

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, April 3, 2013
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, April 3, 2013 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

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

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

Bill Ganger, Board Member
Gary Seidel, Board Member

Erin Wakefield, 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.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, April 3, 2013

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
Gary Seidel, Board Member

Erin Wakefield, 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. March Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2013 – Update
2. Educational Fund Board – Update
3. Booster Request to be Roving Ambassadors During the Fair

F. New Business

1. Fair Board/Booster Relationship

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 6th, 2013

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Scott Nelson
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Erin Wakefield

STAFF:

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

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. welcoming members and staff. McCoun noted members Gary Seidel and Andy Duyck were not able to make the meeting.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the February minutes as submitted. Vice President Atteberry made the motion; a second was called by Board Member Nelson.

Motion by Board Member Atteberry to approve the February Minutes as submitted. 2nd by Board Member Nelson. Motion carried 5-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele directed the board to review the February financial handout. Perkins-Hagele stated the only new revenue was from the Department of Agriculture Lottery Funds that were received at the beginning of the month. Perkins-Hagele stated those funds came in at less than the anticipated amount due to processing fees held by the state. Perkins-Hagele stated that in expenses two transactions were noted in the 4H and FFA lines for the scholarships the board contributed to at the Oregon Fairs Convention. Board Member Nelson made a motion to approve the financials as presented, Board Member Bill Ganger made the 2nd.

Motion by Board Member Nelson to approve the Financials as presented. 2nd by Board Member Ganger. Motion carried 5-0.

- 2) **4-H Update** – Pat Willis was at a conference and unable to attend the meeting this month. Fair Manager Leah Perkins-Hagele stated she and Willis had met the week prior and began working on the MOU for the year. Board Member Ganger updated that the weigh in occurred for steers with 20 signed up with 5 back up steers. Ganger also stated that the upcoming Learning Day has also been canceled due to the fairgrounds upcoming closure for the IRT and other events. Perkins-Hagele stated that Willis would still like to do something but at the least will have the livestock auction training soon. President

McCoun asked about the annual Scholarship event at Hill High. Board Member Ganger said that happened a few weeks ago and was a great event. Perkins-Hagele stated she had given two students OFA Scholarship forms and will get more copies to distribute to other interested students. Board Member Nelson asked how those are getting distributed. Board Member Ganger said that he is working on that by letting the districts know but at this time the availability of the paperwork has been the issue.

E) Old Business

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele stated that entertainment has been booked, booths sales are moving along and sponsorship contacts are being worked on. Perkins-Hagele stated that the marketing plan is in development and will bring that to the board next month. Perkins-Hagele stated that the remaining focus is on operational logistics at this point. Board Member Nelson asked if we had a commitment from a title sponsor yet. Perkins-Hagele stated that there are two proposals out at this moment. Perkins-Hagele stated she received a letter from the Washington County Dairy Women asking for sponsorship funds for the Dairy Princess Coronation Banquet. Perkins-Hagele stated the Princess promotes the dairy industry throughout the county and does participate in the fair each year also. Board Member Ganger made the motion to approve sending the requested amount to the Washington County Dairy Women, 2nd by Board Member Nelson.

Motion by Board Member Ganger to approve sponsorship funds for the Washington County Dairy Women request. 2nd by Board Member Nelson Motion carried 5-0.

Board Member Erin Wakefield provided an update to the mobile application development process she and a team have been working on for the fair. Wakefield stated the group will have their first meeting this coming Friday and she will be project manager to the seven person group. Wakefield stated anticipated development will be from March through June and hopefully presenting a working sample shortly thereafter. President McCoun asked for clarification on what the application does. Wakefield stated the basic function were to work on either Android or iPhone devices with schedules and maps that are able to be updated in real time. Wakefield stated that additional features such as GPS car locating, reviews, ticketing and other interactive social media actions may be able to be added. Wakefield stated the goal is to get the application built and then it can be improved the following years. Board Member Nelson asked about an update to the Bike to Fair plan. Perkins-Hagele stated she met with Hal Ballard who will coordinate an event to highlight biking to fair. She stated Ballard is working with several groups to volunteer for the fair on bicycle awareness and also on marketing such as the safest routes to bike to fair. President McCoun asked the group to listen to a brief commercial run during the Superbowl in January that sampled the speech by Paul Harvey. Board Member Bill Ganger stated that speech was originally made during a 1978 FFA National Convention.

- 2) **Educational Fund Board-** Fair Manager Perkins-Hagele stated that there are two nominees recommended for the educational fund this meeting. Fund Board Member Loyce Gilpin has nominated Dan Lewis. The other nominee is Penny Terry who is involved in many fundraising organizations and is very excited to be a member of the educational fund. Perkins-Hagele requested the board consider both nominees for membership in the board for the educational fund. Board Member Nelson made the motion to appoint both nominees Vice President Atteberry made the 2nd.

Motion by Board Member Atteberry to appoint nominees Dan Lewis and Penny Terry to the Education Fund Board. 2nd by Board Member Nelson. Motion carried 5-0.

F) New Business

- 1) **Booster Proposal-** Matt Pihl, President of the Fairground Boosters made a proposal that the group be ambassadors to the fair but was unsure of the exact definition of the action the group would undertake. Pihl stated the group would like to wear their shirts and roam the grounds to answer questions and provide information about the fair and history of the event. President McCoun asked if the group had any examples of material or a plan of what exactly would be done during the event. Pihl stated not at this time. Board Member Nelson asked what exactly would the group be giving out to the patrons specifically the information or policy. Pihl stated the group would be promoting the fair and the fairgrounds having a prosperous future. Pihl stated that he has been to several Booster sanctioned events such as the parades and the Strawberry Social and has heard only positive messages and no statement to undermine the fair. Nelson stated that in his experience working with other Booster groups he hasn't seen a substantial contribution from this group over the last few years even though he has requested it. Nelson asked for an actual plan on paper for the group to submit at the next meeting for approval. Pihl asked if the board is looking for the vision or intention of what will be done. Nelson stated that yes as he understood President McCoun requested something tangible to assess in the next meeting. Pihl asked if there is any time constraint by waiting for a decision on this. Fair Manager Perkins-Hagele asked if the group was requesting funding, Pihl answered no, she stated that only funding would be a concern.
- 2) **Proposed Budget for FY 2013/14-** Fair Manager Leah Perkins-Hagele presented the board the final budget for Fiscal Year 2013/14. President McCoun asked what the difference is between this proposal and the current year. Perkins-Hagele stated much of it is similar except for a few line items increases but overall a very conservative budget plan. Board Member Nelson asked about the parking revenue line item projections. Perkins-Hagele stated she is forecasting a decrease because the plan is to encourage patrons to take alternative method to arrive to fair by transit or bike. Vice President Atteberry made a motion to approve the budget for Fiscal Year 2013/14, 2nd by Board Member Wakefield. Board Member Ganger asked if there was an update to the status of the Blue Angels. Perkins-Hagele stated that at this point the Airshow is confident the team will Fly it will be unknown until closer to the event.

Motion by Vice President Atteberry to approve the Budget for Fiscal Year 2013/14 as presented. 2nd by Board Member Wakefield. Motion carried 5-0.

G) Other Matter of Information

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice stated that the Board of Commissioners had approved the creation of the Fairgrounds Manager position and the next step will be to move forward in the recruitment process. Rice requested the Fair Board to be involved in the selection process. Rice stated that once the BOC approves the request the position will be advertised for he believes two weeks. Rice stated then he would like to meet with the Fair Board to understand what is needed to meet their needs and well as those of the county. Rice stated he is not advising the board of any action but is requesting they contact him with their concerns or requests. Board Member Nelson asked if the board can review applications or solidify a candidate. Rice stated that he is asking how the board would like to be involved in the process and is not able to confirm the exact process as many factors need to be considered. President McCoun asked for clarification on the current manager Perkins-Hagele continuing on after this process on Tuesday. Rice stated this is not an appointment it is owed to the taxpayers to recruit for the new position as with any county position. Rice stated all candidates will be considered including internal applicants.

H) Oral Communications 2-

1) **Tom Black, 870 NW Garibaldi St, Hillsboro-** Mr. Black stated he had issue with the previous minutes and the comments made. Black stated that President McCoun’s reply to his statement that he did not have a personal relationship with the Sponsorship contractor was omitted. Black also stated that he did not make the comment or have knowledge of EG Metals backing out of the title sponsorship for this year. Black asked for those comments to be stricken or corrected from those minutes. Black stated that in response to Deputy County Administrator Rice’s comments regarding the recruitment for the new Fairgrounds Manger position be open for two weeks. Black feels that the position should be open for a much longer time period in order to obtain the largest pool of candidates. Black feels this is an important position that needs to be advertised for a longer period to organization such as the Oregon Fairs Association and other channels.

I) Adjourn

1) With no further business before the Board, President McCoun adjourned the meeting at 5:19 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

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873 NE 34th Avenue
Hillsboro, Oregon 97124
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MEMORANDUM

Date: March 21, 2013

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through March 2013 for Fiscal Year 12/13 will be available at the meeting.