

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, January 2, 2013
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, January 2, 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, January 2, 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. November Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair - 2013
2. Fundraising/Foundation

F. New Business

1. Board Officer Elections - President & Vice President

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, November 7th, 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

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. noting Board Members Gary Seidel, Bill Ganger and Andy Duyck were not able to attend.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the October minutes as submitted. Board Member Dan Logan made the motion, a second was called by Vice President Atteberry.

Motion by Board Member Logan to approve the October Minutes as submitted. 2nd by Board Member Atteberry. Motion carried 4-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele stated that the majority of the expenses have been received for fair this report shows financials through October 31. Perkins-Hagele stated that revenue from the Latino concert is still expected and a rebate from Coca Cola was received that day. Perkins-Hagele stated that the Miscellaneous Revenue line item will be redistributed into the appropriate line items in the coming months once the receipts can be studied. Perkins-Hagele closed by stating the remaining revenue for the coming months will be from the Transient Lodging Tax.

Motion by Board Member Nelson to approve receipt of the year to date Financials as presented. 2nd by Board Member Atteberry. Motion carried 4-0.

- 2) **4-H Update** – Pat Willis was unavailable for this meeting Fair Manager Perkins-Hagele met with Mr. Willis earlier in the week and provided the 4H update. Perkins-Hagele stated that she plans to meet with the OSU Extension Service Representative Patrick Proden on a regular basis to improve communication for the 4H program and plan for the fair more efficiently. Perkins-Hagele continued that livestock committees for 4H and Open Class have been meeting and strategizing for the Airshow complications that may arise for showing the animals. She stated that the committees will continue to meet and plan for the event but until a schedule is confirmed it will be essential to be flexible and work together.

Discussion ensued regarding the origin of the livestock committee. President McCoun asked if move in has been changed, Board Member Logan stated the plan will be to move in Tuesday but move out will remain on Sunday. Perkins-Hagele stated the importance of getting the schedule finalized and judged contracted as soon as possible

E) Old Business

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele stated the sponsorship coordinator is currently working on recruiting new sponsors for the next year. The coordinator feels that Les Schwab has an interest in a possible Title sponsorship which would be a collaborative effort with the west side dealers pooling together. Perkins-Hagele stated that the Marketing Manager has submitted the 2012 advertising samples to the IAFE organization contest for 2012 and will know if any awards are earned later this year. Board Member Logan asked about EG Metals, Perkins-Hagele stated they would like to be involved but on a smaller scale this year.
- 2) **Fundraising /Foundation-** Fair Manager Perkins-Hagele stated that submitted the final paperwork to the attorney to obtain the tax identification number for the foundation. She continued that the attorney would be coming to train the board and any volunteers early in 2013 on the guidelines for the foundation. Perkins-Hagele stated the board can begin soliciting volunteers and donations immediately. President McCoun stated that when he attended the WFA convention earlier in the year there was a group that advises foundations in California that would be a good resource for training the new foundation members in obtaining funds.

F) New Business - NONE

G) Other Matter of Information

- 1) **County Administrative Update** – Fair Manager Leah Perkins-Hagele stated that the water leak repair project has begun and has unearthed unforeseen issues that will add to the projected costs. She continued the project will upgrade the existing lines to improve water pressure throughout the grounds and the RV Park. Perkins-Hagele stated that the project will ultimately cost more but will recoup expenses in 3 to 5 years. Perkins-Hagele stated the IRT will arrive in May and will begin several improvement projects on the grounds for the duration of their stay. She stated that the group will rehab the Poultry Barn, renovate Friendship Square to an open pavilion layout and construct a new livestock restroom facility. President McCoun asked how these projects are being paid for. Perkins-Hagele stated the IRT provides the labor but the county is responsible for providing all the materials. She stated that sponsorship and /or donation of materials would be ideal and would request any assistance from the board in obtaining supplies. Board Member Logan added that the Cloverleaf restrooms were being used by Carnival and other campers in the past but security stopped them. Perkins-Hagele stated that it had been an issue but the new restroom will have keypad locks to prevent use by other groups. President McCoun asked about the Master Gardeners moving their present location on the grounds. Perkins-Hagele stated there has been discussion but at this point they will remain in their current garden.
- 2) **Other- Board of Commissioners/Fair Board Annual Joint Meeting-** Fair Manager Perkins-Hagele reminded the board that the time for the annual joint meeting of the Fair Board and Board of Commissioners would be held on Tuesday December 11th, 2012 at the Washington Street Parking Structure located in Hillsboro. Perkins-Hagele stated that the board would again be making a presentation with pictures and statistics to the Commissioners and would be in touch with more information on that.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:27 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

**Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
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lperkins@faircomplex.com
www.faircomplex.com**

MEMORANDUM

Date: December 28, 2012

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through November 2012 for Fiscal Year 12/13 will be available at the meeting.