

FAIR BOARD MEETING PROCEDURES

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

Fair Board

Don McCoun, President
Betty Atteberry, Vice President
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member
Gary Seidel, 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.

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.

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, May 2, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, May 2, 2012 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, May 2, 2012

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member

Gary Seidel, 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. Corrected March 2012 Fair Board Meeting Minutes
2. April 2012 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. Fair Update
2. Fundraising/Foundation

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 Complex Board
Wednesday, March 7, 2012

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Dan Logan
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Scott Nelson

STAFF:

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

Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. and noted that all were present except for Board Member Andy Duyck.

B) Oral Communications 1 –

- 1) Tom Black, Washington County Citizen** - Black stated that he has come before the board to discuss the meeting that was held to discuss a possible arena concert. He was not made aware of a meeting until he informed by Board Member Ganger the previous week. Black stated ORS 192.64 required public notice and he could not find any publication of the meeting. He checked with the Argus for an announcement in the February 3rd edition and did not find. He felt in his opinion this meeting was not properly notified. Fair Manager Leah Perkins-Hagele replied that the media was notified and a notice was placed on the Fair Complex website in the manner that all board meetings are regularly announced. *Mr. Black asked, "so the \$125,000 that is currently in the budget will be voted on tonight?" President McCoun replied he did not know it would be addressed later in the meeting.*
- 2) **Jerry Anderson, Master Gardener** – Anderson is concerned with the current modifications to the fairgrounds he doesn't see where the Master Gardeners will be holding their annual educational exhibits. Fair Manager Perkins-Hagele asked to have the gardeners contact staff and meet with her regarding the concerns as she was not notified of any issue.

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the February minutes as presented. Board Member Gary Seidel moved to approve the minutes as prepared, 2nd by Board Member Betty Atteberry.

Motion by Board Member Seidel to approve the February Minutes as prepared, 2nd by Board Member Atteberry. Motion carried 6-0.

- 2) President McCoun called for a motion to accept the special session minutes as presented. Board Member Atteberry moved that the minutes be accepted, second by Board Member Nelson. Board Member Logan requested it be noted that he is abstaining from this vote as he was not present at the meeting.

Motion by Board Member Atteberry to approve the February Special Work Session Minutes as prepared. 2nd by Board Member Nelson. In favor of motion members Seidel, Nelson, Ganger, Atteberry and McCoun , Board Member Logan abstaining.

D) Reports

- 1) **Financials** – Fair Manager Perkins-Hagele reported that the lottery funds have been received and exceeded the prior budgeted amount. Perkins-Hagele stated not much activity is occurring but there will be hotel-motel tax trickling in over the next few months. President McCoun requested a motion to accept the financials.

Motion by Board Member Atteberry to approve the February Financials as prepared. 2nd by Board Member Nelson. Motion carried 6-0.

- 2) **4-H Update** – Pat Willis was not available for the meeting. Fair Manager Perkins-Hagele stated that she spoke to Mr. Willis briefly; they are working on their agreement at the moment and will have more information in the future. Board Member Ganger added that there would be a 4H Project Learning Day on April 7th and all age learning event. Board Member Nelson asked what exactly this event was. Board Member Ganger said it is a how to care for animals show. It would occur Easter weekend and would also have egg hunt festivities.

E) Old Business

- 1) **Fair Planning 2012** – Fair Manager Leah Perkins-Hagele referred the board to the summary sheet that was passed out detailing the entertainment that has been planned for the fair. President McCoun asked Ms. Perkins-Hagele to inform the board of a phone call from the Department of Agriculture while they reviewed the summary sheet. Perkins-Hagele stated that Dept of Agriculture was very impressed by review of the Growing Grove exhibit from the 2011 Fair by the Oregon Wheat Commission. Perkins-Hagele met with the commodities supervisor to go over the details of the exhibit. The representative was very impressed and felt the whole exhibit was genius and visionary. President McCoun asked if this was returning, Perkins-Hagele stated yes it was returning and expected to be larger. Board Member Nelson asked what the sponsorship potential was for this exhibit. Perkins-Hagele stated that there are many interested parties willing to partner with the fair; she is working on grants and other agencies involvement.
- 2) **Fundraising-** Fair Manger Leah Perkins-Hagele asked to board to look at the proposed Save the Date printed in the packets. Perkins-Hagele stated that the invitation list is being created and is asking for suggestions for attendees. Deputy County Administrator Rod Rice stated that Alcohol Servers would be needed for the event. Rice stated that he can provide catering services for this private event at a significant savings although servers with food handling licenses will be needed. President McCoun stated that the goal of this event is to raise funds as this group will be a separate entity not related to the county. Board Member Atteberry asked what the goal for this event is; Fair Manager Perkins-Hagele stated the goal is to raise a minimum of \$10,000 to form the group with legal representation. A brief discussion ensued regarding event details.

- 3) **Draft Budget for Fiscal Year 2012-2013** – Fair Manager Leah Perkins-Hagele stated that this is the final budget for the board to consider for fiscal year 2012-13. Perkins-Hagele stated that the budget has the addition of the concert expenditures for review this evening. Board Member Nelson asked the status of the contract for the teen act. Perkins-Hagele stated that the act had a change in management which has caused a slight delay but should hear shortly. President McCoun requested a motion to approve the final budget.

Motion by Board Member Seidel to approve the Budget for Fiscal Year 2012-2013 as prepared. 2nd by Board Member Atteberry. Motion carried 6-0.

F) New Business

- 1) **Tom Black's Request for a Barn Dance**- Mr. Black introduced his co-presenter Bryce Herinckx and began his proposal with a recap of the 2011 event and concept as detailed in the board packet. Mr. Black stated that approximately 30 people were dancing at a time in rotation for the first part of the dance event. Mr. Black described the overall décor for the event with the goal to be a Grange like feel. Mr. Black stated the Pig Scramble portion of the event was well attended with approximately 300 patrons attending. Mr. Herinckx, 4H club leader and swine superintendent, stated that he would like to see an integration of the event and involve more of the youth during the entire dance. Mr. Black continued with the proposal of the 2012 option and the needs of producing the event such as advertising and set up. Mr. Black requested the dance occur on either Thursday or Friday night as to not compete with other fair activities. Board Member Scott Nelson asked if the square dance group was involved in the 2011 event. Mr. Black stated that yes they were, numerous local groups were involved. Mr. Black stated that he would like to see a tradition started with this event and popularity would grow over the years. President McCoun asked for a motion either to accept or deny the proposal. Board Member Dan Logan made a motion to accept the proposal, no second of the motion occurred. Discussion ensued regarding the specifics on attendance and dollars used to fund the 2011 Barn Dance. Board Member Gary Seidel inquired into the youth dance that has already been scheduled for Friday night. President McCoun confirmed that yes a youth dance is already planned for the evening of the 27th of July. Mr. Black asked when this youth dance was approved or presented to the board for action. Board Member Seidel stated that he recalls the discussion for the youth dance over several occasions in the past, numerous members nodded in agreement. *President McCoun interjected that in his opinion the demographics that this brings isn't what he is looking for at this fair. Black asked "what demographics are you trying to draw?" President McCoun replied "much younger" Black replied "that is what I'm trying to do with this two fold event for the younger crew" Board member Nelson stated that while he attended the event he did not see the demand for the event to justify another year.* Fair Manager Leah Perkins-Hagele stated that the discussion has been ongoing with several members of the board and staff since attending the Oregon Fairs Convention. Board Member Ganger expressed concern that this youth dance may be in conflict with the Miranda Cosgrove Concert occurring that same night. President McCoun asked for the status of the motion, with no second occurring no action could be taken on the proposal.
- 2) **Food Vendor for Arena**- Fair Manager Perkins-Hagele presented an offer from a concessionaire that has been involved with the fair for many years. The concessionaire suggested bringing in a back up trailer in addition to his usual set up to serve the Arena event. Board Member Nelson asked how this would work with the proposed concert. Perkins-Hagele stated that more information would be needed from the concert promoter to finalize logistics of set up. *Board Member Nelson made a motion to approve the proposal from this professional concessionaire.* Board Member Seidel asked if this set up had been cleared by the Fire Marshal, Perkins-Hagele stated that is forthcoming. Board Members Logan and Ganger asked about the status of the Boosters food booth. Fair Assistant Nancy Karnas responded that an application has not been received from the group as of the deadline of March 2nd, 2012. Board Member Logan stated that in the past the Booster group has not had to apply for the space it was always

a presence for the group. Discussion ensued regarding the policy of applying for space during fair. Board Member Ganger asked about the breakfast the boosters have been supplying in the past. Fair Manager Perkins-Hagele stated that this may still continue and the sponsor representative is working on getting donations of the food from local stores. President McCoun added that it would be a great opportunity for the board to contribute to the participants by serving breakfast over fair.

Motion by Board Member Nelson to approve the proposal of a professional concessionaire for the Arena. 2nd by Board Member Atteberry. In favor of motion Members Nelson, Atteberry, McCoun and Seidel, against Members Logan and Ganger 4-2.

- 3) **Youth Dance-** Fair Manager Perkins- Hagele stated that the majority of the dance had been discussed during the barn dance proposal. Perkins-Hagele stated the performer would be Carrie Cunningham and the Six Shooters. President McCoun stated that he felt this would be much more focused on the youth and entertaining all the young groups participating at the fair.

G) Other Matter of Information

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice began with the improvements of the barns in process. The project of removing the overhang between barns is in process and the engineers recommended gutters to be installed. Rice stated that the engineers also have looked at the remaining buildings with recommendations being brought to the FAC and Board of Commissioners for review. Board Member Ganger expressed concern that without the overhang space will be an issue for the animals during fair. Fair Manager Perkins-Hagele stated that several potential solutions are being considered such as shade cloth or a temporary canopy but will depend on entries and can be determined later. Rice continued with the update regarding the road construction and the subsequent issue that the fairgrounds need a fence to run along that length. Perkins-Hagele stated that it is a requirement that the fairgrounds be fenced on all sides. Rice continued with the type of proposed fencing and the project will be sent out for bid shortly. Rice concluded with the announcement of employee recognition week with the county and Fair Manager Perkins-Hagele was presented with a certificate for 10 years of service.
- 2) **Other-**. Board Member Ganger stated that as requested by President McCoun, he will be the FFA liason. Board Member Logan will continue as 4H Liason. Ganger continued that he is still interested in having a presence on the auction committee but is not having success in contacting the group. Perkins-Hagele stated she would work on contacting them directly. Board Member Ganger also asked about the status of the 5th day for the animal exhibit. Perkins-Hagele stated it would be a good idea to come to the livestock committee meeting later this month as they will be determining the schedule.

H) Oral Communications 2- None

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:02 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

Minutes
Washington County Fair Board
Wednesday, April 4, 2012

Convened: 4:35 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Dan Logan
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Scott Nelson

STAFF:

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

Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:35 p.m. and noted that all were present.

B) Oral Communications 1 –

- 1) **Tom Black, Booster Member-** Black presented the board with recommended corrections for the March minutes in a two page document. Mr. Black stated that he felt information was lacking in the minutes Oral Communications-I regarding his concern about the monies to be approved in the budget during the Old Business portion. Black continued that in the New Business section of the minutes comments relative to that were omitted. Mr. Black also stated he was not present during the discussion of the food vendor for the arena but attended the Booster meeting immediately following and wanted to note the booster's secretary didn't receive a letter notifying them of the deadline for applications. Mr. Black stated that the boosters were not made aware of the deadline as they have submitted their application in June in the past, or that another vendor would be moving in. Mr. Black also stated that he is no longer the vice president of the Booster organization just a member and helps with their marketing and branding.

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the March minutes as presented. Board Member Duyck suggested that staff review the suggested corrections brought up by Mr. Black and look into the validity of the comments. President McCoun stated that staff would look into and hold approval of minutes for the next meeting.

D) Reports

- 1) **Financials –** Fair Manager Perkins-Hagele reported very little activity has been occurring but there will be hotel-motel tax trickling in over the next few months. Perkins-Hagele stated the majority of the activity has been the fair portion of bills such as utilities and paying of services for the Sponsorship Representative. Board Member Nelson inquired as to the large jump in utilities. Perkins-Hagele stated that the water and garbage bills are higher this time of year due to interim events starting back up and those bills are split in the budget. Board Member Duyck stated it appears that the utilities jump up and down depending on the month. Perkins-Hagele stated that this also has some fluctuations due to the gutter work done recently. Deputy County Administrator Rod Rice stated that a major water leak has been discovered and work to replace pipes will be occurring in the next several months. President McCoun requested a motion to accept the financials.

Motion by Board Member Duyck to approve the March Financials as prepared. 2nd by Board Member Nelson. Motion carried 7-0.

- 2) **4-H Update** – Pat Willis began by apologizing for missing the previous meeting due to an unforeseen circumstance. Mr. Willis updated the board to the Master Showmanship event on April 7th occurring at the same time as the Easter event. President McCoun asked Mr. Willis to explain what Master Showmanship is. Mr. Willis and Board Member Ganger provided a brief explanation of the process of showing the animals of all types. Mr. Willis stated that approximately 124 kids are registered for Horse Fair , each registrant has at least one horse but some more. Mr. Willis stated that a small grant of \$5,000 was received from U.S. Fish and Wildlife Service for high school age students training to assist the younger 4H kids. Mr. Willis stated this is the time of year that 4H awards scholarships from endowment funds for college or post-secondary schools and will be working on getting that information out to the students. Mr. Willis suggested that the Fair Board consider a future scholarship opportunity for 4H to bring recognition to the fair. Board Member Nelson asked what the youngest age a child can join 4H. Mr. Willis stated Kindergarten- 3rd Grade are known as Cloverbuds, a non competitive group with small animals, 4th grade and older compete and work with larger animals. Board Member Ganger agreed that a scholarship is a good idea but would like a consideration for FFA as well. Fair Manager Perkins-Hagele agreed that scholarships are great and pointed out the significant financial contribution the Fair Board gives the program currently. A brief discussion ensued regarding the current financial support the fair board offers the 4H and FFA programs as detailed in the financial report.

E) Old Business

1) Fair Update –

- a) Fair Manager Leah Perkins-Hagele stated we are in the implementation phase of fair preparations. Perkins-Hagele stated we are working on the media plan with the increased budget for advertising. Perkins-Hagele stated that a kick off pre-fair \$27,000 advertising campaign will begin running on May 4th focused on the iCarly concert, arena events and the Carnival. She continued that the bulk of this pre-fair campaign will be on the highest rated radio station KBFF and other stations in the Portland market, along with targeted advertising on youth networks related to the iCarly event. Perkins-Hagele stated that new advertising will be done on the internet radio website Pandora which targets the demographic for the concert.
- b) Fair Assistant Nancy Karnas presented the board with a spreadsheet detailing the current sales of booth spaces, as well as diagrams of the outdoor and indoor layouts marked to indicate what has been reserved so far. President McCoun asked if all food spaces had been reserved; Karnas answered that they had, as that had been the primary focus of vendor sales for the month of March. Karnas continued that the sales goal is \$91,000 and confidence is high that the goal will be met. President McCoun asked if that number included concessions; Karnas answered that concessions are separate revenue collected at the close of fair. Fair Assistant Karnas concluded her presentation with a sample advertisement flyer sent to local chambers, giving an overview of how to rent booth space. McCoun asked where these flyers were being inserted; Karnas answered that hardcopy was inserted in the March issue of Hillsboro Chamber magazine, and an email version was sent to other chambers in Washington County. Board member Nelson asked if the sales were above expected levels. Karnas replied that in comparison to previous years, the fair appears to be ahead of schedule, although in the past, the majority of sales occur in June and July. Nelson asked if vendors seem eager to participate in the fair. Karnas answered that there are more first-time vendors this year, from other locales, which she felt was due to the high attendance of 2011. Fair Manager Perkins-Hagele added that vendors are getting word-of-mouth from publications and from other vendors about our event, and that the addition of Butler Amusements has brought additional recognition.

- 2) **Fundraising & Auction-** Fair Manager Leah Perkins-Hagele stated that fundraising has begun for the soon to be formed 501 group. Perkins-Hagele stated that the auction planned will be put on the back burner with focus

on soliciting funds for the group. Perkins-Hagele stated that the event originally scheduled for May could be turned in a thank you dinner for those who have donated funds and an opportunity to donate on site.

F) New Business –None

G) Other Matter of Information

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice began with the improvements of the barns in process. The project of removing the overhang between barns has been completed and the next step will be grading of the site to alleviate drainage issues. Rice continued with the update on the perimeter fence project, bids have closed and the information will be taken to the Board of Commissioners next. Rice also stated a meeting with the Port will occur on Monday to discuss the lease of 12 acres of land for parking. Rice stated an upcoming meeting with the City and Police Department is needed to work on the logistics of use of the parking area and access to the overflow acreage. Board Member Logan asked if this will be a standing lease, Rice answered not at this stage it will more than likely be an annual agreement that must be reviewed continually. Fair Manager Perkins-Hagele added that this additional area will be primarily used for carnival, vendors and other support parking. Rice suggested the board take a look at the area to gather an idea of the amount of space.

- 2) **Other-**. Board Member Logan stated that when he attended the Booster meeting following the March board meeting he questioned the chairman of the food booth committee if they had received the application and notice of the deadline. Logan stated Ms. Marxer, committee chair replied only an application had been received no cover letter. Fair Manager Perkins-Hagele stated that staff would look into the matter and get back to the board.

H) Oral Communications 2-

- 1) **Glenna Dryden, Booster Member-** Ms. Dryden inquired as to the need of additional parking area lease and why the ball fields are not being utilized for this need. Deputy County Administrator Rice replied that the ball fields would be damaged by parking and the public's use would be impacted. Ms. Dryden inquired as to the current vendors and if they are local. Fair Assistant Karnas replied that numerous vendors are from Oregon. Board Member Duyck added that it seems the main question here is whether any local vendors are being displaced. Fair Assistant Karnas stated that with commercial booths no application is declined for being local or a smaller operation. Karnas added that home based independent sales representatives often are limited due to their corporate policies. Ms. Dryden inquired as to the possibility of commodity groups being involved. Fair Manager Perkins-Hagele stated that commodity groups are not vendors but she is working on getting them involved with The Growing Grove.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:02 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

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Hillsboro, Oregon 97124
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MEMORANDUM

Date: April 27, 2012

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through April 2012 for Fiscal Year 11/12 will be available at the meeting.