

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, May 1, 2013
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, May 1, 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, May 1, 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. April 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, April 3rd, 2013

Convened: 4:31 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.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

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

Motion by Board Member Atteberry to approve the March Minutes as submitted. 2nd by Board Member Wakefield. Motion carried 7-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele directed the board to review the March financial handout. Perkins-Hagele stated the only new revenue was from the Transient Lodging Tax. Perkins-Hagele stated the only expenses at this time were the usual personnel services and utilities split between programs. Commissioner Duyck commented that the Washington County Visitors Association also receives a portion of this tax and have inquired as to the process of collection of the tax. A brief discussion ensued. Duyck stated the county will be examining the method of how the Transient Lodging Tax is administered in the near future. Board Member Nelson made a motion to accept the financials as presented, Board Member Gary Seidel made the 2nd.

Motion by Board Member Nelson to accept the Financials as presented. 2nd by Board Member Seidel. Motion carried 7-0.

- 2) **4-H Update** – Pat Willis stated that Darsy Schaal, Deb Cablao and himself have been meeting regularly with Leah to focus on fair relating planning and it's been working out well. He stated the Learning Day has been scheduled for April 13th and will be held at the county parking structure in downtown Hillsboro. Willis stated there will be various presentations for the kids to work on their skills and the event will be held from 9 a.m. until Noon. Willis stated all the weigh ins have been scheduled and the auction committee will be meeting tonight. He stated the committee will be focusing on the kids writing

Thank You letters to the buyers as part of their process. Willis stated that new leader orientations are ongoing as they are receiving 7-10 new leaders each month since many programs are growing. Willis also stated that the program had just given out several scholarships that the recipients can use for any kind of post secondary education. Willis explained the three types of endowment funds that are available for the program to utilize for scholarships. Willis continued his update that the program will have a job opening for the summer for an assistant during the fair season, typically this is a youth who has just graduated and he welcomes any recommendations. Willis continued that the 4H program is beginning to focus on STEM which stands for Science, Technology, Engineering and Math which is the hot plate now for the metro area. Willis stated that that's where the money is, and coming down the future, because of jobs and career development, and the lack of people, kids, going into the sciences. He continued 4H is focusing on that a huge amount, and teacher trainings, partnerships with them in the summer, and on focusing on that too, so if you hear of any kind of STEM-related things in the future, it's happening. Board Member Nelson asked Mr. Willis if he had the names of the recipients of the scholarships, Willis replied he didn't have the info with him at the moment. Board Member Nelson also asked if there was some kind of recognition for the kids who won. Willis stated there is a 4H youth recognition program in the fall, then they're eligible for scholarships, then for after they get the scholarship there really isn't any.

E) Old Business

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele presented the board with a proof of the TriMet bus tail advertisement. Perkins-Hagele stated the new logo is incorporated into the image as well as the new website that will be forthcoming. Perkins-Hagele stated she has been working with the web designer for several weeks to create a design on par to those of larger fairs like the Iowa State and California fairs. Perkins-Hagele stated that a test site will be up soon for the board to sample and provide feedback before the final version is released. Perkins-Hagele stated that Marketing Director Lisa DuPre has been meeting with the radio stations on the media plan and getting presentations. In the process she continued that two of those have offered to produce jingles for the fair, she and Lisa have been working on the lyrics for the last several weeks. Perkins-Hagele stated there will be various versions to play on the different formats of stations that the jingle will play on. Perkins-Hagele concluded that booth sales and sponsor sales are continuing as usual. Board Member Nelson asked if we had a commitment from a title sponsor or arena sponsor yet. Perkins-Hagele stated that we always have an arena sponsor that is Star Rentals as they are a trade sponsor and have committed for the foreseeable future. She continued that the title is being looked at by two interested parties at this time. Perkins-Hagele stated that completed her report but stated that member Wakefield would have info on the phone app. Board Member Erin Wakefield provided an update to the mobile application development process, she has a team of 8 people working on development and several on board to test once completed. Wakefield stated there will be both an Android and iPhone version and right now the team is focused on making the app as easy to use as possible. Wakefield stated the team is using the LA County Fair app as a base because it seems to be the best one out there. She concluded that a test model will try to be available by the next meeting so feedback can be provided.

- 2) **Educational Fund Board-** Fair Manager Perkins-Hagele stated that members met for their training session but will need to meet again to complete that on another date. Perkins-Hagele stated the board assigned officers and learned a lot of fundamentals about running a 501 (c) 3 group. Board Member Ganger stated it was a very interesting and informative session. Board Member Wakefield stated that she had already inquired as to the process of handing over ownership of the App IP to the foundation and the attorney for the group was very helpful.

- 3) **Booster Proposal-** Matt Pihl, President of the Fairground Boosters came before the board to restate the proposal made the previous month for the Booster group to volunteer during the fair. Pihl stated the group had been questioned as to what they had done lately for the fair and stated that he sees the Veterans Memorial activities and is sure people are not asking the Veteran's what they have done lately. Pihl stated there has been a very rich history of what the boosters have done for the fairgrounds. Pihl stated that if there is any lack of current participation it isn't because the boosters are lacking the motivation he believes the opportunity has been reduced. President McCoun asked for a motion to consider the proposal and move forward. Board Member Seidel moved to accept the request of the Boosters to be roving ambassadors for purpose of discussion. Vice President Atteberry asked what the difference was between boosters and ambassadors, Pihl answered the difference is to be sanctioned or approved to represent at the fair. Vice President Atteberry stated that in her opinion an ambassador would be someone from the board or a member of 4H or FFA and is unsure that there would be a difference in actions from being a booster. Pihl stated the title or distinction isn't necessary the group seeks to participate in a sanctioned manor. Board Member Nelson stated that he had some negative experiences with the booster group both personally and professionally and would have to be against this proposal. Board Member Seidel stated his definition of boosters is somebody that's supposed to be energetic and enthusiastic and specifically for the Washington County Fair and supporting the fairgrounds. Seidel stated he also could not support an ambassadorship. President McCoun stated that he has gone back and read many of the minutes for years that this war has been going on and can't do anything but vote absolutely no to the group representing the fair. Commissioner Duyck stated he echoed the sentiments of his fellow board members. Board Member Wakefield stated she didn't have any personal past experience with the boosters but at the end of the day she felt this is a County Fair and the board just wants it to be a success. Board Member Ganger commented that as a booster member for fifteen years it hurts him to be critical, he would love to see the boosters do something but it's got to really be a positive thing. Ganger stated he'd like to see volunteer-ship, to see the bodies working together but we can't have attacks in public like what's been going on.

Motion by Board Member Seidel to accept the request of the Washington County Fairground Boosters to be roving ambassadors. 2nd by Board Member Nelson. Motion denied 0-7.

F) New Business

- 1) **Fair Board/ Booster Relationship-** President McCoun stated he had met individually with the board over the past month to discuss the relationship with the Booster group. McCoun stated that a resolution had been drafted and requested staff member Karnas to read the document to the audience. McCoun stated that due to the importance of this resolution public input would be allowed at this time and then discussion would occur for the board to then vote on.
- a) **Commissioner Greg Malinowski** came forward wanting it reflected in the notes to see the statement that loyalty is owed to this fair board and not to the success of the fairgrounds. Malinowski continued that the fact is the boosters were never set up to support the fair board they were set up to support the fairgrounds, the 4H programs the FFA programs and all the programs and the land and the buildings with it. Commissioner Duyck clarified that he did not state a group would have sign any act of loyalty to the fair board but they would support both the board and the fairgrounds as they are a package deal. Discussion ensued regarding the issue of the exhibitor breakfast offered during fair and the status of the Multnomah County Fair.
- b) **Matt Pihl** commented he doesn't think any of the boosters are willing to put this kind of time and energy into creating personal vendettas against anybody for the sake of having personality conflicts. Pihl stated the boosters have tried to pursue these fairgrounds to support a traditional style fair not a carnival, to create this complex to be a year round venue as an open space and welcome community based groups.

- c) **Inez Griffels** commented that she is involved with the boosters, on the livestock committee and the horse fair. Ms. Griffels stated the boosters were charged with helping save this fair in 1978 that's why they had an AD Hoc committee , they helped take the buildings down at the old fairgrounds bring them here and set them up, they never had anything but this fair as what was important. Ms. Griffels also stated that the horse fair is not supported or advertised but there are 4H kids working here year round getting the animals ready.
- d) **Glenna Dryden** commented the boosters want something successful, they want many things to happen out here, things to represent Washington County. She stated the farming the things that are grown here the boosters have tried to preserve what the fair was so that the new uprising children and grandparents can share their experiences here, so they can remember what it was like when there was a fair when they were younger. Dryden stated the boosters will work with the fair board but if the fair board doesn't cause conflicts, it's a two way street. .
- e) **Herb Hirst** commented on his tenure on the fair board and relationship with the booster organization during the OPUS development proposals. Hirst stated the board was attacked and he was personally attacked on a regular basis. Hirst stated that the fair manager at the time was a visionary had a very fine reputation among all the fair associations across the country and he was under mined in every way possible to the point where he finally said I'm not putting up with this anymore and walked away. Hirst concluded he found that no matter what the board did in his time it was going to be a no they weren't for it, they were going to fight us and if that's the spirit they continue on with he doesn't blame the board for doing what you are doing because obviously nothing has changed in all that period of time.

President McCoun thanked everyone for their comments and asked for motion on the resolution. Board Member Nelson moved to accept resolution order number 13-01 to disassociate this fair board with the Washington County boosters. Second by Board Member Seidel, discussion ensued. Commissioner Duyck added the comment to being vigilant about the fair not going away and making sure that it stays relatively rural in nature being important but also that it is open to different types of exhibits, a fair is a showcase of a community.

Motion by Board Member Nelson to accept Resolution Order 13-01 to disassociate the Fair Board with the Washington County Fairground Boosters. 2nd by Board Member Seidel. Motion carried 7-0.

G) Other Matter of Information

- 1) **County Administrative Update** –Fair Manager Perkins-Hagele stated the final budget had been submitted to county. She also stated that the IRT status had been uncertain due to the sequestration but it appears that the training funds have been acquired and they will arrive as scheduled.
- 2) **Other-** Fair Manger Perkins-Hagele stated she received an invitation from the Hillsboro FFA Alumni for their 1st annual spaghetti feed and bingo night on April 20th, for the Board. She stated the invitation included four tickets to the event and that additional tickets could be purchased the night of the event for a yet to be determined amount. Perkins-Hagele stated that any member wanting those tickets could contact her.
- 3) **Other-** Board Member Gary Seidel stated that he and Board Member Bill Ganger had attended the FFA district meeting back in February. Siedel stated the event held their elections, scholarships and other things. He stated they were approached at that time that several students wanted to go to fire school but the cost was \$1300. Seidel was able to procure funding through Hillsboro Firefighters Random Acts of Kindness who provided \$1300 for the kids to go on April 2-4th. Perkins-Hagele stated that she responded too late to the request but in the future the Oregon Fairs Foundation has funds and would be willing to contribute to this in the future.

4) **Other-** Fair Manger Perkins-Hagele stated she had testified on behalf of senate bill 7 which is in regards to the Oregon State Fair. Several senators introduced legislation to make the state fair a public corporation much like SAIF so it can operate on public land and operate with public support of some degree. Perkins-Hagele stated it was overwhelming passed by a subcommittee and is now being passed to the Ways and Means Committee. Perkins-Hagele stated there were many people there to show support of the State Fair and it is hopeful this legislation passes and the fair has the ability to continue.

H) Oral Communications 2- NONE

I) Adjourn

1) With no further business before the Board, President McCoun adjourned the meeting at 6:04 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

**Washington County Fair Complex
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Hillsboro, Oregon 97124
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MEMORANDUM

Date: April 26, 2013

To: Washington County Fair Board

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

Re: Financial Reports

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