



MARION COUNTY FAIR

April 3, 2019 5:30 PM

Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

- I. Call to Order/Introductions
- II. Public Comments
- III. Approval of March 6, 2019 Meeting Summary Notes
- IV. 4H/FFA Reports
- V. Financial Report
- VI. Items of Special Interest

- Swine & Wine (April 11) Event Update- *Joel*
- Hard Alcohol at the Fair Update- *Tamra*
- Greeters Food Costs- *Denise*
- Customer Service Policy Update- *Denise*
- Columbia Hall Commercial Vendor Hours Update- *Jill*
- Fair Customer "Intercept Survey" update- *Scott*

VII. Strategic Plan Items- April

April

3.2.11	Check to see if Comcast will be sponsoring internet service in the log cabin.	Staff
4.1.1	Send press release seeking local entertainers for the community stage. Respond to requests to participate that come into the fair office; relay to Event Coordinator for a response.	EC, Staff
4.4.2	Get public competitions' sponsors; work with Marketing Coordinator	EC, MC, FB
4.4.3	Organize activities for exhibit hall stage	EC, OC Point Per.
4.4.4	Hold superintendents' meeting; assure superintendent positions are filled	OC Point Per.
4.4.6	Send out public competitions press release	EC, BOC
4.6.3	Process/sign Big Name Entertainment contract	FB, Staff
4.7.1 (Senior Plan)	Build on previous year's senior activities (demonstrations, acts, games, booths, etc.)	EC, OC Point Per.

VIII. Other-

- Ingalls' Reports
- Newsworthy Items

IX. Adjourn

Next Meeting: May 1, 2019

Fair Board Meeting Attendance 2019

				Mar 6								
Member	10-Jan	6-Feb	6-Mar	phone	3-Apr	1-May	5-Jun	19-Jun	3-Jul	# Attended	%	By Phone
Adams, Mike	x		x									
Conder, Joel	x	x	x									
Crandall, Brandi	x			x								
DeCoster, Heidi		x		x								
Gubbels, Shannon	x			x								
Outfleet, Ken	x	x		x								
Zielinski, Pam	x	x	x									
Key Volunteers												
Goulter-Allen, Amy	x		x									
Taylor-Campos, Bry												
Fair Ambassador												
Beem, David												

G:\Fair\Fair Board\Meetings\Attendance\2019\Attendance Chart_19

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, 555 Court St NE, Salem OR

March 6, 2019 5:30 PM

In Attendance

Board Members Present: Joel Conder, Mike Adams, Pam Zielinski

Board Members Participating by Phone: Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Ken Outfleet

Key volunteers: Amy Goulter Allen

Guests: Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

Staff: Denise Clark, Tamra Goettsch

I. **Call To Order/Introductions**

II. **No Public Comments-** None

III. **Approval of February 6, 2019 Meeting Summary Notes-** Brandi made a motion to approve; Shannon seconded. Motion passed.

IV. **4H/FFA Reports**

FFA- Amy

- The FFA state convention will be held at the beginning of spring break in Redmond Oregon.
- District leaders will be discussing fair at the upcoming meeting, March 11.
- FFA is to work with the Fair Foundation on arranging for the premiums at fair. They will most likely do the payout at the end of fair once the points are all gathered and compiled. (Denise said that she had invited Scott to this meeting per the chair's request; however he did not respond.)
- Amy will check with Scott as she doesn't know anything about this.
- The Fair Foundation's next meeting is Tuesday, March 19th at 5:30 PM at the Zielinski home should an FFA representative want to attend. (Shannon indicated that she would like to attend the meeting.)

4H- Melanie

- On April 2 at 6:30 PM at 1320 Capitol St NE in Salem, there will be a presentation on bio-security by Dr. Ryan Scholz. Participation in the presentation is required for all youth that plan to show an animal at the fair. (Ingalls would also like to view the presentation.)
- The 4H judges are hired. Jill requested that Melanie give her some kind of documentation regarding the judges' lodging needs for her use when speaking to area hotels about sponsorship.
- The auction committee's fair preparations are going smoothly.

V. **Financial Report-** Tamra

- Revenue has come in from commercial vendors.
- The annual state subsidy revenue has been received and is split between Administration and Operations.

- Due to recent changes, there are new line entries for “Permit & Code Compliance” and “Floor Plans and Specs.”
- Jill noted a correction is needed- move the \$2,285.70 from 525715 Promotions and Advertising Marketing (Social Media) to 525715 Marketing Campaign Coordination.

Pam made a motion to approve the financial report with the suggested changes; Mike seconded. Motion passed.

VI. Items of Special Interest:

Swine and Wine update- Joel

- The event will be held April 11 at the Zielinski farm.
- All of the 24 tables have been sold.
- A large (20x30) tent will be set up outside of the building for holding all of the auction items. This will make table room inside.
- Sponsorships and donations are coming in including some from Coastal Farms and Les Schwab. The question was raised as to how this might affect the existing fair sponsors. Jill requested Joel provide Ingalls with a list of the sponsors and the amount they are contributing; this will help the Ingalls in future sponsor negotiations. Tamra expressed that she appreciates the Swine and Wine’s focus on helping the kids, however there are other operational costs for the fair that are needed to be covered by sponsorships. Scott will send the 2018 sponsor list to Joel for the Fair Foundation.
- Joel will send Denise the Swine and Wine flyer for distribution to fair board folks.

OFA Spring Leadership Conference- Denise

Denise reminded folks of the OFA’s spring conference happening March 24 and 25. On the 24th there will be workshops at the Oregon State Fairgrounds. Denise will be setting up appointments on the 25th with senators and legislators. Fair board members are encouraged to attend these scheduled meetings.

The Ingalls will be out of the country at that time. Jill suggests that there needs to be a “show of force,” as the fairs need to “fight for those lottery dollars.”

Tamra noted that we can create our own talking points for the individual meetings; we attend as a group.

Pam, Ken, and possibly Shannon, are interested in attending Monday’s event.

Self-Evaluation Tool Review- Joel

- This tool is meant to be done collectively.
- It’s an opportunity to address any concerns fair board members might have.
- Denise noted that she added the, “I’d like to have a private conversation with someone” sentence per last month’s suggestion. (The private conversation would be held with the chair or Tamra.)
- The tool will be used at the end of the coming fair, in the August/September time frame.
- Mike feels that if this tool is needed, than the board has problems. He noted that he works with people all the time in his business and he has to be aware of how he is coming across to others, how he is conducting himself.
- Tamra indicated that the purpose of the document is to be a communication tool for self-evaluation; to reflect back on our own behavior. It was brought forth because, “The board has gone through some bumpy times recently.”

- Melanie noted that the private sector (Mike's example) is different than government. In the public sector you are required to do written evaluations of yourself all the time.
- Shannon feels it is a tool for encouraging good communication.
- Joel indicated that the tool will be used on an interim basis to "see how it goes."

Pam made a motion to approve the self-evaluation tool for the fair board's use; Mike seconded the motion. Motion passed.

Bylaws- Denise

Denise explained the recent changes in the Bylaws, she said that it had been sent out to all members not present in last month's meeting for feedback. A new component is establishing term ending dates for key volunteers- three years, the same as board members' term length.

Amy asked about her status as she has already been a key volunteer for 3 years. Tamra said that for the current key volunteers, re-appointment paperwork will be submitted.

Fair board member vacancies are filled by key volunteers. Joel suggested adding language to the bylaws that includes key volunteers are to be approved by the fair board before being recommended to the BOC for filling a fair board member vacancy.

It was requested that Denise make the changes to the bylaws and bring it back to next month's meeting.

Columbia Hall Hours Updates- Jill

Jill said that she and Denise have been working on communication with vendors about the changes in the Columbia Hall hours. Information is going out by email, in confirmation letters, and eventually will be posted on the web. The logistics are still to be worked out. Scott said that Ingalls and Associates will be responsible for sweeping and locking the building.

Intercept Survey- Scott

- Scott has done some research and looked into the costs of developing an intercept survey at the fair per Commissioner Willis' request. Scott will send the information to Denise for dissemination.
- It would be an exit survey, done as people are leaving the fair.
- If it's too hot, people won't stop to participate in the survey.
- Pam indicated that Agfest does similar surveys.
- This information is to be given to Commissioner Willis to see if the survey meets his needs. After he has had a chance to review, bring back to the next month's meeting for further direction.

VII. March Strategic Plan Items

1.2.1a *Discuss possible sponsors for ground's floral baskets.* Jill indicated that Fessler's Nursery have confirmed participation this year. (It was suggested that Denise remove Shannon's name as the point person and replace it with the Event Coordinator.)

3.2.9 *Negotiate the use of state fairgrounds for the fair activities and events.*-Done

3.2.13 *Arrange for a Big Name Entertainment transportation van; perhaps use one from the county's vehicle pool.* Joel said two 12-15 passenger vans are needed. (The vehicle doesn't need to have room for equipment because we are providing the backline.) Tamra indicated that she will look into it with the county vehicle pool.

4.4.1 *Inventory ribbons, order exhibit tags, update dept. classes per superintendent's requests.*- In process.

4.4.5 *Place Public Competitions application and information on web site.*- In process; Jill indicated that on March 15th the attractions will be posted.

4.5.4 *Vendor issues- complaints, hand holding sales (sell booth;) vendor/fair expectations; improved inside layout; change outside layout; re-look at food vendors' contract re: deposit.*- In process.

VIII. Other

- Scott recommends hard alcohol sales be allowed in the rodeo. This would be outside of the Woods and would become a walk-a-round opportunity. Mike made a motion to allow hard alcohol as a walk-a-round at the fair. It would not be allowed in the barns, or in the carnival area; Ken seconded the motion. Motion passed. This will be taken to the Board of Commissioners for approval.

Melanie told Scott that the sale of beer for the auction barbeque needs to be made available until 6:30 PM.

Jill submitted a budget change request form:

- Under Events and Activities \$12,225 has originally been allocated.
- Adding new activities of Puzzlemania and Pirates Parrot Show will bring that total to \$15,430.
- STEAM costs are being reduced from \$7,000 to \$3,205.
- There will be zero net change.
- The Disney characters will be doing Sunday walk-a-rounds.

The Pirate's Parrot show will be at the fair all four days; the hours of the shows will be posted.

Pam made a motion to approve the budget change requests that Jill submitted; Shannon seconded. Motion passed.

Scott brought forth information regarding shade cloth for the coming fair.

- It is expensive.
- He is doing further research, contacting other fairs who use the product.
- There is a possibility of working with a Salem vendor; it's an asphalt product.
- Areas to cover are the main stage and the picnic area.
- Traditional tents can hold 200 people on picnic tables.
- Scott will bring back more information to next month's meeting.

Tamra noted that she and Joel met with Public Works and State Fair personnel regarding the asphalt paving project in trade for rental of the state fairgrounds. The project will be done in May. She will be submitting another monetary request to the board of commissioners in next month's decision package.

Melanie confirmed with Ingalls that there will again be a fence constructed back by the gold gate.

Shannon said that the pygmy goat organization will not be returning to the fair this year. Melanie suggests putting a tractor, or some other large vehicle, up for display in the area that will be vacated.

Mike gave an update on his OFEA conference experience. He said that he and Heidi attended the event and that he appreciated the fair board's support in sending members to conferences. He felt that there were good speakers and good activities. He would like to see two acts that he met perform at our fair- a helicopter guy and Briana Renea. There was also an attendee that had recently lost his mother and was grieving; Mike was impressed as to how everyone came along side this man and showed him support.

Meeting Adjourned: 7:12 PM

MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

Balance Sheet

April 3, 2019

	2018	2018	2019	2019
	Adopted	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	252,087.00	280,884.32	327,862.00	16,847.00
Less Total Expenditures	382,038.95	311,453.09	408,565.00	21,433.97
Fair Operating Income (Loss)	(129,951.95)	(30,568.77)	(80,703.00)	(4,586.97)
County Contribution				
Fair Net Income (Loss)	(129,951.95)	(30,568.77)	(80,703.00)	(4,586.97)
Fair Admin Summary				
Total Revenues	47,704.00	48,119.86	47,654.67	47,074.80
Less Total Expenditures	101,918.00	88,206.06	39,186.00	7,165.11
Admin Operating Income (Loss)	(54,214.00)	(40,086.20)	8,468.67	39,909.69
County Contribution	47,557.00	47,557.00	47,557.00	0.00
Admin Net Income (Loss)	(6,657.00)	7,470.80	56,025.67	39,909.69
Fund Balance				
Carryover from Previous Fair	121,378	(15,466)	139,634	114,722
Fair Ops Net Income (Loss)	(129,951.95)	(30,568.77)	(80,703.00)	(4,586.97)
Admin Net Income (Loss)	(6,657.00)	7,470.80	56,025.67	39,909.69
Carryover to Next Fair	(15,231)	(38,564)	114,957	150,045

MARION COUNTY FAIR BOARD TREASURER'S REPORT

2

Fair Operations Revenue

April 3, 2019

426-4216		2018	2018	2019	2019
REVENUES		Adopted	YTD	Adopted Budget	YTD
Account					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00
341530	Gate Receipts	\$ 70,000.00	\$ 55,607.32	\$ 70,000.00	\$ -
341530	Gate Receipts (Children of Promise Grant)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
341540	Food Booth Fees	\$ 35,000.00	\$ 31,508.14	\$ 35,000.00	\$ -
341540	Oregon Beverage		\$ 7,246.40		\$ -
341550	Commercial Space Rental	\$ 20,000.00	\$ 21,441.00	\$ 20,000.00	\$ 2,085.00
341560	Carnival Fees	\$ 17,500.00	\$ 16,332.83	\$ 17,500.00	\$ -
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,000.00	\$ 8,718.59	\$ 7,000.00	\$ -
341555	Sponsor Fees	\$ 76,700.00	\$ 82,265.00	\$ 76,700.00	\$ 8,500.00
341565	Stall Fees	\$ 2,700.00	\$ 2,745.00	\$ 2,700.00	\$ -
341860	Grand Safety (Real Heroes) Fees	\$ 200.00	\$ 156.00	\$ 200.00	\$ -
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 163.00	\$ 100.00	\$ -
~	Subtotal	\$ 237,962.00	\$ 234,945.28	\$ 237,962.00	\$ 16,847.00
344999	Other Reimbursements				
373100	Open Class Premiums (\$519.00 Fair Foundation 2017)				
373100	4H Premiums (\$6,532.00 Fair Foundation 2016)				
373100	Herdsmanship (\$400 Fair Foundation)				
373100	Petting Zoo (\$3,000.00 Fair Foundation 2016)				
	Shavings and Haul-Out (Fair Foundation)				
371000	Misc (permitted activities, inflatables, pony rides,)	\$ 2,500.00	\$ 2,334.45	\$ 2,500.00	\$ -
371000	Concert Merchandise Sales	\$ 100.00	\$ 505.00	\$ 100.00	\$ -
372000	Over & Short	\$ 100.00	\$ (100.00)	\$ 100.00	\$ -
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,641.56	\$ 20,200.00	\$ -
373100	Donations & Misc. Revenues		\$ 110.00		\$ -
371000	MCE4H - Agricultural Development	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ -
381100	Transfer From General Fund (County Contribution) includes \$18,144.78 for Asphalt	\$ 50,000.00	\$ 88,144.78	\$ 50,000.00	\$ -
	3	\$ 327,862.00	\$ 360,581.07	\$ 327,862.00	\$ 16,847.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

3

Fair Operations Expenses

April 3, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	8,000.00	8,000.00	8,000.00	0.00
525910	Premiums (Fair Board)	3,000.00	3,000.00	3,000.00	0.00
525910	Premiums (\$6,532.00 Fair Foundation)				
	Shavings				
	Shavings Haul-out Fee				
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,500.00		1,500.00	
	Sub Total	12,500.00	11,000.00	12,500.00	0.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,200.00	2,131.51	2,200.00	0.00
525915	Premiums	4,000.00	3,990.00	4,000.00	0.00
	Subtotal	6,200.00	6,121.51	6,200.00	0.00
	Open Class				
525920	Open Class (misc.)	350.00	136.85	200.00	0.00
525920	Open Class premiums (\$457 Fair Foundation)	550.00		750.00	
525920	Open Class premiums (Ingalls Reimb)		668.80		0.00
525920	Ribbons & Trophy Engraving	1,000.00	102.25	200.00	0.00
	Sub Total	1,900.00	907.90	1,150.00	0.00
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	35,000.00	35,000.00	35,000.00	15,000.00
525930	Event reimbursable expenses requiring Fair Board approval		1,278.72		0.00
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	3,428.55
525715	Sponsor Fees (commission)	21,500.00	21,761.45	22,500.00	0.00
	Sub Total	64,500.00	66,040.12	65,500.00	18,428.55
	GROUND & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,417.50	9,500.00	0.00
527310	Lights, Sound & Stage	14,282.00	14,290.00	14,300.00	0.00
527310	Stage Fencing	400.00		400.00	
527231	Fairgrounds Rental in TRADE				
	Electric Signs	750.00		750.00	
	Map	1,500.00		0.00	
527231	Asphalt Paving Cost		78,144.78	60,000.00	0.00
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	975.00	913.40	975.00	0.00
527310	Wheel Chair Rental	0.00		100.00	
527310	Sanitation (handwashing supplies)	100.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,608.00	2,825.00	0.00
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,641.56	18,000.00	0.00
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	2,265.11	2,500.00	0.00
527230	Electrical Charges - Set-up	6,500.00	5,836.00	5,925.00	0.00
527230	Plumbing	2,232.00	1,674.67	1,950.00	0.00
527230	Other (Grange rental)	150.00	180.00	180.00	0.00
527230	Parking Attendants	2,200.00	2,200.00	2,200.00	0.00
525945	Grounds Setup / Cleanup	5,000.00	4,999.96	5,000.00	2,142.84
525350	Janitorial Services	5,535.00	5,535.00	5,600.00	0.00
529999	City of Salem - Temporary Tent/Canopy Permit			500.00	
529999	State Fire Marshall Event Permit			200.00	
	Subtotal	75,324.00	145,705.98	131,005.00	2,142.84

MARION COUNTY FAIR BOARD TREASURER'S REPORT

4

Fair Operations Expenses

April 3, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services	0.00		4,400.00	
525158	Armored Car Services	250.00		250.00	
525555	Security Services	19,000.00	10,461.66	11,000.00	0.00
525999	Gate Ticket Taking/Sales		7,215.35	7,300.00	0.00
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	600.00	566.82	600.00	0.00
527230	Security Fencing Rental	1,200.00	1,170.00	1,200.00	0.00
525999	Afton's Service Fees				
	Sub Total	21,050.00	19,413.83	24,750.00	0.00
525710	PRINTING				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00	160.00	200.00	0.00
	Badges/Lanyards/Wristbands				
	Sub Total	600.00	160.00	300.00	0.00
525715	PROMOTIONS & ADVERTISING	35,000.00		30,000.00	
	Marketing (Social media, logo design)		3,420.68		0.00
	Prg Design & Printing and promotion		1,250.00		0.00
	Boomer and Senior News		1,586.00		0.00
	Video Shoot		500.00		0.00
	Newspaper Advertising		5,100.00		0.00
	Yard/Field signs		573.00		0.00
	Flyers, Maps & schedule		378.40		0.00
	Television		5,441.60		0.00
	Radio Advertising		10,298.04		0.00
	Photography				0.00
	Fairgrounds Signs/Banners				
	Misc. Advertising (Liberty St Banner)		407.50		0.00
	Ag Fest booth				434.00
	Website Development and Maintenance		672.87		0.00
	Comcast Spotlight				
	Sub Total	35,000.00	29,628.09	30,000.00	434.00
	PROGRAMMING				
525925	Local Entertainment	5,500.00		6,000.00	
	Green River Band		800.00		0.00
	Jacob Westfall		1,200.00		0.00
	KOZ		300.00		0.00
	Next of Kin		500.00		0.00
	Pages of Age		200.00		0.00
	Tony Lundervold		500.00		0.00
	Gabe Cox Band		600.00		0.00
	Why Joe-y		100.00		0.00
	Jess Carter Band		600.00		0.00
	Terri McConnachie		1,200.00		0.00
	Showdown				
	Tracy Reynolds				
	Melissa Mikelson				
	Code Red				
	TLS Journey				
	Never2Late				
	Olivia Harms	11			
	Superheroes and Star Wars Characters	500.00		0.00	

MARION COUNTY FAIR BOARD TREASURER'S REPORT

5

Fair Operations Expenses

April 3, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	Michael Husser (AH Factor)				
	Sub Total	6,000.00	6,000.00	6,000.00	0.00
525925	Big Name Entertainment				
	Band Fees (Night Ranger, Diamond Rio)	60,000.00	60,000.00	50,000.00	0.00
	Morgan Alexander				0.00
	Advertising/ Marketing				0.00
	Booking Fee (Eric M.)	6,000.00	6,000.00	6,000.00	0.00
	Catering (Band & Staff)	1,250.00	957.81	1,000.00	0.00
	Catering (VIP & Operations)				0.00
	General Production (backline)	1,500.00	1,660.00	1,700.00	0.00
	General Production (stagehands)	500.00	742.00	750.00	0.00
	Security (ticket takers, ushers)				0.00
	Lodging	1,875.00		1,500.00	0.00
	Transportation - Shuttle (county pool vehicle)	150.00	452.40	500.00	0.00
	Main Stage	1,200.00		1,200.00	
	Sub Total	72,475.00	69,812.21	62,650.00	0.00
		715.04		0.00	
525930	Events & Activities				
	Puzzlemania			4,730.00	
	Barn Yard Adventure	4,400.00	4,377.06	4,400.00	0.00
	Farm Yard Fun				
	Pirates Parrot Show			4,800.00	
	Petting Zoo	3,000.00	3,000.00		0.00
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	0.00
	Car Show	500.00			0.00
	Car Show Shirts (if sponsored only)	600.00			
	The "Woods"	500.00	226.00	500.00	0.00
	Disney Characters/Dragon Theater (Family Day)	1,500.00	1,500.00	1,500.00	0.00
	Herdsmanship (Fair Foundation)			600.00	0.00
	Real Heroes	1,000.00	1,000.02	1,000.00	428.58
	Grill-Off BBQ	750.00	481.25	500.00	0.00
	Volunteer Shirts	1,050.00	811.50	850.00	0.00
	Fair Board Shirts			100.00	0.00
	FFA and 4H Youth Shirts	2,699.00	2,622.99	2,700.00	0.00
	Volunteer Appreciation Event	400.00	471.75	400.00	0.00
	Volunteer Hospitality Room	150.00	356.69	350.00	0.00
	Bingo & Senior activities				0.00
	Veteran's Uniforms Display (Dry Cleaning)	100.00		100.00	0.00
	STEAM	6,760.96	4,590.78	3,205.00	0.00
	Miscellaneous (umbrellas, panchos, necklaces)				0.00
	Coloring Contest				0.00
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00		0.00
525940	Talent Show				
	Prize money (Teen Idol)	275.00	275.00	275.00	0.00
	Talent Show Coordination	900.00	900.00	1,000.00	0.00
	Sub Total	51,800.00	47,113.04	47,010.00	428.58
571010	Contingency	1,550.00		1,500.00	
	Contingency - (2018 moved \$40k to Asphalt: grounds/utilities)	0.00		20,000.00	
	Sub Total	1,550.00	0.00	21,500.00	0.00
	NEW TOTAL	348,899.00	401,902.68	408,565.00	21,433.97

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Administration

April 3, 2019

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426-4217		2018	2018	2019	2019
Account		ADOPTED	YTD	ADOPTED	YTD
REVENUES					
332200	State Subsidy	46,904.67	46,904.67	46,904.67	46,904.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	-
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	750.00	1,498.29	750.00	170.13
371000	Misc. Revenue (Bond Refund)				
	TOTAL REVENUES	95,211.67	95,959.96	95,211.67	47,074.80
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)				
512010-610	Fair Coordinator Fringe				
511120	Temp Wages (including overtime)	5,347.00	6,392.49	5,347.00	-
~	Temp Fringe	1,000.00		1,000.00	
	Total Personnel	6,347.00	6,392.49	6,347.00	-
521010	Office/ Dept. Supplies	100.00	105.36	100.00	5.95
522180	ShoWorks Software	350.00	350.00	350.00	350.00
523010	Telephones	-	-	-	-
523050	Postage (admin only)	150.00	86.75	150.00	-
523090	Long Distance Charges	20.00	12.20	20.00	0.20
525360	Public Works Services (survey charges)	1,000.00	-	1,000.00	-
525930	AutoCAD (non-public works)		-		-
525710	Printing	-	30.00	-	-
525715	Advertising (RFP legal notice)	-	-	-	-
525715	Advertising - other	-	-	-	-
525999	Misc. Contractual 2018 Fair Board Retreat		750.00		-
527210	Building Rental (private)	1,120.00	-	1,120.00	-
528110	Liability Insurance Premiums	4,205.00	4,185.00	4,205.00	-
528210	Public Officials' Bonds	2,000.00	600.00	2,000.00	750.00
529110	Employee Mileage	100.00	-	100.00	-
529130	Meals	450.00	-	450.00	-
52914	Lodging	200.00	-	200.00	-
529210	Meetings	200.00	45.00	200.00	-
529220	Conferences	1,100.00	663.00	1,100.00	815.00
529300	Dues & Memberships (Travel Salem, OFA)	1,100.00	1,359.00	1,100.00	200.00
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years				
~	Total M&S	12,095.00	8,186.31	12,095.00	2,121.15
60100-60452	Administrative Charges	20,744.00	19,117.08	20,744.00	5,043.96
561100	Transfer to General Fund (for Fair Coord. wage)	47,557.00	47,557.00		-
571010	Contingency				
	Total Admin & Contingency	68,301.00	66,674.08	20,744.00	5,043.96
	TOTAL EXPENDITURES	86,743.00	81,252.88	39,186.00	7,165.11
	NET	8,468.67	14,707.08	56,025.67	39,909.69



Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
1	3/27/19	2019		\$ 500.00	Food for Chamber Greeters event Friday morning. Taken from Contingency
2	3/27/19	2019		\$ 1,100.00	Security Services increasing from \$11,000 to \$12,100. Taken from Contingency.
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ -	\$ 1,600	

NET CHANGE \$ (1,600)

Person Requesting: Tamra Goettsch

Fair Board Approval: _____
Meeting Date

Approved Changes Entered: _____

**** Budget Office Use Only**

MARION COUNTY FAIR POLICIES AND PROCEDURES

Sponsoring Department:
Community Services - County Fair

SUBJECT: MARION COUNTY FAIR CUSTOMER SERVICE POLICY

1. Purpose

To establish customer service standards for the Marion County Fair so that a positive environment is created for planning, management and execution of the annual fair.

2. Authority

The duties and responsibilities of the Fair Board are currently defined in ORS 565.210 through 565.330 and 565.610 through 565.650. Under ORS 565.230 the Fair Board has exclusive management authority over the county fair property and is entrusted and charged with the entire business management, financial, and other affairs of the County Fair. The Fair Board is an agency of the county and it is subject to most laws applicable to public bodies.

Pursuant to ORS 565.240, the Fair Board shall make and enforce all rules and regulations necessary for the proper conduct and management of the fairs and all activities conducted at the fairs.

Marion County's Customer Service Program Policy #211 has been established to provide a philosophy and standards to create a uniform countywide customer service program. The Marion County Fair follows Marion County Policy #211 but further articulates the Fair's expectations in this policy.

3. Applicability:

All fair board members, county staff, contractors, and key volunteers, all of which are referred to as fair associates.

4. General Policy

The Marion County Fair is committed to ensuring that customer service excellence is an integral part of the planning, resourcing, and delivery of all services related to the annual county fair. When customers interact and engage with the fair's board members, county staff, contractors, and key volunteers, they will receive consistently excellent standards of customer service and this policy will ensure that all sections of our diverse community have a positive, pleasurable, and enriching experience at the Marion County Fair.

5. Guiding principles

When customers contact a fair associate, the fair associate will be:

- a. Helpful and courteous;
- b. Professional and positive;
- c. Well informed, so that we are able to help;
- d. Effective in listening and responding; and
- e. Fair and supportive of individual needs.

6. Policy Guidelines/Procedures

- 6.1. All who interact with the fair (the general public, animal exhibitors, vendors, work crews, etc.) are considered either an internal or external customer. It is understood that without customers we do not have a fair.
- 6.2. All customers will be treated with respect and identified as a valued part of the organization.
- 6.3. All internet inquiries and phone messages received by the fair office will be responded to within 24 hours. If a message is relayed from the fair office to another person outside of the office (such as event coordinator or board member) that person will respond within 24 hours of receiving the message.
- 6.4. During fair, customers will be greeted and welcomed at the gate entrances upon arrival by a fair associate. When leaving, they will be thanked for coming.
- 6.5. Whenever possible, the fair will attempt to answer “yes” to a customer’s request; if “yes” is not feasible, then the fair associate will express what can be accommodated.
- 6.6. The fair will provide all pertinent internal fair associates opportunities for training and customer service skills enhancement to address customers’ needs (schedules, maps, communication tools, etc.); enabling fair associates to answer customer questions fully and confidently.
- 6.7. The fair attempts to provide all fairgoers with an exceptional value for their money. However, periodically a customer is dissatisfied with their fair experience and requests an entrance fee refund. In that instance, the fair office manager is authorized to return money up to \$20.00. For entrance fee reimbursement requests greater than \$20.00, the customer must complete a *Marion County Fair Refund Request Form* obtained from the fair office. The refund request form must be completed and submitted to the fair board for a decision. (See *Refund of Fair Fees* policy.)
- 6.8. If a customer is dissatisfied with a purchase made at the fair such as a carnival ride, a food purchase, a concert ticket, a pony ride, or other experiential event that required a ticket purchase, the customer shall address the dissatisfaction with the appropriate vendor. (See *Refund of Fair Fees* policy.)
- 6.9. For conflict resolution between board members, key volunteers, department heads, county staff, contractors, and other interested parties, see *Marion County Fair Board Conflict Resolution Administrative Procedures*.

Established: 1/26/11

Adopted: 3/2/11

Revised: March 14, 2019

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