

**Washington County Fair Board
Regular Meeting
Tuesday, January 8, 2002
4:30p.m.
Fair Complex Office
Conference Room**

NOTICE OF MEETING

**Washington County Fair Board
Tuesday, January 8, 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

195 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 – November 2001
2. Balance Sheet – November 2001
3. Cash Flow Statement – November 2001
4. Deposits and Disbursement Statement – November 2001
5. Other, if any

B. Minutes

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

C. Facility Use Schedule – January 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. Insurance Review – Tami Cocheram-Fronce, County Risk Management Analyst
- B. Task Force Update – Board Member Leahy or Vial
- C. Board Travel Policy – Action Required
- D. 2002 County Fair Theme – Receive and Discuss
- E. Sponsorship Policy – Action Required
- F. Tobacco Advertising and Sponsorship Policy – Action Required
- G. Other, if any

6. *New Business*

- A. Board 2002 County Fair Objectives – Discussion and Possible Action
- B. Appoint Rodeo Committee Directors (Policy Resolution 401) – Action Required
- C. Rodeo Queen Coronation Fundraiser (Policy Resolution 401) – Action Required
- D. Rodeo Budget (Policy Resolution 401) – Receive and Discuss
- E. Suspend Policy Resolution 201 (Fair Dates) – Possible Action Required
- F. Proposed 2002 Fair Dates – Discussion and Possible Action
- G. Proposed 2002-2003 Fair Complex Budget – Discussion Only
- H. Proposed Code of Ethics Policy – Discussion Only
- I. Board Elections
- J. Other, if any

7. *Announcements*

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

8. *Correspondence*

- A. Letter to Ron Burback, President, Funtastic Shows
- B. Other, if any

9. *Board Communications*

10. *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 November 2001

	A	C	D	E	F	G
1		November	November	Year to Date	Budget	Percent
2	INCOME	2001	2000	July-Nov 2001	FYE June 30/02	of Budget
3	STATE FUNDS - Dept. of Econ. Dev	\$ -	\$ -	\$ -	\$ 41,976.00	0%
4	DEDICATED FUNDS - Hotel Tax	\$ 35,979.63	\$ 70,694.34	\$ 292,770.41	\$ 600,000.00	49%
5	INTERIM INCOME					
6	010B · Main Exhibit Hall	\$ 8,959.47	\$ 15,701.92	\$ 32,286.32	\$ 100,260.00	32%
7	010C · Cloverleaf Building	\$ 2,922.00	\$ 3,346.00	\$ 10,498.25	\$ 25,920.00	41%
8	010D · Arts & Crafts Building	\$ 1,774.22	\$ 648.75	\$ 4,569.78	\$ 8,280.00	55%
9	010E · Friendship Square	\$ -	\$ 1,381.36	\$ 1,242.15	\$ 3,780.00	33%
10	010F · Floral Building	\$ 575.00	\$ 1,592.81	\$ 2,584.85	\$ 10,980.00	24%
11	010G · Grounds/General	\$ 1,599.60	\$ 4,385.50	\$ 9,139.11	\$ 11,700.00	78%
12	010H · Main Arena	\$ -	\$ -	\$ 4,487.20	\$ 2,340.00	192%
13	010J · RV/Boat Storage/Barns	\$ 603.00	\$ 900.00	\$ 3,378.00	\$ 13,680.00	25%
14	010K · Interim Use Concessions	\$ 260.00	\$ 338.00	\$ 1,183.25	\$ 3,060.00	39%
15	010 - Rent & Storage Other	\$ 683.48	\$ -	\$ 683.48	\$ -	0%
16	Total Rent & Storage	\$ 17,376.77	\$ 28,294.34	\$ 69,368.91	\$ 180,000.00	39%
17	011 · Damage Deposits	\$ (400.00)	\$ 1,400.00	\$ 2,200.00	\$ 12,000.00	18%
20	014 · Interest Income	\$ 779.79	\$ 772.02	\$ 10,059.91	\$ 13,000.00	77%
21	015 · Shows/Entertainment	\$ -	\$ -	\$ -	\$ 100,000.00	0%
22	016 · Parking Fees	\$ -	\$ -	\$ 13,875.68	\$ 14,000.00	99%
23	017 · Miscellaneous Income	\$ 648.00	\$ 3,152.25	\$ 3,703.97	\$ 12,000.00	31%
24	020 - ATM Fees	\$ 45.00	\$ -	\$ 117.00	\$ -	0%
25	Total Miscellaneous Income	\$ 1,072.79	\$ 5,324.27	\$ 29,956.56	\$ 151,000.00	20%
26	018A · RV Parking/Short Term	\$ 2,295.00	\$ 368.34	\$ 9,725.00	\$ 14,000.00	69%
27	018B · RV Parking/Long Term	\$ -	\$ 2,260.00	\$ 830.00	\$ 11,000.00	8%
28	Total RV Parking	\$ 2,295.00	\$ 2,628.34	\$ 10,555.00	\$ 25,000.00	42%
29	TOTAL INTERIM INCOME	\$ 56,724.19	\$ 106,941.29	\$ 402,650.88	\$ 997,976.00	40%
30	FAIR INCOME					
31	030 - Youth Admissions	\$ -	\$ -	\$ 35,779.00	\$ 32,252.00	111%
32	031 · Other Admission	\$ -	\$ -	\$ 199,965.79	\$ 234,381.00	85%
33	032 · Concessions/Booths	\$ -	\$ -	\$ 62,340.54	\$ 123,000.00	51%
34	033 · Sponsorships	\$ -	\$ 1,750.00	\$ 48,925.00	\$ 60,000.00	82%
35	034 · Advertising Sold	\$ -	\$ -	\$ 2,300.00	\$ 5,000.00	46%
36	035 · Gate Change	\$ -	\$ -	\$ 116,000.00	\$ 15,000.00	773%
37	036 · Carnival Income	\$ -	\$ -	\$ 49,671.63	\$ 60,000.00	83%
38	037 · Entry Fees	\$ -	\$ -	\$ 2,941.00	\$ 4,000.00	74%
39	038 · Parking Fees	\$ -	\$ -	\$ 39,803.64	\$ 48,000.00	83%
40	039 · Rodeo Sponsorships	\$ -	\$ -	\$ 34,490.00	\$ 55,621.00	62%
41	041 · Miscellaneous	\$ -	\$ -	\$ 5,712.01	\$ 10,000.00	57%
42	042 · Rodeo Admissions	\$ -	\$ -	\$ 4,964.00	\$ 5,000.00	99%
43	043 · Main Stage	\$ -	\$ -	\$ 21,197.22	\$ 63,000.00	34%
44	045 · Amphitheater Concessions	\$ -	\$ -	\$ 1,039.00	\$ 800.00	130%
45	046 · Rodeo Miscellaneous	\$ -	\$ -	\$ 1,467.00	\$ 3,500.00	42%
46	048 - ATM Fees	\$ -	\$ -	\$ 2,686.50	\$ -	0%
47	TOTAL FAIR INCOME	\$ -	\$ 1,750.00	\$ 629,282.33	\$ 719,554.00	87%
48	TOTAL INTERIM & FAIR INCOME	\$ 56,724.19	\$ 108,691.29	\$ 1,031,933.21	\$ 1,717,530.00	60%
49	PERSONNEL					
50	101 · Salaries	\$ 18,551.97	\$ 29,969.07	\$ 158,539.98	\$ 424,939.00	37%
51	102 · O.P.E.	\$ 8,051.62	\$ 10,769.55	\$ 46,123.67	\$ 151,033.00	31%
52	TOTAL PERSONNEL	\$ 26,603.59	\$ 40,738.62	\$ 204,663.65	\$ 575,972.00	36%

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2001

	A	C	D	E	F	G
53		November	November	Year to Date	Budget	Percent
54	Expenses-Cont.	2001	2000	July-Nov 2001	FYE June 30/02	of Budget
55	INTERIM OPERATIONS					
56	107 · Office Expense	\$ -	\$ 185.26	\$ 1,032.48	\$ 4,200.00	25%
57	108 · Telephone	\$ -	\$ 1,051.76	\$ 3,409.18	\$ 13,000.00	26%
58	109 · Printing	\$ -	\$ 442.00	\$ 363.11	\$ 2,200.00	17%
59	110 · Postage	\$ -	\$ 124.44	\$ 1,143.19	\$ 3,600.00	32%
60	111A · Equipment Rental	\$ -	\$ 381.73	\$ 937.23	\$ 7,000.00	13%
61	112 · Utilities	\$ 4,578.31	\$ 8,337.33	\$ 18,796.71	\$ 70,500.00	27%
62	113B · Main Exhibit Hall R & M	\$ -	\$ -	\$ 1,443.39	\$ 1,000.00	144%
63	113C · Cloverleaf R & M	\$ -	\$ 98.00	\$ 401.67	\$ 2,500.00	16%
64	113D · Arts & Crafts R & M	\$ -	\$ -	\$ 77.19	\$ 300.00	26%
65	113E · Friendship Square R & M	\$ -	\$ 4.76	\$ -	\$ 100.00	0%
66	113F · Floral Building R & M	\$ -	\$ 76.00	\$ 252.99	\$ 2,000.00	13%
67	113G · Grounds/General R & M	\$ 1,147.02	\$ 1,946.59	\$ 5,402.58	\$ 23,000.00	23%
68	113H · Main Arena R & M	\$ -	\$ -	\$ 2,301.20	\$ 100.00	2301%
69	113J · Barns R & M	\$ -	\$ 165.65	\$ 1,438.10	\$ 2,000.00	72%
70	113L · Equipment R & M	\$ 357.11	\$ 3,298.76	\$ 4,578.07	\$ 20,000.00	23%
71	114 · General Supplies	\$ 116.22	\$ 2,276.08	\$ 5,475.60	\$ 24,000.00	23%
72	116 · Gate Change	\$ -	\$ -	\$ -	\$ -	0%
73	117 · Parking	\$ -	\$ -	\$ -	\$ -	0%
74	118 · Travel & Training	\$ -	\$ -	\$ -	\$ 5,500.00	0%
75	119 · Legal Fees	\$ -	\$ -	\$ -	\$ 5,000.00	0%
76	121 · Professional Svcs.	\$ -	\$ 3,635.00	\$ 6,755.00	\$ 15,000.00	45%
77	122 · Insurance & Bond	\$ -	\$ -	\$ 17,390.00	\$ 18,000.00	97%
78	123 · Private Mileage	\$ -	\$ 35.65	\$ 40.30	\$ 1,000.00	4%
79	124 · Car Allowance	\$ -	\$ 325.00	\$ -	\$ 3,900.00	0%
80	131 · Advertising & P.R.	\$ 405.40	\$ 408.05	\$ 4,306.28	\$ 9,500.00	45%
81	132 · Board Expense	\$ -	\$ 742.11	\$ 98.61	\$ 3,000.00	3%
82	133 · Dues, Licenses, Fees	\$ 6.00	\$ 228.00	\$ 395.06	\$ 3,600.00	11%
83	149 · Misc. Materials & Svcs.	\$ 224.00	\$ -	\$ 2,025.04	\$ 5,000.00	41%
84	150 · Refunds	\$ 695.50	\$ 823.40	\$ 2,507.30	\$ 12,000.00	21%
85	151 · County Indirect Cost	\$ -	\$ -	\$ -	\$ 20,600.00	0%
86	153 · Petty Cash	\$ -	\$ -	\$ -	\$ 200.00	0%
87	154A · RV Park Repair & Maint.	\$ -	\$ 24.45	\$ 1,147.85	\$ 1,000.00	115%
88	154B · RV Park Hotel/Motel Tax	\$ -	\$ -	\$ 282.63	\$ 1,000.00	28%
89	155 · ATM Expenses	\$ 17.53	\$ -	\$ 1,345.26	\$ -	0%
90	TOTAL INTERIM OPERATIONS	\$ 7,547.09	\$ 24,610.02	\$ 83,346.02	\$ 279,800.00	30%
91	FAIR OPERATIONS					
92	175 · Printing	\$ -	\$ -	\$ 3,629.16	\$ 8,000.00	45%
93	176 · Utilities	\$ -	\$ -	\$ 15,914.25	\$ 13,500.00	118%
94	177 · Gate Change	\$ -	\$ -	\$ 116,000.00	\$ 15,000.00	773%
95	178 · Parking	\$ -	\$ -	\$ 11,804.49	\$ 13,000.00	91%
96	179 · Professional Svcs.	\$ -	\$ -	\$ 47,052.04	\$ 45,000.00	105%
97	180 · Advertising	\$ -	\$ -	\$ 77,842.49	\$ 75,000.00	104%
98	181 · Refunds	\$ -	\$ 100.00	\$ 1,189.00	\$ 500.00	238%
99	182 · Miscellaneous	\$ -	\$ -	\$ 7,353.13	\$ 6,000.00	123%
100	183 · Decorations	\$ -	\$ 598.00	\$ 3,735.07	\$ 3,500.00	107%
101	184 · Equipment Rental	\$ -	\$ -	\$ 14,292.56	\$ 14,000.00	102%
102	186 · Restroom Service	\$ -	\$ -	\$ 17,410.00	\$ 19,000.00	92%
103	187 · Repair & Maintenance	\$ -	\$ -	\$ 13,573.62	\$ 8,500.00	160%

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2001

	A	C	D	E	F	G
104		November	November	Year to Date	Budget	Percent
105	Expenses-Cont.	2001	2000	July-Nov 2001	FYE June 30/02	of Budget
106	188 · Materials & Supplies	-	-	21,991.16	13,000.00	169%
107	189 · ATM Expenses	-	-	104.57	-	0%
108	TOTAL FAIR OPERATIONS	-	2,698.00	351,891.54	234,000.00	150%
109	EXHIBITS/COMPETITIONS					
110	211 · Awards FFA	-	-	2,671.75	3,500.00	76%
111	212 · Personnel FFA	-	-	967.53	1,000.00	97%
112	213 · Other FFA	-	-	1,081.24	1,500.00	72%
113	221 · Awards 4-H	-	7,200.50	7,489.50	10,500.00	71%
114	222 · Personnel 4-H	-	-	5,653.99	5,500.00	103%
115	223 · Other 4-H	-	465.41	7,704.82	3,600.00	214%
116	231 · Awards Open Class	-	-	32,645.50	40,000.00	82%
117	232 · Personnel Open	-	-	4,267.48	5,000.00	85%
118	233 · Other Open Class	-	-	5,315.01	3,000.00	177%
119	TOTAL EXHIBITS/COMPETITIONS	-	7,665.91	67,796.82	73,600.00	92%
120	RODEO					
121	311 · Prize Money	-	-	46,000.00	46,000.00	100%
122	312 · Personnel	-	-	21,633.60	20,150.00	107%
123	313 · Stock Contract	-	-	25,430.40	27,500.00	92%
124	314 · Special Awards	165.58	-	402.22	1,200.00	34%
125	315 · Exceptional Kid's Rodeo	-	-	657.32	2,000.00	33%
126	316 · Promotions	-	-	6,039.60	7,180.00	84%
127	317 · Materials & Supplies	-	-	2,726.51	5,000.00	55%
128	318 · Board Expense	355.00	-	572.15	3,500.00	16%
129	319 · Other (Fees & Dues)	-	-	2,856.25	1,000.00	286%
130	320 · Queen	82.67	114.36	1,295.44	3,000.00	43%
131	321 · Rental Equipment	-	-	6,342.93	6,500.00	98%
132	322 · Money Raising Projects	-	-	2,013.00	2,000.00	101%
133	TOTAL RODEO	603.25	114.36	115,969.42	125,030.00	93%
134	SHOWS & ENTERTAINMENT					
135	324 · Main Stage	-	-	75,100.00	120,000.00	63%
136	325 · Grounds Entertainment	-	-	61,097.00	70,000.00	87%
137	326 · Associated Costs-Main	-	-	41,417.42	35,000.00	118%
138	327 · Associated Costs-Grounds	-	-	9,734.33	11,000.00	88%
139	328 · Touch & See	-	-	1,947.05	2,000.00	97%
140	TOTAL SHOWS & ENTERTAINMEN	-	-	189,295.80	238,000.00	80%
141	INTERIM ENTERTAINMENT-Shows				100,000.00	0%
142	CAPITAL OUTLAY					
143	510 · Purchase/Lease	-	-	40,906.25	58,000.00	71%
144	511 · Land Improvements	-	-	1,177.35	15,000.00	8%
145	512 · Bldg. & Structure	-	-	-	20,000.00	0%
146	513 · Equipment	-	-	344.96	20,000.00	2%
147	514 · Development Reserve	-	-	25,000.00	25,000.00	100%
148	TOTAL CAPITAL OUTLAY	-	-	67,428.56	138,000.00	49%
149	TOTAL EXPENSES	34,753.93	73,826.91	1,080,418.26	1,764,402.00	61%
150	NET INCOME	21,970.26	34,864.38	(47,801.57)	(46,872.00)	102%

Washington County Fair Complex
Balance Sheet November 2001

ASSETS		November	November	% Change
		2001	2000	
1	Current Assets			
2	Total Checking/Savings	375,365.31	402,422.27	(6.72%)
3	Total Accounts Receivable	(1,780.90)	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	373,584.41	402,422.27	(7.17%)
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	373,584.41	402,422.27	(7.17%)
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	54,290.88	676.16%
30	Net Income	(47,801.57)	402,422.27	-941.86%
31	Total Fund Equity	373,584.41	456,713.15	(18.2%)
32	TOTAL LIABILITIES & EQUITY	373,584.41	456,713.15	(18.2%)

Washington County Fair Complex

Cash Flow Statement

November 2001

	A	B
1	Beginning Cash Balance 10/31/2001	\$ 351,614.15
2	<u>Sources of Funds</u>	
3	Deposits for November 2001	\$ 57,144.19
4	Total Cash Available	\$ 408,758.34
5	<u>Uses of Funds</u>	
6	Personal Services	\$ (26,603.59)
7	Operating Expenses	\$ (8,150.34)
8	Total Expenditures	\$ (34,753.93)
9		
10	Ending Cash Balance 11/30/2001	\$ 374,004.41

WASHINGTON COUNTY FAIR COMPLEX

Deposits and Disbursements November 2001

	A	B	C	D	E
1	Transaction	Date	Account	Memo	Amount
2	Deposit	11/01/2001	Pool Account 4486	Interest-October	\$ 80.03
3	Deposit	11/01/2001	Washington County Account	Hotel/Motel Tax Interest - October	\$ 242.42
4	Deposit	11/01/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 7,606.61 ✓
5	Deposit	11/02/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 6,048.03 ✓
6	Deposit	11/05/2001	Checking Account	Interim Rental Payments and RV Sales	\$ 3,932.10
7	Deposit	11/06/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 17,727.50 ✓
8	Deposit	11/08/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 521.03 ✓
9	Deposit	11/19/2001	Checking Account	RV,Rental Payments, Funtastic Donation	\$ 13,795.37
10	Deposit	11/19/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 2,449.62 ✓
11	Deposit	11/26/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 971.42 ✓
12	Deposit	11/27/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 210.33 ✓
13	Deposit	11/29/2001	Washington County Account	Hotel/Motel Tax Payment	\$ 445.09 ✓
14	Deposit	11/30/2001	Pool Account 4486	Interest	\$ 66.01
15	Deposit	11/30/2001	Washington County Account	Hotel/Motel Tax Interest	\$ 391.33
16	Deposit	11/30/2001	Checking Account	Rental Payments, ATM Fee, RV	\$ 2,657.30
17				Total November Deposits	\$ 57,144.19
18	Number	Date	Name	Memo	Paid Amount
19	Journal	11/01/2001	Oregon State Treasury Account	Oct. Monthly Maintenance Fee	\$ 3.00
20	Journal	11/30/2001	Oregon State Treasury Account	Monthly Maintenance Fee	\$ 3.00
21	29236	11/01/2001	Washington County Finance	Payroll 10/13 to 10/26	\$ 13,583.18
22	29237	11/06/2001	U.S. West Coast Tae Kwon Do	Deposit Refund	\$ 200.00
23	29238	11/06/2001	Girl Scouts of Columbia River	Deposit Refund	\$ 190.00
24	29239	11/14/2001	Ace Hardware	VOID: Misc Repair Supplies	\$ -
25	29240	11/14/2001	Ag West Supply	Misc Repair Supplies (Fertilizer)	\$ 1,035.00
26	29241	11/14/2001	Bob Nagel Distributing Co.	Janitorial Supplies (Deodorizer)	\$ 80.16
27	29242	11/14/2001	Bravo Publications, Inc.	PDX Event Guide	\$ 175.00
28	29243	11/14/2001	Doyle Truck Repair, Inc.	Auto Parts	\$ 3.05
29	29244	11/14/2001	Hillsboro Auto Parts	Repair/Misc Parts & Supplies (Winterizing)	\$ 126.00
30	29245	11/14/2001	Hillsboro Floor Covering	Desk Repair	\$ 23.40
31	29246	11/14/2001	Home Depot	Maintenance Supplies	\$ 196.54
32	29247	11/14/2001	Lucille's The Tool Store	Ground Supplies	\$ 31.86
33	29248	11/14/2001	Portland General Electric	Electricity Charges for Oct.	\$ 3,035.34
34	29249	11/14/2001	Kelly Bower	Queen Contest (Lunch)	\$ 69.95
35	29250	11/14/2001	Brandi Williams	Queen Expense/Proceeds (Copies/Vases)	\$ 12.72
36	29251	11/14/2001	Pro Rodeo Cowboys Association	Hotel fees for PRCA Convention (Las Vegas)	\$ 355.00
37	29252	11/14/2001	Rose City Exotic Bird Club	10% of Food Concessions for last 2 shows	\$ 235.50
38	29253	11/14/2001	Araceli Reyes	Over payment of Security Deposit	\$ 70.00
39	29254	11/14/2001	Coast to Coast Event Services	Security Service for 10/13 Event	\$ 224.00
40	29255	11/14/2001	Ace Hardware	Repair Supplies	\$ 84.42
41	29256	11/14/2001	FarmGro Supply	2002 Queen Contest Award & Engraving	\$ 165.58
42	29257	11/14/2001	Hillsboro Garbage Disposal	Garbage Disposal	\$ 823.97

WASHINGTON COUNTY FAIR COMPLEX
Deposits and Disbursements November 2001

	A	B	C	D	E
43	29258	11/14/2001	NW Natural	October's statements	\$ 719.00
44	29259	11/19/2001	Washington County Finance	Payroll 10/27 to 11/9	\$ 12,237.41
45	29260	11/28/2001	A T & T	Charges for 503-615-0123 (ATM)	\$ 17.53
46	29261	11/28/2001	Ferrellgas	Maintenance Supplies	\$ 31.80
47	29262	11/28/2001	Fisher Implement Company	Supplies	\$ 8.12
48	29263	11/28/2001	Hillsboro Argus	Display Advertising (Events Schedule)	\$ 230.40
49	29264	11/28/2001	SAIF Corp.	Premium Installment	\$ 783.00
50	Total November Disbursements				\$ 34,753.93

WASHINGTON COUNTY FAIR COMPLEX

POINT SHEET – November 2001

BUDGET OVERVIEW

Line 17 – Damage Deposits: Represents \$200.00 refundable Damage Deposits that were refunded for two events, the Cascade Budgerigar Society and the NW Holland Lop Rabbit Club.

BALANCE SHEET

Line 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.

Note: The difference between the Cash Flow Statement and the Balance Sheet is \$420.00. This is the difference between the Accounts Receivable for October 2001 (\$1360.90) and November 2001 (\$1780.90).

MINUTES
WASHINGTON COUNTY FAIR BOARD
WEDNESDAY, DECEMBER 5, 2001

CONVENED: 4:30 p.m.

FAIR BOARD:

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

STAFF:

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

GUESTS:

John Baggott, 4-H Extension Service
Ed Kristovich, Fair Booster

PRESS:

Hank Stern, *The Oregonian*

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

1. Consent Agenda

President Christy asked if any items were requested to be removed from the Consent Agenda. President Christy requested that the financial statements be discussed under New Business. Board Member Spiesschaert questioned why the November Financial Statements were not in the board packet. Executive Director Hillman responded that the November books had not yet been reconciled and indicated that the November Financial Statements would be in the January board packet. President Christy called for a motion to approve Consent Agenda.

Motion by Board Member Day to approve Consent Agenda. Board Member Spiesschaert seconded motion. Motion carried 4-0.

2. Special Reports

A. Rodeo Report – President Christy noted that Rodeo Committee Chair Feinauer was attending the National Finals Rodeo and Convention in Las Vegas Nevada and unable to give a report. President Christy announced that she would be attending the Rodeo Committee December Meeting. Board Member Day indicated that she would also be in attendance.

B. Fair Boosters Report – President Christy reminded the Board that the Boosters would not meet again until February 2002.

C. 4-H Report – Executive Director Hillman and John Baggott announced they would have a meeting this coming Friday to discuss new concepts brought up during the recent Board Retreat. John Baggott noted that the 4-H Council does not meet in December, but that there would be a Livestock Meeting on Tuesday, December 11, 2001. Mr. Baggott noted that at the Livestock Meeting a new State requirement regarding Scrapies (a disease effecting sheep) would be discussed which requires sheep to be tagged as being from a Scrapies-free herd. Mr. Baggott further noted that this new requirement my affect the County Fair livestock auction.

D. Maintenance Report – Executive Director Hillman reported that the staff had sent out a thank you letter to Dave McCulloch, the individual who donated the ATM machines. Copies of the letter were distributed to the Board Members. Executive Director Hillman also reported that the ATM machine in the Main Exhibit Hall had been having problems and was switched-out with the ATM machine in the Main Office.

Executive Director Hillman then reported that the Maintenance Staff had been busy supporting interim events and preventing flooding caused by the recent rainfall. Executive Director Hillman announced that the maintenance staff was in the process of assessing the equipment and buildings to evaluate repairs needed before next year's County Fair. He indicated that their main concern included a pick-up, tractor and grader that need some minor repairs.

Executive Director Hillman indicated that the staff is now having weekly staff meetings to plan for next year.

Executive Director Hillman announced that in November the Fair Complex received two inspections from the State for the RV Park and the wheel chair lift in the Rodeo Arena. Staff is currently reviewing the reports.

Executive Director Hillman indicated that he was working with the staff to develop a holiday schedule stressing the need for the staff to take time off during the holidays.

3. Old Business

Note: Board Member Vial joined the meeting in progress.

A. Task Force Update - President Christy asked if the Board had received a letter about a December 7th or 12th Task Force Meeting. Board Member Leahy indicated that he would not be available to attend the December 12th Task Force Meeting. Board Member Spiesschaert offered to attend as an alternate.

Executive Director Hillman distributed a roster of individuals invited to the December 12th Task Force Meeting. He indicated that not all the individuals listed had yet confirmed. Executive Director Hillman said he would also be attending the Task Force Meeting.

President Christy noted the importance of having two Board Members at each meeting and requested Board Member Spiesschaert to attend as Board Member Leahy's alternate.

B. Tobacco Sponsorship Policy – President Christy announced that Executive Director Hillman would research any questions Board Members may have in order to formulate a policy regarding this issue. President Christy said that Executive Director Hillman would then develop a draft policy for the January Meeting, which could be adopted at the February Board Meeting.

Executive Director Hillman reported that there had been a three-year agreement with the Tobacco-Free Coalition, which expired following the 2001 County Fair. Executive Director Hillman shared with the Board the contents of the file relating to the tobacco sponsorship controversy. The file included several letters and several articles from *The Oregonian* and correspondence from Rodeo Committee Chair Feinauer about the Copenhagen Sponsorship with the PRCA and from Terry Amato, Fair Complex Advertising/Sponsorship Contractor.

President Christy inquired as to what should be done in terms of setting policy and stressed a need to look at both sides of the issue. Board Member Spiesschaert commented that he hoped the proposed policy could be looked at in a broader context of what the overall County Fair sponsorship policy should be and then apply it to this specific case.

Board Member Day compared the current smoking issue to the Right to Life issue dealt with in the past. She noted that having both sides of the issue represented worked in that case by locating them in different areas, but clarified that it was an issue revolving around commercial exhibit booths. Board Member Day agreed that a broader policy would be helpful.

Board Member Spiesschaert noted that the Board should set a sponsorship policy rather than a moral policy. President Christy asked what kind of information the Board needed to help make a proposed policy and indicated the need to research policies from other fairs regarding this same issue. Executive Director Hillman noted that in his experience most fairs look at it as a sponsorship issue addressed by Board policy, and that most fairs and rodeos are moving towards not allowing tobacco or hard alcohol sponsorships. Executive Director Hillman offered to research the issue further.

Board Member Day asked if the policy would refer to just the County Fair or all applications regarding the facility. Executive Director Hillman suggested that the policy be limited to just the County Fair. Board Member Day pointed out that there is a (State) law that mandates that all public buildings be smoke free. Executive Director Hillman stated that the Fair Complex abides by all State and County laws and policies.

Board Member Spiesschaert requested to have a list of Washington County policies.

C. Board Stipends – President Christy called attention to the minutes from December 1998 regarding the stipends and noted that the Board had previously approved a motion regarding this matter. Executive Director Hillman distributed a draft of the proposed policy, which refers to the matter as a Travel Policy, and noted the use of travel reimbursement in lieu of stipend. He then outlined briefly the policy and noted that he would be mailing a copy of the Washington County travel policy to each Board Member.

Executive Director Hillman indicated that the staff was prepared to issue reimbursement checks and will provide Board Members with a travel reimbursement form similar to that used by the County. He further noted that a finalized copy of the policy would be included on the January Board Agenda.

4. New Business

A. Blue Ribbon Award – Executive Director Hillman discussed the purpose of the Blue Ribbon Award, that the Western Fairs Association underwrites it and explained that the award may be given annually by each member fair to recognize the efforts of volunteers, organizations or individuals. President Christy indicated that during the recent Salem Legislative Dinner they had talked about nominating the Beaverton Rotary Club because of their fund-raising efforts over the years regarding the livestock auction. Board Member Day asked the Board to consider the Schellers who are long-time Booster members. President Christy suggested the Schellers be nominated for the Oregon Fairs Association (OFA) Local Fair Supporter Award. Board Member

Day agreed that the OFA Local Fair Supporter Award would be nice for the Schellers.

Board Member Spiesschaert suggested that Board Member Day be recognized as the nominating party. Executive Director Hillman agreed to complete the paper work for the nominations. He also offered to deliver the Blue Ribbon Award to the Beaverton Rotary Club. President Christy and Board Member Vial indicated their desire to be in attendance during the presentation.

B. Resolution to Confirm Membership in CIS Trust – Executive Director Hillman explained that the Fair Complex had received a similar resolution request earlier in the year and recommended the Board act upon the resolution as soon as possible.

Motion by Board Member Spiesschaert to confirm Membership in CIS Trust. Board Member Leahy seconded motion. Motion carried 5-0.

C. OFA Convention - President Christy inquired about the Fair Complex's participation in the Oregon Fairs Association (OFA) auction. Board Member Day noted that they have contributed annually. Marketing Director DuPré concurred adding that for the last few years a "pig" item had been donated. Executive Director Hillman said he would assign the Staff to purchase something to donate to the auction.

President Christy inquired as to nominations for the OFA "Whoops" Award. No nominations were suggested by the Board Members.

President Christy inquired as to nominations for the OFA Special Youth Project Award. John Baggott, 4-H Extension Service, clarified that the award was for fairs that supported youth. Board Member Spiesschaert suggested the Special Kids Rodeo. Board Member Day offered to assist Executive Director Hillman with that nomination. Executive Director Hillman noted that he would contact Rodeo Committee Chair Feinauer regarding the Special Kids Rodeo.

President Christy inquired as to nominations for the OFA Distinguished Service Award. Board Member Vial suggested that Barbara Lawrence would be a good candidate because she had been very active in OFA and had helped the Fair stay current on OFA matters. Board Member Spiesschaert suggested that Executive Director Hillman was also a good candidate. Board Member Vial thought that it was too early to nominate Executive Director Hillman. President Christy indicated she did not have enough information regarding Barbara Lawrence's contributions. Executive Director Hillman gave a brief background on Ms Lawrence. Board Member Vial suggested that with some additional research, other matters could be brought to their attention. Board Member Spiesschaert

indicated his hesitation to nominate Ms Lawrence. No action was taken on this matter.

D. Insurance Coverage – Executive Director Hillman noted that in the Board Packet was a two-page document listing the Fair Complex's current insurance coverage and premiums. Board Member Vial expressed his concern about the low limits and the high premiums. Board Member Leahy agreed that the premium appeared high. Board Member Spiesschaert indicated that he believed that Counties were only liable for \$500,000. Board Member Vial indicated that was correct, but that there were some exceptions and that he believed that most jurisdictions were carrying more.

Executive Director Hillman noted that the insurance program was provided by the County and indicated that he would have a representative from the County explain the insurance coverage at the next Board Meeting. He also indicated that all insurance premiums would be increasing following the September 11th incidents. Executive Director Hillman further noted that the insurance was provided through a private carrier, City County Insurance Trust.

Board Member Day inquired about a letter included in the Board packet discussing the insurance coverage. Executive Director Hillman explained that the letter indicated that the County would pay the premium and that the Fair Complex would reimburse the County for that expense.

Board Member Vial asked if they could shop-around for insurance. Executive Director Hillman indicated he would ask the County.

E. 2002 County Fair Theme – President Christy asked how the County Fair theme had been chosen in the past. Board Member Day indicated that ideas had been discussed at Board Meetings. Executive Director Hillman noted that his experience had been that the staff had developed a number of County Fair themes and then precede with three or four recommendations to the Board. He then asked to come back with suggestions at the January Board Meeting.

President Christy asked John Baggott, 4-H Extension Service, if 4-H had participated in the County Fair theme. Mr. Baggott indicated no.

President Christy asked Ed Kristovich if the Boosters had given suggestions in the past. Mr. Kristovich indicated no. Executive Director Hillman stressed the importance of having a theme that works well in the marketing and advertising campaigns. He also said that the staff would be happy to consider Board suggestions.

F. Other – Executive Director Hillman explained the new, more standardized industry format for the September financial statements. He noted that the statements compare September of this year with September of last year.

Executive Director Hillman commented that we were still receiving income from the County Fair and that thirty days after Fair, all income should have been received and accounted for. He also noted that next month's financial statements will have headings on each page.

Executive Director Hillman further noted that the budget adopted by the board reflected a net loss for the fiscal year ended June 30, 2002, and indicated that the Fair Complex is still on track to meet those numbers. He also noted that there is still some missing information on the Balance Sheet such as amounts for equipment, buildings, land, uncompensated absences and accounts payables.

Board Member Spiesschaert asked if the Fair Complex was moving towards an accrual method of accounting. Executive Director Hillman responded in the affirmative.

Board Member Vial asked about information relative to the ATM machines for November. Executive Director Hillman stated that they planned to close the books approximately seven days after the end of the month and that information for November was not yet available. Executive Director Hillman further noted that a new ATM line item has been established in the financial statements for income and expenses for both Interim and Fairtime activities.

Board Member Vial inquired as to where the money from the machines was being accounted for. Executive Director Hillman expressed his desire to set up a revolving fund and that the financial statements would only reflect the net income from those transactions. Executive Director Hillman indicated that the Board could request the staff to create an analysis for the ATMs each month. Executive Director also indicated he would be setting up a sweep account with West Coast Bank. Board Member Vial expressed his concern about having idle cash in the machines.

Board Member Day asked why the repairs for the Main Exhibit Hall were budgeted so low while it showed high expenses to date. Executive Director Hillman indicated that the budget estimate was apparently too low and he would re-evaluate it for next year.

President Christy and Executive Director Hillman thanked Fair Coordinator Perkins for her work on the financial statements. Executive Director Hillman noted that because the Board meets at the beginning of the month, they would not be able to see the previous month's financial statements because they would not have closed the books yet for that month.

5. Announcements

There were no announcements.

6. **Correspondence**

President Christy noted that there was a letter from the Dog Show praising the maintenance staff. President Christy asked if the Fair Complex had received the check noted in the Grange letter. Executive Director Hillman indicated no. The 4th of July letter was noted and Board Member Spiesschaert indicated that the author probably didn't realize that Happy Days is a contracted event.

7. **Board Communications**

President Christy commented that the December 3rd Board Retreat had been very beneficial.

Board Member Vial indicated that he would be unable to attend the January 2, 2002, Board Meeting and asked to move the meeting to the following Tuesday, January 8, 2002. Board Member Spiesschaert indicated that he could not attend the January 8th meeting. President Christy indicated that the January Board Meeting would remain on the first Wednesday of the month, January 2, 2002.

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

Don G. Hillman
Recording Secretary

Kathy Christy
Board Chair

Washington County **FAIR COMPLEX**

Facility Schedule for January-2002

Wednesday, January 02, 2002

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

Sunday, January 13, 2002

Main Exhibit-North All Breed Cat Show
Floral Building 4-H Parrot Club Meeting

Saturday, January 05, 2002

Main Exhibit Hall Gun & Knife Show

Sunday, January 06, 2002

Main Exhibit Hall Gun & Knife Show
Main Exhibit Hall Oregon Collectors Market
Meeting Room 4-H Happy Hoppers Meeting

Monday, January 14, 2002

Meeting Room 4-H Dog Club
Main Exhibit Hall 4-H Waggin' Masters Club
Covered Show Ring Iron Dogs Flyball Team

Monday, January 07, 2002

Arts & Crafts Building 4-H Guide Dogs
Main Exhibit Hall 4-H Dog Meeting
Main Exhibit Hall 4-H Waggin' Masters Club
Covered Show Ring Iron Dogs Flyball Team
Main Exhibit Hall 4-H Dog Club Meeting

Tuesday, January 15, 2002

Covered Show Ring Mutt-keteers Flyball Team
Covered Show Ring Hillsboro Parks & Rec. Flyball
Main Exhibit-North The Pet Consultants
Cloverleaf Building Glencoe Football Bingo
Arts & Crafts Building 4-H Dog Club
Main Exhibit-South John Deere Day

Tuesday, January 08, 2002

Covered Show Ring Mutt-keteers Flyball Team
Arts & Crafts Building 4-H Guide Dogs
Main Exhibit Hall 4-H Dog Club
Floral Building Rodeo Committee Meeting
Main Exhibit Hall 4-H Paw Power Club
Cloverleaf Building Glencoe Football Bingo

Wednesday, January 16, 2002

Main Exhibit Hall 4-H Best Friends Dog Club

Saturday, January 19, 2002

Main Exhibit Hall Hillsboro Automotive Swap Meet

Sunday, January 20, 2002

Meeting Room 4-H Happy Hoppers Meeting

Monday, January 21, 2002

Main Exhibit Hall 4-H Waggin' Masters Club
Large Covered Show Iron Dogs Flyball Team
Main Exhibit Hall 4-H Dog Club

Wednesday, January 09, 2002

Main Exhibit Hall 4-H Best Friends Dog Club
Meeting Room 4-H Furry Friends Club

Saturday, January 12, 2002

Main Exhibit-South Pygora Goat Show
Main Exhibit-North All Breed Cat Show
Cloverleaf Building Rodeo Queen's Dance

Tuesday, January 22, 2002

Main Exhibit Hall The Pet Consultants
Cloverleaf Building Glencoe Football Bingo
Covered Show Ring Muttqueteers Flyball Team
Covered Show Ring Hillsboro Parks & Rec. Flyball
Main Exhibit Hall 4-H Paw Power Club
Arts & Crafts Building 4-H Dog Club

Wednesday, January 23, 2002

Cloverleaf Building 4-H Wagon Train Meeting
Meeting Room 4-H Furry Friends Club
Covered Show Ring 4-H Best Friends Dog Club

Friday, January 25, 2002

Cloverleaf Building Rain of Glass Vendor Dinner

Saturday, January 26, 2002

Main Exhibit/Arts & Crafts Portland's Rain of Glass

Sunday, January 27, 2002

Floral Building 4-H Parrot Club Meeting
Main Exhibit/Arts & Crafts Portland's Rain of Glass

Monday, January 28, 2002

Main Exhibit Hall 4-H Dog Club
Large Covered Show Iron Dogs Flyball Team
Main Exhibit Hall 4-H Waggin' Masters Club

Tuesday, January 29, 2002

Arts & Crafts Building 4-H Dog Club
Main Exhibit Hall The Pet Consultants
Cloverleaf Building Glencoe Football Bingo
Covered Show Ring Muttqueteers Flyball Team
Covered Show Ring Hillsboro Parks & Rec. Flyball

Wednesday, January 30, 2002

Covered Show Ring 4-H Best Friends Dog Club

Thursday, January 31, 2002

Floral Building Evergreen Little League

WASHINGTON COUNTY FAIR COMPLEX

M.E. BUILDING ATM RECAP - November 2001

1	A	B	C
2	Machine Activity		
3	Beginning Machine Balance	\$ 8,500.00	
4	Withdrawls (2 transactions 11/3/01)	\$ (40.00)	
5	Deposited back to ATM bank account 11/30/01	\$ (7,000.00)	
6	Remaining in Machine	\$ 1,460.00	
7			
8	Income & Expenses	Income	Expense
9	Samsar ATM - Fee Income (October)	\$ 45.00	
10	Automatic Deposit to ATM account 11/14/2001	\$ 40.00	
11	AT&T Long Distance Bill (Final Bill)		\$ 17.53
12	Verizon: Credit remaining \$291.29		\$ 75.68
13	Total	\$ 85.00	\$ 93.21

Note: \$8500.00 was put in machine expecting large volume of use due to the many large shows on the grounds for the month of November. However, both machine's were malfunctioning every weekend. After many attempts, a ATM technician was finally able to make the repairs.

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 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 Travel 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 Fair Board Travel Policy;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Effective January 1, 1999, Washington County Fair Board Members will be reimbursed for travel related to business matters or events they attend on behalf of the Washington County Fair Complex as follows:
 - a. For business matters or events related to the Fair Complex and held in Washington County, Board Members shall receive a travel reimbursement of \$20. The travel reimbursement includes mileage to and from the meeting or event. Business matters or events include, but are not limited to, meetings of the Fair Board; meetings of the Rodeo Committee or Fair Boosters; Washington County Board of Commissioner Meetings; Chamber of Commerce meetings or activities; or attendance at the annual County Fair.
 - b. For business matters or events related to the Fair Complex and held outside Washington County, Board Members shall receive a travel reimbursement based upon actual mileage traveled using the current Washington County mileage rate and the mileage to and from the business matter or event measured from the Washington County Fair Complex. Business matters or events include, but are not limited to, Oregon Fairs Association meetings; Oregon State Legislative meetings or hearings; or meetings with State Legislators.
2. Washington County Fair Board Members shall be reimbursed for actual and reasonable travel expenses, meals and lodging associated with conferences and conventions related to their position as Fair Board Members. Reimbursement of such travel expenses shall be based upon the current Washington County travel allowances.

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
1. Adopt a Re-Development Plan
2. Develop a Community Awareness Strategy
3. 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

December 23, 2001

From: Cody Feinauer, Rodeo Committee Chairman

To: Don Hillman and the Washington County Fair Board

RE: Four day Rodeo

After much discussion by the rodeo committee, we believe the best recommendation we can give you, for a four day fair is an evening performance on Thursday, Friday and Saturday with a matinee Saturday afternoon. We believe that a rodeo held on Sunday evening would not be well attended and the fair would have more success with the derby and a concert on Sunday.

RE: Rodeo Committee Nominations for Rodeo Committee Director

The rodeo committee has selected the following persons to fill the four Rodeo Committee Director vacancies and request their appointment as Directors:

Brian Love for a 1 yr term- replaces Mike Baker who's term expired

Mike Seavey for a 1 yr term- replaces Gary Mcvey who resigned after serving 2 of 3 yr term

Brian Anderson- term expired-reapplying for a 3 yr term

Lynn Haynes- term expired-reapplying for a 3 yr term

RE: Request for Queen Fundraiser:

The Rodeo Committee requests permission to hold a Coronation/Fundraiser for the 2002 Fair and Rodeo Queen elect, Marla Meadows on Saturday, January 12, 2002 at the Cloverleaf Bldg. It will begin with a potluck hosted by the committee at 6:30pm and the Coronation and Dance will begin at 7:30pm. The committee expects 150-200 in attendance. Music for dance by DJ. Beer and wine will be sold and monitored by licensed handlers. Security will be provided by the Wash. Co. Sheriff Reserve Officers. The committee expects to raise about \$2500 and estimates the cost at \$500.

12/20/01

Proposed 2002 Rodeo Budget and Line Item Justification

311 Prize Money	\$46,000.00	Prize money for event winners, added money and daily prize money
312 Personnel	\$21,300.00	Rodeo announcer, clown, bullfighters, timers, judges, scoreboard
313 Stock Contractor	\$30,080.00	Provides cattle, horses, etc. for rodeo performances, feed
314 Special Awards	\$1,200.00	Gifts (awards) for All Round Cowboy and special winners
315 Special Kids Rodeo	\$2,000.00	Similar to special Olympics- Cowboy Style
316 Promotions	\$5,700.00	Cowboy Feed and VIP incentives during performances
317 Materials & Supplies	\$3,500.00	Arena and staging area maintenance, cell phone remb.(paint, misc.)
318 Board Expenses	\$3,000.00	NFR Convention, CRC Convention and misc. expenses
319 Other Fees & Dues	\$2,825.00	Judges and sanction fees for PRCA and WPRA
320 Queen	\$3,000.00	Expenses to promote queen (travel expenses, clothing, etc.)
321 Rental Equipment	\$6,500.00	Bleachers, tables, chairs, tent and generator rentals
322 Money Raising Projects	\$2,000.00	Merchandise (hats, T-shirts, etc.)
TOTAL	\$127,105.00	

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: _____

Calendar of Events
January – July 2002

Date	Event	Location
<u>January</u>		
1	New Year's Day	Office Closed
4-6	Oregon Fairs Convention	Doubletree Lloyd Center
8	Board Meeting	Board Room (4:30 p.m.)
8	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
12	Rodeo Queen Coronation	Clover Leaf Bldg (7:00 p.m.)
21	Martin Luther King Day	Office Closed
27-30	Western Fairs Assn. Convention	Reno, Nevada
<u>February</u>		
5	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Booster Meeting	Board Room (7:00 p.m.)
18	President's Day	Office Closed
<u>March</u>		
5	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
6	Board Meeting	Board Room (4:30 p.m.)
6	Fair Boosters Meeting	Board Room (7:00 p.m.)
<u>April</u>		
2	Rodeo Committee Meeting	Floral Building (7:00 p.m.)
3	Board Meeting	Board Room (4:30 p.m.)
3	Fair Booster Meeting	Board Room (7:00 p.m.)
4-7	IAFE Zone Meeting	Jackson Hole, Wyoming
<u>May</u>		
1	Board Meeting	Board Room (4:30 p.m.)
1	Boosters Meeting	Board Room (7 pm)
7	Rodeo Committee Meeting	Board Room (7 pm)
3-6	IAFE Spring Conference	Denver, Colorado
27	Memorial Day	Office Closed
<u>June</u>		
4	Rodeo Committee Meeting	Floral Building (7 p.m.)
5	Board Meeting	Board Room (4:30 p.m.)
5	Boosters Meeting	Board Room (7 pm)
<u>July</u>		
2	Rodeo Committee Meeting	Floral Building (7 pm)
3	Board Meeting	Board Room (4:30 p.m.)
3	Boosters Meeting	Board Room (7 pm)
4	Independence Day	Office Closed

Contracts Calendar
December 2001
Contracts Exceeding \$1,000

Date	Contractor	Description	Amount
12/13/01	Bob M. Keller C.P.A.	Provide Assistance to Reconcile Complex Quick Books Records	\$1,000.00*
		* Charged at \$60 per hours Not to Exceed \$1,000.00	

Washington County **FAIR COMPLEX**

December 12, 2001

Ron Burback, President
Funtastic Shows
3407 SE 108th Avenue
Portland, OR 97266

Dear Ron;

This will confirm our previous conversations regarding partial sponsorship of the Open Forum Luncheon and Gala Welcome Party on Friday, January 4, 2002, during the Oregon Fairs Association Convention being held at the Lloyd Center Double Tree Hotel in Portland, Oregon.

Your generous sponsorship of \$500 will greatly assist the Association and its members to accomplish their goals during the 2002 Convention.

We greatly appreciate your support and value the assistance that you and your company provide not only in 2002, but also throughout your entire tenure with this association and the industry it represents.

Without the support of service members such as yourself, it would be difficult to educate and entertain the millions of guests that annually attend Oregon's county and state fairs.

Please forward your check made payable to the Oregon Fairs Association to the attention of John McCulley, Executive Secretary, P.O. Box 774, Salem, Oregon, 97308.

Thanks again and looking forward to see you in Portland at the Convention.

Sincerely,



Don G. Hillman, CFE
Executive Director

Cc; John McCulley, Oregon Fairs Association
Sue Roeck, Jackson County Fair