **Motion by Board Member Vial to ratify the donation of \$1000 to the Olympic Rodeo Program. Second by Board Member Leahy.**

President Christy added that in the future there needed to be criteria for such donations and a policy needed to be developed. Board Member Vial suggested that the Fair Board adopt a policy that assists the Rodeo Committee in determining what kind of discretion they have for non-budgeted funds. President

Christy concurred with Board Member Vial and indicated it would be an item to be brought up at a later meeting.

President Christy called for a vote.

**Motion Carried 5-0.**

Chair Feinauer continued by introducing Marla Meadows, the 2002 Rodeo Queen. Ms Meadows invited everyone to attend her coronation the upcoming Saturday and gave a run down of her tentative schedule. She also provided a brief background on her past involvement with the County Fair and on her personal background.

**B. 4-H Report** – John Baggott had no report.

**C. Maintenance Report** – Executive Director Hillman reported that the staff had been concentrating on the bedding and straw removal and thanked Board Member Leahy for his help in that matter. Executive Director Hillman also reported that the staff was fixing up the Livestock Restrooms to the standards indicated by a recent State inspection. He reported that the ATMs were in good working order after having them checked over by a technician. He also reported that staff had been able to do some painting inside the Main Exhibit Hall over the recent holidays.

Board Member Vial requested to see a year-to-date summary on the ATMs.

Fred Scheller asked how the ATMs would be working during the County Fair this year. Executive Director Hillman indicated that since the County Fair, the ATMs had been repaired and they should be in good working order for the 2002 County Fair. Mr. Scheller was also concerned that the machines were running out of money. Board Member Vial assured him that they would be restocked daily.

**3. Old Business**

**A. Insurance Review** – President Christy introduced Tami Cocharam from the Washington County Risk Management Office. Ms Cocharam was invited to answer questions regarding the Fair Complex's insurance coverage and why the insurance limits had be set at \$500,000. Ms Cocharam explained that the wording "Fair Board" included staff and volunteers and that the \$500,000 is set by State law. She further explained that in the federal courts there are no limits and suggested that the Board look into getting higher coverage, maybe \$1,000,000.

Board Member Vial asked if the Board had the flexibility to shop around for their own coverage or were they bound to use the County's coverage. Ms Cocharam explained that they currently had a contract with Marsh and Company. Board Member Vial asked for clarification should the Board wanted to increase their



coverage. Ms Cocheram explained that Marsh and Company could go out and market it for them and that Marsh and Company works for of a fee, not on a percentage.

Board Member Vial inquired as to the cost of the insurance and if it was a blanket policy for the whole County. Ms Cocheram explained that only the Fair Complex has liability coverage and so they have a separate policy outside that provided by the County.

Board Member Vial clarified that the Fair Complex was the only part of the County who paid the liability premium and that they had no control over premiums. Ms Cocheram indicated that that was correct and that the Office of Risk Management makes that determination. Ms Cocheram noted that she did not know if they could remove themselves from the policy associated with the County and look for coverage elsewhere, but would find out and report back to Executive Director Hillman.

Executive Director Hillman added that in all new contracts staff was making sure that the Fair's exposure was being shifted to others such as the carnival, exhibitors, concessionaires, etc. and that the Fair Complex was being listed as additional insured.

Ms Cocheram indicated that insurance premiums would be going up for two reasons, the first being September 11<sup>th</sup>, and also there had not been uniform reporting by the previous staff, which had been since resolved.

Board Member Vial asked that Executive Director Hillman take steps to see if the Fair Complex could become independent of County coverage and look for a broker to provide such coverage.

**B. Task Force Update** – Board Member Spiesschaert explained that the last Task Force Meeting was an introduction to look at the facilities and not funding for the project. Board Member Spiesschaert indicated his satisfaction with the meeting.

Board Member Vial also indicated that he was encouraged by the progress and said that he was pleased with the decision to not lease any of the property but rather seek public assistance. Board Member Vial indicated that the Task Force was looking at creating a regional event center specifically designed to accommodate the County Fair, rather than a fairgrounds that would support an events center.

Board Member Vial indicated that both he and Board Member Spiesschaert were concerned about the lack of green space provided in the architects' plans. He said that he had past along those concerns to the Task Force.

Board Member Vial indicated that the architect firm the Fair Board had worked with in the past had not been contracted with during the current process and stressed the importance that all players have a say before the final design.

Board Member Leahy concurred that he felt the first firm should have been consulted. Board Member Vial said that while it was a shock to have an entirely different firm present plans, he appreciated having fresh ideas presented.

Board Member Leahy asked Executive Director Hillman if the Task Force had contacted him regularly. Executive Director Hillman indicated that he had not been, but that he was taking the initiative to contact them regularly. Board Member Vial said he was encouraged at Executive Director Hillman's pro-active approach and encouraged him to continue to do so.

Board Member Vial announced that the following morning there was a field trip scheduled to Metro's facility out at the Exposition Center. Board Member Leahy indicated he would be going, as would Executive Director Hillman and Board Member Vial.

Board Member Day asked if the architects had experience in the Expo Centers and Fair industry. Board Member Vial indicated that they had plenty of Expo Center experience, but little or no Fair experience and felt confident that Executive Director Hillman would keep them focused on the fair-related issues. Board Member Day expressed her concern that should the plans not include fair-related activities and this fact was to be released to the media, the public would hold in their minds the impression that the new facilities was not to be used as a Fair Complex.

Board Member Vial noted that the percentage of people willing to support a bond measure to support an Events Center was higher than the percentage of people willing to support a Fair concept, and therefore in getting votes it might be better to focus on it as an Events Center.

Board Member Spiesschaert asked when the next Task Force Meeting would be held. Staff responded that it was January 17<sup>th</sup> at 11:30 am and the February meeting was set for the 14<sup>th</sup> at 3:00 pm. Board Member Vial noted that he would be out of town for the February Meeting, so at the February Fair Board Meeting they will need to discuss who will be attending as his alternate.

**C. Board Travel Policy** – President Christy asked if there was any discussion on the travel policy. Rodeo Committee Chair Feinauer asked that the seven member Rodeo Committee also received a travel stipend. Board Member Spiesschaert pointed out that the County Board of Commissioners appoints Fair Board Members and the stipend was created to keep from having money issues prevent people from participating on the Fair Board. President Christy suggested

that the matter be discussed at another time, after checking with the County as to their policies on this matter.

President Christy called for a motion.

**Motion to adopt Board Travel Policy by Board Member Day. Second by Board Member Spiesschaert. Motion carried 5-0.**

**D. 2002 County Fair Theme** – Executive Director Hillman noted that a theme, or advertising slogan, should last for four or five years to gain public recall or recognition and recommended “Discover the Fun,” stressing the word “Fun.”

Board Member Vial expressed his concern about the need for a different theme each year for exhibitors to use for their entries. Executive Director Hillman indicated that in such a case the Superintendents could create sub-themes, but the focus would be placed on “Discover the Fun” as the main slogan for the Washington County Fair.

Board Member Spiesschaert indicated that he felt comfortable with calling it a slogan rather than a theme.

**Motion to adopt “Discover the Fun” by Board Member Spiesschaert. Second by Board Member Vial. Motion Carries 5-0.**

**E. Sponsorship Policy** – President Christy asked that on Page Two, Item 10, it state that the Executive Director report back to the Board before executing sponsorship agreements.

Board Member Vial asked if the industry would allow time for that. Executive Director Hillman said that there would be time to report back to the Board, and that he intends to have a report on the sponsorship status at each Board Meeting.

Board Member Day expressed her concern that she foresees a change being necessary in the future.

President Christy asked that Item 10 read, “the Executive Director shall report during regular Board Meetings before executing agreements of sponsorship secured for the Fair Complex.”

Board Member Day asked if there should be a dollar amount attached. Executive Director Hillman said he would like to report on all amounts.

**F. Tobacco Advertising and Sponsorship Policy** – Executive Director Hillman presented his research on tobacco sponsorships policies at other fairs. He reported that both the California State Fair and the Oregon State Fair do not allow

tobacco sponsorship as a matter of Board policy. He also reported that in Oregon there were two county Fairs that allowed tobacco sponsorships, both with Rodeos. Three County Fairs provided advertising and rental space opportunities, Klamath, Columbia, and Coos counties. Of the ten counties polled, eight did not allow sponsorship opportunities to tobacco companies. Four Fairs polled reported that they did not provide sponsorship opportunities to tobacco-free organizations, but the rest indicated that they would be inclined to accept if they were approached.

President Christy indicated that they could adopt the policy at the next meeting or choose to only adopt the overall sponsorship policy.

Board Member Spiesschaert asked if they should also be looking at alcohol as well as tobacco. Executive Director Hillman said that alcohol did not need to be looked at in the same way.

President Christy noted that they could adopt a policy for each product or one general policy.

Board Member Day asked if the reason they are adopting a tobacco policy is because of the pressure they received from the anti-tobacco organization and would they have to look at each product if it is protested. Board Member Vial noted that he felt that they are representing a strong societal feeling focused on one issue, tobacco. He also noted that there is not a strong societal feeling about alcohol; that alcohol companies are not being sued like the tobacco companies; that there is not a social stigma against consuming alcohol like there is against smoking and that there is a law stating that all public buildings be smoke-free.

Board Member Vial acknowledged the loss of revenue from Rodeo sponsorships, but indicated that he felt that is was worth the loss of revenue.

Rodeo Committee Chair Feinauer indicated that he felt that it was not necessary to have a policy denying tobacco sponsorship noting that if the Board did not want to have them as a sponsor, they did not have to even without a policy. Chair Feinauer expressed his concern that the Board was folding under the pressure of the anti-tobacco organizations.

President Christy asked if they had ever received a sponsorship from Copenhagen. Chair Feinauer responded in the negative.

Board Member Spiesschaert asked if with the new Smoking Law could smoking be allowed during Bingo. Executive Director Hillman said that the Cloverleaf Building is a public building and therefore smoking is not permitted inside that building. Board Member Spiesschaert asked if since the law provided that smoking could be allowed in Bingo Halls, could it then be allowed during Bingo. Event Coordinator Perkins indicated that smoking is already not permitted in government buildings and the Cloverleaf Building is a government building.

Executive Director Hillman noted that he had checked the week before and had found that the only people smoking were doing it outside.

Board Member Spiesschaert asked if the ban on smoking was enforced would they lose Bingo and Marketing Director DuPré indicated that they would.

Rodeo Committee Member Brian Love indicated that in Newberg they were able to have smoke-free Bingo. Marketing Director DuPré said that she did not think that they would be open to that concept.

Board Member Day asked to clarify that the wording of County Fair included Rodeo. Rodeo Committee Chair Feinauer and other Board Members indicated that they understood the Rodeo was included in that wording.

#### **4. New Business**

**A. Board 2002 County Fair Objectives** – President Christy handed out an article entitled “Policy Activities for Your Board of Directors,” as a point of information for the Board. She then went over the objectives briefly and suggested that changes be made at a later time, and indicated that they would be discussed at the next Board meeting.

Board Member Spiesschaert said it would be helpful to post the objectives on the wall.

**B. Appoint Rodeo Committee Directors** – President Christy listed the new Rodeo Committee Directors as Brian Love for one-year term, Mike Seavy for a one-year term, and Brian Anderson, and Lynn Haynes.

Board Member Spiesschaert asked if they were one-year terms so as to get back into the proper rotation. Rodeo Committee Chair Feinauer indicated yes and then introduced Brian Love who was in the audience.

**Motion to accept four new Rodeo Committee Directors by Board Member Spiesschaert. Second by Board Member Vial. Motion carried 5-0.**

Board Member Vial asked why Rodeo Committee Member Gary McVey resigned, and Chair Feinauer said it was for family reasons, but assured the Board that he and all of the directors who had recently stepped down were still involved with the

Rodeo Committee. Board Member Vial applauded the Rodeo Committee for being able to make transitions like that and still keep everyone active.

**C. Rodeo Queen Coronation Fundraiser** – President Christy asked Rodeo Committee Chair Feinauer whether they had arranged for a liquor license. Rodeo

Committee Chair Feinauer indicated that they had and that the Sheriff's Department was providing security for the event.

President Christy asked for a motion to approve the fundraiser.

**Motion by Board Member Vial. Second by Board Member Day. Carried 5-0.**

Chair Feinauer handed out invitations to the Queen Coronation Fundraiser.

**D. Rodeo Budget** – President Christy asked Rodeo Committee Chair Feinauer why the budget was higher this year. Chair Feinauer indicated that there was an added expense in Personal because they got the number-one clown act in the nation, which costs more, and the miniature bulls last year were tied in with the Clown act, but this year there are listed in the Stock Contractor category. Stock Contractor prices had also went up this year. Board Expenses are down because Chair Feinauer decided that only two directors need to go to NFR in Las Vegas.

Board Member Vial asked if cutting the County Fair down to four days would affect the Rodeo budget. Chair Feinauer indicated that it would. He also indicated that he currently had verbal contracts with all the people involved with the Rodeo, but if they cut a performance, the contracts would have to be renegotiated. He noted that almost all of the people would stay, but the clown act may not want to come.

Board Member Vial asked if they went to three performances, but offered to pay the same as for four performances, would the acts still leave and Chair Feinauer noted that nobody would leave under those circumstances. He said that dropping one Rodeo performance would save \$5,325, mostly in the Personnel category.

Board Member Vial indicated that it will be important not to lose the contractors they have already secured and would be willing to pay for four performances, even if they only have three. Chair Feinauer said he would try to cut them down as much as possible without losing anyone. President Christy gave the budget to Executive Director Hillman to go over and make his recommendation.

Rodeo Committee Member Love brought up the rental of tables for the Rodeo when the Fair Complex has tables. Marketing Director DuPré noted that there are plenty of Fair Complex tables and chairs that can be used.

**E. Suspended Resolution 201** - President Christy said that if they change the length of the fair, it would be necessary to suspend this resolution, but decided to wait until after they had discussed when the dates would be.

**F. Proposed 2002 Fair Dates** – Executive Director Hillman indicated that the Washington County Fair had not kept up with growth in the population, and the County Fair as not alone in this area. His recommendation was to compress the

County Fair to four days to accommodate the 42,000 who are already paying to attend the event while using the savings to put on a better show and to attract newcomers. Executive Director Hillman noted that he, along with Event Coordinator Perkins, had met with people in groups and as individuals and came up with four options for a four-day program. He then made his recommendation, for a four-day 2002 County Fair with two nights of big name entertainment and three Rodeo performances.

Board Member Day commented on the closures of other events saying that the Mt. Hood Jazz Festival was having management problems and the Timber Carnival closed because of the drop in the Oregon timber industry. Board Member Day also voiced her concern that cutting two days out of the County Fair would give voters the wrong message that the County Fair is failing, discouraging them from wanting to support a new facility. She was also concerned about the exhibitor judging schedule. Event Coordinator Perkins indicated that they had worked out a judging schedule. Board Member Day noted that she had heard from people who will be impacted that they had not heard the straight story and they do not understand. She also noted that the Dairy Women will not be able to make enough revenue to buy a new machine and had spoken with Mr. Burback from Funtastic Shows who favored a five-day County Fair.

Rodeo Committee Chair Feinauer agreed with Board Member Day, indicating that the year before they had changed the dates and that cutting the days will give a bad image.

Board Member Leahy asked Chair Feinauer if other fairs have two Rodeo performances in one day and Chair Feinauer said he did not know of any. Chair Feinauer stressed his desire to keep slack on Saturday morning. He also indicated that they had two shows on Saturday in the past and indicated it would be more successful than a Wednesday performance.

Board Member Spiesschaert thanked the staff on their preparation, but expressed his concern that four days would be too short for exhibitors. Event Coordinator Perkins said that even if the County Fair was compressed to four days, the competition schedule will be in a five-day format.

Board Member Spiesschaert went on to indicate that he had talked to three superintendents that day that had felt they had been left out of process. He mentioned that the Dairy Superintendent, Pete Jansen, had not been contacted. Event Coordinator Perkins said she spoke with him that morning and he told her he was supportive of the four-day format. Board Member Spiesschaert expressed his concern about being able to accommodate split shows as they had in the past. He also agreed with Board Member Day that he was worried about the perception. Board Member Spiesschaert indicated that he had talked with Ron Burback and agreed with his concern that they would be increasing their risk by compressing

their days. He also pointed out that they would be in the minority if they cut back to four days and noted that he leaned toward five days.

Board Member Vial said that he wanted to represent the other side in regards to exhibitors, saying that he had not spoken with any superintendents who were not supportive of the four-day format. He admitted that questions had been raised, but of the six superintendents he had spoken with, all were supportive.

Board Member Day asked if he had spoken with open class or 4-H and Board Member Vial indicated that two were 4-H and the other four were open class. Board Member Vial noted that all his conversations had been four days versus six days, and he did not know if five days would be preferable over four. He said he had been concerned about the Rodeo, but no longer. He is also concerned about Rodeo sponsorship.

Board Member Day asked how exhibitors would be supported if they start showing before the County Fair opens. Executive Director Hillman indicated that he would make sure that some concessionaires were open to provide for exhibitors.

President Christy asked Event Coordinator Perkins about whom she talked to about shortening the fair. Event Coordinator Perkins indicated that most of the people she spoke with were very supportive. One even indicated that if they didn't go to a four-day format they would be irresponsible by not cutting costs. She said the 4-H superintendents were excited for something new and to see the kids busy.

Board Member Spiesschaert asked who represented FFA and Event Coordinator Perkins indicated that she had met with Roland Aschim from Forest Grove and Brian Gilmore from Banks.

President Christy indicated that she would like to see a four-day format to keep up revenue and then they could have five days the next year if they can get attendance up.

Executive Director Hillman admitted that four days is aggressive, but that is what was needed. In terms of sponsorship, he noted that Rodeo sponsorships had been dropping over the last couple of years. He indicated that sponsorships are not used to underwrite the activity; it is a result of doing a good job. He further indicated that he had talked with Terry Amato who felt it would not affect the Fair side of the sponsorship, but it might help it. He noted that the current indications were that BiMart, for example, would give the same amount for a four-day fair as for a six-day fair.

President Christy asked to confirm that they needed to make a decision that night, because Board Member Spiesschaert needed to leave. Executive Director



Hillman noted that they were already only six months away and needed action that night. He also indicated that he understood that it was a hard decision, but necessary.

Board Member Spiesschaert indicated that one superintendent said they had received a letter saying it was going to be a four-day fair and there would be a meeting to work out the schedule. Event Coordinator Perkins clarified that the letter said if a four-day fair was approved there would be a meeting to work out the schedule. Board Member Spiesschaert wanted clarification on where the savings would be. Executive Director Hillman indicated that they would save on big name entertainment by keeping big name entertainment and Rodeo from competing with each other. He also indicated that he was trying to draw in east county residents to the event.

Board Member Vial voiced his concern about Sunday's traditional Hispanic draw, and if they could still be accommodated. Executive Director Hillman indicated that he felt it would.

Executive Director Hillman said that staff is prepared to support and carry out whatever the Board's decision may be. If the Board chose a five-day format, Executive Director Hillman asked that they allow him and the staff to look at what the format might be within the five days.

**Motion to adopt the recommendation of the Executive Director for a four-day Fair format, Option Four, by Board Member Vial. Second by Board Member Leahy.**

Board Member Spiesschaert expressed his regret that they had not voted on a five-day format first, because he indicated that he would have voted for a four-day format, had the five-day not passed.

Rodeo Committee Chair Feinauer asked why they did not start the County Fair on Wednesday afternoon. President Christy said that the discussion was irrelevant in the middle of the vote for a four-day format.

President Christy asked that staff to poll the Board. Board Member Vial voted yes; Board Member Day voted no; Board Member Leahy voted yes; Board Member Spiesschaert voted no; President Christy voted yes.

**Motion carried 3-2.**

Board Member Spiesschaert left the meeting to attend another Board Meeting.

President Christy asked for a motion to suspend Board Policy 201.

**Motion to suspend Board Policy 201 by Board Member Vial. Second by Board Member Leahy. Motion carried 4-0.**

Board Member Vial asked if they needed to state the dates of the 2002 County Fair and Executive Director Hillman said they would need to correct the record to show the dates as Thursday July 25 through Sunday July 28. Board Member Vial said they could state it without objection. President Christy asked for objections. There were none and it was so stated.

**G. Propose 2002-2003 Fair Complex Budget** – Executive Director Hillman indicated that the 2002-2003 budget must be presented to the Board of Commissioners on February 11<sup>th</sup>.

**H. Proposed Code of Ethics** – President Christy indicated that the County asked the Fair Complex Board to adopt a Code of Ethics.

Board Member Day asked why if it was already County Policy. Executive Director Hillman indicated that it was re-stating the obvious because they are becoming more like a County Department. Board Member Day noted that she had requested a copy of the County's policy and had not received one.

President Christy noted that it was because of the problem they had in the past and County Council wanted to be sure the Board was being proactive.

Board Member Vial agreed that it wouldn't hurt to have it as a policy.

**I. Board Elections** – President Christy asked that without Board Member Spiesschaert present they should post-pone the election until every Board member was present. She also noted that Board Member Vial is up for re-appointment.

**J. Other** – Rodeo Committee Chair Feinauer pointed out that Board Policy 401 needed to be suspended.

**Motion to suspend policy 401 requiring a four-day Rodeo by Board Member Vial. Second by Board Member Leahy. Motion carried 4-0.**

**5. Announcements**

President Christy announced that she, and various other board members and staff had attended the Oregon Fairs Association Conference, and commented on some of the lectures she attended.

It was also announced that the Washington County Quarterly Economic Summit Meeting would be at the Greenwood Inn at 7:30 am on January 17<sup>th</sup>. Board Members wishing to attend said they would contact Executive Director Hillman to RSVP for them.

President Christy announced that Executive Director Hillman was elected Area Director for the Oregon Fairs Association.

6. **Correspondence**

There was no correspondence.

7. **Board Communications**

There were no Board Communications.

**With no further business before the Board, President Christy adjourned the meeting at 6:50pm.**

-----  
**Don G. Hillman**  
**Recording Secretary**

-----  
**Kathy Christy**  
**Board Chair**

**Washington County Fair & Rodeo  
Associates Meeting  
January 8, 2002  
Next Meeting February 5, 2002**

**In Attendance:** Brian L., Candace D., Larry B., Winnie D., Cody F., Brian A., Lynn H., Bert D., Todd K., Nick A., Brian P., Duane S., Yvonne L., Pat and Kelly B., Lynn F., Tara F., Richard K., Linda J., Mike B., Cory A., Brandi W., Nick G., Marla M., Jean M., Lonna P., Sandee W., Brian and Laurel F., Paula M Rich V., Don Hilman, Executive Fair Board Director and Rich Vail, Fair Board Director were also in attendance.

**Excused Absent:**

**The meeting was called to order at 7:30pm by Cody F.**

**Old Business:**

**It was announced** that the Fair Board voted to reduce the Washington County Fair and Rodeo by 2 days, offering a 4 day Fair and Rodeo with three rodeo performances. One on Friday night, one matinee Saturday and a Saturday night performance. Don Hilman was hired to help make the Fair and Rodeo a more profitable venture. Don stated that this is what he strongly recommends for changes and see's a positive turn around over the next several years. Don also stated that as a group we need to stick together and give the community a great show.

Jennifer suggested a beer garden and music around the rodeo grounds. Don H. said he thought it was a good idea and Dale is going to look into the licensing .

December 2001 minutes were presented and reviewed.

Lynne H motioned to approve the minutes

Winnie D seconded.

**The awards won by the WPRA** included a check for \$1000 that was donated to WPRA making Washington County Fair and Rodeo a silver buckle sponsor at the 2002 Olympics in Salt Lake City. A check for \$750 is being tabled for further discussion. There were two pair of Justin boots won. After many suggestion and a lengthy discussion, it was decided that one pair of boot be given to one of our long time sponsors and one pair be given to a long time associate member.

**Lynn H. made the motion that one pair be given to a sponsor and one be given to Cody F.**

**Winnie D seconded the motion. The vote was 6 in favor with Cody F. abstaining.**  
There was no further discussion.

**The Poker Ride** is tentatively set for June 15, 2002.

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

**New Business:**

**Congratulations to our new Directors, Brian Love and Mike Seavey.**

Brian A. motioned to keep the same Treasurer, Chair and Secretary.

Lynn H. seconded the motion.

**2002 Committee Dues** of \$10 are now due.

**All Associate members** are asked to sign up for at least one committee.

**A limit of 30 children** is suggested for the special kids rodeo because of time constraints.

**A budget** of \$127,105 for the Rodeo has been presented to the Fair Board for approval.

Larry B. motioned to adjourn.

Brian L. seconded the motion.

Cody F. adjourned the meeting at 8:25pm

Minutes submitted by Candace Davis

**Next Meeting:** Tuesday *February 5th* at 7:30pm Floral Building

# Washington County **FAIR COMPLEX**

## Facility Schedule for February-2002

### Friday, February 01, 2002

Main Exhibit    Westside Home Improvement Expo

### Saturday, February 02, 2002

Quadrant Property    ATV Safety Class

Floral Building    Evergreen Little League Sign-Ups

Main Exhibit    Westside Home Improvement Expo

Arts & Crafts    Markus & Markus Auction

### Sunday, February 03, 2002

Meeting Room    4-H Happy Hoppers Meeting

Main Exhibit    Westside Home Improvement Expo

### Monday, February 04, 2002

Main Exhibit-Middle    4-H Dog Meeting

Main Exhibit-North    4-H Dog Club

Covered Show Ring    Iron Dogs Flyball Team

Main Exhibit-South    4-H Waggin' Masters Club

Arts & Crafts    4-H Guide Dogs

### Tuesday, February 05, 2002

Main Exhibit-North    4-H Paw Power Club

Arts & Crafts    4-H Guide Dogs

Main Exhibit-South    The Pet Consultants

Cloverleaf Building    Glencoe Football Bingo

Main Exhibit-Middle    4-H Dog Club

Covered Show Ring    Dog Flyball Class

Floral Building    Rodeo Committee Meeting

Covered Show Ring    Mutteteers Flyball Team

### Wednesday, February 06, 2002

Main Exhibit-South    4-H Best Friends Dog Club

Main Exhibit-North    Dog Obedience Training

Meeting Room    4-H Horses Unlimited Meeting

### Thursday, February 07, 2002

Cloverleaf Building    Police Training

### Saturday, February 09, 2002

Main Exhibit-South    Gun & Knife Show

Floral Building    Evergreen Little League Sign-Ups

Quadrant Property    ATV Safety Class

### Sunday, February 10, 2002

Floral Building    4-H Parrot Club Meeting

Main Exhibit-North    Oregon Collectors Market

Main Exhibit-South    Gun & Knife Show

### Monday, February 11, 2002

Meeting Room    4-H Dog Club

Covered Show Ring    Iron Dogs Flyball Team

Main Exhibit-South    4-H Waggin' Masters Dog

### Tuesday, February 12, 2002

Covered Show Ring    Dog Flyball Class

Main Exhibit-Middle    4-H Paw Power Club

Cloverleaf Building    Glencoe Football Bingo

Covered Show Ring    Mutteteers Flyball Team

Main Exhibit-South    The Pet Consultants

Arts & Crafts Building    4-H Dog Club

### Wednesday, February 13, 2002

Main Exhibit-North    Dog Obedience Training

Main Exhibit-South    4-H Best Friends Dog Club

Meeting Room    4-H Furry Friends Club

### Saturday, February 16, 2002

Main Exhibit Hall-North    4-H Horse Leaders Tack Sale

Arts & Crafts Building    4-H Rabbit Show

### Monday, February 18, 2002

Large Covered Show    Iron Dogs Flyball Team

Main Exhibit-South    4-H Waggin' Masters Dog

Main Exhibit-North    4-H Dog Club

**Tuesday, February 19, 2002**

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

**Wednesday, February 20, 2002**

Main Exhibit-North Dog Obedience Training  
Main Exhibit-South 4-H Best Friends Dog Club

**Saturday, February 23, 2002**

Main Exhibit Hall Unique Animal Expo  
Quadrant Property ATV Safety Class  
Cloverleaf Building Wedding Reception  
Beef Barn Beef Weigh-In

**Sunday, February 24, 2002**

Main Exhibit Hall Unique Animal Expo  
Meeting Room 4-H Happy Hoppers Meeting

**Monday, February 25, 2002**

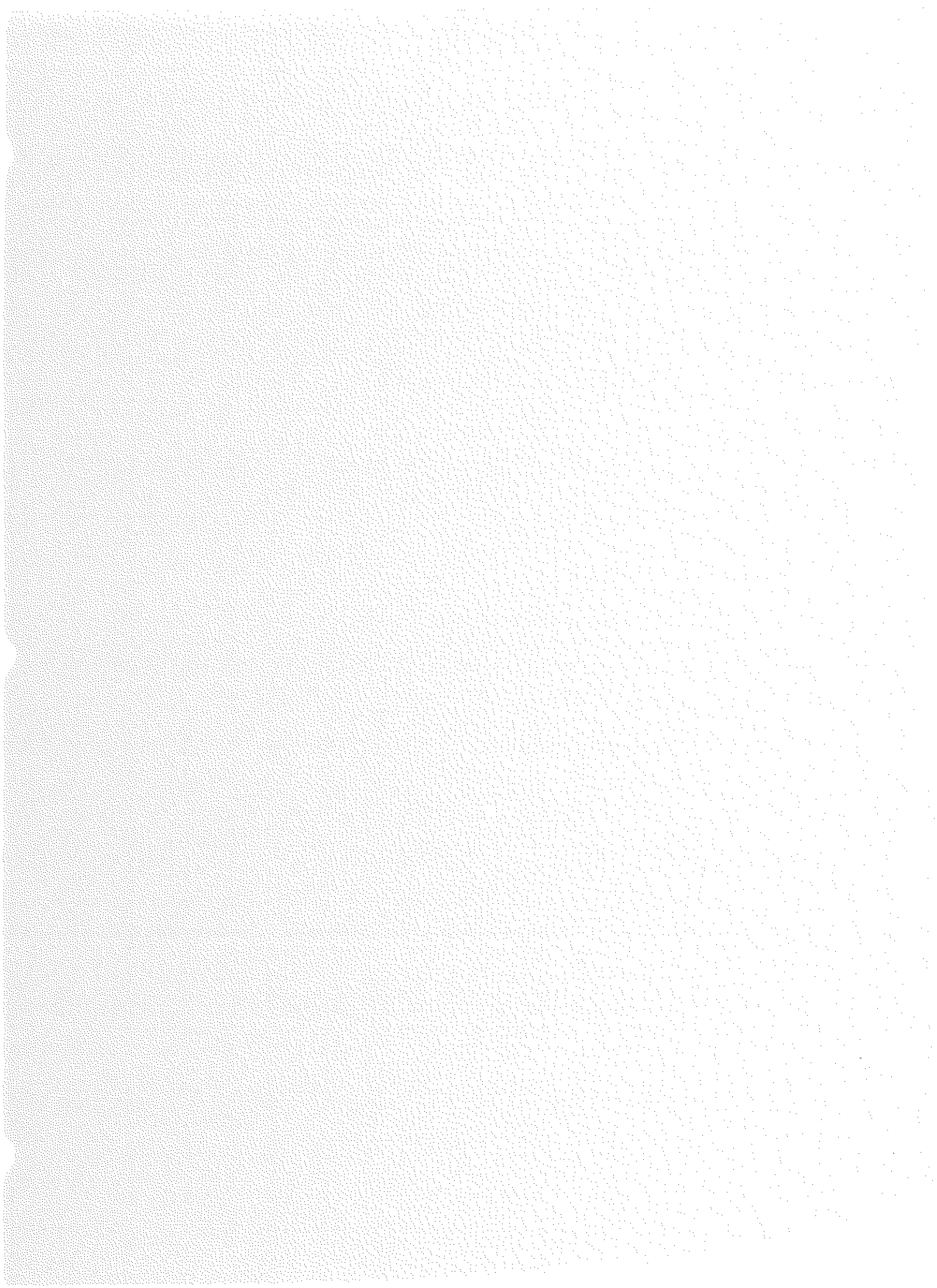
Main Exhibit-Middle 4-H Dog Club  
Main Exhibit-South 4-H Waggin' Masters Dog

**Tuesday, February 26, 2002**

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

**Wednesday, February 27, 2002**

Cloverleaf Building 4-H Wagon Train Meeting  
Meeting Room 4-H Furry Friends Club  
Main Exhibit-North Dog Obedience Training  
Main Exhibit-South 4-H Best Friends Dog Club





# **WASHINGTON COUNTY FAIR BOARD**

## **Policy Resolution \_\_\_\_\_**

### **Sponsorship Policy**

#### **RECITALS**

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board recognizes that the development and solicitation of sponsorships through direct, indirect and individual negotiations is an established and integral practice of the fair and rodeo industry; that the sponsorship industry is a fluid, fast-paced form of mutual marketing and promotion that is not naturally conducive to the conventional competitive bid process; and that establishing a Sponsorship Policy will benefit the overall operations of the Fair Complex;

#### **NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. It shall be the policy of the Washington County Fair & Rodeo Board that procurement of sponsorships shall, where feasible and practical, be modeled on standard fair, festival and industry practices.
- 2. Sponsorships are marketing and promotional arrangements between the Fair Complex and private businesses, individuals, corporations, or public or non-profit entities that exchange financial and/or other valuable consideration for the privilege of conducting promotional, advertising, educational, and/or product or service activities in association with Fair Complex programs, activities, events, grounds and/or facilities.
- 3. The responsibility for the procurement of sponsorships shall be managed under the direction of the Fair Complex Executive Director.
- 4. The Fair Complex Executive Director, or delegate, will evaluate potential sponsorships based on an objective analysis of market conditions and trends, the Fair Complex's needs and requirements, and the potential sponsor's imaging and marketing objectives.
- 5. The Fair Complex Executive Director may contract with sponsorship individuals or companies to solicit and secure sponsorships.
- 6. Washington County Fair Board members may recommend potential sponsors to the Executive Director. Any perceived or real conflict of interest between a Board Member and a potential sponsor will be disclosed in writing by the Board Member and filed with the Board President.

7. Sponsorship arrangements shall be committed to writing and signed by all parties to the agreement.
8. The Executive Director, or delegate, will use the following criteria in determining whether a potential sponsorship opportunity is appropriate for the Fair Complex -
  - a. The total cash to be received by the Fair Complex;
  - b. The total in-kind support to be received by the Fair Complex;
  - c. The sponsor's ability to perform during the term of the agreement;
  - d. Whether the sponsor's marketing objectives and corporate imagery contributes to the Fair Complex's mission and long-term vision. Potential sponsor's products and services must be congruent with family values, diversity and other values identified by the Executive Director to contribute to the quality of life for all Washington County residents and Oregonians in general; and
  - e. Any other consideration, qualifications or market influences deemed valuable and appropriate by the Fair Complex Executive Director.
9. The Executive Director, or delegate, will monitor agreements to ensure that the Fair Complex and the sponsor fulfill their contractual obligations within the designated time frame, including payments from either party.
10. The Executive Director shall report during regular Board meetings (*as to sponsorships*) before executing sponsorship agreements secured for the Fair Complex.
11. This policy shall apply to activities and programs during the annual County Fair and Rodeo only and is not intended to prohibit sponsor not meeting the criteria under this policy, from participating in other events or programs held at the Fair Complex.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2002.

Directors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution\_\_\_\_\_**

**Tobacco Advertising and Sponsorship Policy**

**RECITALS**

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board recognizes that it is in the public's interest to establish a tobacco advertising and sponsorship policy;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. It shall be the policy of the Washington County Fair & Rodeo Board that no tobacco product advertising shall be allowed in any Fair Complex facility during a Fair Complex sponsored event such as the annual County Fair, except advertising contained in a program, leaflet, newspaper, magazine, or other written material lawfully sold, brought, or distributed within a Fair Complex facility during said event.
2. Furthermore, it is the policy of the Washington County Fair & Rodeo not to directly solicit or accept any tobacco related sponsorships, including monies or other collateral material, during a Fair Complex sponsored event such as the annual County Fair.
3. This policy shall not apply to activities and programs not sponsored by the Fair Complex such as those events held before or after the annual County Fair.

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2002.**

**Directors:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution \_\_\_\_\_**

**Fair Board Code of Ethics Policy**

**RECITALS**

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board believes that it will benefit the Fair Complex to establish a Code of Ethics Policy;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. It shall be the policy of the Washington County Fair & Rodeo Board that Board Members shall adhere to the Code of Ethics provided by the Government Standards and Practices law contained in ORS Chapter 244, and specifically:
  - a. Board Members shall not use or attempt to use their official position or office to obtain financial gain, or avoid financial detriment, that would otherwise be available but for the individual holding the position of Washington County Fair Board Member; or
  - b. Board Members shall not attempt to further or further their personal gain through the use of confidential information gained by reason of holding the position of Washington County Fair Board Member.
2. Should a Board Member meet with an actual or potential conflict of interest, the individual shall:
  - a. Announce publicly the nature of the conflict;
  - b. Refrain from participating as a Board Member in any discussion or debate on the issue out of which the actual conflict arises; and
  - c. Refrain from voting on the issue.

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2002.**

**Directors:** \_\_\_\_\_  
\_\_\_\_\_

# WASHINGTON COUNTY FAIR & RODEO

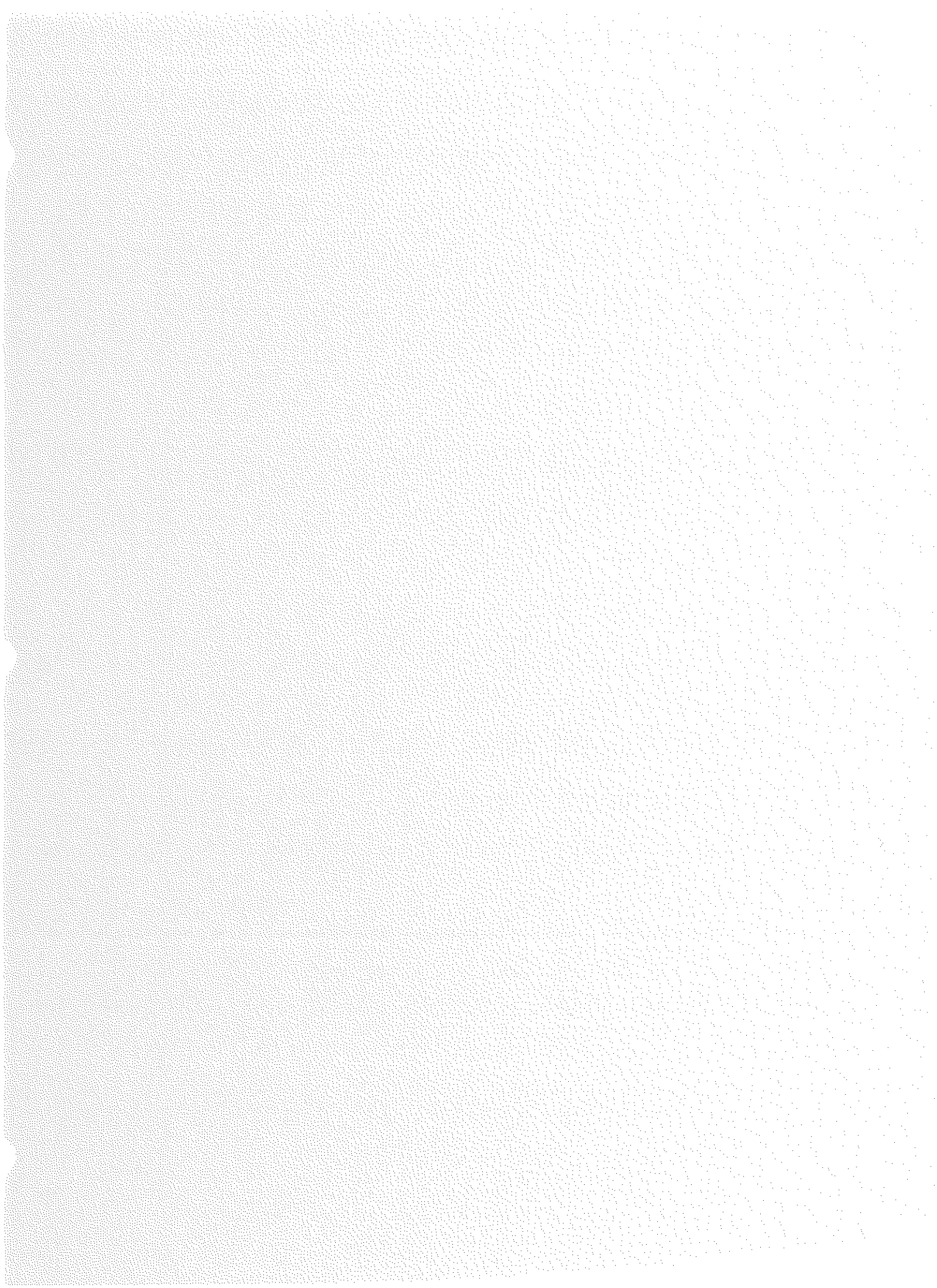
## Board Objectives - Fair 2002

### What You Want Now?

1. Explore Executive Director's Ten-Point Plan for 2002 Fair
2. Adopt at least two Policies or Updates in each subject area
3. Adopt a Re-Development Plan
4. Develop a Community Awareness Strategy
5. Adopt a policy of holding an annual Board Retreat

### What You See Three - Five Years?

1. Completed Re-Development of facilities or be sufficiently underway
2. High level of community awareness of Fair Complex
  - a. Public information and education
  - b. Marketing
  - c. Outreach
  - d. Partnering
3. Board makeup that represents the important player of our County
  - a. Number of seats
  - b. Representation
4. Double attendance at County Fair
5. Have in place a business model that establishes specific funding target and strategies
6. Have in place an active, effective and well-managed community involvement program
  - a. Committees
  - b. Volunteers



Washington County Fair Complex  
873 NE 34<sup>th</sup> Ave.  
Hillsboro, Oregon

January 31, 2002

To Whom It May Concern,

I am drafting this letter in response to the concerns I have heard over the possible change of the Washington County 4-H-FFA Livestock Auction, from Friday to Saturday Night. With this in mind, and with much concern, some of the livestock leaders and myself began to call the Past Buyers of the Washington County Auction. We have compiled a list of those we have spoken with:

Columbia Empire Meat      Spoke with Bob      Phone (503)234-9926

He was just fine with the change—stated He would be there, whichever night the Auction took place.

Ponderosa Provisioners      Gary McKinnen      Phone (503)649-5693

It was not a problem for him—either night should be just fine. He just sold the business and the new buyer would be at the fair this year.

Top Notch Fed      John Lindel      Phone (503)640-1383

He actually thought that Sat. night would be much better for him. His only concern was —he buys at the Clatsop County Fair too, and was hoping that fair would not be the same week as the Washington County Fair.

Wilco Supply and Feed      Dave Demick      Phone (503)537-0959

Dave was very excited about the Auction changing to Sat. night—He said it would help him from having to hurry over to the Fair Grounds after work and getting there on time and not having to miss work to do so. He also brings his family on Sat. and this would allow them to come together, have a nice day with the family, have dinner, and then he could come to the Auction, while the family enjoyed the fair. He likes to take his time and look at the animals he will bid on, and talk to the kids that raised the animals. By having the Auction on Saturday evening, this would give him some time to walk around the barns and talk to the 4-H and FFA kids about their animals. He was very excited about the possible change.

Fisher Implement      Pete Graham      Phone (503)648-1171

He did not have a problem with the Auction moving to Saturday night. He said they would be there, whatever night the Auction was on.

Bales Thriftway      Mrs. Bales      Phone(503)646-5414

She just sends a buyer, and it did not matter to her what night the Auction was held. They will be there whatever night the Auction is held.

CC Ruth                                      Talked with Barb                                      Phone (503)640-8255  
Barb is the long time helper at the store. She was going to talk to John, the owner, but she said it would probably be much easier to get to the fair on Sat night. She was very excited about the change, and would talk to John. I asked that John call me back, if there were any concerns. He never called me back.

Gaston Feed Store                                      Spoke with Carrie daughter of Owner                                      Phone(503)985-7555  
She said they would still buy at the Auction—the night did not matter.

Hillsboro Landfill                                      Chris Thomas                                      Phone (503)640-9427  
Chris was very excited about the possibility of the change to Sat. Night. He said it has been very hard to get to the Auction on a Friday night. Sat. would be a great Idea—His comment –“Go for It”!

George Morland Plumbing                                      Talked with Rick-Owner                                      Phone(503)624-7381  
He said the night did not matter, as the person buying for him is very involved with the Washington County Fair, and would be there either night. He was very supportive of the change to Saturday night.

Nike                                      Talked with Secretary in the office of Phil Knight  
Phone(503)671-6453  
This secretary was very familiar with the Auction, and stated it really made no difference as to the night—they made arrangements ahead of the night anyway. They will still buy an animal.

Pacific Harvest Grain and Supply                                      Spoke with Ken                                      Phone(503)359-4289  
Ken was very supportive of the change of night. He said it would be much easier for him to get to the fairgrounds on Saturday night. It was just not a problem for him at all. His comment was “Good Luck”!

Holland Feed                                      Phone(503)644-3400  
This company was out of business

Dr. Steve Skinner                                      Spoke with Dr. Skinner                                      Phone(503)292-3001  
Dr. Skinner would be very glad to have the night changed to Saturday night. He said it is very Difficult for him to get to the Fairgrounds on time on a Friday night. He was very supportive of the change.

Brian Herinckx                                      Phone(503)648-4902  
Brian is the Hog Superintendent at the Washington County Fair. He and his Co-Superintendent Kevin Evers are both very supportive of the Saturday Auction.

Ken and Bobbi Rychlick                                      Phone(503)625-2476  
Bobbi is the Sheep Superintendent / club leader, plus, She and Her Husband are buyers. They would prefer the Auction on Saturday night

I hope this information will be helpful to your decision in supporting the change of the auction to Saturday Evening at the Washington County Fair this year. If you have any questions or concerns, please



Feel free to contact me at my home. My home Phone number is—(503)640-5090.

Thank you for your care in this matter-

*Maryanne Andrews*

Maryanne Andrews-President of the Washington County Executive Council  
Co-Superintendent of the Sheep Project  
Resource Leader of the Ewenique Sheep Club

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET GOAL:

To produce a fun, safe, clean, entertaining, educational, family-friendly event for the enjoyment of Washington County residents.  
To operate a fiscally sound interim rental program.

## BUDGET PERIMETERS:

Revenues, except for certain adjustments, will not exceed those estimated for 2001-02.

Expenses, except for certain adjustments, will not exceed those estimated for 2001-02.

The ending cash reserves will not be less than 15% of the total budget.

## Budget Assumptions:

- 1 Rent & Storage activities will be slightly less than the 2001-02 Mid-Year Projections.
- 2 Non-Fair parking will increase slightly with two parking opportunities in 2002-03 (Happy Days & Air Show).
- 3 Short Term Interest Rates will not improve significantly over 2001-02 levels.
- 4 Youth and Adult Paid Admission will remain at 2001 levels. Senior admission will be introduced at \$4.00 and good any day of the fair.
- 5 Advance Sale Season Pass will be introduced via Bi-Mart Sponsorship at an estimated price of \$10.00.
- 6 Carpool Parking will be introduced at \$3.00 and regular parking will increase to \$4.00.
- 7 Rodeo participant fees will be included as Rodeo Income similar to entry fees for fairtime competitive programs.
- 8 Bedding fees will be introduced to offset the cost of straw, shavings and manure removal.
- 9 Admission and parking tickets included in sponsorship and advertising agreements will be coded to admission revenue.
- 10 A Fifteen Percent Ending Cash Balance will be maintained.
- 11 Sponsorship fees will be coded as a separate fair and rodeo expense (previously coded as an Fair Advertising Expense).

## Programming:

- 1 An Opening Day Promotion will be devised to increase crowds and media attention.
- 2 A major exhibit will be added such as a sand sculpture or shark show/exhibit.
- 3 A Cowboy Stage and Brews & Blues Stage will be added to the entertainment offerings.
- 4 Rodeo and Big Name Concerts will not be scheduled on the same nights. Big Name Concert will concentrate on Thursday night first.
- 5 Main Stage will feature evening entertainment on Friday and Saturday nights.
- 6 Corporate Hospitality Program will be introduced to attract Employee Appreciation Picnics, etc.
- 7 More culturally-based community entertainment will be provided.
- 8 A hypnotist show will be added to the Community Stage line-up and will perform daily at 5:00, 7:00 and 9:00 pm.
- 9 A pre-fair promotion will be staged to attract additional publicity on the weekend before the fair.
- 10 Sunday will feature Hispanic/Latin music and activities, but not to the exclusion of other musically styles and activities.
- 11 To improve traffic patterns, the main entrance may be relocated to the previous Main Gate near the office.
- 12 A greater variety of foods will be sought.
- 13 A Thursday/Friday Promotion will be developed to attract lunch-time attendance and increase food concession gross.
- 14 The Amphitheatre Stage will host a dance party each night after the last performance (9:30 pm).

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - REVENUES

<u>Line Item</u>	<u>Description</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2001-02</u>	<u>2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>FROM STATE</u></b>							
4	Lottery via Dept. of Agriculture	\$41,976	\$41,976	\$41,976	\$43,056	\$43,056	Confirmed by ODA Agreement
	<b>Subtotal</b>	<b>\$41,976</b>	<b>\$41,976</b>	<b>\$41,976</b>	<b>\$43,056</b>	<b>\$43,056</b>	<b>\$0</b>
<b><u>Dedicated Funds</u></b>							
8	Horse Stall Construction Fund	\$0	\$0	\$0	\$0		
9	Hotel/Motel Tax (1%)	\$574,161	\$632,100	\$600,000	\$600,000	\$600,000	Estimated at 2001-02 Levels
	<b>Subtotal</b>	<b>\$574,161</b>	<b>\$632,100</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>
<b><u>Interim Operations</u></b>							
10	Rent & Storage	\$190,703	\$178,595	\$180,000	\$161,485	\$155,894	See Forecast Attached
11	Damage Deposits	\$9,900	\$10,800	\$12,000	\$11,000	\$0	Not a budget category
14	Interest	\$13,833	\$16,875	\$13,000	\$8,000	\$8,000	Reduced Due to Interest Rate Environment
15	Shows/Entertainment	\$0	\$0	\$100,000	\$0	\$100,000	Interim activity or show produced by the Complex
16	Parking Fees	\$4,907	\$17,669	\$14,000	\$13,875	\$17,000	Happy Day Parking & Air Show Parking
17	Miscellaneous Income	\$11,879	\$16,584	\$12,000	\$12,000	\$12,000	Based upon 2001-02 Levels
18	RV Park	\$22,089	\$26,790	\$25,000	\$20,000	\$20,000	Occupancy Rates Lower than estimated
20	ATM Fees	\$0	\$0	\$0	\$300	\$300	Based upon 2001-02 Levels
	<b>Total Interim Operations</b>	<b>\$253,311</b>	<b>\$267,313</b>	<b>\$356,000</b>	<b>\$226,660</b>	<b>\$313,194</b>	<b>\$86,534</b>

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - REVENUES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Fair Operations</u></b>							
30	Youth Admissions	\$30,109	\$29,075	\$32,252	\$35,779	\$35,500	Based upon 2001 Actual
31	Other Admissions	\$223,662	\$206,347	\$234,381	\$199,966	\$200,000	Based upon 2001 Actual
32	Concessions/Booths	\$136,489	\$136,916	\$123,000	\$108,915	\$109,000	Advanced Deposits S/B Treated as 2002 Income
33	Sponsorships	\$64,500	\$51,400	\$60,000	\$48,925	\$50,000	2001 Actual
34	Advertising Sold	\$8,765	\$2,875	\$5,000	\$2,300	\$15,000	Based upon 2001 Actual
35	Gate Change	\$57,000	\$15,000	\$15,000	\$15,000	\$0	Not a Budgeted Revenue
36	Carnival Income	\$73,651	\$54,463	\$60,000	\$49,672	\$50,000	Based upon 2001 Actual
37	Entry Fees/Bedding Fees	\$3,497	\$3,127	\$4,000	\$2,941	\$5,500	2001 Actual Plus \$2,500 Bedding Fees
New	Rodeo Entry Fees					\$12,000	Based upon 2001 Actual
38	Parking Fees	\$49,797	\$39,924	\$48,000	\$39,804	\$55,500	15,000 @ \$3 (30%) Carpool and \$4 General
39	Rodeo Sponsorships	\$58,859	\$68,271	\$55,621	\$34,490	\$44,800	35% of Rodeo Expenses per Board Policy
41	Miscellaneous	\$20,072	\$15,005	\$10,000	\$10,712	\$10,700	Based upon 2001 Actual
42	Rodeo Admissions	\$5,920	\$5,981	\$5,000	\$4,964	\$5,000	Based upon 2001 Actual
43	Main Stage	\$55,663	\$0	\$63,000	\$21,197	\$0	No Show Fees Estimated for 2002 Shows
45	Amphitheater Concessions	\$3,425	\$1,074	\$800	\$1,039	\$1,000	Based upon 2001 Actual
46	Rodeo Miscellaneous	\$8,316	\$11,896	\$3,500	\$2,967	\$3,000	Based upon 2001 Actual
48	ATM Fees	\$0	\$0	\$0	\$2,500	\$2,500	Based upon 2001 Actual
<b><u>Total Fair Operations</u></b>		<b>\$799,724</b>	<b>\$641,354</b>	<b>\$719,554</b>	<b>\$581,171</b>	<b>\$599,500</b>	<b>\$18,329</b>
<b><u>Total All Operations</u></b>		<b>\$1,669,173</b>	<b>\$1,582,743</b>	<b>\$1,717,530</b>	<b>\$1,450,887</b>	<b>\$1,555,750</b>	<b>\$104,863</b>
<b><u>Cash On Hand</u></b>		<b>\$358,887</b>	<b>\$348,131</b>	<b>\$348,359</b>	<b>\$421,386</b>	<b>\$328,352</b>	Based upon Mid-Year Projections
<b><u>Total</u></b>		<b>\$2,028,059</b>	<b>\$1,903,881</b>	<b>\$2,065,889</b>	<b>\$1,872,273</b>	<b>\$1,884,102</b>	<b>\$11,829</b>

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Personnel - Interim and Fairtime</u></b>							
101	Salaries	\$449,718	\$445,516	\$424,939	\$418,077	\$445,000	Change to Paid Staff vs. Contracted Services for
102	O.P.E.	\$132,794	\$131,944	\$151,033	\$123,704	\$128,000	Grounds Cleanup, Parking and Admission
	<b><u>Subtotal</u></b>	<b>\$582,512</b>	<b>\$577,460</b>	<b>\$575,972</b>	<b>\$541,781</b>	<b>\$573,000</b>	<b>\$31,219</b>
<b><u>Interim Operations</u></b>							
107	Office Expense	\$3,852	\$2,982	\$4,200	\$4,257	\$4,300	Based upon 2001-02 Level
108	Telephone	\$10,748	\$12,515	\$13,000	\$14,109	\$14,100	Based upon 2001-02 Level
109	Printing	\$1,294	\$858	\$2,200	\$1,437	\$1,450	Based upon 2001-02 Level
110	Postage	\$2,683	\$3,638	\$3,600	\$2,526	\$2,750	Included increase in postage rates
111	Equipment & Building Rental	\$6,615	\$6,626	\$7,000	\$6,162	\$6,200	Based upon 2001-02 Level
112	Utilities	\$66,706	\$71,521	\$70,500	\$70,267	\$70,300	Based upon 2001-02 Level
113	Repair & Maintenance	\$49,730	\$56,169	\$51,000	\$42,372	\$43,000	Based upon 2001-02 Level
114	General Supplies	\$21,857	\$23,510	\$24,000	\$18,013	\$18,050	Based upon 2001-02 Level
117	Parking	\$899	\$300	\$0	\$0	\$0	

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

118	Travel & Training	\$4,171	\$4,053	\$5,500	\$10,529	\$5,500	Based upon 2001-02 less ED Moving Expenses
119	Legal Fee to County	\$1,418	\$7,810	\$5,000	\$3,419	\$3,600	Estimated at \$300/month
121	Professional Services	\$15,101	\$14,885	\$15,000	\$14,396	\$12,000	Based upon 2001-02 Level
122	Insurance & Bonding	\$14,287	\$15,075	\$18,000	\$17,890	\$18,500	Re-bid in 2002
123	Private Mileage	\$832	\$211	\$1,000	\$500	\$500	Based upon 2001-02 Level
124	Car Allowance	\$2,925	\$2,600	\$3,900	\$2,840	\$4,260	\$355 per month
131	Advertising & Public Relations	\$8,641	\$9,338	\$9,500	\$11,541	\$9,500	Based upon 2001-02 Level less ED Advertising
132	Board Expense	\$3,501	\$1,690	\$3,000	\$5,968	\$3,500	Based upon 2001-02 Level
133	Due, Licenses, Fees	\$3,436	\$3,061	\$3,600	\$2,162	\$2,250	Based upon 2001-02 Level
149	Misc. Materials & Services	\$4,690	\$4,369	\$5,000	\$4,006	\$4,250	Based upon 2001-02 Level
150	Refunds	\$11,712	\$7,457	\$12,000	\$11,000	\$0	Not a budget category
151	County Indirect Cost	\$36,165	\$0	\$20,600	\$17,435	\$25,811	\$8,000 increase over 2001-02
153/155	Petty Cash/ATM Charges	\$0	\$0	\$200	\$240	\$0	Petty Cash is not a budget category
154A	RV Park Repair & Maintenance	\$292	\$82	\$1,000	\$2,287	\$1,000	Based upon 2001-02 Level
154B	RV Park Hotel/Motel Tax	\$1,146	\$1,105	\$1,000	\$783	\$800	Based upon 2001-02 Level
	<b><u>Total Interim Operations</u></b>	<b>\$272,701</b>	<b>\$249,855</b>	<b>\$279,800</b>	<b>\$264,139</b>	<b>\$251,621</b>	<b>(\$12,518)</b>

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Fair Operations</u></b>							
175	Printing	\$13,509	\$5,452	\$8,000	\$7,629	\$8,000	Includes Premium Book/Entertainment Tabloid
176	Utilities	\$13,537	\$16,306	\$13,500	\$14,807	\$15,000	Estimated Utilities for July 2002
177	Gate Change	\$57,000	\$15,000	\$15,000	\$15,000	\$0	Not a budget category
178	Parking	\$12,367	\$12,336	\$13,000	\$12,654	\$2,000	Sheriff Posse (\$750); Busses (\$900);
179	Professional Services	\$43,795	\$41,752	\$45,000	\$46,202	\$24,000	Peer Security (\$12,500); City Police (\$3,000) Sheriff Reserve (\$600); Sponsorship Fees (7,500)
180	Advertising	\$80,934	\$80,514	\$75,000	\$82,842	\$75,000	Concentrate on Radio. Exclude sponsorship fees
181	Refunds	\$457	\$100	\$500	\$1,189	\$0	Should be considered a reduction of revenue
182	Miscellaneous	\$21,753	\$7,832	\$6,000	\$8,353	\$10,000	Tent Rentals/Corporate Picnic Tent
183	Decorations	\$1,076	\$4,262	\$3,500	\$3,735	\$4,000	Pipe and Drapes/Flowers
184	Equipment Rental	\$12,435	\$15,749	\$14,000	\$14,293	\$10,000	Radios (\$2,000); Bleachers/ADA Ramp (\$6,500)
186	Restroom Service	\$18,785	\$19,806	\$19,000	\$17,410	\$17,000	Janitorial Service (\$6,000); Portable RR (\$9,500)
187	Repair & Maintenance	\$12,629	\$6,445	\$8,500	\$13,312	\$7,500	Hire Staff Electrician for Fairtime
188	Materials & Supplies	\$0	\$17,689	\$13,000	\$23,991	\$20,000	Shavings (\$9,000); Janitorial Supplies (\$2,800); Signage (\$5,000);
<b><u>Total Fair Operations</u></b>		<b>\$288,276</b>	<b>\$243,243</b>	<b>\$234,000</b>	<b>\$261,417</b>	<b>\$192,500</b>	<b>(\$68,917)</b>

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Exhibits &amp; Competitions</u></b>							
211	Awards FFA	\$2,913	\$3,130	\$3,500	\$2,672	\$2,750	Based upon 2001 Fair
212	Personnel FFA	\$838	\$877	\$1,000	\$968	\$1,000	Based upon 2001 Fair
213	Other FFA	\$404	\$676	\$1,500	\$1,181	\$1,200	Based upon 2001 Fair
	<b><u>Total FFA</u></b>	<b>\$4,154</b>	<b>\$4,683</b>	<b>\$6,000</b>	<b>\$4,821</b>	<b>\$4,950</b>	<b>\$129</b>
221	Awards 4-H	\$11,240	\$9,206	\$10,500	\$7,490	\$7,750	Based upon 2001 Fair
222	Personnel 4-H	\$5,133	\$5,647	\$5,500	\$5,654	\$6,000	Based upon 2001 Fair
223	Other 4-H	\$3,285	\$3,753	\$3,600	\$7,905	\$8,000	Based upon 2001 Fair
	<b><u>Total 4-H</u></b>	<b>\$19,657</b>	<b>\$18,606</b>	<b>\$19,600</b>	<b>\$21,049</b>	<b>\$21,750</b>	<b>\$701</b>
231	Awards Open Class	\$40,885	\$33,417	\$40,000	\$33,126	\$34,000	Based upon 2001 Fair
232	Personnel Open Class	\$4,307	\$4,235	\$5,000	\$4,267	\$4,500	Based upon 2001 Fair
233	Other Open Class	\$1,399	\$2,357	\$3,000	\$5,515	\$5,750	Based upon 2001 Fair
	<b><u>Total Open Class</u></b>	<b>\$46,592</b>	<b>\$40,009</b>	<b>\$48,000</b>	<b>\$42,908</b>	<b>\$44,250</b>	<b>\$1,342</b>
	<b><u>Total Exhibits &amp; Competitions</u></b>	<b>\$70,404</b>	<b>\$63,298</b>	<b>\$73,600</b>	<b>\$68,778</b>	<b>\$70,950</b>	<b>\$2,172</b>



# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
	<b><u>Rodeo</u></b>						
311	Prize Money	\$52,000	\$46,000	\$46,000	\$46,000	\$58,000	Includes \$12,000 in Participant's Fees
312	Announcer/Contractor/Personnel	\$24,888	\$19,150	\$20,150	\$21,634	\$21,300	Announcer, clowns, bullfighters, timers, judges, etc.
313	Stock Contract	\$20,883	\$21,180	\$27,500	\$25,430	\$30,080	Provide cattle, horses, etc., and feed
314	Special Awards	\$420	\$2,280	\$1,200	\$1,402	\$1,200	Awards for All Around Cowboy & special winners
315	Exceptional Kid's Rodeo	\$1,473	\$2,531	\$2,000	\$1,097	\$2,000	Similar to Special Olympics - Cowboy Style
316	Promotion	\$4,953	\$8,060	\$7,180	\$1,039	\$5,700	Cowboy feed and VIP incentives
317	Materials & Supplies	\$7,350	\$3,681	\$5,000	\$3,654	\$3,500	Arena and staging area maintenance, cell phone reimbursement, etc.
318	Board Expense	\$3,164	\$3,200	\$3,500	\$2,099	\$3,000	NFR/CRC Convention and miscellaneous expenses
319	Other (Fees & Dues)	\$3,586	\$3,072	\$1,000	\$4,012	\$2,825	Judges and sanction fees for PRCA and WPRA
320	Queen	\$5,091	\$8,590	\$3,000	\$4,164	\$4,000	Expenses to promote queen (travel, clothing, etc.)
321	Rental Equipment	\$6,325	\$5,240	\$6,500	\$6,397	\$6,500	Rental of bleachers, tables chairs, tents & generators
322	Money Raising Projects	\$2,481	\$1,797	\$2,000	\$2,513	\$2,000	Merchandise such as t-shirts, hats, etc.
	Sponsorship Fees					\$2,000	Fees paid to secure sponsors
	<b><u>Total Rodeo</u></b>	<b>\$132,614</b>	<b>\$124,781</b>	<b>\$125,030</b>	<b>\$119,441</b>	<b>\$142,105</b>	<b>\$22,664</b>

# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Fair Entertainment</u></b>							
324	Main Stage	\$90,276	\$66,100	\$120,000	\$75,100	\$50,000	Big Name (\$40,000); Sunday (\$10,000)
	Special Exhibit	\$0	\$0	\$0	\$0	\$25,000	Special exhibit to bring focus and interest in the Fair such as a sand sculpture or shark exhibit
325	Grounds Entertainment	\$64,160	\$59,995	\$70,000	\$61,097	\$75,000	Draft Horses (\$5,000); Community Stage (\$5,000) Cowboy (\$8,000); Blues (\$8,000); Fillers (\$4,000) Demo Derby (\$5,500); Truck Pull (\$6,000); Duck/Pig Races (\$5,000); Walk Around (\$7,600) Calliope (\$1,668); Dance Party (\$3,000) Stoddard (\$1,800); Fab4 (\$9,000); Limbo (\$4,500)
326	Associated Costs - Main	\$39,390	\$38,689	\$35,000	\$41,417	\$32,000	Sound/Lights (\$20,000); Catering (\$3,000); Stagehands (\$2,500)); TBA (\$3,000);Mgr (\$2,000)
327	Associated Costs - Grounds	\$10,133	\$8,746	\$11,000	\$9,734	\$13,500	Cowboy Stage (\$4,500); B&B Stage (\$4,500); Sound/Lights (\$4,500);
328	Touch & See	\$2,250	\$2,052	\$2,000	\$2,247	\$2,000	
<b><u>Total Fair Entertainment</u></b>		<b>\$206,209</b>	<b>\$175,582</b>	<b>\$238,000</b>	<b>\$189,595</b>	<b>\$197,500</b>	<b>\$7,905</b>
<b><u>TOTAL ALL FAIR OPERATIONS</u></b>		<b>\$697,503</b>	<b>\$606,904</b>	<b>\$670,630</b>	<b>\$639,231</b>	<b>\$603,055</b>	<b>(\$36,176)</b>
<b><u>Interim Entertainment</u></b>							
375	Interim Shows	\$0	\$0	\$100,000	\$0	\$100,000	Interim activity or show produced by the Complex
<b><u>Total Interim Entertainment</u></b>		<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b><u>TOTAL ALL EXPENSES</u></b>		<b>\$1,552,716</b>	<b>\$1,434,219</b>	<b>\$1,626,402</b>	<b>\$1,445,151</b>	<b>\$1,527,676</b>	<b>\$82,525</b>

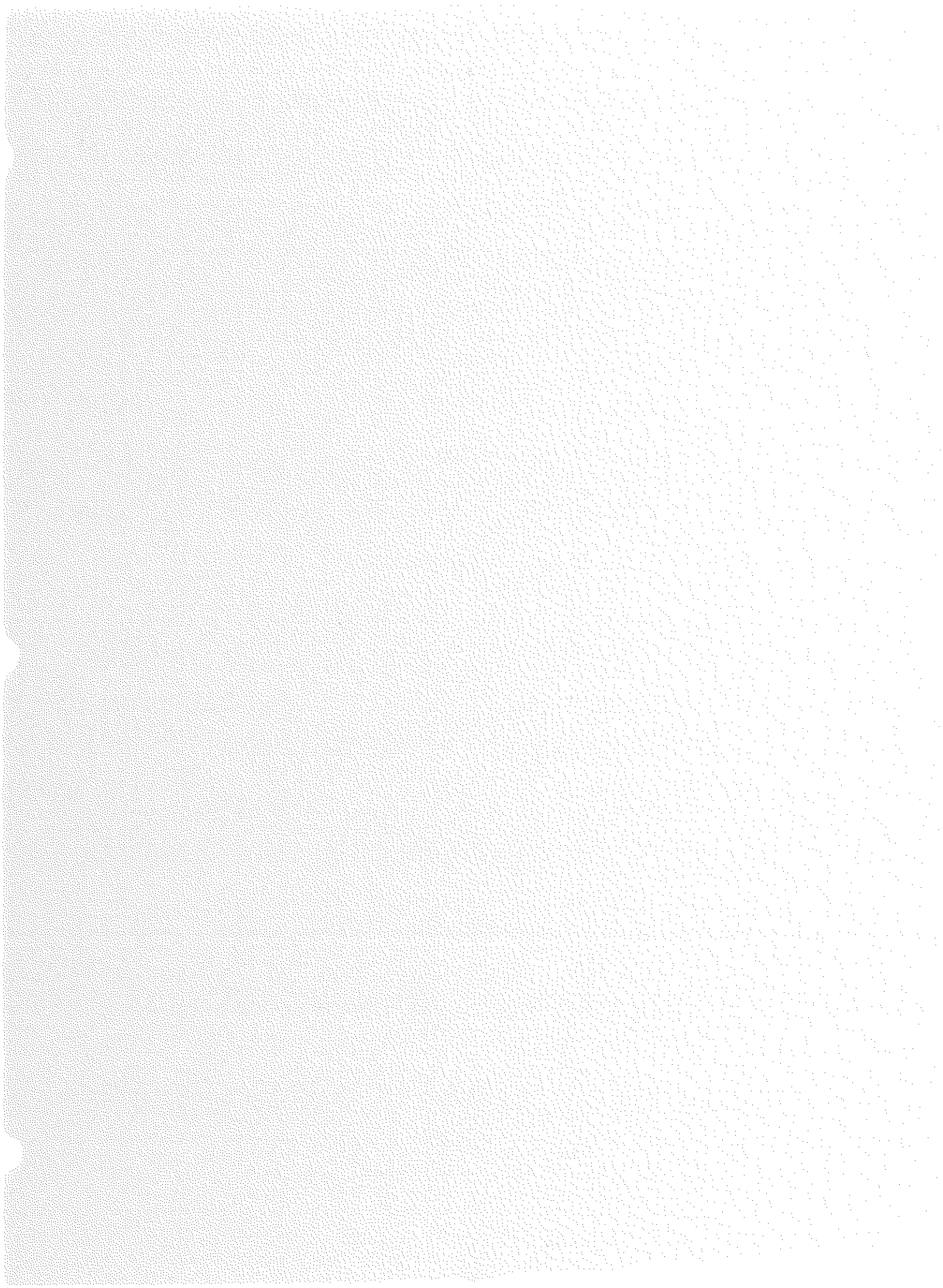
# WASHINGTON COUNTY FAIR RODEO

July 1, 2002 - June 30, 2003

## BUDGET HISTORY REPORT - EXPENDITURES

9999

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Proposed 2002-03</u>	<u>Revenue/Expense Explanations</u>
<b><u>Capital Outlay</u></b>							
510	Purchase/Lease	\$54,266	\$57,698	\$58,000	\$54,688	\$50,000	Debt was refinanced in 12/01
511	Land Improvements	\$8,410	\$2,085	\$15,000	\$1,177	\$0	No Improvements scheduled
512	Building & Structures	\$0	\$5,792	\$20,000	\$5,000	\$10,000	Major Maintenance of Structures
513	Equipment	\$64,537	\$9,699	\$20,000	\$10,345	\$10,000	No major acquisitions scheduled
514	Development Reserve	\$0	\$0	\$25,000	\$25,000	\$0	No additional payments scheduled
<b><u>Total Capital Outlay</u></b>		<b>\$127,212</b>	<b>\$75,274</b>	<b>\$138,000</b>	<b>\$96,210</b>	<b>\$70,000</b>	<b>(\$26,210)</b>
<b><u>Total Exp. Before Contingency</u></b>		<b>\$1,679,928</b>	<b>\$1,509,493</b>	<b>\$1,764,402</b>	<b>\$1,541,361</b>	<b>\$1,597,676</b>	<b>\$56,315</b>
Cash Forward		\$348,131	\$421,386	\$301,487	\$328,352	\$261,426	16% Cash Reserve
Contingency						\$25,000	Support fairtime activities, advertising, exhibits, etc.
<b><u>Total Expenditures</u></b>		<b>\$2,028,059</b>	<b>\$1,930,879</b>	<b>\$2,065,889</b>	<b>\$1,869,713</b>	<b>\$1,884,102</b>	<b>\$14,389</b>

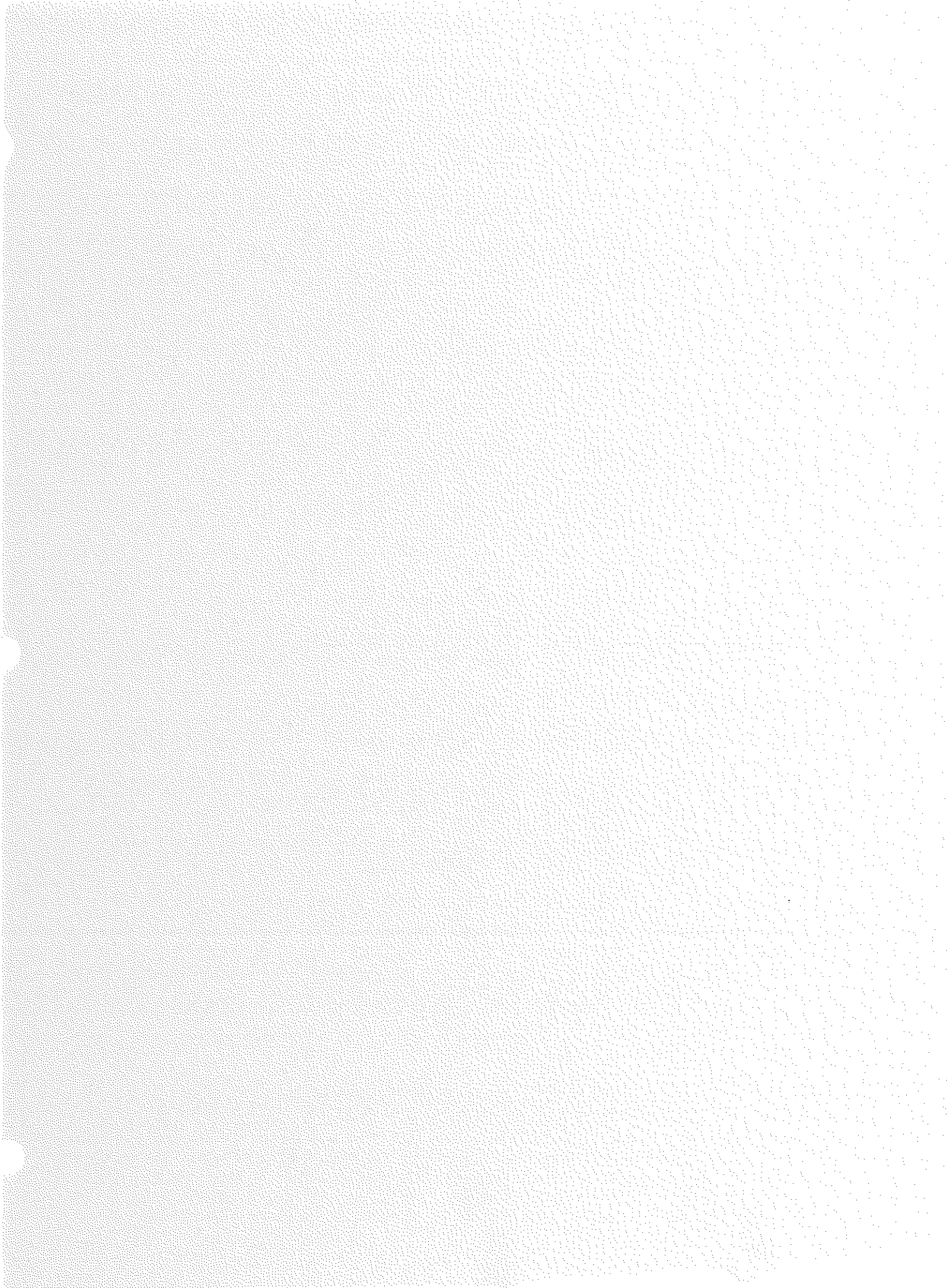


**Calendar of Events**  
**February – August 2002**

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>February</b>		
5	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Booster Meeting	Office (7:00 p.m.)
18	President's Day	Office Closed
<b>March</b>		
5	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Fair Boosters Meeting	Office (7:00 p.m.)
<b>April</b>		
2	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
3	Board Meeting	Board Room (4:30 p.m.)
3	Fair Booster Meeting	Office (7:00 p.m.)
<b>May</b>		
1	Board Meeting	Board Room (4:30 p.m.)
1	Boosters Meeting	Office (7 pm)
7	Rodeo Committee Meeting	Board Room (7 pm)
3-6	IAFE Spring Conference	Denver, Colorado
27	Memorial Day	Office Closed
<b>June</b>		
4	Rodeo Committee Meeting	Floral Building (7 p.m.)
5	Board Meeting	Board Room (4:30 p.m.)
5	Boosters Meeting	Office (7 pm)
<b>July</b>		
2	Rodeo Committee Meeting	Floral Building (7 pm)
3	Board Meeting	Board Room (4:30 p.m.)
3	Boosters Meeting	Office (7 pm)
4	Independence Day	Office Closed
3-7	Hillsboro Happy Days	Fair Complex Grounds
25-28	Wa. Co. Fair & Rodeo	Fair Complex Grounds
<b>August</b>		
6	Rodeo Committee Meeting	Floral Building (7 pm)
7	Board Meeting	Board Room (4:30 pm)
7	Boosters Meeting	Office (7 pm)

*Contracts Calendar*  
*January 2002*  
*Contracts Exceeding \$1,000*

Date	Contractor	Description	Amount
1/27/02	Christie Theeler Outside Salesperson	Perform Sponsorship and Advertising Sales	\$7,500.00*
		* Paid on a commission of 30%	



January 18, 2001

Dear Mr. Hillman,

Welcome to the world of the Washington County Fair Complex.

I have been affiliated with WC Fair activities as a youth in 4-H, and most recently as an O.S.U. Master Gardener. The Washington County Chapter plans, plants, and maintains some of the Raised Gardens, and the Landscaped Borders around the Floral Building.

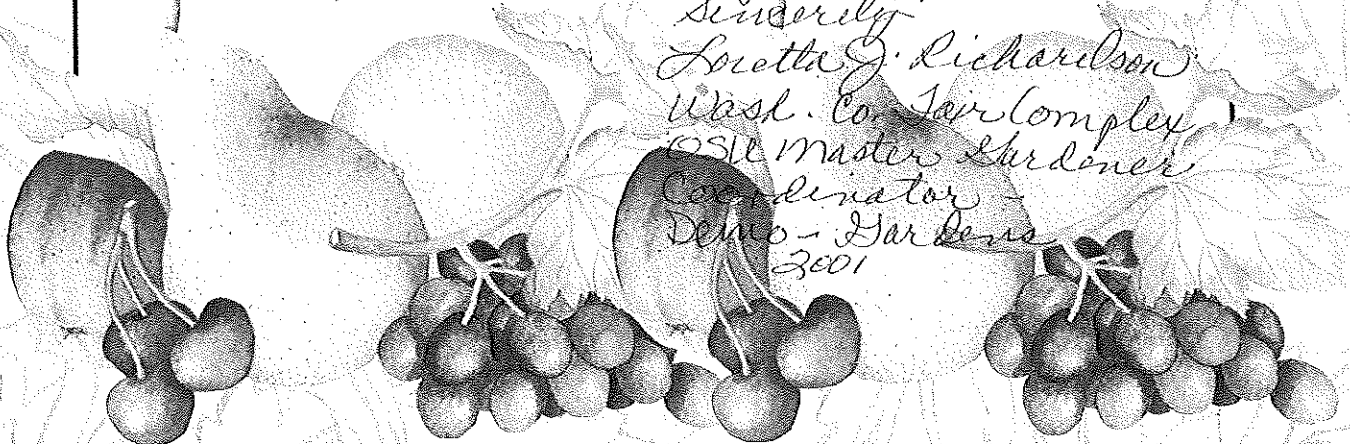
I'm most thankful for the staff who helped us in 2001. Lisa Dubris and her helpers. Mike Wald and Albert who are always most helpful to us. These people have always been professional, in their work at the Fair Complex, especially in regards to our needs.

Our group of Gardeners are looking forward to a new season there at the Gardens, and knowing that these people will be there to assist us makes it more pleasant.

I wish you well in your new job here in Washington County, and please let these people know they are appreciated.

Sincerely,

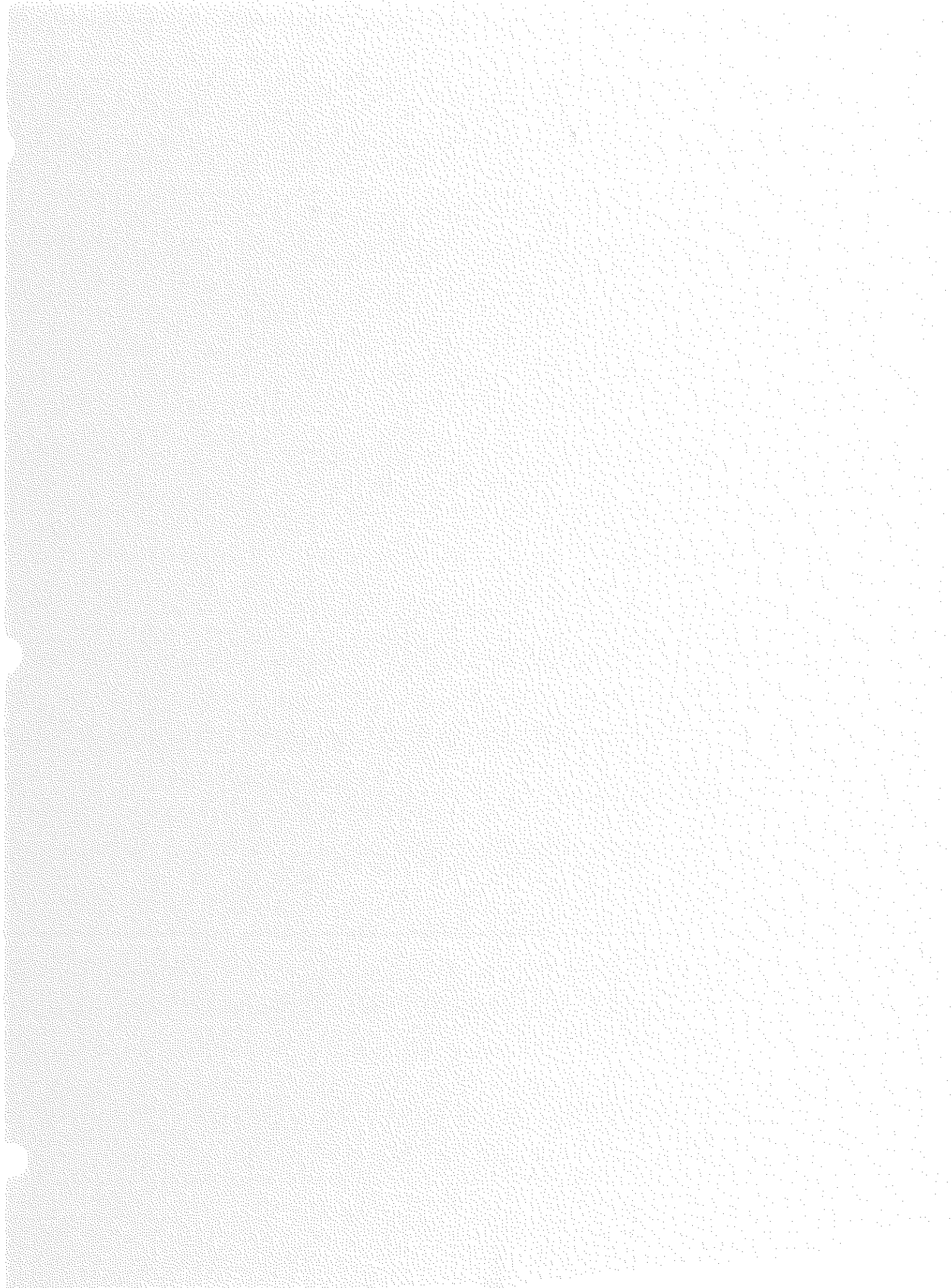
Loretta G. Richardson  
Wash. Co. Fair Complex  
OSU Master Gardener  
Coordinator -  
Demo - Gardens  
2001





5  
1/29/02  
Thanks everyone, once  
again for a great year.  
Your customer service in  
the office and the maintenance  
dept is excellent! You  
are great to deal with.  
Keep up the great work!  
Sincerely, Lisa Roskopf

↑  
Pyggora Goat Show  
& Fiber Frenzy



County of Washington

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

## MEMORANDUM

**Date:** January 31, 2002

**To:** Washington County Fair Board

**From:** Leah Perkins, Fair Coordinator  
Washington County Fair Complex

**Re:** Intel Focus Group Findings

Lisa has a contact at Intel who arranged a group of 20 Intel employees to meet with us regarding the County Fair on January 25<sup>th</sup> 2002. The age group range was 25 to 55 with about half men and half women. Our questions were about Marketing and Demographics, Events and Entertainment, Music and New Ideas. Our findings are as follows:

**Marketing and Demographics:** Over 90% stated that they got news and current events via the internet, either subscribing to newsgroups or reading on-line such as KGW.com, MSNBC.com, Oregonlive.com and other local news station web sites. They said they have very little time to sit down and read any newspaper and felt newspaper advertising would have very little impact in reaching them. They watch about 2 to 3 hours of Sitcoms every night and listen to the radio during their commute. They thought we needed better advertising and suggested we look into a link to our website from their internal employee website, posters at local shops and restaurants.

**Events and Entertainment:** About half have children at home and are looking for family style events during the day and adult activities in the evening. The types of entertainment they go to on the weekends are Saturday Market, The Bite, Cinco de Mayo, Oktoberfest, Music and Beer Festivals, Auto Sports and Concerts. They frequently emphasized how much they like Saturday Market in downtown Portland, and when asked why, they said, "the atmosphere." Many missed the Fair because they didn't know it was going on, thought Happy Days *was* the Fair, didn't know what was going on inside except for animals and carnival.

**Music and New Ideas:** Many felt that our “Big Name” entertainment is not big enough and said they would be willing to pay extra for it. They said they would have come had they known we had Motorsports. Those in the discussion felt we need a wider variety of cultures, not just Hispanic, and specifically listed Scottish, Indian, Asian, and German, and again stressed they are looking for a diverse atmosphere. They stated they do want the big events such as Concerts, Motorsports, and Rodeo on the weekend because they won’t attend on weeknights. It was added that they would like to have beer garden with dancing until midnight. All were interested in our new stage ideas (Blues & Brews especially). They said they would come during lunch on weekdays if they could get in for free like they used to. Many come here to shop, would like to see more booths like at Saturday Market, and, again, they pointed out that type of atmosphere is what they enjoy. They stressed very strongly that they are not at all interested in the typical commercial booths found at Fairs, and would like to see more crafts and artisans. They did say they are willing to spend money but it’s those types of booths and displays they are looking for. Some have security concerns, while others said they didn’t see that as a problem anymore than at other events they go to. All agreed that carnival rides are too expensive. They would like to see covered seating and hand washing stations at the carnival. Those who have been to our Fair said we need better signs once inside to find things and to know what’s going on. All said they hate portable toilets and would like more indoor restroom facilities.

## 2002 Washington County Fair & Rodeo

### Sponsorship Status Report

January 31, 2002

Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Title Sponsorship	\$22,500 Cash Plus \$5,000 (Budget Reduction)	Bi-Mart	Writing the new complete presentation. Should be ready next week. Delivered to BiMart in Eugene the week of 2/18.
Rodeo Title	\$15,000 Cash	Spirit Mountain	Presentation written and delivered to Spirit Mountain that outlines arena-naming rights for the entire fiscal year. Decision on sponsorship to be made on Friday, Feb. 1. This has taken a year of preparation and selling.
Beer	\$4,000/\$4,000 Cash	Coors, Corona	Contact has been out of the office this week, will schedule a meeting for next week to outline the new Blues and Cowboy stages (each with beer service).
Dairy Dairy Barn	\$3,500 - Cash \$1,500 - Cash	Darigold	The folks at Darigold were very happy with last year's event that helped them launch their new single serve products. Proposal will include the option of Sponsoring the Dairy Barn for the entire year in addition to their Fair sponsorship. They are exited about bringing costumed characters to compliment the new "fun" atmosphere of the fair. They have been and will be a great partner for us and have actually asked how their promo department can be of more help.
Bottled Water	TBD	TBD	Will discuss with Pepsi as separate sponsor. Fair Staff to talk to Pepsi to see if water dollars exist for this category.
Soft Drinks	\$4,000 + Cash	Pepsi	Fair Complex staff to handle.

Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Non-Tobacco	\$6,500 - \$10,000 Cash	Tobacco Free	Presenting a proposal with two options to their staff the week of 2/24. Need some additional info on the Kid's Art area. Also, need exact location of the kid's stage.
Bank	\$3,000 - \$6,000 Cash	Bank of America	Proposal being written. To be submitted the week of 2/18
Cellular	\$2,500 - \$5,000 Cash	AT&T Wireless	AT&T has the most marketing dollars in the metro area right now. Working with Westside reps and national marketing office.
Opening Day Free Breakfast	In Kind Donation	Albertson's	Working with store director, at Albertson's next door. More next week.
<b>Note:</b> Reser's Fine Foods, Bruce Chevrolet, Scotties, Hillsboro Auto Wrecking, Dick's MacKenzie Ford, and more TBA.			

Wed	Auction Ring	Covered Showring	Swine Ring	Fiber Ring	Small Animal Tent
9:00 AM					
10:00 AM					
11:00 AM					
12:00 Noon					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM	Sheep Shearing 4H Barn				
5:00 PM					
6:00 PM					
7:00 PM	Market Steer Weigh In		Market Hog Weigh In		
8:00 PM	Market Lamb Weigh In				
9:00 PM					
10:00 PM					

Thursday	Auction Ring	Covered Showring	Swine Ring	Fiber Ring	Small Animal Tent
9:00 AM					
10:00 AM	Market Lamb 4H. FFA to follow	Market Steers FFA. 4H to follow	Market Hogs FFA. 4H to follow		FFA Rabbit Showmanship and

11:00 AM					
12:00 Noon				4H Llamas/Alpacas Showmanship	4H Rabbit Showmanship and
1:00 PM					
2:00 PM	Market Lamb Line-Up Sheep	Market Steer Line-Up			
3:00 PM				Open Class Llamas/Alpacas	4H/FFA Cavy Showmanship and
4:00 PM					
5:00 PM	Sheep Showmanship FFA.	Beef Conformation FFA.			
6:00 PM					Rabbit/Cavy Judging Contest
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					

Friday	Auction Ring	Covered Showring	Swine Ring	Fiber Ring	Small Animal Tent
9:00 AM	4H & FFA Dairy Goat Showmanship	Beef Showmanship FFA.			
10:00 AM			Swine Showmanship FFA.		FFA Poultry Showmanship and Conformation
11:00 AM	Open Class Dairy Goats				
12:00 Noon	Open Class Dairy Goats			Open Class Pygora Goats	4H Poultry Showmanship and Conformation



1:00 PM	Open Class Dairy Goats	Open Class Beef			
2:00 PM	Open Class Dairy Goats	Open Class Beef			Open Class Poultry/Pigeons
3:00 PM	Open Class Dairy Goats	Open Class Beef		Open Class Cashmere Goats	
4:00 PM	Open Class Dairy Goats	Open Class Beef			
5:00 PM	Open Class Dairy Goats	Open Class Beef		4H/FFA Pygmy Goats Showmanship	
6:00 PM	Open Class Dairy Goats	Open Class Beef			Poultry Judging Contest
7:00 PM	Open Class Dairy Goats	Open Class Beef			
8:00 PM	Open Class Dairy Goats	Open Class Beef			
9:00 PM	Open Class Dairy Goats	Open Class Beef			
10:00 PM	Open Class Dairy Goats	Open Class Beef			

Saturday	Auction Ring	Covered Showring	Swine Ring	Fiber Ring	Small Animal Tent
9:00 AM	Master Showmanship	Master Showmanship	Master Showmanship	Master Showmanship	
10:00 AM					Small Animal Market.
11:00 AM					
12:00 Noon				4H Fiber Goat Conformation	
1:00 PM					
2:00 PM					

3:00 PM	Set-Up Livestock Auction				
4:00 PM					
5:00 PM					Small Animal Auction
6:00 PM					
7:00 PM	Livestock Auction				
8:00 PM	Livestock				
9:00 PM	Auction				
10:00 PM	Livestock				

Sunday	Auction Ring	Covered Showring	Swine Ring	Fiber Ring	Small Animal Tent
9:00 AM		4H/FFA Dairy Cattle Showmanship			
10:00 AM	Open Class Sheep				
11:00 AM	Open Class Sheep	Open Class Dairy Cattle		Pygmy Goat Costume Class	
12:00 Noon	Open Class Sheep	Open Class Dairy Cattle			
1:00 PM	Open Class Sheep	Open Class Dairy Cattle			
2:00 PM	Open Class Sheep	Open Class Dairy Cattle			Small Animal Costume Contest
3:00 PM	Open Class Sheep	Open Class Dairy Cattle			
4:00 PM	Open Class Sheep	Open Class Dairy Cattle			
5:00 PM	Open Class Sheep	Open Class Dairy Cattle			Small Animal Master Showmanship

6:00 PM	Open Class Sheep	FFA Awards			
7:00 PM	Open Class Sheep	4H Awards			
8:00 PM					
9:00 PM					
10:00 PM					

DRAFT

**Mid-Year Review Worksheet  
By Organization Unit  
SPECIAL FUND**

Organization Unit Name Washington County Fair Complex No. 120  
Fund Name: County Fair Complex Fund No. 150

2001-02 Budget	2001-02 Act./Est.	Over (Under)	%
-------------------	----------------------	-----------------	---

**Resources:**

Beg. Fund balance 7-1-01	<u>\$348,359</u>	<u>\$421,386</u>	<u>\$73,027</u>	<u>21.0%</u>
Revenues FY 2001-02	<u>\$1,717,530</u>	<u>\$1,448,087</u>	<u>(\$269,443)</u>	<u>-15.7%</u>
Total Resources FY 2001-02	<u>\$2,065,889</u>	<u>\$1,869,473</u>	<u>(\$196,416)</u>	<u>-9.5%</u>

**Expenditures:**

Personal Services	<u>\$575,972</u>	<u>\$541,781</u>	<u>(\$34,191)</u>	<u>-5.9%</u>
Materials and Supplies	<u>\$1,050,430</u>	<u>\$903,130</u>	<u>(\$147,300)</u>	<u>-14.0%</u>
Capital Outlay	<u>\$80,000</u>	<u>\$41,522</u>	<u>(\$38,478)</u>	<u>-48.1%</u>
(1) Other/Debt Expenses	<u>\$58,000</u>	<u>\$54,688</u>	<u>(\$3,312)</u>	<u>-5.7%</u>
Transfer to other Funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
(2) Inter/Intra Fund Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Contingency	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Total Expenditures 2001-02	<u>\$1,764,402</u>	<u>\$1,541,121</u>	<u>(\$223,281)</u>	<u>-12.7%</u>
LESS Contingency			<u>\$0</u>	
Net Expenditures 2001-02	<u>\$1,764,402</u>	<u>\$1,541,121</u>	<u>(\$223,281)</u>	<u>-12.7%</u>

Ending Fund Balance 6-30-02\* \$328,352

\*Ending Fund Balance @ 6-30-02 is calculated by taking Total Resources minus Net Expenditures.

(1) Includes Other Expenses, Other Debt Principle, Other Debt Interest

(2) Includes InterFund & IntraFund Charges

**Explanation(s):**

Please attach documentation explaining estimated budget overruns, under collection of revenues, or any other budget issues that need highlighting.

WASHINGTON COUNTY FAIR COMPLEX  
 Organization Unit 120  
 County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - REVENUES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
<b><u>FROM STATE</u></b>						
1	Racing Commission - 565.290	\$0	\$0	\$0	\$0	
2	Apportionment - 565.280	\$0	\$0	\$0	\$0	
3	Merit Rate - 565.445	\$0	\$0	\$0	\$0	
4	Dept. of Agriculture	\$41,976	\$41,976	\$41,976	\$43,056	Confirmed by ODA Agreement
	<b>Subtotal</b>	<b>\$41,976</b>	<b>\$41,976</b>	<b>\$41,976</b>	<b>\$43,056</b>	<b>\$1,080</b>
<b><u>Grants</u></b>						
5	Grants	\$0	\$0	\$0	\$0	
6	Funds Borrowed	\$0	\$0	\$0	\$0	
7	Real Estate Sold/Leased	\$0	\$0	\$0	\$0	
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b><u>Dedicated Funds</u></b>						
8	Horse Stall Construction Fund	\$0	\$0	\$0	\$0	
9	Hotel/Motel Tax (1%)	\$574,161	\$632,100	\$600,000	\$600,000	Approximately \$300,000 (50%) at 12/31/01
	<b>Subtotal</b>	<b>\$574,161</b>	<b>\$632,100</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>

County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - REVENUES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
10	Rent & Storage	\$190,703	\$178,595	\$180,000	\$161,485	School Tenant [\$8,288] & Storage Revenue [\$10,227]
11	Damage Deposits	\$9,900	\$10,800	\$12,000	\$11,000	Historical Percentage at about 90%
12	Advertising Sold	\$0	\$0	\$0	\$0	
13	Gate Change	\$0	\$0	\$0	\$0	
14	Interest	\$13,833	\$16,875	\$13,000	\$8,000	Reduced Due to Interest Rate Environment
15	Shows/Entertainment	\$0	\$0	\$100,000	\$0	
16	Parking Fees	\$4,907	\$17,669	\$14,000	\$13,875	2001 Actual
17	Miscellaneous Income	\$11,879	\$16,584	\$12,000	\$12,000	Leave at Budeted Amount
18	RV Park	\$22,089	\$26,790	\$25,000	\$20,000	Occupancy Rates Lower than estimated
<b>Total Interim Operations</b>		<b>\$253,311</b>	<b>\$267,313</b>	<b>\$356,000</b>	<b>\$226,360</b>	<b>(\$129,640)</b>
<b><u>Fair Operations</u></b>						
30	Youth Admissions	\$30,109	\$29,075	\$32,252	\$35,779	2001 Actual
31	Other Admissions	\$223,662	\$206,347	\$234,381	\$199,966	2001 Actual
32	Concessions/Booths	\$136,489	\$136,916	\$123,000	\$108,915	Advanced Deposits S/B Treated as 2002 Income
33	Sponsorships	\$64,500	\$51,400	\$60,000	\$48,925	2001 Actual
34	Advertising Sold	\$8,765	\$2,875	\$5,000	\$2,300	2001 Actual

County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - REVENUES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
35	Gate Change	\$57,000	\$15,000	\$15,000	\$15,000	2001 Actual
36	Carnival Income	\$73,651	\$54,463	\$60,000	\$49,672	2001 Actual
37	Entry Fees	\$3,497	\$3,127	\$4,000	\$2,941	2001 Actual
38	Parking Fees	\$49,797	\$39,924	\$48,000	\$39,804	2001 Actual
39	Rodeo Sponsorships	\$58,859	\$68,271	\$55,621	\$34,490	2001 Actual
40	Horse Show	\$0	\$0	\$0	\$0	
41	Miscellaneous	\$20,072	\$15,005	\$10,000	\$10,712	2001 Actual
42	Rodeo Admissions	\$5,920	\$5,981	\$5,000	\$4,964	2001 Actual
43	Main Stage	\$55,663	\$0	\$63,000	\$21,197	2001 Actual
44	Arena Admissions	\$0	\$0	\$0	\$0	
45	Amphitheater Concessions	\$3,425	\$1,074	\$800	\$1,039	2001 Actual
46	Rodeo Miscellaneous	\$8,316	\$11,896	\$3,500	\$2,967	YTD plus \$1,500 for fundraising activities
47	Horse Stall Rentals	\$0	\$0	\$0	\$0	
<b><u>Total Fair Operations</u></b>		<b>\$799,724</b>	<b>\$641,354</b>	<b>\$719,554</b>	<b>\$578,671</b>	<b>(\$140,883)</b>
<b><u>Operations Total</u></b>		<b>\$1,669,173</b>	<b>\$1,582,743</b>	<b>\$1,717,530</b>	<b>\$1,448,087</b>	<b>(\$269,443)</b>
<b><u>Cash On Hand</u></b>		<b>\$358,887</b>	<b>\$348,131</b>	<b>\$348,359</b>	<b>\$421,386</b>	
<b><u>Total</u></b>		<b>\$2,028,059</b>	<b>\$1,930,874</b>	<b>\$2,065,889</b>	<b>\$1,869,473</b>	<b>(\$196,416)</b>

Budget History . rev. & Expenses

WASHINGTON COUNTY FAIR COMPLEX  
Organization Unit 120  
County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
	<b><u>Personnel</u></b>					
101	Salaries	\$449,718	\$445,516	\$424,939	\$418,077	YTD plus \$222,855
102	O.P.E.	\$132,794	\$131,944	\$151,033	\$123,704	YTD plus \$64,832
	<b><u>Subtotal</u></b>	<b>\$582,512</b>	<b>\$577,460</b>	<b>\$575,972</b>	<b>\$541,781</b>	<b>(\$34,191)</b>
	<b><u>Interim Operations</u></b>					
107	Office Expense	\$3,852	\$2,982	\$4,200	\$4,257	YTD plus \$1,366
108	Telephone	\$10,748	\$12,515	\$13,000	\$14,109	YTD plus \$7,731
109	Printing	\$1,294	\$858	\$2,200	\$1,437	Double YTD
110	Postage	\$2,683	\$3,638	\$3,600	\$2,526	YTD plus \$1,261
111	Equipment & Building Rental	\$6,615	\$6,626	\$7,000	\$6,162	YTD plus\$4,923
112	Utilities	\$66,706	\$71,521	\$70,500	\$70,267	YTD plus \$41,912
113	Repair & Maintenance	\$49,730	\$56,169	\$51,000	\$42,372	YTD plus \$28,495
114	General Supplies	\$21,857	\$23,510	\$24,000	\$18,013	YTD plus \$11,483
115	Legal Notices	\$0	\$0	\$0	\$0	
116	Gate Change	\$0	\$0	\$0	\$0	



WASHINGTON COUNTY FAIR COMPLEX  
 Organization Unit 120  
 County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
117	Parking	\$899	\$300	\$0	\$0	
118	Travel & Training	\$4,171	\$4,053	\$5,500	\$10,529	YTD plus \$2,500 plus \$4,200/ED Moving Expenses
119	Legal Fee to County	\$1,418	\$7,810	\$5,000	\$3,419	YTD plus \$500/month
121	Professional Services	\$15,101	\$14,885	\$15,000	\$14,396	YTD plus \$3,000
122	Insurance & Bonding	\$14,287	\$15,075	\$18,000	\$17,890	YTD plus \$500
123	Private Mileage	\$832	\$211	\$1,000	\$500	
124	Car Allowance	\$2,925	\$2,600	\$3,900	\$2,840	8 months @ \$355/month
131	Advertising & Public Relations	\$8,641	\$9,338	\$9,500	\$11,541	YTD plus \$4,193 (ED Advertising)
132	Board Expense	\$3,501	\$1,690	\$3,000	\$5,968	YTD plus \$500/member
133	Due, Licenses, Fees	\$3,436	\$3,061	\$3,600	\$2,162	YTD plus \$806
149	Misc. Materials & Services	\$4,690	\$4,369	\$5,000	\$4,006	YTD plus \$2,000plus ATM (\$1,500)
150	Refunds	\$11,712	\$7,457	\$12,000	\$11,000	Same as Deposits
151	County Indirect Cost	\$36,165	\$0	\$20,600	\$17,435	Per County
153	Petty Cash	\$0	\$0	\$200	\$0	
154A	RV Park Repair & Maintenance	\$292	\$82	\$1,000	\$2,287	YTD plus \$500
154B	RV Park Hotel/Motel Tax	\$1,146	\$1,105	\$1,000	\$783	YTD plus \$500
<b><u>Total Interim Operations</u></b>		<b>\$272,701</b>	<b>\$249,855</b>	<b>\$279,800</b>	<b>\$263,899</b>	<b>(\$15,901)</b>

Budget History Rev. & Expenses

WASHINGTON COUNTY FAIR COMPLEX  
Organization Unit 120  
County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
	<b><u>Fair Operations</u></b>					
175	Printing	\$13,509	\$5,452	\$8,000	\$7,629	YTD plus \$4,000 for tabloid/premium book
176	Utilities	\$13,537	\$16,306	\$13,500	\$14,807	YTD plus \$2,500 (Manure/Straw Removal)
177	Gate Change	\$57,000	\$15,000	\$15,000	\$15,000	
178	Parking	\$12,367	\$12,336	\$13,000	\$12,654	2001 Actual
179	Professional Services	\$43,795	\$41,752	\$45,000	\$46,202	2001 Actual
180	Advertising	\$80,934	\$80,514	\$75,000	\$82,842	YTD plus \$5000 (Includes sponsorship fees)
181	Refunds	\$457	\$100	\$500	\$1,189	2001 Actual
182	Miscellaneous	\$21,753	\$7,832	\$6,000	\$8,353	YTD plus \$1,000 for pre-2002 Fair
183	Decorations	\$1,076	\$4,262	\$3,500	\$3,735	2001 Actual
184	Equipment Rental	\$12,435	\$15,749	\$14,000	\$14,293	2001 Actual
185	Horse Stall Rental	\$0	\$0	\$0	\$0	
186	Restroom Service	\$18,785	\$19,806	\$19,000	\$17,410	2001 Actual
187	Repair & Maintenance	\$12,629	\$6,445	\$8,500	\$13,312	2001 Actual
188	Materials & Supplies	\$0	\$17,689	\$13,000	\$23,991	YTD plus \$2,000
	<b><u>Total Fair Operations</u></b>	<b>\$288,276</b>	<b>\$243,243</b>	<b>\$234,000</b>	<b>\$261,417</b>	<b>\$27,417</b>

WASHINGTON COUNTY FAIR COMPLEX  
 Organization Unit 120  
 County Fairgrounds Fund 150

## BUDGET HISTORY REPORT - EXPENDITURES

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
<b><u>Exhibits &amp; Competitions</u></b>						
211	Awards FFA	\$2,913	\$3,130	\$3,500	\$2,672	2001 Actual
212	Personnel FFA	\$838	\$877	\$1,000	\$968	2001 Actual
213	Other FFA	\$404	\$676	\$1,500	\$1,181	YTD plus \$100
	<b><u>Total FFA</u></b>	<b>\$4,154</b>	<b>\$4,683</b>	<b>\$6,000</b>	<b>\$4,821</b>	<b>(\$1,179)</b>
221	Awards 4-H	\$11,240	\$9,206	\$10,500	\$7,490	2001 Actual
222	Personnel 4-H	\$5,133	\$5,647	\$5,500	\$5,654	2001 Actual
223	Other 4-H	\$3,285	\$3,753	\$3,600	\$7,905	YTD plus \$200
	<b><u>Total 4-H</u></b>	<b>\$19,657</b>	<b>\$18,606</b>	<b>\$19,600</b>	<b>\$21,049</b>	<b>\$1,449</b>
231	Awards Open Class	\$40,885	\$33,417	\$40,000	\$33,126	YTD plus \$200
232	Personnel Open Class	\$4,307	\$4,235	\$5,000	\$4,267	2001 Actual
233	Other Open Class	\$1,399	\$2,357	\$3,000	\$5,515	YTD plus \$200
	<b><u>Total Open Class</u></b>	<b>\$46,592</b>	<b>\$40,009</b>	<b>\$48,000</b>	<b>\$42,908</b>	<b>(\$5,092)</b>
	<b><u>Total Exhibits &amp; Competitions</u></b>	<b>\$70,404</b>	<b>\$63,298</b>	<b>\$73,600</b>	<b>\$68,778</b>	<b>(\$4,822)</b>

Budget History Rev. & Expenses

WASHINGTON COUNTY FAIR COMPLEX  
Organization Unit 120  
County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
	<b><u>Rodeo</u></b>					
311	Prize Money	\$52,000	\$46,000	\$46,000	\$46,000	2001 Actual
312	Announcer/Contractor/Personnel	\$24,888	\$19,150	\$20,150	\$21,634	2001 Actual
313	Stock Contract	\$20,883	\$21,180	\$27,500	\$25,430	2001 Actual
314	Special Awards	\$420	\$2,280	\$1,200	\$1,402	YTD plus \$1,000
315	Exceptional Kid's Rodeo	\$1,473	\$2,531	\$2,000	\$1,097	YTD plus \$200
316	Promotion	\$4,953	\$8,060	\$7,180	\$1,039	YTD plus \$400
317	Materials & Supplies	\$7,350	\$3,681	\$5,000	\$3,654	YTD plus \$300
318	Board Expense	\$3,164	\$3,200	\$3,500	\$2,099	YTD plus \$700
319	Other (Fees & Dues)	\$3,586	\$3,072	\$1,000	\$4,012	YTD plus \$1,025
320	Queen	\$5,091	\$8,590	\$3,000	\$4,164	YTD plus \$3,000
321	Rental Equipment	\$6,325	\$5,240	\$6,500	\$6,397	2001 Actual
322	Money Raising Projects	\$2,481	\$1,797	\$2,000	\$2,513	YTD Plus \$500
325	Petty Cash	\$0	\$0	\$0	\$0	
	<b><u>Total Rodeo</u></b>	<b>\$132,614</b>	<b>\$124,781</b>	<b>\$125,030</b>	<b>\$119,441</b>	<b>(\$5,589)</b>

Budget History, Rev. & Expenses

WASHINGTON COUNTY FAIR COMPLEX  
Organization Unit 120  
County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
<b><u>Fair Entertainment</u></b>						
324	Main Stage	\$90,276	\$66,100	\$120,000	\$75,100	2001 Actual
325	Grounds Entertainment	\$64,160	\$59,995	\$70,000	\$61,097	2001 Actual
326	Associated Costs - Main	\$39,390	\$38,689	\$35,000	\$41,417	2001 Actual
327	Associated Costs - Grounds	\$10,133	\$8,746	\$11,000	\$9,734	2001 Actual
328	Touch & See	\$2,250	\$2,052	\$2,000	\$2,247	2001 Actual plus \$300
<b><u>Total Fair Entertainment</u></b>		<b>\$206,209</b>	<b>\$175,582</b>	<b>\$238,000</b>	<b>\$189,595</b>	<b>(\$48,405)</b>
<b><u>TOTAL ALL FAIR OPERATIONS</u></b>		<b>\$697,503</b>	<b>\$606,904</b>	<b>\$670,630</b>	<b>\$639,231</b>	<b>(\$31,399)</b>
<b><u>Interim Entertainment</u></b>						
375	Interim Shows	\$0	\$0	\$100,000	\$0	
<b><u>Total Interim Entertainment</u></b>		<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>(\$100,000)</b>
<b><u>TOTAL ALL EXPENSES</u></b>		<b>\$1,552,716</b>	<b>\$1,434,219</b>	<b>\$1,626,402</b>	<b>\$1,444,911</b>	<b>(\$181,491)</b>

Budget History Rev. & Expenses

WASHINGTON COUNTY FAIR COMPLEX  
Organization Unit 120  
County Fairgrounds Fund 150

**BUDGET HISTORY REPORT - EXPENDITURES**

<u>Line Item</u>	<u>Description</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-01</u>	<u>Approved 2001-02</u>	<u>Mid-Year Est. 2001-02</u>	<u>Revenue/Expense Explanations</u>
<b><u>Capital Outlay</u></b>						
510	Purchase/Lease	\$54,266	\$57,698	\$58,000	\$54,688	YTD Actual
511	Land Improvements	\$8,410	\$2,085	\$15,000	\$1,177	YTD Actual
512	Building & Structures	\$0	\$5,792	\$20,000	\$5,000	Estimate for January - June 2002
513	Equipment	\$64,537	\$9,699	\$20,000	\$10,345	YTD plus \$10,000
514	Development Reserve	\$0	\$0	\$25,000	\$25,000	YTD Actual
515	Horse Stalls	\$0	\$0	\$0	\$0	
<b><u>Total Capital Outlay</u></b>		<b>\$127,212</b>	<b>\$75,274</b>	<b>\$138,000</b>	<b>\$96,210</b>	<b>(\$41,790)</b>
<b><u>Total Exp. Before Contingency</u></b>		<b>\$1,679,928</b>	<b>\$1,509,493</b>	<b>\$1,764,402</b>	<b>\$1,541,121</b>	<b>(\$223,281)</b>
Contingency/Cash Forward		\$348,131	\$421,386	\$301,487	\$328,352	Includes \$46,575 of 7/2002 Advanced Deposits
<b><u>Total Expenditures</u></b>		<b>\$2,028,059</b>	<b>\$1,930,879</b>	<b>\$2,065,889</b>	<b>\$1,869,473</b>	<b>(\$196,416)</b>