

WASHINGTON COUNTY FAIR

Minutes of the regular meeting held June 1, 1977

CALL TO ORDER
AND ATTENDANCE

Chairman Evers called the meeting to order at 8:37 p.m. at the Fair office with the following in attendance:

BOARD

Jim Springer
Jerry Boyer
Charles Colegrove
Ralph Holland
Joe Evers

MANAGEMENT & STAFF

Adeline Hesse
Al Mohr

GUESTS

Jim Essam, Rodeo Committee
Ed Wolfe, Hillsboro Sr.
Soccer Club

RODEO & FAIR
SECURITY FOR 1977

Past problems of rodeo security were identified and solutions discussed. The grandstand and internal area will be cleared at 6:00 p.m. and guards thereafter put on gates to maintain security.

Fair Board asked Essam to have a rodeo person available at the north drive through gate and a rodeo person at the swing gate. A Fair person will be with each rodeo person. A list of contestants shall be prepared, by the rodeo committee, and used for the actual admission.

The Fair Board set as a guideline for security responsibility the following: Rodeo Board responsible for internal security and Fair for perimeter control. Mrs. Hesse said she would hold a meeting to include Washington County Reserve Representative, Hillsboro Police Chief Woll and Rodeo committee security personnel. A report will be presented at the July Board meeting.

JOSSY RESIGNATION Richard Jossy sent a letter to the Fair Board and stated he wished to resign as Fair Manager effective June 1, 1977.

MOTION. MOVED BY RALPH HOLLAND, SECONDED BY JIM SPRINGER TO REGRETFULLY ACCEPT THE RESIGNATION OF RICHARD JOSSY EFFECTIVE JUNE 1, 1977. MOTION CARRIED.

MOTION. MOVED BY JERRY BOYER, SECONDED BY CHARLES COLEGROVE TO GIVE RICHARD JOSSY A LIFETIME PASS FOR SERVICE TO THE COUNTY FAIR. MOTION CARRIED.

Mr. & Mrs. Jossy will be invited as honored guests to a dinner, hosted by the Fair Board, at the Brown Derby on June 17 or 18. Mrs. Hesse to check dates and notify the Board. Lifetime pass will be presented at that time.

WATER LINE

Evers commented on the long distance required to carry water from show rings. Mr. Mohr will check for line on the West side of 4-H FFA livestock barns.

PERMANENT SIGN
NORTH GATE

Board asked Mohr to construct and install permanent sign on Cornell Road entrance to the Fairgrounds. Sign to read "North Gate".

Additional sandwich boards will be made for the purpose of directing traffic and marking entrances during County Fair.

HILLSBORO SR.

Ed Wolfe, on behalf of the Hillsboro Sr. Soccer Club, presented a proposed drawing for semi-permanent soccer field to be located on the northeast corner along Cornell Road. Location is good for possible spectator crowd. The event is growing very fast according to Wolfe and in the future a small charge could be made.

MOTION. MOVED BY RALPH HOLLAND SECONDED BY JERRY BOYER TO RECOMMEND TO THE BOARD OF WASHINGTON COUNTY COMMISSIONERS TO ENTER APPROXIMATELY A THREE YEAR RENEWAL USAGE LEASE WITH THE HILLSBORO SENIOR SOCCER LEAGUE FOR SEMI-PERMANENT SOCCER FIELD ON THE NORTHEAST CORNER BORDERING CORNELL ROAD. MOTION CARRIED.

Wolfe asked if the Fair Board would rope off the current soccer field in the main parking lot during Happy Days and County Fair. The Fair Board denied request as the County Fair is the primary project of the Washington County Fairgrounds and the parking is vital.

Wolfe was given permission to fill dirt and replant the south end of the soccer field and also fill the rut at the Fair entrance.

REJECT ROCK PROJECT

Joe Evers reported cooperatively working with the County Road Master on obtaining reject rock for the 4-H FFA livestock barns and foundation of the poultry building.

MOTION: MOVED BY RALPH HOLLAND, SECONDED BY CHARLES COLEGROVE TO ALLOW \$300.00 TO DEFRAY COUNTY COSTS FOR 200 YARDS OF REJECT GRAVEL. MOTION CARRIED.

1977-78 BUDGET

The Fair Board request of \$81,202., from Washington County was cut to \$21,000. This necessitated revising the entire budget. The Board reviewed the 1977-78 budget for the second time and adopted the following budget revenue and expense items also change in line items.

MOTION: MOVED BY RALPH HOLLAND, SECONDED BY JERRY BOYER TO INCLUDE IN THE 1977-78 BUDGET, NEW EXPENSE ACCOUNTS AS FOLLOWS: 109 (PRINTING), 110 (POSTAGE), 123 (PRIVATE MILEAGE) AND 514 (LEVY ELECTION). MOTION CARRIED.

MOTION: MOVED BY JERRY BOYER, SECONDED BY RALPH HOLLAND TO ACCEPT THE 1977-78 BUDGET AS AMENDED AND REVIEWED LINE BY LINE. BUDGET IS \$132,203.00. MOTION CARRIED.

1977 FAIR SALARY SCHEDULE

MOTION: MOVED BY RALPH HOLLAND, SECONDED BY JERRY BOYER TO ADOPT THE FOLLOWING SCHEDULE AS A GUIDELINE AND THE MANAGER BE ALLOWED TO USE DESCRETION AS TO WHO MIGHT MERIT CHANGE.

Office Staff	\$2.25 - \$2.50
Experienced outdoor staff	\$2.00 - \$2.25
Inexperienced outdoor staff	\$1.75 - \$2.00
Ticket Sellers	\$2.00
Ticket Takers	\$1.75

MOTION CARRIED.

MINUTES APPROVED MOTION: MOVED BY CHARLES COLEGROVE, SECONDED BY JIM SPRINGER TO ACCEPT MAY 18 BOARD MINUTES AS PRINTED AND MAILED. MOTION CARRIED.

FARMER'S MARKET Mrs. Hesse recommended September 10th for the Farmers Market-White Elephant Extravaganza. The purpose is to utilize the Fairgrounds and create off season revenue.

MOTION: MOVED BY JERRY BOYER, SECONDED BY RALPH HOLLAND TO HOLD A FARMER'S MARKET SEPTEMBER 10. COST TO BE \$10.00 FOR 8' X 8' SPACE IN 4-H FFA LIVESTOCK BARN. MOTION CARRIED.

HELP WANTED PART TIME SECRETARY MOTION: MOVED BY JERRY BOYER, SECONDED BY RALPH HOLLAND TO PLACE SEVERAL ADS IN HELP WANTED FOR A PERMANENT PART TIME SECRETARY, WHO MUST ENJOY WORKING WITH PUBLIC, ASSUME RESPONSIBILITY, TAKE BOARD MINUTES AND TYPE 45 W.P.M. RESUME AND REFERENCES TO BE SENT TO THE FAIR OFFICE WITH DEADLINE OF JUNE 20. MOTION CARRIED.

BILLS & PAYROLL APPROVED The following bills and May payroll were read and submitted for Board approval.

May payroll \$2,296.14
 670 - Void
 671 - Joe Evers \$ 44.40
 672 - Mike Swan 21.00
 673 - Willamette Industries 350.60
 674 - Public Employes Retirement 135.32
 675 - Hillsboro Post Office 11.00
 676 - City of Hillsboro 53.56
 677 - Petty Cash 24.42
 678 - Hillsboro Post Office 39.27
 679 - Wally's Auction Service 30.00
 680 - The Oregonian 4.80
 681 - Hillsboro Garbage Disposal 63.25
 682 - City of Hillsboro Utilities Commission 32.00
 683 - Hillsboro Implement Co. 1.35
 684 - Hillsboro Post Office 7.60
 685 - Butchers Bistro 43.00

MOTION: MOVED BY RALPH HOLLAND, SECONDED BY JERRY BOYER TO ALLOW BILLS AND PAYROLL AS READ. MOTION CARRIED.

MANAGEMENT AND SECRETARY POSITION OUTLINE Fair Board and Mrs. Hesse discussed the foremat that would best suit 5 day a week office coverage under the Fair budget limitation. Mrs. Hesse encouraged year around personnel, so that the person could handle all situations in the event of loss of Fair Manager. Fair Board and Manager will review applications and the Fair Board will hire the secretary with input from the Manager.

MOTION: MOVED BY JERRY BOYER, SECONDED BY JIM SPRINGER TO DESIGNATE THE FOLLOWING OUTLINE FOR FAIR MANAGER AND SECRETARY POSITIONS WITH REVIEW IN SEPTEMBER.

MANAGEMENT AND SECRETARY POSITION OUTLINE FOR APPROXIMATE MANAGER HOURS:
 OUTLINE - CONT. MON., TUES., THURS., 9:30 - 3:30
 FRI., 9:00 - 5:00 - WEDNSDAY OFF
 ATTENDANCE OF ALL BOARD MEETINGS AND OTHER SELECTED CIVIC MEETINGS AND CONCENTRATED HOURS IN LATE JULY AND AUGUST. SHUFFLING OF HOURS WHEN SATURDAY EVENT TAKES PLACE. 2 WEEKS PAID VACATION LEAVE APPROVED BY BOARD. SALARY \$675. MONTHLY (\$8,100. ANNUAL).

SECRETARY - APPROXIMATE HOURS:
 WED. 9:30 - 4:00, FRIDAY 9:00 - 5:00
 4 HOURS PER DAY WEEK BEFORE FAIR - FULL WEEK OF FAIR AND 4 HOURS PER DAY WEEK AFTER FAIR. 2 BOARD MEETINGS PER MONTH. POSSIBLE SALARY \$225.00 PER MONTH (\$2,700. ANNUAL) FAIR WEEK BONUS MINIMUM \$100. MOTION CARRIED.

HIRING OF FAIR MANAGER MOTION: MOVED BY JIM SPRINGER, SECONDED BY RALPH HOLLAND TO HIRE ADELINE HESSE AS FAIR MANAGER UNDER THE ADOPTED MANAGER MOTION EFFECTIVE JUNE 1, 1977. MOTION CARRIED.

BANK SIGNATURE CARDS Fair Board members and Manager signed new bank signature cards for all accounts releasing Richard Jossy's signature.

GENERAL ACCOUNT SIGNATURE POLICY MOTION: MOVED BY JERRY BOYER, SECONDED BY RALPH HOLLAND TO REQUIRE TWO SIGNATURES ON ALL ACCOUNTS AND ON GENERAL ACCOUNT THE SIGNATURES MUST CONSIST OF ANY TWO (2) OF THE FOLLOWING: FAIR BOARD, FAIR MANAGER OR SECRETARY, EFFECTIVE JUNE 1, 1977. MOTION CARRIED.

PAYROLL CHECK MOTION: MOVED BY JERRY BOYER, SECONDED BY JIM SPRINGER TO REQUIRE TWO (2) FAIR BOARD MEMBERS TO SIGN PAYROLL CHECKS OF FAIR MANAGER, SECRETARY AND MAINTENANCE PERSON. ALL OTHER PAYROLL CHECKS SHALL BE SIGNED BY ANY TWO (2) OF THE FOLLOWING: FAIR BOARD, FAIR MANAGER OR SECRETARY EFFECTIVE JUNE 1, 1977. MOTION CARRIED.

ADJOURNMENT The meeting was adjourned at 11:48 p.m.

Respectfully submitted

Adeline Hesse

Adeline Hesse
 Washington County Fair

Washington County Fair

Executive Meeting Held at Butcher's Bistro (Aloha)

June 1, 1977 - 7:00 p.m.

ATTENDANCE

Those in attendance include Jim Springer, Ralph Holland, Joe Evers, Jerry Boyer, Charles Colegrove, and Adeline Hesse.

MANAGER JOB
APPLICATION
REVUE

The Fair Board, in an executive session May 26, reviewed applications for the advertised position of Washington County Fair Manager. At that meeting, general discussion included hiring of Adeline Hesse as Manager. Also, policy decisions were discussed but no decisions made.

Board members informally visited with Adeline Hesse about the Manager position.

REGULAR
MEETING

All decisions and policy will be brought up in the public session to commence at the regular Fair Board meeting scheduled for 8:30 p.m., June 1, at the fair office.

Respectfully submitted,

Adeline Hesse

Adeline Hesse
Washington County Fair

Washington County Fair Board
Agenda

June 1, 1977
8:30 p.m.

6:30 p.m. - Executive meeting at Butcher's Bistro, Aloha

1. Guests:

8:30 p.m. - Jim Essam, Rodeo security

9:15 p.m. - Ken Hammond, boat horn theft

9:30 - Ed Wolf, parking on present soccer field

2. Bank signature cards

3. Rock from Washington County for 4-H work day July 9

4. 1977-78 final budget study and adoption

5. Decision regarding poultry-rabbit building construction

6. Recommended motion: Adopt the following schedule as a guideline and the management be allowed to use descretion as to who might merit change.

office staff	\$2.25 - \$2.50
experienced outdoor staff	\$2.00 - \$2.25
inexperienced outdoor staff	\$1.75 - \$2.00
ticket sellers	\$2.00
ticket takers	\$1.75

7. June 8 the Board of County Commissioners can meet with the Fair Board.
Time: 8:00 p.m. Place: Fair Office

8. Saturday Market Concept

9. Secretary help wanted ad format approval

10. May minutes for approval

11. May payroll and bills for approval
Payroll \$2,296.14

12. Premium books mailed today - piggybacked 4-H Leaders Association permit.
Cut cost in half.

13. Percentage from resturants within certain radius of the Fair Grounds.

14. Hiring of Fair Manager

Please be advised that the rodeo board will be meeting at the fair office on May 31 - 7:00 p.m. If any of you can attend, I'm sure you're welcome.

If you are unable to attend the June 1 meeting, please notify the office at 648-1416 or 628-1610.