

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, September 7, 2016
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday September 7, 2016 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

FAIR BOARD MEETING PROCEDURES

**Washington County Fair Board of Directors
873 NE 34th Avenue, Hillsboro, OR 97124**

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
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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.

Fair Board Calendar

~ October 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Oregon Fairs Association Convention - Albany Oregon	22 Oregon Fairs Association Convention - Albany Oregon
23	24	25	26	27	28	29
30	31	Notes:				

~ November 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 International Association of Fairs and Expos Convention - Las Vegas Nevada	28 International Association of Fairs and Expos Convention - Las Vegas Nevada	29 International Association of Fairs and Expos Convention - Las Vegas Nevada	30 International Association of Fairs and Expos Convention - Las Vegas Nevada	Notes: No Board Meeting this month		

~ December 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month				1 International Association of Fairs and Expos Convention – Las Vegas Nevada	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

~ January 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Fair Board Meeting 4:30 pm to 6:00pm	5	6	7
8	9	10	11	12	13	14
15 Western Fairs Association Convention – Reno Nevada	16 Western Fairs Association Convention – Reno Nevada	17 Western Fairs Association Convention – Reno Nevada	18 Western Fairs Association Convention – Reno Nevada	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

~ February 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Fair Board Meeting 4:30 pm to 6:00pm	2	3	4
			5	6	7	8
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	Notes:			

~ March 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

~ April 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

~ May 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Fair Board Meeting 4:30 pm to 6:00pm	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		

~ June 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:				1	2	3
4	5	6	7 Fair Board Meeting 4:30 pm to 6:00pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Horse Fair	27 Horse Fair	28 Horse Fair	29 Horse Fair	30 Horse Fair	

~ July 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 County Fair	28 County Fair	29 County Fair
30 County Fair	31	Notes:				

~ August 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: No Board Meeting this month	

~ September 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Fair Board Meeting 4:30 pm to 6:00pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, September 7, 2016

4:30 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Carroll, President
Bill Ganger, Vice President
Gary Seidel, Board Member

Andy Duyck, Board Member
David Vilalpando, Board Member

David Noyes, Board Member
Bob Rollinger, 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. July 2016 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2016 - Recap
2. Educational Fund Update

F. New Business

1. County Fair 2017
2. 4-H Program Policies White Paper

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

July 6, 2016

FAIR BOARD PRESENT: Gary Siedel, Andy Duyck, David Noyes, and Bob Rollinger

FAIR BOARD ABSENT: Erin Carroll, and David Villalpando

STAFF: Leah Perkins, Julie Case and Pat Willis

A) Call to Order

- a. Gary called the meeting to order at 4:32

B) Oral Communications

- a. None

C) Approval of Minutes

- a. Bob moved to except the minutes as is and David seconded it, minutes approved

D) Reports

- a. **Financial Report;** Last year's Fair are on this report. 86% of hotel/motel tax are in and it should exceed budget . Andy asked for a motion to accept the report, Bob seconded it. Board approved.
- b. **4-H Updates;** 111 kids at horse fair this year. Pat has ordered it to be 73 degrees and overcast for regular Fair this year. Boat project will be on display this year. Pat talked about getting a list of alumni at fair, to help fund the 4-H.

E) Old Business

- a. **County Fair Updates;** Concert tickets sales are good. Media is up and running. We have sold 11 of the \$200.00 VIP tickets to Fluffy. 500 tickets for Loverboy. Rodeo tickets are selling along with Brett Eldridge tickets. Grounds are looking better than ever thanks to Albert and his team. Open until Midnight each night, ME Hall closed at 11:00 pm. Soft Sweep at Midnight.
- b. **Education Fund Update;** Not able to put together enough kids to do the parking lot this year. Security will be doing it.

F) New Business

- a. 2017 Air show slated for the 2nd week in August. RFP for RV park. Design is done, Starting in November, of 2016 for a July 2017 completion. RFP for Event Center Design should be completed by next week. Once the Event Center is built, the current Main Exhibit Hall will need to come down. Building to start November 2017 with a 2 years construction date.

G) Other matters of Information

- a. **All on for the Breakfast for the 4 days of Fair. Bob cooking pancakes. See about Lisa bringing Blueberries.**
Andy asked if we could have coffee for the adults

Chocolate Chip Cookies Contest to be judged at 1:00 in Clover Leaf building by Fair Board Members.

H) Oral Communications

a. None

I) Adjourn 5:11 pm

Washington County Fair
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Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: August 30, 2016

To: Washington County Fair Board

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

Re: Financial Reports

The July 2016 Financials will be available at the meeting.

White Paper on Oregon 4-H Membership for Washington County Fairboard

Pamela Rose, State 4-H Program Leader

Background

Concern has been expressed regarding out-of-county 4-H youth receiving the same consideration of Washington County fair benefits as in-county 4-H youth.

4-H Program Policies

The Oregon 4-H Policy Manual (for the Division of Outreach and Engagement, Oregon State University Extension Service, updated September 2014), the following policy regarding special membership conditions:

3.4 4-H members enroll in their county and state of residence. Exceptions must be approved by the 4-H faculty serving both the surrendering and receiving county. Members may not be enrolled in the same project in two different counties or states.

What best practices in the 4-H program are utilized to support this policy?

1. All 4-H counties share membership policies with 4-H club volunteers in orientation/training.
2. All of our 4-H enrollments are placed into a 4-H Online data base system by individual counties. Membership duplications can be caught by the state 4-H Online manager and shared with the individual counties to address.
3. 4-H faculty are usually notified of shared residence issues by the 4-H family and work through these situations with other faculty to best support the member and family participation in 4-H.
4. Arrangements for approved exceptions are noted by 4-H faculty and support staff.

Why are their processes for exceptions in the Oregon 4-H program? (also in Oregon 4-H Policies)

- 1.1 The mission of 4-H is to provide young people with intentional, high quality learning experiences that promote positive interactions with adults and peers, sustained and active participation across time, and opportunities to make meaningful contributions to the world around them.
- 1.7 The following policies are in effect for all persons associated with the Oregon State University 4-H Youth Development program. A county may have additional policies so long as those policies reflect inclusivity, sound practice, and legal obligation and do not contradict state policies.

County or state lines are not to be a barrier to support families in their access and participation in the Oregon 4-H program.

Oregon Fairs Association CONVENTION

Oct. 21-22

Pride in Our Past—Faith in our Future

The Big Party

a special networking time after dinner each night with games, food, drinks, and entertainment!!

Linn County
Expo Center
Albany

Keynote speakers:

Michael Bradley
CEO of the California Mid-State Fair

Kent Hojem
CEO of the Washington State Fair and
President of the International Assn.
of Fairs & Expos

Many informative
breakout sessions!
Showcase entertainment!

TICKETS