

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, OR 97124
Wednesday, May 7, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday May 7, 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, May 7, 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. April 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, April 2, 2014

Convened: 4:30 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 4:30 p.m. Nelson noted members Atteberry, McCoun, Duyck, Ganger and Wakefield were present along with Staff. Nelson noted that Board Member Seidel was absent.

B) Oral Communications 1- NONE

C) Approval of Minutes

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

Motion by Board Member Ganger to approve the March Minutes as submitted. 2nd by Board Member Atteberry Motion carried 6-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were provided through February in the packets. Perkins-Hagele stated that the funds from the Department of Agriculture were received the beginning of February and it was about one thousand dollars more than expected. Board Member McCoun asked for a recap of the source of that money. Perkins-Hagele provided a brief overview of the process for receiving funds from the state. Perkins-Hagele stated that payroll line item shows overtime pay in February that was due to a miscalculation of fair time charges mistaken billed to the interim budget. Perkins-Hagele stated that travel expenses are showing from the Oregon Fairs Convention and that is the bulk of the expenses for February. Nelson called for the motion to approve the financials as submitted, Board Member McCoun made the motion.

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

- 2) **4-H Update** –Pat Willis stated he met Vice President Wakefield about the Ignite program which are short five minute presentations broken down into 15 second slides that the kids present. He stated that

Intel volunteers will be helping the kids on site during judging day as mentors. Willis stated that it's a challenging program and has been done at the state level. Pat Willis stated he and Fairgrounds Manager Perkins-Hagele met that morning. Willis stated that he met with the state 4H faculty representative for Multnomah County and she stated that small animals will show at their fair. He stated that Washington County kids are being allowed to go there as a practice pre-fair if they want. Perkins-Hagele stated that the Multnomah County Fair trying to get back and running. Willis stated that he will be sending out the rule the fair board established last month and has had some participants ask about Washington County kids going to other fair. Perkins-Hagele stated there is a lot of confusion about how the programs works for those involved. Perkins-Hagele stated that being a public agency the funds are allocated for those residents of Washington County and have to be used for the programs for the residents of the county. Perkins-Hagele stated that occasionally there are extenuating circumstances when the funds may be used to include those outside residents but it is primarily for Washington County kids. Mr. Willis provided a brief update on his health condition and availability for fair time activities. Board Member Ganger stated the pig weigh in would occur on April 12th, but no pigs will be brought on site. Ganger stated the kids will just come in to register and pick up paperwork. Perkins-Hagele stated that no breeding stock will be at the fair only terminal pigs. Perkins-Hagele stated the surrounding states have the swine outbreak and if the disease hits Oregon the contest would be canceled.

E) Old Business

- 1) **County Fair Update** –Fairgrounds Manager Leah Perkins-Hagele stated that she had met with the promoter of the Mexican Rodeo for the Sunday Arena event. Perkins-Hagele stated that she met with Alpha Radio and she will know shortly who the concerts will be.. Perkins-Hagele stated she has some concerns about scheduling the Motorsports event on the same night as the big concert. She stated she is considering scheduling the arena for Friday and making other adjustments to prevent any parking issues due to the Auction, VIP night and just being a busy night overall. Perkins-Hagele stated that the VIPs would be invited to the steak fry, auction and then to the new wine pavilion. Board Member Ganger asked what time the dinner was, Perkins-Hagele stated the usual Steak Fry time 4:30. Vice President Wakefield stated she has three of the developers for the app that was created last year for the Fair. She stated they will update the app with 2014 data and make some small changes. Wakefield stated that they more than likely work directly with Leah. President Nelson asked if any changes will be made to the app. Wakefield stated that the wish list is still there from last year and in the future those features may be added but not this year. She stated that she will try and get the developers to get on board right after fair closes this year so there is more time to get things done.
- 2) **Educational Fund Update-** Fairgrounds Manager Perkins-Hagele provided a brief recap on the current donations made. She stated approximately nineteen thousand had been raised and another donor should be helping to bridge the gap needed to purchase the sound system. Perkins-Hagele stated the sheriff's department also mentioned a lead for a possible grant program. President Nelson asked if a meeting time has been set, Perkins-Hagele stated not at this time. Perkins-Hagele stated that she has several ideas for fundraising ideas that will require a lot of time and investment. Board Member McCoun suggested a dial-for-dollars event to raise funds. Board Member Ganger asked if the raffle winner came forward, Nelson stated that yes all the arrangements have been made.

F) New Business

- 1) **Other-** Fairgrounds Manager Perkins-Hagele reminded the board of the training session for Animal /Human Disease Contact being held Saturday April 5th in the Cloverleaf. President Nelson asked if a list of attendees has been received. Perkins-Hagele stated that the supers and advisors have been invited; several other counties are also sending representatives to be trained. Board Member Ganger stated that all the vets are too busy to attend.

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that the county is in the budget process also and no update was available. She stated that she met with the county health educator regarding the No Smoking signage on the property and the updates needed regarding the vaporizing cigarettes.
- 2) **Other-** Fair Manager Perkins-Hagele introduced long time fair volunteers Ron and Shirley Schoeler who retired this year to the fair board. Perkins-Hagele presented the Schoelers with a Western Fairs Association Blue Ribbon Award plaque thanking them for their many years of service as superintendents of the Land Products department for open class. Perkins-Hagele stated that the department was beautifully displayed every year and it was a pleasure to work with the Schoelers.
- 3) **Other-** Fair Manager Perkins-Hagele stated the Oregon Fairs Association Spring Leadership conference would be held May 3rd and encouraged the board to attend the session on board governance.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President Nelson adjourned the meeting at 5:31 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: April 30, 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 March 2014 will be available at the meeting.