

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, November 5, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday November 5, 2014 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 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

Erin Wakefield, President
Don McCoun, Board Member
Betty Atteberry, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Andy Duyck, County Commissioner
& Board Member
David Vilalpando, Board Member

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, November 5, 2014

4:30 p.m. to 6:00 p.m.

873 NE 34th Ave, Hillsboro OR 97124

Fair Board

Erin Wakefield, President
Don McCoun, Board Member
Betty Atteberry, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Andy Duyck, Board Member
David Villalpando, 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. October 2014 Fair Board Meeting Minutes

D. Reports

1. Financial Report(s)
2. 4-H Update

E. Old Business

1. County Fair 2015
2. Educational Fund Update

F. New Business

1. Other, if any

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 Board
Wednesday, October 1, 2014

Convened: 4:31 pm

FAIR BOARD:

President Erin Wakefield
Board Member Don McCoun
Board Member David Villalpando
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Betty Atteberry

STAFF:

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

A) Call to Order

- 1) President Erin Wakefield called the meeting to order at 4:31 p.m. and noted Board Members Villalpando, Atteberry and McCoun were present along with Staff. She noted Board Members Ganger, Duyck and Seidel were not present.

B) Oral Communications 1- NONE

C) Approval of Minutes

- 1) President Erin Wakefield called for a motion to accept the September minutes. Board Member McCoun moved to approve the minutes as presented, a second by Member Atteberry. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member McCoun to approve the September Minutes as presented. 2nd by Board Member Atteberry Motion carried 4-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were presented through June 2014. Perkins-Hagele stated that the July financials are still being processed as the county is still allowing adjustments to be made. She stated once the month closes she will provide those financials. Perkins-Hagele stated there was more activity in the June 2014 area of expenses for advertising and professional services that applied to this fiscal year's fair but the charges occurred during the overlap. President Wakefield requested a motion to accept the financial report as presented. Board Member McCoun moved to approve the financials presented, a second by Member Villalpando. Board Member Atteberry asked for clarification on the line item for concessions falling short of budget as last month it was reported sales were up. Perkins-Hagele reminded the board that these financials are for the prior fiscal year that included the 2013 Fair with the air show scheduling which impacted the projected goals.

Motion by Board Member McCoun to approve the June 2014 financials as presented. 2nd by Board Member Villalpando Motion carried 4-0.

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated Pat Willis did not attend the meeting scheduled that morning and did not have an update from the program at this time. She presented a letter from 4H Leader Cami Paul from the Corbett Livestock group in Multnomah County regarding the decision to discontinue the overnight camping for fair. Perkins-Hagele stated that about 30 percent of the 4H program has participants from Multnomah County and that may be a reason that they are often in need of more funds. She stated that they share premiums, judge and other operational costs because of the temporary agreement that was made several years ago to allow those out of county participants. Board Member McCoun asked if the author of the letter was one of those in Multnomah County and camping on site. Perkins-Hagele stated yes, Corbett is an hour away on the other side of that county. President Wakefield asked if the fair in Multnomah has been revitalized. Perkins-Hagele stated that the fair and 4H are separate in that county and the 4H program has restarted but isn't as large as the program in our county. President Wakefield suggested the board possibly begin a process to phase out the out of county participation agreement. Perkins-Hagele stated she will discuss the situation with Pat Willis and will put on the agenda for action when something has been decided.

Board Member Ganger joined the meeting in progress

E) Old Business

- 1) **County Fair 2014** – Fairgrounds Manager Leah Perkins-Hagele stated she is still waiting on the report from the Livestock Committee but hopes to have that by the next meeting. Board Member Ganger asked if any new information has been received from the Livestock Association on their management. Perkins-Hagele stated she has not heard any updates.
- 2) **Educational Fund Update-** Fairgrounds Manager Leah Perkins-Hagele stated President Wakefield has assisted in finalizing the information with Intel to receive funds for the volunteer work by the end of the year. Board Member Ganger asked if an outside organization could gift items or services to the foundation to facilitate projects. Perkins-Hagele stated that the projects would have to go through the same procedures no matter how they originated.

F) New Business

- 1) **County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele stated that planning is already underway for the next fair. She stated she has booked some entertainers years in advance and some exhibits will return but the Super Science will not be sponsored by Intel this year. President Wakefield stated that the exhibit can be staffed with Intel volunteers for the foundation and could receive funds for that. Perkins-Hagele stated that this is not a Brad's Reptile year so she will be searching for something new and different at convention. Perkins-Hagele stated that she has been considering some other possible configurations for the layout of the arena which could house other entertainment options. Board Member Villalpando stated that he would like to be involved in planning of events geared toward the Latino community that are of little cost. He suggested a cultural exhibition involving a sister city as he has a relationship with the State of Jalisco and could negotiate with some organizations in that region. Perkins-Hagele stated it would be a good idea to start on that immediately and work to get sponsors on board if possible. President Wakefield stated that the Intel developers will begin working on the App updates in a few weeks. She stated the team has several ideas on how to integrate the main website into the App. Wakefield also stated that volunteer teams at Intel have team building exercises that may help boost attendance on Thursday if there are predefined volunteer opportunities that could be offered. Board Member McCoun thanked the staff for their hard work and stated the board was fortunate to have a dedicated team that has worked together long term. Perkins-Hagele stated that she would like to add a Security team member for fair that was a position that existed many years ago. Board Member Ganger stated that there was a health emergency recently at the state fair and it was not clear on the procedures on how to handle the situation. Perkins-Hagele detailed the process for these fairgrounds and noted that the info will be added to the exhibitor information. Board Member McCoun asked about Elisa Hays'

recovery progress. Perkins-Hagele stated she is recovering well but will be selling her business to a reputable entertainer and they will evaluate the future of contracting for those services.

G) Other Matter of Information

- 1) **County Administrative Update** – Fairgrounds Manager Leah Perkins-Hagele stated she met with Senior Deputy County Administrator Sia Lindstrom today and the board will need to schedule its joint meeting with the Board of Commissioners in January. She stated January 20th is a tentative date but will finalize at a later time.
- 2) **Other-** Fairgrounds Manager Leah Perkins-Hagele stated the Oregon Fairs Association convention would be January 9th and 10th in Salem. President Wakefield asked when the Western Fairs Association convention started. Perkins-Hagele stated it begins January 11th but the majority of the programming is focused on maintenance, so she will be taking Albert for training.

H) Oral Communications 2-NONE

I) Adjourn

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:12 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

**Washington County Fair Complex
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Hillsboro, Oregon 97124
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MEMORANDUM

Date: October 31, 2014

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financials for FY 14/15 will be available at the meeting.