

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, February 1, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, February 1, 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

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
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.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, February 1, 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. January 2012 Fair Board Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. Fair Planning 2012
2. Fundraising

F. New Business

1. Draft Budget for Fiscal Year 2012-2013

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, January 4, 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 and welcomed new member Gary Seidel.

B) Oral Communications 1 – None

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the December minutes as presented. Board Member Scott Nelson moved to approve the minutes as prepared, 2nd by Board Member Betty Atteberry. Board Member Dan Logan requested that it be noted that he is abstaining from the vote as he was not present at the December meeting. Board Member Gary Seidel also abstaining as he was not a member of the board at that time.

Motion by Board Member Nelson to approve the December Minutes as prepared. 2nd by Board Member Atteberry. In favor of motion 5 members: Ganger, Duyck, Nelson, Atteberry and McCoun, abstaining Board Members Logan and Seidel.

D) Reports

- 1) **Financials-** Fair Manager Perkins-Hagele reported that the financials presented this evening has very little new from the previous month just basic operating expenses. Board Member Scott Nelson asked about the status of the state funds. Perkins-Hagele replied the funds from the Department of Agriculture should be received soon with the amount of nearly \$50,000 expected this year now after fees. Perkins-Hagele also stated that the majority of the revenue has been received with mostly tax dollars trickling in. The only charges are the sponsorship fees approximately \$1500 in a monthly stipend and fair portion of daily operations.

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

2) **4-H Update** – Pat Willis reported that in 2011 they had over 60 new volunteers enroll which was up from previous years. There was a livestock meeting the previous evening and wanted to update the board that Horse Master Showmanship would be held during actual fair this year and would need to work with the other exhibitors and leaders to work out a time to fit that in. A new class for Alpacas will be added also and it appears to be about 3 clubs entering. Mr. Willis stated that they will update project judging to take place entirely on one day Saturday July 21st instead of multiple days as previous years. In doing so 4H would need the Exhibit Hall longer and more space that day. Mr. Willis went on to the subject of Risk Management and preventing injury or other types of dangers for the children. To help, the 4H volunteers will be subject to background checks every three years. A new online continued education training program will be required for the volunteers. This should help prevent issues and get all the volunteers on the same page as to what their role is in the 4H program. Fair Manager Perkins-Hagele stated this would be good information for all volunteers involved in Fair. Board Member Nelson asked Mr. Willis if the 4H program would reach out to the Columbia County residents due to their fair being in limbo. Mr. Willis was not aware of the state of that county fair but would look into what the program could offer. Fair Manager Perkins-Hagele stated that Columbia County could still have a fair but if not it would be possible to try and include those children if necessary.

E) Old Business

1) **Fair Planning 2012** –Fair Manager Leah Perkins-Hagele stated that currently planning is mostly preparing for layout, budget and larger entertainment needs. The remainder of the entertainment should be finalized after attending the Oregon Fairs Convention near the end of the month. Perkins-Hagele stated the livestock meetings are being held and discussions for those logistics. Planning for arena event schedules and securing services for the fair in general are also in process. President McCoun asked if there would be a way to accurately count the fair goers using the light rail service as increased ridership was a topic from last meeting. Perkins-Hagele replied that yes that can be done, TriMet can track ridership but we will work on having the shuttle bus drivers count the number of riders also. Deputy County Administrator Rice also stated that air patrols would also have their eyes out for ridership information.

F) New Business

1) **Fundraising-** Deputy County Administrator Rod Rice requested that the board consider the formation of a board sanctioned non profit Fundraising Corporation. Rice stated that from previous meetings it is clear that there is not a source of revenue to help replace and improve the grounds as needed. He continued this would be a body that would act only with board approval and direction to raise funds entirely for the fair. Board Member Andy Duyck asked what kind of revenue could be obtained. Fair Manager Perkins-Hagele stated that one example is the alcohol sales during fair, which instead of only collecting 30% of the gross from a contractor, this group could sell and donate the sales to the fair directly. Discussion ensued on the various methods this group could operate to accomplish goals for the fair and how other groups similar to this are operating for fairs across the country. Board Member Logan asked how this would affect Sponsorship. Perkins-Hagele stated that the agents past and present have advised that many sponsorship opportunities have been missed due to a lack of a non-profit group benefiting the Fair. President McCoun asked for a motion to direct staff.

Motion by Board Member Logan to direct staff to investigate a formation of a 501(c)3 group to be tied to the Fair Board. 2nd by Board Member Ganger. Motion carried 7-0.

2) **Board Officer Elections** – Current President Don McCoun asked the board to refer to their binders to page 2 Article 4 regarding the elections and length of terms. McCoun stated that the terms of President and Vice President are one year and elections would need to take place now. Board member Scott Nelson nominated Don McCoun for re-election. Board Member Dan Logan nominated Bill Ganger for president. A call for a vote for the candidates was held for the position of President. Board Members Gary Seidel, Scott Nelson, Don McCoun, Betty Atteberry and Andy Duyck for Member McCoun; Board Members Dan Logan and Bill Ganger voting for Member Ganger. Don McCoun was reappointed as president for the year. Board Member Nelson also nominated Betty Atteberry for re-election to the Vice President position; no other nominations were made for the position. Unanimous approval for reappointment of Betty Atteberry to the Vice President position.

G) Other Matter of Information

- 1) **County Administrative Update** –Deputy County Administrator Rod Rice stated that the Fairgrounds Advisory Committee would be meeting on January 17th. Rice stated that the Facilities Manager Candi Paradis and Fair Manager Perkins-Hagele would be presenting the capital projects to the committee to approve and suggest to the Budgeting Committee. Deputy County Administrator Rice also stated another meeting was held with the Port and City of Hillsboro for a parking solution and an agreement for leasing approximately 12 acres was reached. This additional space is to be located to the south of the rented lot near the Trimet line.
- 2) **Other-** Fair Manager Perkins- Hagele reminded the board about the need for auction items for Oregon Fairs Convention that occurs near the end of the month. Vice President Atteberry stated she had acquired bottles of wine for the door prizes the fair is responsible for. Perkins-Hagele thanked her for the effort in acquiring these and stated larger auction items were still needed for the event.

H) Oral Communications 2- None

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:37 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
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
www.faircomplex.com**

MEMORANDUM

Date: January 26, 2012

To: Washington County Fair Board

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

Re: Financial Reports

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

County of Washington

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Hillsboro, Oregon 97124
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MEMORANDUM

Date: January 26, 2012

To: Washington County Fair Board

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

Re: Draft Budget for Fiscal Year 2012-2013

Attached is the first draft of the 2012-2013 budget.

County Fair 2012-13 Budget Summary - Proposed

				2012-13	
Fund	Program	Account	Account Name	Budget	Justification's
981010 Fair Revenue					
200	981010	41025	Transient lodgings tax	(262,500)	10% increase, based upon FY 2010/2011 levels
200	981010	43156	Dept of Agriculture Lottery Funds	(50,000)	At same levels as 2011-12 FY
200	981010	44511	Camping Fees	(4,500)	Exhibitor & Vendor Campers
200	981010	44512	Friday Arena Event	(18,500)	Truck Pull Admission & Sponsorship
200	981010	44513	Sunday Arena Event	(24,000)	Demolition Derby Admission & Sponsorship
200	981010	44514	Commercial Booth Rentals	(90,000)	-
200	981010	44515	Parking Fees	(85,000)	-
200	981010	44517	Sponsorship Fees	(85,000)	Cash Sponsorship (non-arena)
200	981010	44518	Carnival Fees	(183,000)	Expanded Carnival 10% increase
200	981010	44522	Entry Fees	(2,500)	Livestock Exhibitor entry fees
200	981010	44526	Saturday Arena Event	(21,000)	Monster Truck Show Admission & Sponsorship
200	981010	44527	Thursday Arena Event	-	Free Draft Horse & Equine Event
200	981010	48195	Reimbursement of expenses (operating)	(3,500)	Electrical & prizes paid by others
200	981010	48205	Concessions	(170,000)	Food & Beverage including Alcohol 10% increase
200	981010	48225	Other miscellaneous revenue-operating	(2,000)	-
200	981010	49270	PERS Stability Fund	(2,753)	
Total 981010 Fair Revenues				(1,004,253)	
981010 Fair Expenditures					
200	981010	51105	Wages and salaries	160,613.00	
200	981010	51110	Temporary salaries	13,308.00	Temp staff hired only for Fair
200	981010	51115	Overtime and other pay	3,225.50	
200	981010	51125	FICA	13,306.00	
200	981010	51130	Workers compensation	833.00	
200	981010	51135	Employer paid work day tax	105.00	
200	981010	51140	Pers contribution	23,723.00	
200	981010	51150	Health insurance	44,280.00	
200	981010	51155	Life and long term disability insurance	537.00	
200	981010	51160	Unemployment insurance	735.00	
200	981010	51165	Tri-Met tax	1,240.00	
200	981010	51199	Misc Personal Services		
Total Personal Services				261,905.50	
200	981010	51205	Supplies-office, general	2,000	General office supplies.
200	981010	51210	Supplies- general	30,000	Janitorial supplies, ticket stock, signs & banners, table covers, etc.
200	981010	51285	Services -professional services	135,000	Electrician, Security, Service Groups, Sponsorship, etc.
200	981010	51295	Advertising and public notice	130,000	-
200	981010	51305	Communications-services	3,000	Radios, Extra Phone Lines, Website Hosting & Registration, C
200	981010	51310	Utilities	24,500	Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propa
200	981010	51320	Repair & maint services-general	2,000	Misc repairs to Fair related items
200	981010	51340	Lease and rentals - space	5,100	Office Lease
200	981010	51345	Lease and rentals - equipment	38,000	Generators, Tents, Tables, Chairs, Fencing, Tractors, Copier,
200	981010	51350	Dues and membership	750	OFA, WFA, IAFE, Chamber. Split between programs.
200	981010	51355	Training and education	1,000	Staff professional development.
200	981010	51360	Travel expense	1,500	Travel for staff development and training. Fair Board OFA

200	981010	51365	Private mileage	750	Staff private mileage to conduct Fair business (meetings, post
200	981010	51390	Permits, licenses and fees	2,000	ASCAP/BMI, Scales, Water Meter, etc
200	981010	51465	Postage and freight- Internal	450	-
200	981010	51475	Printing- Internal	1,500	Daily Sheets, Hang Tags, Letterhead, Envelopes
200	981010	51495	Telephone monthly- internal	4,000	-
200	981010	51550	Other materials and services	1,000	-
Total Materials and Supplies				382,550	
200	981010	52005	Bank Service Charge	3,500	ATM, Credit Card & Merchant Fees
200	981010	52130	Other Special Expenditures	30,000	Beverage purchase & other special expenditures.
200	981010	52146	Entertainment Expenses	150,000	Music & Grounds acts & associated costs
200	981010	52147	Open Class Expenses	30,000	Premiums, Judges, Ribbons, Clerks.
200	981010	52148	4-H Expenses	20,000	\$15,000 directly to 4-H. The rest retained for support services
200	981010	52149	FFA Expenses	10,000	-
200	981010	52150	Friday Arena Event Expenses	15,000	Truck Pull - Promotor fees, rental equipment & other associate
200	981010	52151	Sunday Arena Event Expenses	15,000	Demo Derby- Promotor fees, equipment rental & other associ
200	981010	52152	Saturday Arena Event Expenses	15,000	Monster Truck - Promotor fees, equipment rental & other asso
200	981010	52153	Thursday Arena Event Expenses	4,000	Free Draft Horse & Equine Event
200	981010	53010	Interdpt chg-indirect charges	57,298	County charges for BOC, Admin Office, Auditor, SS-Admin, Finance, Insurance, Facilities.
200	981010	53015	Interdpt chg-legal services	10,000	County Counsel for Fair Board & Fair related items
Total Other Expenditures				359,798	
Total 981010 Fair Expenditures				1,004,253	

Total Revenue	(1,004,253)
Total Expenses	1,004,253

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