

Minutes
Washington County Fair Complex Board
Wednesday, September 6, 2006

Convened: 4:32 pm

BOARD MEMBERS:

Chairman Rich Vial
Vice Chairman Herb Hirst
Board Member W. Rafe Flagg
Board Member Kathy Christy
Board Member Ken Madden
Board Member Dan Logan
Board Member Mike Steward

STAFF:

Don Hillman, Executive Director
Lisa DuPre, Marketing/Events Director
Leah Perkins, Fair Coordinator

Chair Vial called the meeting to order at 4:32 p.m., and welcomed the audience. Chair Vial opened oral communication time for comments from the audience on items not on the regular agenda.

Terry Palmer – Informed the Board that 4-H is a non-profit and a government agency, therefore not allowed to express political opinions. Ms Palmer further stated that if someone states that they represent 4-H, they do not. Also, 4-H Board Members are not allowed to express political views, however, 4-H cannot prevent members from doing so. Ms Palmer also indicated that she would be talking to Fair Complex staff about 2007 Horse Fair dates, with a preference for the second or third week of July.

1. Consent Agenda

Motion by Board Member Hirst to approve the Consent Agenda. Second by Board Member Flagg. Motion carried 7-0.

2. Special Reports

A. Airshow & Airport Report – Board Member Hirst reported that the Airshow Board would be meeting with member of the Fair Complex Board on September 29th to discuss future Airshow dates. Board Member Hirst reported that he would be out of town on that date and asked that another Board member attend in his place. Board Member Madden volunteered to attend the meeting.

- B. Fair Visioning Committee Report** – None.
- C. Boosters/Coalition Liaison Report** – Board Member Logan had nothing new to report.

Board Member Steward stated that the Boosters Phase I was successful and they are focusing on Phase II and moving forward.

- D. Treasurer Report** – Board Member Flagg reported the fiscal year was being wrapped up and that the Complex has a strong cash balance. Most of the expenses from County Fair will be in by the end of September. Board Member Flagg also reported that the County had independent auditors present during the County Fair to observe our cash handling processes. Staff will now be working on developing flow charts regarding purchasing procedures to be reviewed by the auditors.

Board Member Flagg also reminded the Board that prior to the Complex converting its financial accounting system to WIZARD, the County Finance Department staff conducted an extensive review of the Complex's current accounting practices.

- E. Operations Report** – Executive Director Hillman referred the Board to page 17 of the Board packet and reported that all exterior lighting was repaired or replaced prior to the County Fair; vestibule doors in the Main Exhibit Hall were installed to replace the roll-up door that the Fire Marshall ordered removed; the Floral Building air ducts have stopped working due to years of flooding and window A/C units were installed prior to County Fair; one Cloverleaf Building AC units was replaced prior to the County Fair; staff is still working on securing a plumber to repair the ADA showers in the Cloverleaf Building; the Fire Hydrant project is still in process and that drawings are included in the Board packet; the Vortex II concert held in August did not have a good turnout; Airshow parking receipts were 50% of last year and attendance at the Airshow seemed to be down as well; a water line outside of the Floral Building burst and has been repaired; the portable bleachers have been used at Clatsop County, are currently being used at the State Fair, and will also be used at the upcoming Shriners Circus.

Executive Director Hillman reported that we have a new RV hosts, Bill & Sharon Lindsay; staff is looking into producing a Flea Market; and staff is also working on finalizing sponsors for Frite Lites with more information regarding Frite Lites to be presented at the October Board meeting.

Chair Vial asked about the rental rate for the portable bleacher.

- F. Other, if any** – None

3. **Old Business**

- A. **Redevelopment Update** – None
- B. **Organization of the Board Policy Resolution Update** – Deferred to October
- C. **Board Meeting Date Policy Resolution Update** – Deferred to October
- D. **Fair Complex Summit Update** - None
- E. **Other, if any** – None

4. **New Business.**

- A. **2006 County Fair Results** – Executive Director Hillman went over written report that was included in the Board packet. Discussion ensued.
- B. **Board Policy – Zero Tolerance**

Motion by Board Member Hirst to table the No Tolerance Policy and put back on the agenda for October’s meeting. Second by Board Member Logan. Motion carried 7-0.

- B. **Other, if any** –

- 5. **Announcements** – Executive Director Hillman encourage Board members to attend the Western Washington Fair in Puyallup Washington.
- 6. **Correspondence** – Discussion ensued regarding articles about the Complex and County Fair. Board Member Madden asked staff to reply to the two letters that were received and included in the Board packet.
- 7. **Board Oral Communications** - Discussion regarding animal health checks for next year’s County Fair. Chair Vial requested Board Member Logan to write a discussion piece that could lead to a Board policy and recommended that a veterinarian be budgeted for next year’s County Fair. Discussion ensued.
- 8. **Other Matters of Information** – Board Member Christy reported that she would have information on a scholarship fund established in memory of Jeannie Leason and asked to be added to the agenda for next month. Chair Vial instructed staff to add this item to next month’s agenda.
 - A. **OSU Newsletter – July & August 2006**
 - B. **Boosters Meeting Minutes – July & August 2006**
 - C. **Newspaper Articles – Fair Complex Related**
 - D. **Newspaper Articles – Non Fair Complex Related**

E. Other, if any

9. Oral Communications – Second Session

Kathy Schmidlkofer – Reminded the Board that she had requested that the 4-H agent be added to future agendas.

Motion by Board Member Flagg to include an agenda item under special reports for 4-H. Second by Board Member Christy. Motion carried 7-0.

Board Member Hirst expressed that we had stopped doing this because it was not needed and was taking up time at the meeting.

Chair Vial commented that it would not obligate the 4-H agent to have a report every month.

Staff requested that the report be in written form and be included in the Board packet.

Discussion ensued regarding time management and agenda topics.

Motion to amend previous motion by Board Member Flagg to have the 4-H report be submitted in writing to be included in the Board packet. Second by Board Member Logan. Motion carried 7-0.

With no further business before the Board, Chair Vial adjourned the meeting at 5:28 p.m.

Motion by Board Member Hirst to move adjourns. Second by Board Member Christy. Motion carried 7-0.

Don G. Hillman
Recording Secretary

Rich Vial
Board Chair