

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

Marion County Fair Board Monthly Meeting

Board of Commissioners' Board Room

June 3, 2026 5:30 PM

Meeting Convened: 5:35 PM

I. Call to Order/Introductions

Fair Board Members: Joseph Billington, Brandi Crandall, Amy Goulter Allen, Shannon Gubbels, Pam Zielinski

Key Volunteer: Jeff Simons

Guests: Monica Baker, FFA; Kathie Carter, Marion County HR Benefits; Jill Ingalls, Ingalls & Associates; Melanie McCabe, 4H

Staff: Chip Bury, Denise Clark, Sarah Coutley, Laura McClellen, Kelli Weese

II. Public Comments- Kathie Carter

The county is holding their annual 5K fun run and picnic for county employees. She is requesting fair tickets be donated for the event as was done last year. Jill indicated that last year the event was provided 4 family packs of tickets which included 4 admissions, 4 burger baskets, and 4 ice cream coupons. Amy made a motion to provide the tickets for the event; Brandi seconded. Motion passed.

III. Approval of April 13 Meeting Summary Notes- Brandi made a motion to approve the meeting summary notes; Pam seconded. Motion passed.

IV. Financial Report- Joseph Billington

Those items changed since last month are yellow highlighted; the majority are revenue that has come in. Brandi made a motion to accept the financial report as presented; Amy seconded. Motion passed.

Budget Change Request Form- Jill

Jill said that security will be provided through the new organization Chiron; ticketing through TCB. This is one of those areas that as we go through the fair, we possibly add and change services as needed. She thinks it's going to be over budget.

Joe responded that as he looked at the numbers they provided, these do not correspond with what is in the current budget. Jill said that they would, "go back to the drawing board" and look at what they presented. Perhaps a budget change request form is not needed. Jill will work with Joe on this.

V. 4H/FFA Reports- Melanie

4H- Melanie

Things are “rolling along.” The deadline for registering for the fair was last Friday (May 29.) It looks like they will have 550 exhibitors with 3500 individual projects. These figures do not include the market animals in which there are 370. These numbers are very similar to last year’s numbers. She is also working on the work orders for Jill.

FFA-Monica

Graduation is the end of this week. They are getting ready for fair. It looks like they will have the same level of participation they’ve had in past years.

VI. Items of Special Interest

Jeff Simons’ Fair Board Member Application- Denise

Denise indicated that Jeff, currently a key volunteer, is willing to fill the open fair board member position with Dana resigning. She referred to his application information in the packet. The fair board is to determine if they want to move forward in recommending him to the BOC for appointment to the fair board.

Jeff said that his goal is to assist the fair in whatever way he can and that he has a variety of life experiences to bring to the table. He looks forward to helping the fair be successful. Brandi made a motion to recommend to the BOC that Jeff be appointed to the fair board; Pam seconded. Motion passed.

Mounted Camera for Private Use Policy Review- Denise

This is a relatively new policy that was written with Legal Counsel due to a fair participant’s actions. Denise highlighted key points of the policy. It was mentioned that this is an important policy to have because of today’s social media and the “influencers.”

VII. Ingalls Report- Jill

- Have identified a couple more Sunday contract performers; she still has some holes in the community stage.
- Have arranged for a DJ for Friday night, “DJ Avalanche.”
- Waiting for state fair’s final agreement; she’s made arrangements to use their suppliers.
- They are “heavy” into marketing and social media.

Pam asked Jill about the recent Statesman Journal listing about things to do this summer. It listed the Marion County Fair and said those over 5 years old pay just \$6 to enter the fair. Jill will get a hold of them with a correction.

VIII. June Strategic Plan Items

2.2.7 Create activities schedule to help with public awareness and ensure coordination. (Working schedule master list of specials, daily printout.)- *Ongoing*

3.1.2 Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them *Jill said that JaniKing has been contracted. Denise that that the 4H issues in the past were the handling of garbage when syringes were found. Jill said that last year, post fair, the animal pens were not left tidy; her staff had to do some work on them. She'd like to see 4H/FFA staff remind participants of the condition those pens need to be left in.*

3.2.11 Submit Fire Permit Application for Special Event/Trade Show to the Salem Fire Dept.- *Done*

3.2.12 Submit City of Salem Required Permit Applications. *Jill said they now do all these together; a signed contract agreement has been received which is part of the permit process.*

3.3.4 Review Emergency Plan mid-June- *Scheduled for June 17. Jill said she sent the current plan to our new security company for review. She and Scott had looked it over and don't see much that needs changing.*

3.3.6 Identify a Management Update meeting date to provide post fair gate numbers and revenue. *Kelli said that "in a perfect world" this would be done in early August. We do give the BOC preliminary numbers but not in a formal way.*

4.5.1 Maximize commercial space in exhibit hall and outside- *Ongoing*

4.5.2 Commercial vendor coordination (communication, application, payment)- *Ongoing. Denise indicated that we don't have as many vendors at this point in time that we usually do. Jill said she has done an initial outreach to some of their vendors. She is not sure what is causing the slow response.*

4.5.3 Food vendor coordination (communication, application, payment)- *Ongoing*

5.2.7 Prepare upcoming fair presentation (Fair Highlights) for a BOC session. *We have not done this for the past couple of years. The fair board says to remove this from the Strategic Plan as it isn't worth the effort to reach a few CCTV viewers.*

IX. Other

Sarah said a fair board member is needed to welcome the chamber greeters event on Friday morning at 8:00 AM. This person welcomes them to the fair and lets them know of the good things happening at the fair. Jill said staff are willing to help out the fair board member that does this. Sarah agreed saying we could summarize a day sheet for the person to relay to the listeners.

Chip suggests holding a post-fair board meeting in July, not waiting for the August meeting. In that way, discussion could be held on the results of the current fair and how to move forward. Also, with Denise retiring on August 1, she would still be available to attend a meeting in July. Jill indicated that the Ingalls would not be available July 21-30, however they could probably attend virtually. Shannon suggested not holding the meeting on a Monday or Friday. Shannon asked everyone to consult their calendars. At the June 17th emergency plan review meeting we will determine a date for the July meeting.

Chip asked Jill the status of the state fair agreement. Jill said that she had responded to them and Krista with her edits and was waiting on the final draft. She will reach out to Kevin Ziebart again.

Greg had asked Jill to relay an Honor Day update in his absence. He has confirmed the sheriff's participation and also the color guard; they will bring their own flags.

X. Meeting Adjourned: 6:17 PM