

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, June 3, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday June 3rd, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34th Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

FAIR BOARD MEETING PROCEDURES

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

Fair Board

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

Bill Ganger, Board Member
Gary Seidel, Board Member

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

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

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

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

Current Meeting Schedule

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

Regular Business Meetings

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

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

Quorum

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

Once the Regular Business Meeting Begins

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

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

Meeting Protocol

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

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

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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, June 3, 2015

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

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

Bill Ganger, Board Member
Gary Seidel, Board Member

David Vilalpando, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

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

C. Approval of Minutes

1. May 2015 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015 Update
2. Educational Fund Update

F. New Business

1. None

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, May 6, 2015

Convened: 4:31 pm

FAIR BOARD:

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

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

STAFF:

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

A) Call to Order

- 1) President Erin Wakefield called the meeting to order at 4:31 p.m. and noted Board Members Seidel, Duyck, Atteberry and Ganger were present along with Staff. She noted Board Member Villalpando and McCoun were absent.

B) Oral Communications 1- NONE

C) Approval of Minutes

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

Motion by Board Member Seidel to accept the April Minutes as presented. 2nd by Board Member Atteberry Motion carried 5-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele reported the financials were presented through March 2015 in the packet. She reported the only revenue was from the Transient Lodging Tax that trickles in between quarters. Perkins-Hagele stated that the expenses currently are showing typical personnel services but noted the large expense for the website and renewal of the open class software. Board Member Duyck moved to approve the financials as presented, a second by Member Atteberry. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member Duyck to approve the March Financials as presented. 2nd by Board Member Atteberry Motion carried 5-0.

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated Pat Willis was out of town but she had a brief phone meeting with assistant Darsy Schaal. She stated that not much is new to report other than they were working on their fair book and program. Perkins-Hagele stated that she anticipates more information will be forthcoming as fair approaches.

E) Old Business

- 1) County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele reported the new website will debut this month and the features available eliminate the need for outside ticketing and sales processing that was done in the past. She stated that the sales and advertising are going well and the marketing plan should be ready to present next month. Perkins-Hagele reported that Alpha Broadcasting is still working on securing the concert performer but she does know it will be a pop act. She stated that the commercials she reported on last month have been completed and will begin to run next month. Perkins-Hagele stated that the pancake breakfast will again occur all four mornings of fair but there will be one BBQ dinner provided during Horse Fair on June 29th. President Wakefield reported on the status of the team working on the App for the fair. She stated the engineer that has worked the past two years is leaving Intel but will continue to help with the App but the educational fund will not be able to benefit from the donation hours.
- 2) Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele stated this update is actually from Don McCoun as he is the president of the educational fund. She stated the Air Show is scheduled for two weeks before fair and in the past staff had handled parking for the event but that is not possible so close to Fair. Perkins-Hagele stated that a service group is needed to perform the service and McCoun has stated that the Educational Fund will be that group. She stated that the group could earn ten thousand dollars for the event. Board Member Ganger asked about the status of the sound system. Perkins-Hagele reported it is all completed and ready to use.

F) New Business

- 1) Draft Livestock Exhibitor Campground Policy**- Fairgrounds Manager Leah Perkins-Hagele referred the board to the draft policy in the packet. She stated that the policy was left broad to allow for modifications as necessary to rules and regulations as needed during the management of the campground. Board Member Seidel asked for clarification on the rules and regulations. Perkins-Hagele stated that referred to the rules the exhibitors will receive via handouts and that will be posted at the campground. Board Member Ganger moved to endorse Draft Policy 309 Livestock Exhibitor Overnight Camping as presented. President Wakefield asked if there was any further discussion, and called for the vote.

Motion by Board Member Ganger to endorse Draft Policy 309 Livestock Exhibitor Overnight Camping as presented. 2nd by Board Member Seidel Motion carried 5-0.

G) Other Matter of Information

- 1) County Administrative Office Update** – Fairgrounds Manager Leah Perkins-Hagele stated the County is in the budget process and she will be attending those meetings and hearings. She reported that she will submit the current fiscal year end projections later this month. Perkins-Hagele stated that the RV Park is not currently moving forward as the project manager has left and the duties have been reassigned to staff that won't be able to dedicate time to the project until the fall.
- 2) Other**- Vice President Ganger stated the final weigh-in for the Sheep and Goats will be this weekend.

H) Oral Communications 2-

- 1) Susan Ganger, Beef Superintendent**- Ms. Ganger stated she had received some calls from concerned 4H and FFA exhibitors regarding parking fees. Perkins-Hagele asked for clarification if these are the kids or the parents that are calling. Ms. Ganger stated the parents are asking why they are paying for parking to bring the exhibits in that help the fair. Perkins-Hagele explained the funds provided to those programs and the exhibitors do get to purchase discounted parking passes to participate. Perkins-Hagele added the information is provided to the programs to inform the parents every year.

I) Adjourn

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:00 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

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

MEMORANDUM

Date: May 29, 2015

To: Washington County Fair Board

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

Re: Financial Reports

The financials for FY 14/15 through April 2015 will be available at the meeting.