

NOTICE OF MEETING

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

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, July 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, July 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. June 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

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, June 5, 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, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President McCoun called the meeting to order at 4:32 p.m. McCoun noted members Erin Wakefield and Gary Seidel were absent this afternoon.

B) Oral Communications 1- NONE

C) Approval of Minutes –

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

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

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele directed the board to the financial handout. Perkins-Hagele stated that not much revenue has occurred which is typical for this time of year. Perkins-Hagele noted that there are a few expenditures that are occurring now for next years Fair that are the norm since the fiscal year begins and ends around the time of Fair. Perkins-Hagele stated that the Finance department has projected the hotel motel tax will come in at 11% higher the next year due to the rise in the average nightly rate for a room in the area. President McCoun took a moment to congratulate Perkins-Hagele on her appointment as Fairgrounds Manager for the Fair Complex. Board Member Nelson had a question under Professional Services there seemed to be a large number charged in May and wondered what that was. Perkins-Hagele stated she could not recall the exact breakdown at the moment part was for the sponsorship representative but would get back to them with that information. McCoun asked for a motion to accept the two months of financials, the motion was made by Board Member Duyck.

Motion by Board Member Duyck to approve the April and May Financials as submitted. 2nd by Board Member Atteberry. Motion carried 5-0.

2) **4-H Update** –Pat Willis and his staff member Darsy Schaal have been meeting with Perkins-Hagele regularly before the fair board meetings and has been very pleased with that process. He stated that they have been working on the MOU for the last couple of months and that has been going back and forth. Willis stated that Fair sign ups have been going well. Willis and his staff have created a Maker Fair that will have the kids of 4H instructing hands on activities for the public each day. Willis stated he has been in contact with Board Member Wakefield with the possibility of having some Intel Volunteers present during the event. Willis also mentioned the Small Animals will have their event the weekend after Horse Fair. Willis stated with the concerns of the noise from the Airshow it would work out much better to have the smaller animals shown prior to Fair. Willis stated that they will be requiring the kids in Small Animals to come back to the County Fair to do service and participate. Willis also wanted to thank the board for their donation to the association walkathon that is occurring soon. Willis also thanked Board Member Duyck for donating funds to put up a billboard for 4H. Willis added that because of the Airshow schedule change the small animal barn will have Alpacas and exhibits about small animals in it. Willis stated a new event will be a dairy goat speed milking contest this year. Willis closed with stating that this year the mandatory Livestock meeting will be for all exhibitors showing FFA included, that way all can hear all possible schedule changes or info in case of issue that arise due to the Airshow. Board Member Duyck asked how that would affect the breakfast that is being served. Perkins-Hagele stated that the exhibitors will come before and then some after. Board Member Nelson thanked Mr. Willis for all the 4H does and highly recommends having more and more kids involved in the Fair. Nelson stated that it helps to have the public engaged with the activities that 4H offers during the Fair. President McCoun asked about approximately how many kids are actively at Fair each year. Willis stated approximately 4-500 each year.

E) Old Business

1) **County Fair Update** – Fairgrounds Manager Leah Perkins-Hagele introduced the developers of the Smartphone app who will presenting the two versions of the app. The developers presented on screen a demo of the app for both the iPhone and Android markets. They stated the apps will be nearly identical with just a few design differences needed based on the operating system. The app is still awaiting many final graphics and other information to get to the final release stage. President McCoun asked what a patron would use this particular app for. Jeff, iPhone team, stated that a patron can use the app to select by day on the schedule the shows or attractions they would want to see and save them as favorites, it would also eliminate the use of any paper schedule. Perkins-Hagele added that the creation of the app was due in part by the request of the County Sustainability department to reduce the amount of printed paper schedules distributed during the Fair. Board Member Nelson asked how the patrons will be able to get the app. Perkins-Hagele stated that it will be available from links on the website and on other marketing done for Fair. Jeff added the app will have the ability to have last minute changes which would not be possible on printed schedules. Fairgrounds Manager continued with Fair updates, she asked for the VIP dinner list as soon as possible and is working on the last minute scheduling. Perkins-Hagele stated the outdoor booth sales have gone very well nearly sold out, Sponsorship sales are not as successful at the moment. Perkins-Hagele announced that Coastal Farm and Ranch would be donating \$21,450 worth of sheep panels this year. She stated there will be a lot of advertising and signage in the agricultural area of the Fair showing their support of the Fair and to celebrate their 50th anniversary. Perkins-Hagele urged the board to thank Coastal for their generous support. Board Member Duyck asked if there is still a Bike to the Fair event. Perkins-Hagele stated that due to the Airshow that can not happen but marketing is still occurring for the public to be encouraged to bike to the Fair. Board Member Nelson asked about the possibility of the board having shirts to distinguish them at the Fair. Perkins-Hagele stated that yes she just needs sizing information. President McCoun asked about the type of panels that Coastal donated. Perkins-Hagele stated that they are grey metal powder-coated and made

by Behlen in various sizes. Perkins-Hagele added the owner of Coastal has visited our Fair many times and mentioned he was very impressed by our event stating it was one of the best in Oregon. Perkins-Hagele concluded that marketing will start to roll out July 1st on movies and billboards. She also added the jingle will be in commercials and ads soon.

- 2) **Educational Fund Board-** Fairgrounds Manager Perkins-Hagele stated that there was not a lot to report at this time. Board Member Nelson donated a trip to raffle off; Perkins-Hagele will print the tickets that the foundation will be selling. Perkins-Hagele added that some FFA clubs might help sell tickets and the foundation may reward the most successful club in some way. Perkins-Hagele stated the foundation's first goal was to purchase the panels but now the goal will be to purchase a PA system.

F) New Business- NONE

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated the IRT project is over and lots of work has been done on the grounds. She encouraged the board, if they haven't already, to have a look at all the finished projects. Perkins-Hagele stated that there are no other updates from the County at this time. Board Member Ganger asked if all the projects were completed. Perkins-Hagele stated that most were done but there are some finishing touches that need to be done such as painting the barn and adding ADA compliant access to Friendship Square. Perkins-Hagele also added the water project took longer than usual and the grass is starting to grow but is taking longer. President McCoun asked again about the water project purpose. Perkins-Hagele stated that the pipe was replaced with larger pipe and repaired leaking pipes. Board Member Nelson asked about the cut outs on the interior roadways. Perkins-Hagele stated those are being repaired this week.
- 2) **Other-** President McCoun stated several of members have been discussing the questions they have encountered over the scheduling of the Airshow. McCoun stated that the public seems to have the impression the board allowed the Airshow to schedule with the Fair even though it has been said repeatedly that it was a surprise. McCoun asked if there could be a formal statement or presentation made to state our position of our dates and that the board doesn't approve or condone another event occurring on the same dates. McCoun stated he has received several letters from exhibitors that believe the scheduling was intentional by the board. Perkins-Hagele stated that she can speak with County Counsel about what the proper process would be to handle what the board would like to accomplish. She added she understands there is a lot of misinformation out there and has heard the same from many outlets also. Board Member Nelson stated he believes that it should be a statement from the board to the Airshow states the board's position. Board Member Ganger agreed and asked that County Counsel write something up for that. Board Member Duyck stated that a public request is a respectful way to let the other party know that this is detrimental to what the Fair is trying to do here and it is an action item. Board Member Ganger added that this has been brought up as a verbal request in the past but he feels if a written request is done that possibly that may have greater impact. Perkins-Hagele stated she will work with legal on a request.
- 3) **Other-** Board Member Atteberry has a colleague working on the celebration of the Carnegie Library of Hillsboro. The library will be giving away a calendar and is looking for a sponsor for each month. Board Member Ganger asked if they could specify a certain month. Atteberry was not sure but said she would find out. Perkins-Hagele stated that the graphics designed could create a montage of Fair images with a logo. Board Member Nelson added he would definitely want to know if the Fair could be the month of July in the calendar.

Motion by Board Member Ganger to donate \$625 to Carnegie Library Calendar. 2nd by Board Member Nelson. Motion carried 5-0.

H) Oral Communications 2- NONE

I) Adjourn

1) With no further business before the Board, President McCoun adjourned the meeting at 5:35 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
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MEMORANDUM

Date: June 28, 2013

To: Washington County Fair Board

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

Re: June Financial Reports

Since June is the end of the Fiscal Year, staff is busy working on year-end closing which means the June financial report is not yet available. The final YTD report for Fiscal Year 12/13, which will include June, will be available at your next meeting.