

Marion County Fair Board

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

Monthly Meeting

Commissioners' Board Room

February 1, 2017 5:30 PM

In Attendance

Board Members: Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

Staff: Denise Clark, Tamra Goettsch, Commissioner Carlson, BOC Liaison

Guests: Jill and Scott Ingalls, Ingalls & Associates

I. **Introductions**

II. **Public Comments-** None

III. **Approval of Meeting Summary Notes-** Shannon made a motion to approve the January 4, 2017 meeting summary notes; Pam seconded. Motion passed.

IV. **4H-** Melanie provided Shannon the following information to report:

- Fair registration is increasing by \$5
- Beef weigh-in this Saturday (February 4)
- All leaders meeting April 17; will distribute fair books
- Judges contracts done
- Recommends someone attend the upcoming spring ShoWorks training in Cody Wyoming. *(Denise will be attending the training.)*

FFA- No representative present. *(Denise will check on this.)*

Jill will check with State Fair regarding activities on their grounds on July 4th to see if it might impact our set up.

V. **Financial Report**

Minor Changes:

- Operations- an installment payment has been made on the new web site.
- Administration-interest is up; renewed Joel Conder's board bond.
Denise noted that the amount listed for commercial space rental (\$475) is low as the deposited funds haven't hit the general ledger yet. So far this year \$2,065 has been brought in.

VI. **Committee Reports**

Programming committee-

- Night Ranger and Diamond Rio have both been confirmed; they having accepted our offer. Once everything is agreed upon, the promotion of the artists can begin. This is the earliest in the year that we've ever confirmed the big name act(s).
- Portland Super Heroes will be participating again this year.

New Website Update-

- The new website can be found at "marioncountyfair.net"
- In process of filling the site content; information will be copied off of the current website.

- New information needs to be posted; any project/event/activity that is finalized give to Jill or Dylan for posting.
- Notify Jill or Dylan of any errors found on the pages.
- There will be just one sponsor page; sponsors won't be listed throughout the pages.
- There will be a link between the current website and the new website.

Open Class Animals- Shannon

- The Mini Herefords show will be returning.
- Discussion is underway with the Dexter show organizers.
- Pygmy goats are returning; they want the same move-in times as before. Shannon suggests we will just need to work with security to accommodate their move-in times.

The locks on the back gates are going to be changed this year during fair; in that way we will stop any free entry that is getting through.

VII. Items of Special Interest

Public Competitions- Heidi

- Heidi has not heard back from the superintendents as to who will be participating in the coming fair.
- Hope to entice people to come to the fair more than one day.
- Holding special contests:
 - Fairy garden- a miniature display in fairy colors that includes tiny buildings
 - Live art battle- we supply the materials; participants have 20 minutes to finish an art project. It will then be judged.
 - Large community Lego project- participants are given up to four hours to build a section of a town. We will supply the Legos.

Tami knows the *Create a Memory* owner, perhaps they will partner with us. A person could make a project through them and then exhibit it at the fair.

STEAM-

We received confirmation that OSU Extension will be providing an additional \$5,000 for STEAM for a total of \$16,000 that they will be contributing to the fair. This was approved at their January board meeting.

A STEAM team is being set up consisting of Jill, Mary Grim and community partners such as the Farm Bureau, the Boys and Girls Club, the school district, and the *Willamette Kids and Family* magazine.

ShoWorks-

Have purchased the software for \$1195; \$1745 was budgeted. Tamra proposed that the additional \$550 go toward sending Denise to the ShoWorks training in Wyoming in April. The remaining \$700-\$800 that it will cost to send her will come out of the Community Services' budget. The Fair Board agreed to this sharing of the ShoWorks training costs. (Tamra had IT increase the RAM capacity on all of the department's laptops to be able to support the ShoWorks software.)

Swine and Wine- April 20th

- Tami, Heidi, Pam and Joel are planning on attending.

- The Ingalls are willing to host a table. Fair board members are welcome to be seated there. Jill will send out an invitation to everyone.
- Advisory board ethics laws dictate that a board member can only receive a gift valued at no more than \$50 and must declare it. Staff will develop a document identifying the value of the ticket for fair board members to keep in their personal files should they accept Ingall's invitation.
- Donations of auction items are appreciated.
- Of the 24 tables available, 14 are already sold.

VIII. February Strategic Plan Items:

1.2.5 Adopt financial controls to authorize expenditures and stay within the budget.- *Done*

2.1.2 Adopt marketing budget.- *Done*

2.1.10 Present new fair theme logo to board.- *Done*

2.2.4 Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)- *Noted*

2.2.4a Target chamber newsletter articles- *In process*

2.2.5 Create activities that draw cross-cultural participants- *In process, focusing on Sunday; have a Chinese group out of Portland and a Middle Eastern Dance group so far. Hope to put them on the main stage.*

3.2.1 Present fair layout (including booths) to fair board. *In process; don't expect to change the booth numbering.*

- Real Heroes hope to fill extra space in Columbia Hall in addition to their outside space.
- Denise will check with Stephanie as to her availability to utilize AutoCad to make the 2017 layout changes.
- Hoping to increase activities inside Columbia Hall throughout all of the days, not just having them on Thursday. The public competitions and special contests in there will help.
- Perhaps will go back to having a community stage (activity Center) in Columbia Hall.

4.4.5 Place open class application and information on web site. *In the process of transitioning from the Blue Ribbon program to the ShoWorks software.*

Fair Foundation Letter Response-

Shannon indicated that she had spoken with Bob Zielinski and answered some of his questions regarding the letter from the fair board to the Fair Foundation requesting financial support. It's been reported that Bob is not comfortable signing the agreement as he has questions regarding the costs associated with the 4H/FFA items.

Shannon feels that the fair board should only address the herdsmanship award and the open class premiums in their monetary requests of the Fair Foundation. She feels that 4H/FFA should take care of their program's needs. She suggests that Melanie approach the Fair Foundation herself regarding their requests.

Shannon made a motion to amend the original letter to the Fair Foundation dated October 6 altering the request to \$550 for open class premiums and \$400 for herdsmanship awards. Heidi seconded the motion. Motion passed. (Shannon will again sign the new letter.)

Funding for the Petting Zoo is not part of the request letter; it is already a budgeted item.

IX. Other

Ingalls Report-

- Working on sponsors for the main stage acts.
- Scott is going to get a sponsor to provide a tent to cover the grange (fair office) to keep it cool. This will be in addition to providing an air conditioner for inside the building.
- STEAM is “coalescing.”

Oregon Fairs Association (OFA)-

- There will be a 5.9% (\$3,300) reduction in lottery funds (state subsidy) given to each Oregon fair in 2018.
- March 23, 2017 is the fairs’ day at the state capital to advocate for the funding to be continued.

Mary Grim (fair volunteer coordinator) submitted a request for funds for the fair volunteers’ hospitality room. There is \$300 allotted in the budget for the volunteer appreciation event, but not for the hospitality room at fair time. Scott Ingalls said he would pay for it out of his own funds.

Informal Request for Proposals-

The Informal Request for Proposals (IRFP) for carnival and security/ticketing services are completed. There was one submission for each. (The deadline had been extended once as it was posted over the holidays.)

Carnival IRFP- Those who reviewed and scored the submission (Sarah Cavazos, Denise Clark, and Heidi DeCoster) recommend Funtastic be the carnival provider. In Funtastic’s submitted information it indicated that the fair had the authority to choose the rides that are brought to the fair; this will be clarified in the contract. Pam made a motion to accept Funtastic’s submission to provide carnival services to the fair; Shannon seconded the motion. Motion passed.

Security and Ticketing IRFP- Those who reviewed the submission (Sarah Cavazos, Denise Clark, and Heidi DeCoster) recommend Creative Security be the security and ticket taking provider. Information going back to security will be requesting that they have more trained security personnel (DPSST certified) and that the ticket takers be proficient on the electronic devices used for purchasing tickets for gate entry. Also will be emphasizing that security take it seriously in not letting people enter the fair that don’t show credentials. The board accepted the recommendation providing that there is clear language in the contract as to these conditions.

Pam made a motion to accept Creative Security’s submission to provide security and ticket taking services to the fair; Nathan seconded. Motion passed.

Both contracts will have a three-year option with the potential for a year by year annual review if desired.

It was suggested that next time we go out with a security IRFP to separate the security component from the ticket taking making them two separate documents as not all companies who might be interested have the capacity to do both.

Newsworthy Items-

There was recently a call-out for people to post their fair animal pictures on Facebook.

Meeting Adjourned: 7:33 PM.