



# MARION COUNTY FAIR

May 3, 2017 5:30 PM

Commissioners' Board Room  
555 Court St NE, Salem OR

## AGENDA

- I. 5:30 PM Call to Order/Introductions
- II. 5:35PM Public Comments
- III. 5:38PM Approval of April 5, 2017 Meeting Summary Notes
- IV. 5:45PM 4H/FFA Reports *[Information]*
- V. 5:55PM Financial Report *[Action]*
  - Budget Change Request Form- Tamra
  - Budget Change Request Forms- Jill
- VI. 6:05PM Committee Reports *[Information]*
- VII. 6:15PM Items of Special Interest *[Information/Possible Action]*
  - 2017 Swine & Wine Event Update
  - Office Hours During Fair- Denise
- VIII. 6:45PM Strategic Plan Items *[Action]*

### Strategic Plan- May

2.1.8	Interface with other state fairgrounds events occurring at the same time as county fair	MC, Fair Chair, State Fair, Staff
2.2.2	Increase public participation in Public Competition events	FB, Staff
3.2.6	Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage.	FB, EC, Staff
3.2.8	Develop Grange log cabin agreement	Staff
3.3.4	Increase clarity of process with security personnel- who does what; informational (print, signs, etc.)	FB
3.3.6	Provide event listing information for program publication to Event Coordinator	FB
4.3.1	Create detailed work orders	S. Gubbels, EC, Staff, 4H/FFA Staff
4.3.2	Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues	FB, Staff, 4H/FFA Staff
4.3.3	Discuss any needed changes for 4H/FFA	FB, Staff, 4H/FFA Staff
4.3.4	Develop MOU with open class animal groups (pygmy goats, llamas)	S. Gubbels, Staff
4.7.2 (Senior Plan)	Coordinate veteran's uniform display with Mac MacDonald	Staff (pre-fair), OC Point Per. (on-site)

**7:25PM Other-** Ingalls' Reports

- 1. Newsworthy Items

**7:35PM Adjourn**

**Next meeting:** June 7, 2017

## **Marion County Fair Board**

*To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.*

### **Monthly Meeting Notes**

Commissioners' Board Room

April 5, 2017 - 5:30 PM

Present: Shannon Gubbels, Dylan Wells, Heidi DeCostner, David Beem, Amy Goulter-Allen, Joel Conder, Brandi Buxton, Janet Carlson, Jill Ingalls, Scott Ingalls, and Tamra Goettsch

Notes by Tamra Goettsch

#### **FFA Report:**

Amy reported that small animal weigh in is scheduled for May 3<sup>rd</sup> & 4<sup>th</sup> from 3pm to 6pm at the Sublimity Harvest Grounds. FFA is moving forward with its fair plans and changes are not anticipated.

The district is also updating information for the fair book; more kids are getting involved. Amy attributed a lot of that growth to the schools involvement and support for the program.

Jill mentioned the upcoming Awesome 3000 event and the fair's marketing booth at that event. Other vendors/participants provide give-a-ways or activities that attract people to their booth. Jill asked if it would be possible for FFA to provide a couple of smaller animals to be in the fair's booth this year – this was a successful attraction in the past. The event is May 6<sup>th</sup> from 7:30 am to 1:00 pm at Willamette University's track located in Bush Park in Salem. Amy agreed to talk with others about possibilities - Jill needs to know soon and would prefer to know by this Friday, April 7<sup>th</sup>.

#### **4-H Update:**

Shannon reported for Melanie that all judges are hired and the enrollment of participants has closed.

Also, Jill has put a call out for small animals and their handlers to join her on May 24<sup>th</sup> at CCTV to promote the fair.

#### **Approval of March 1, 2017 Notes:**

Heidi moved to approve the summary notes of March 1, 2017 as prepared; Shannon seconded the motion. The motion passed unanimously.

#### **Committee Reports:**

STEAM (Science, Technology, Education, Arts/Agriculture, and Math): The planning team met twice since the last fair board meeting. The energy has been very positive and there are some new and exciting additions of people and organizations involved. Salem Keizer Education Foundation (SKEF) has agreed to participate, along with the YMCA, the Boys and Girls Club, and more; all are focusing on providing some hands-on activities. The Farm Bureau has agreed to coordinate the scavenger/treasure

hunt game. For the scavenger hunt there will be stations located throughout the fair and will have questions based on the stations and will be related to STEAM. On Friday and Saturday of the fair, SKEF agreed to provide four demos and hands-on activities that will be able to accommodate up to 150 students at each demo. They have proposed \$2,000 to cover supplies and staffing. There are many other supplies that will be needed and will be seeking donations of items soon, i.e., empty milk jugs, popsicle sticks, etc. These items might be eligible requests for the new Community Resource Network (CRN). Shannon mentioned that her 4-H club could work on developing some displays, i.e., a cow's digestive system. The displays can be placed in the barns and could be set up when the clubs are organizing their sections.

The goal is for STEAM to have many hands on projects organized throughout the fair.

Food Vendor: The committee met and chose 14 food vendors. Jill reported specialty vendors, i.e. kettle corn, pizza by the slice, etc., are still needed and she had already reached out to Mike, owner of Adam's Ribs, for possible connections. New food vendors for this year include a Mexican/sea food vendor, crepes and rolled ice cream, as well as many of the past vendors. Shannon mentioned a food cart in Scotts Mills; they are very good and she agreed to reach out to them. Brandi mentioned a pizza cart doing business in Polk County, and Tamra mentioned that there might be some vendors at the Wednesday or Saturday markets that might be interested.

#### **Items of Special Interest:**

Entertainment: Contracts with the Friday and Saturday acts are developed by the artists and are still being finalized. As soon as the county receives the contracts, they will be processed as promptly as possible. Joel and Jill are working to address stage issues; Cascade Sound submitted a proposal with similar stage set up as last year, labor, and a pay increase. Jill has asked them to "sharpen their pencil." The Night Ranger band wants 12 moving lights, which are costly and Brady, Cascade Sound, is working with the band to get "real needs" so he can give Jill an accurate quote. Eric Marcuse, the fair's talent agent, will work with Jill on the number of hotel rooms needed. The opening act for Friday still needs to be secured. The band "TLS Journey" was discussed as a possible fit; stage space and cost to perform could be an issue, but the Ingalls thought that they would be willing to negotiate. Joel will check on all matters and bring information back to fair board's next meeting.

As the fair's Ambassador, David remarked that he would like to welcome all the bands and will work with Joel on needs and timing.

Other main stage activities reported were teen idol, church, adult idol, and more. Scott is working with KLOO to determine if there is an appropriate role for them this year.

Jill is awaiting word as to whether the Army's band can perform on Thursday in connection with the Honor's Day main stage event.

Board Session at the Fair ideas. The county commissioners will be hosting its weekly commissioner meeting at the fair on opening day. This year the event will be located near the barns and the Dairy

Women's ice cream booth. The creation of plan B was recommended in case weather conditions prohibit the meeting being held at the desired outside location. Jill met with Jolene Kelley, County Public Information Officer, and they are coordinating the board meeting and media day to align; one right after the other. They also want to coordinate the local media folks with youth from their areas so they have stories of interest for their specific publications. Janet suggested that the commissioners and others could "demonstrate" what they would be doing (or things that they enjoy doing) at the fair. For example, Commissioner Cameron could do a dog suit demo; Sam could have a cheesecake to sample; John could have a pie to sample; Janet could talk about STEAM and kids activities; and we could also have a couple of animals and handlers. Jill reminded the fair board that 2017 is the "year of the rooster" and perhaps a rooster could be one of the animals.

Pygmy Goat Requirements Discussion: Shannon stated that the goat's normal move in date and time is on the fair's Friday (July 7<sup>th</sup>) and the handlers bring in their goats and hay. The pygmy goat coordinator is hoping for higher attendance numbers this year. Tamra was asked to confirm whether a contract was needed for the needed vet services; due to the estimated amount, approx.. \$500, it could be paid via county payment card or invoice. *[After the meeting it was confirmed that a contract is not needed and the bill can be paid by an invoice or p-card. If paying from an invoice, the vendor will need to fill out and submit a W-9 form. Once we know which vet will be at the fair, Shannon can contact Community Services with that information and the form can be sent to the vet prior to fair so that payment isn't delayed.]*

After some discussion, the board confirmed that they would like to have the pygmy goats at the fair and that new move in guidelines would be put in place to make it doable for the pygmy goat handlers and keep the fairgrounds and barns safe:

The following guidelines will be implemented this year for the pygmy goats:

- All vehicles and trailers will enter through the gray gate and exit through the horse gate (yellow gate). *[since the meeting the following is suggested: entry and exit from the yellow gate only]*
- All vehicles will stay on the east side of the barns; no vehicles will be permitted in the barns during fair hours.
- Only five (5) vehicles/trailers at a time will be allowed on the fairgrounds, during fair hours. *[since the meeting Shannon and Jill suggested that only two vehicles/trailers at a time will be permitted on the grounds during the fair hours]*
- Security at the gray gate *[now yellow gate]* will monitor the number of vehicles coming through the gate, but will not leave their gate post.
- Jill to work with Denise or others to develop a map with acceptable driving paths, parking locations, and pygmy goat pen location.
- Shannon, Fair Board Barn Event Coordinator, will provide the pygmy goat owners with a move in time and written instructions (Denise will help type up). Shannon will share the instructions and move in schedule with Jill. Jill will work with the fair's security vendor to ensure they understand this exception of vehicles on the premises.

- Caution tape will be used to mark off the vehicles (and perhaps the driving path) during move in.
- Coordination is important; last year Jill received calls. Perhaps herdsmanship club can assist with wheelbarrows to help unload and move materials from the vehicles to the pen areas.
- Recruit FFA Capital District Herdsmanship teams to assist the pygmy goat owners with wheelbarrowing their tack and supplies from their vehicle to the goat display area and will be responsible for the load out of the shavings and straw.
  - Denise to update the fair's Herdsmanship application to include this responsibility and stating that the team needs to be available from approximately noon to 6 pm on July 7, plus the Herdsmanship responsibilities.
  - The pygmy goat club will be asked to provide payment upon arrival for the herdsman assistance and clean up. Any funds collected will be held in the fair office safe until the shavings and straw have been removed. Once completed, the funds will be issued to the FFA Capital District.
- Community Services will revise the pygmy goat Memorandum of Understanding (MOU) to include the above mentioned and will bring a final draft to the next fair board meeting.

Other Livestock Public Competitions: Shannon affirmed that the board budgeted for vet check, shavings, haul-out, and some ribbons. The veterinarians are typically in the barns late, so the goats will be able to be checked at that time. Since the goats' pen location is in a separate area and won't have "nose to nose" contact with other 4-H animals, this shouldn't be an issue.

All mini Herefords will move in at the same time as all the other animals. The mini Herefords' coordinator is trying to expand this class. The Dexter's won't be at our fair this year due to the fair's budget restrictions.

Other: Jill will send out an email regarding needed help at the Ag-Fest. Shannon and Heidi volunteered to help. The event is scheduled for April 29<sup>th</sup> and 30<sup>th</sup>; set up on 4/28. In the fair's booth, it will again provide a "cut out" photo booth and coloring sheets.

#### **Financial Report:**

Tamra reviewed the changes in the document and shared that she has been in some discussions with the county's budget team about how to present the fair's budget and staffing. Any changes will be reported to the fair board at its next meeting.

Shannon moved to accept the financial report as prepared; seconded by Joel. The motion passed unanimously.

#### **Strategic plan items:**

- 4.1.1 Should state "send press release seeking local entertainers for the community stage..."
- 4.4.2 On-going
- 4.4.3 This should reference "Organize activities for exhibit hall stage, including STEAM Stage."

- 4.4.4 Positions are filled.
- 4.6.2 N/A this year.
- 4.6.2 New activities are being coordinated.
- 3.25.10 Denise is working on Comcast service.
- 4.7.1 Senior activities are being coordinated; Jill has a few invites out and is awaiting confirmation. Square dancing was also suggested as a demo activity; Jill will check into this.

**Other:**

Ingalls report: Jill presented some suggested budget changes – see below:

Line items	Additional Amount Needed	Proposed Funding Source	Amount Used
Janitorial Services	\$ 700	Carryover	\$700
Printing	\$ 750	Carryover	\$750
Electric Signs	\$ 750	Unallocated funds in Events & Activities	\$750
Map	\$1,500	Unallocated funds in Events & Activities	\$1,500
STEAM	\$1,500	Unallocated funds in Events & Activities, as well as carryover	\$775 unallocated \$725 carryover
Main Stage	\$ 700	Carryover	\$700
Barn Yard Adventures	\$4,400	Ambulance/EMT Service (sponsored)	\$4,400
<b>TOTAL</b>	<b>\$10,300</b>	<b>Total</b>	<b>\$10,300</b>

*Note: Of the \$6,325 listed on the financial report under Events & Activities (this was not allocated to anything at current), Joel mentioned that \$3,300 was needed to cover Big Name Entertainment expenses: Catering (\$1,000), General Production - Backline (\$1,000), General Production – Stagehands (\$800), and Transportation (\$500). Though this was discussed at the meeting, no motion was made to formally authorize staff to amend the budget of \$3,300 to cover the Big Name Entertainment expenses mentioned above. The board will need to consider these expenses, as stated above at its May 2017 board meeting.*

Brandi moved to authorize the expenditure of the line items needing additional funding in the above table using the line item and/or funding source listed in the above table; seconded by Joel. Motion passed unanimously.

Coloring Contest: Tamra agreed to print 2000 copies of the coloring sheets from the department’s administration budget. Jill will prepare the page and send it via email to be processed.

**Newsworthy:**

No newsworthy items were shared.

Adjourn 7:16pm



## Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	<i>2014</i>		\$ <i>3,000.00</i>	<i>Increase 4H premium payments</i>
	<i>example</i>	<i>2014</i>	\$ <i>3,000.00</i>		<i>Increase Donation revenue - from Fair Board Foundation Swine &amp; Wine event</i>
	<i>example</i>	<i>2014</i>	\$ <i>20,000.00</i>		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	<i>2014</i>		\$ <i>26,000.00</i>	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	<i>2014</i>		\$ <i>(6,000.00)</i>	<i>Decrease State Fair Rental</i>
1	5/3/17	2017		\$ 1,581.00	2017 Security Contract Increase (2016 \$15,600; 2017 \$17,181)
2	5/3/17	2017	\$ 1,581.00		From Carry Over
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ 1,581	\$ 1,581	

**NET CHANGE** \$ 1,581

Person Requesting: Tamra Goettsch 5/3/17  
Date

Fair Board Approval: \_\_\_\_\_  
Date

Approved Changes Entered: \_\_\_\_\_

**\*\* Budget Office Use Only**



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	<i>example</i>	2014		\$ 26,000.00	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	2014		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	5/2/2017	2017			
2	5/2/2017	2017		827.00	Lodging for big name entertainment 2827.00 total 525925 Lodging
3	5/2/2017	2017			In kind sponsorship - from Red Lion 2000.00
4			827.00		From Carry forward
5					
6					
7					
8					
9					
	TOTAL		\$ -	\$ -	

**NET CHANGE** \$ -

Person Requesting: Jill Ingalls 5/3/2017  
Date

Fair Board Approval: \_\_\_\_\_  
Date

Community Services Director: \_\_\_\_\_  
Date

Approved Changes Entered: \_\_\_\_\_  
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	<i>example</i>	<i>2014</i>	\$ <i>3,000.00</i>		<i>Increase Donation revenue - from Fair Board Foundation Swine &amp; Wine event</i>
	<i>example</i>	<i>2014</i>	\$ <i>20,000.00</i>		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	<i>2014</i>		\$ <i>26,000.00</i>	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	<i>2014</i>		\$ <i>(6,000.00)</i>	<i>Decrease State Fair Rental</i>
1	5/2/2017	2017		500.00	Donations for Superheroes and Star Wars Characters 525925
2	5/2/2017	2017			local entertainment
3	5/2/2017	2017	500.00		From Carry Forward
4					
5					
6					
7					
8					
9					
	TOTAL		\$ -	\$ -	

**NET CHANGE** \$ -

Person Requesting: Jill Ingalls 5/3/2017  
Date

Fair Board Approval: \_\_\_\_\_  
Date

Community Services Director: \_\_\_\_\_  
Date

Approved Changes Entered: \_\_\_\_\_  
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	<i>example</i>	2014		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	5/3/2017	2017		2,200.00	T Shirts for all FFA and 4H youth 525930 Events & Activites
2	5/3/2017	2017	2200.00		Sponsorship of T Shirts for all FFA and 4H youth 341555 sponsor fees
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ -	\$ -	

**NET CHANGE** \$ -

Person Requesting: Jill Ingalls 5/3/2017  
Date

Fair Board Approval: \_\_\_\_\_  
Date

Community Services Director: \_\_\_\_\_  
Date

Approved Changes Entered: \_\_\_\_\_  
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