

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, OR 97124
Wednesday, July 2, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday July 2, 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building. 873 NE 34th Ave, Hillsboro, OR 97124

Meetings are recorded.

Agenda & Meeting Procedures are attached

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.

FAIR BOARD MEETING PROCEDURES

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

Fair Board

Scott Nelson, President
Erin Wakefield, Vice President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, Board Member
Andy Duyck, County Commissioner

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

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

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All meetings are recorded.

Current Meeting Schedule

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

Regular Business Meetings

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

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

Quorum

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

Once the Regular Business Meeting Begins

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

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

Meeting Protocol

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

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

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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, July 2, 2014

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Scott Nelson, President
Erin Wakefield, Vice-President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

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

C. Approval of Minutes

1. June 2014 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2014
2. Educational Fund Update

F. New Business

1. Other, if any

G. Other Matters of Information

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

H. Oral Communications II

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

I. Adjourn

Minutes
Washington County Fair Board
Wednesday, June 4, 2014

Convened: 4:33 pm

FAIR BOARD:

President Scott Nelson
Vice President Erin Wakefield
Board Member Don McCoun
Board Member Andy Duyck

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

STAFF:

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

A) Call to Order

- 1) President Nelson called the meeting to order at 4:33 p.m. Nelson noted members Atteberry, Duyck, Ganger and Seidel were present along with Staff. Nelson noted that Board Members Wakefield and McCoun were absent.

B) Oral Communications 1- NONE

C) Approval of Minutes

- 1) President Nelson called for a motion to accept the May minutes. Board Member Atteberry moved to approve the minutes as presented, a second by Member Ganger. Nelson asked if there was any discussion, and called for the vote.

Motion by Board Member Atteberry to approve the May Minutes as presented. 2nd by Board Member Ganger Motion carried 5-0.

Board Member McCoun joined the meeting in progress

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were provided through May in the packets. Perkins-Hagele stated the revenue received is from Transient Lodging Tax. Perkins-Hagele noted there are fair expenses for website and graphic designing, advertising and other services that have begun to occur for the current fair. She explained those expenses and how those items will affect the budget due to the fiscal year. President Nelson called for the motion to approve the financials as submitted, Board Member Ganger made the motion.

Motion by Board Member Ganger to approve the Financials as submitted. 2nd by Board Member Duyck. Motion carried 6-0.

- 2) **4-H Update** –Fairgrounds Manager Perkins-Hagele stated she met with Pat Willis that morning. She stated they discussed all the needs for Horse Fair. Perkins-Hagele stated that the breakfast will be served July 8th and four days for fair. Board Member Ganger stated he believed the board had done two days in

the past. Perkins-Hagele that is possible and will add the extra day. Perkins-Hagele stated that regarding the Booster request last month, the group will be assisting various 4H groups in their fundraising efforts. She stated that 4H will be very active in their area of the fair with the Maker Fair, science presentations and the new Ignite Presentations that are partnered with Intel mentors. Board Member Ganger asked if those Ignite Presentations would be judged. Perkins-Hagele stated they are done to qualify for scholarships so they are assessed in some way but she isn't sure of the method. Board Member Ganger asked if there was any update in the Pig outbreak. Perkins-Hagele stated that elsewhere in the country but so far Oregon has not been hit. Perkins-Hagele stated that the Livestock Association will be having a meeting and is asking a member to attend as it is to discuss the agreement with the fair to hold the auction. Member Duyck asked what the status of their 501c3 was at this point. Perkins-Hagele stated that they currently do not have the status and need to work on being reinstated. Perkins-Hagele stated that at this point a contract has to be finalized with either the association or Beaverton Rotary for the auction to hold the event.

E) Old Business

- 1) **County Fair Update** –Fairgrounds Manager Leah Perkins-Hagele stated that Lisa just brought over the fairgrounds coffee that she helped design the labels for. Perkins-Hagele provided a brief overview of the varieties and use to the Board. Perkins-Hagele stated Lisa has been doing very well on the sponsorship sales and provided a breakdown today. Perkins-Hagele stated that total is approximately 80,000 with over 50,000 in cash. Perkins-Hagele stated this is a change from the past thirty years from paying an outside sponsor representative to a staff member so it will save the fair funds. Perkins-Hagele stated the most major title sponsorships are no longer an option and the fair is trying smaller Sponsor of the Day packages, so far two have been sold. She added that the motorsports event will be sponsored by Malmedal Plumbing and they will get the VIP chalet as a perk for their package. She stated that plans are to photograph the area to use as marketing piece for corporate programs in the future. Perkins-Hagele stated the Growing Grove is expanding to add a “Be a Jr. Farmer” area that will teach kids a full process of working on a farm sponsored by the Farm Bureau. Perkins-Hagele added that Sudsy’s Barn will be back sponsored by Tuality Healthcare but the owner of the attraction had been in a terrible accident a few months ago and will probably be selling the business at some point. She suggested the fair foundation may consider purchasing one of the units as it is a good educational attraction. Perkins-Hagele stated that Friendship Square will become a wine chateau in partnership with Albertsons with performances by Brady Goss and sampling of wine and food. Perkins-Hagele continued with an overview of the remaining Growing Grove sponsors. Perkins-Hagele noted the TriMet expense detailed earlier on the financials is for producing the advertisements but they are also a trade sponsor for the event. She concluded that she anticipates some smaller businesses will purchase small advertising packages over the next few weeks but these should be the bulk of the sponsorships. Perkins-Hagele stated that the fair preparations have begun and staff is working on all the pre-fair setup. Perkins-Hagele noted that the VIP event will be changing this year to an optional invitation to participate in the Steak Fry then a hosted reception at the Uncorked Wine Chateau. Perkins-Hagele stated that she spoke with Alpha Radio and they are still working on securing the acts officially so she can not release the names yet. She stated she is working on finalizing the minor expenses the fair will provide such as the portable toilets, electrical and fencing. Board Member Duyck asked when the station would release the info; Perkins-Hagele replied in about a week and then they begin advertising. Board Member McCoun asked if the menu had been finalized for the exhibitor breakfast. Perkins-Hagele stated that it will be nearly identical to last year. Perkins-Hagele added the website is up and the fair has subscribed to a service to promote social media posts.
- 2) **Educational Fund Update**- Fairgrounds Manager Perkins-Hagele stated funds are still needed for the emergency PA system but a donation was received from the Sheriff’s department. She stated the scheduling is being worked on. Perkins-Hagele added that the funds from Intel are still pending as the 501c3 hasn’t been officially approved, but is predicted to be completed in October. Perkins-Hagele added another meeting will be held soon.

F) New Business- NONE

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that she has been meeting with the recently hired project manager regularly about the new facility. She stated that the FAC will need to begin to meet on a more regular basis now that the project seems to be moving along. Board Member McCoun asked if there is anything at this point that can jeopardize the building of the new event center at this point. Board Member Duyck replied that at this point things look good but if gain share is eliminated that would be the one set back. Board Member McCoun stated he was considering writing an Op-Ed piece regarding the need for a facility that could be used in case of a major catastrophe. Perkins-Hagele stated that she gets annual phone calls for the possibility of using the fairgrounds as an ICE facility. Perkins-Hagele stated that there are grants and benefits that come with being a facility of that nature.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President Nelson adjourned the meeting at 5:44 p.m.

Leah Perkins-Hagele
Recording Secretary

Scott Nelson
Board President

County of Washington

**Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
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MEMORANDUM

Date: June 27, 2014

To: Washington County Fair Board

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

Re: Financial Reports

The monthly financials for FY 13/14 through June 2014 will be available at the meeting.