



**MARION COUNTY FAIR**

**Aug 2, 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 June 28, 2017 Meeting Summary Notes
- IV. 5:40PM 4H/FFA Reports *[Information]*
- V. 5:50PM Financial Report *[Action]*
- VI. 6:05PM Items of Special Interest *[Information/Possible Action]*
  - OFA Awards- *Dylan*
  - Vendor Feedback Forms- *Denise*
  - Keeley Auction Letter- *Denise*
  - Herdsmanship Awarding Process- *Denise*
  - Dairy Women Entry Credentials- *Denise/Brandi*
- VII. 6:30PM Strategic Plan Items *[Action]*

**Strategic Plan- August**

Aug.		
4.6.6	Hold an August fair recap meeting to address the positive and negative components of the most recent fair	FB, EC, Staff
4.6.7	Members to submit their attendance numbers at August recap meeting if have not already done so.	FB, EC, Staff
3.2.3	Evaluation of contracts- identify which contractors are eligible for renewal. Determine which services should be competitively solicited before the following year's fair.	EC, Staff

- VIII. 6:40 PM 2017 Fair Recap Discussion- what went right/wrong
- IX. 7:15PM Other-
  - Ingalls' Reports
  - Newsworthy Items
- X. 7:25PM Adjourn

**Next Regular Meeting:** September 6, 2017

**Volunteer Appreciation Night-** September 14, 2017, location TBD

## Marion County Fair Board

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

### Monthly Meeting

Log Cabin, Oregon State Fairgrounds

June 28, 2017 5:30 PM

In Attendance:

**Present:** Brandi Buxton, Joel Conder, Shannon Gubbels, Nathan Leao, Dylan Wells

**Key Volunteers:** Amy Goulter-Allen

**Staff:** Denise Clark; Aneesa Field, Office Temporary Staff; Tamra Goettsch; Kalie Harper, Office Temporary Staff; Annette Howe, Office Temporary Staff

**Guests:** Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H; John Braun, Creative Security ; Anita Stark, Creative Security

### Emergency Plan Review-

Highlights:

A "Code Adam" is used in reference to both a lost child and a lost parent. In the event of a "Code Adam," move to channel 2 on the radio; everyone should be silent until the full description is given. (Don't broadcast the description over the radio for the listening public to hear.) Those involved in the search should move away from others when listening to the description or receiving other pertinent information. Always wait for the person to finish the description before asking any questions.

Let the authorities make the determination that the parent (or guardian) and child are the correct match. Don't allow the first person who comes up for the child, take the child away; those in authority will make that decision.

There are no significant changes to the 2017 Emergency Plan, however be aware that the 4<sup>th</sup> of July is a big weekend and may cause some tension or issues due to people being exhausted.

Regarding personal assaults, the current trend is knifings, not shootings. Knifing incidents are to be treated the same as active shooters; have a good description of the person who has the knife. At a county fair there may be many people that carry a knife; it is not illegal for someone to have a sheath knife on the fairgrounds.

Know how to describe your location for accuracy when helping with an emergency. Anyone carrying a radio needs to be familiar with the grounds after the fair opens as the landscape significantly changes with the addition of booths and other event structures.

Watch for unusual characters; report any suspicious activity.

Bomb threat protocols, as well as an Incident Report form, are both included in the Emergency Plan packet. Bodily injury or property damage incidents are to be reported by filling out the form and then filed in the fair office.

Medical personnel will be familiar with the grounds and will be on-site from set-up to close of the fair.

Name tags will have emergency contact information listed on the back side of the tag. If you carry a radio you will have that information.

The fair does provide designated smoking areas. As smoking is not allowed in any other place besides the designated areas, remind people to go to those locations if they wish to smoke. Designated smoking areas are located near the 4H Auditorium close to the main stage, as well as by the bronze sculpture near the horse stadium.

In the case of an active bomber, shooter, or knifing incident, remember to pick specific and distinguishable traits such as size, hair color, face, or skin type; don't focus on the clothing. Birthmarks and tattoos also provide good descriptors of an assailant.

If a suitcase or backpack appears to have been left behind, do not pick it up, leave it where it is and report a "suspicious" item.

It is legal to carry a concealed weapon on the fairgrounds; "open carry" is also legal. An exception is that volunteers cannot carry a weapon.

**Load out-** The barns will close at 5:00 PM on Sunday. The goal is to have the general public out of the barns area before there is any vehicle movement onto the grounds. Vehicles will go in one direction and out another. The horse awards ceremony will be held at 5:00 PM; that should stop any movement of horse trailers. The barns will be "walked" from east to west clearing the barns before vehicles will be allowed in.

The market auction people will have the silver gate open late on Saturday night for the animal removal traffic.

The state fair locks will be removed off of the gates replacing them with new Marion County locks. New keys will be given to select individuals.

Due to issues in the past with people entering the fair without proper credentials, no leniency will be provided on the first day of the fair in regards to entry; wristbands need to be worn in order to gain entry into the fair. Some people work in jobs in which they can't wear a wristband (such as a construction worker) however these are "few and far between" and will be dealt with accordingly. Currently the biggest problem area is at the blue gate.

The gray gate is open 24 hours.

A revision to the ADA law states an assistant animal can only be a dog or a small horse. The animal has to be identified as one that performs a service. It is legal to ask if the animal does provide a service, however it is illegal to ask what that service is. If the animal is not in control, even if it is an ADA registered animal, it can be removed from the fairgrounds. For fair goers safety, the behavior of the animal will be addressed first. No dangerous animals, such as a python, are allowed.

Thursday afternoon is 4H's "cat and pocket pet day"; they will enter through the exhibit hall.

Jill encouraged everyone to thoroughly read the Emergency Plan on their own time. If there are any questions, please contact Jill.

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### **Regular Fair Board Meeting**

Approval of the June 7, 2017 meeting summary notes- there will be a clarification on the fair volunteer appreciation meeting being held in September. Shannon made a motion to accept the summary notes with the clarification made. Brandi seconded the motion; motion passed.

After the fair, Mary Grim will be sending out a volunteer survey through *Survey Monkey* to all of the volunteers to get their feedback on this year's fair experience.

**Financial Report- Brandi**

Reflected in the current budget document is what has actually been paid/received year to date. Changes since last month include:

Revenue-

- Food Booth Fees: \$3,260
- Commercial Vendor Fees: \$18,701
- Sponsor Fees: \$32,424

Operations Charges-

- Fair Event Coordination \$30,000
- Electric Signs \$750
- Marketing \$750
- Program design, printing and promotion \$800
- Flyers, maps, and schedule \$554.36
- Local Entertainment \$5500 (adopted, not spent yet)

The t-shirts figure of \$2,474 is for the 4H/FFA youth t-shirts only, not for both 4H/FFA and volunteer shirts.

Shannon made a motion to approve the amended budget with the 4H/FFA youth shirts now being listed as \$2,474; Brandi seconded the motion. Motion passed.

**Budget Change Request Forms:**

The volunteer t-shirts will cost \$398. In reviewing last year's left over inventory it was determined that there was a need for more t-shirts and additional sizes for this year. (This will replace the \$1,237 figure currently listed under "Volunteer T-Shirts.") The money will be taken out of Carry Over.

The lights, sound, and stage line item needs to increase by \$275 for a total of \$14,282. This is due to increasing the size of the stage for Diamond Rio. (Jill said Cascade Sound helped us by calling the band and negotiating some of the requirements/costs down for us.)

Budget Item	Previously	Corrected/Updated
Volunteer T-shirts	\$1,237	\$398
Lights/sound/stage	\$14,007	\$14,282

Brandi made a motion to approve the budget change request forms increasing the lights, sound, and stage by \$275 and increasing the volunteer t-shirts to \$398; all to come out of Carry Over. Joel seconded the motion; motion passed.

Tamra noted that each year's carryover should stay at around \$40,000. She feels that the fair should have plenty of resources available as we make these adjustments with the sponsorship money that is coming in and an expected increase in attendance/gate receipts.

**Garten Food Vendor Requirements:**

Garten asked for changes in the food vendor requirements (increasing the costs to food vendors) to meet the zero waste objectives this year. We asked them to provide a grace period for this year; they agreed. Tami will bring back the issue to the September meeting. She will be talking with Public Works about their interests in the zero waste endeavors. (Judy Skinner will attend the food vendors' meeting to discuss the zero waste requirements.)

Brandi suggested a possible compromise to the food vendors' increased costs of using compostables would be to cut back the food vendor percentage due to the fair.

Joel suggested having Public Works coordinate the purchase of the compostable products, as well as the distribution to the food vendors.

Joel will be the point person again for the food vendor orientation meeting this year. Brandi will accompany him in order to be able to conduct the meeting in subsequent years. The food vendor meeting will be held in the floral building at 8:30 AM on Thursday morning. (Denise will notify all those involved of this change in time from the usual Wednesday night before fair slot.)

Joel would like to see the electrician be available until 8:00 PM on Wednesday night to address the food vendor set-up needs.

**Meeting adjourned:** 6:50 PM.

# 2017 MARION COUNTY FAIR

## COMMERCIAL VENDOR QUESTIONNAIRE

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Cutco Cutlery

CONTACT PERSON: Aaron Nichols

TYPE OF CONCESSION  
OR PRODUCT: Knives/Cookware/Wellness Mats

Brief Comments on and/or suggestions for the Marion County Fair:

We heard from multiple people that they had no idea anything was even inside, also most vendors we talked to heard & said the same thing. We do appreciate all effort to strengthen the local area & community by having the Marion County Fair - however, hearing that the fair itself was up in attendance & many other vendors were complaining & saying "you couldn't tell," is more than disheartening. The AC was on in the other building & not in here - having the big door open & putting fans in - quietly of course. More people inside for sure. Better signage - diverting traffic/people so they have to go inside will work better for everyone. A meeting before the fair even starts - open forum with all vendors & anyone in charge of the fair as well as the board - to discuss what can & what will work to make it better for all. Open until 11:00 doesn't work - especially if no one other than vendors are in the building. Thank You!

THANK YOU!

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair at PO Box 14500 Salem, OR 97309

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**2017 MARION COUNTY FAIR**  
**COMMERCIAL VENDOR QUESTIONNAIRE**

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Craig Comer

CONTACT PERSON: \_\_\_\_\_

TYPE OF CONCESSION

OR PRODUCT: Author

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Brief Comments on and/or suggestions for the Marion County Fair:

I would recommend more signage outside the Columbia Hall to let fairgoers know the hall is open + what is inside. The wooden signs are too small + from the north side you can barely tell the hall is open or what might be going on inside

THANK YOU!

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair at PO Box 14500 Salem, OR 97309

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**2017 MARION COUNTY FAIR**  
**COMMERCIAL VENDOR QUESTIONNAIRE**

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Marion County Dog Services

CONTACT PERSON: Debbie West

TYPE OF CONCESSION

OR PRODUCT: Dog Adoptions

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Brief Comments on and/or suggestions for the Marion County Fair:

Rescue Row is very successful - lots of attendees  
come to the tables as long as the Shelter and the  
Rescues have dogs to pet and socialize.

THANK YOU!

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair at PO Box 14500 Salem, OR 97309

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2017 MARION COUNTY FAIR  
COMMERCIAL VENDOR QUESTIONNAIRE

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Fences For Fido

CONTACT PERSON: Karla Dennis

TYPE OF CONCESSION

OR PRODUCT: non profit & build fences for charmed dogs

Brief Comments on and/or suggestions for the Marion County Fair:

Seemed less organized to get in and set up this year.  
I was directed to 3 different gates, finally  
I parked and carried everything in.

The fair itself was very nice, the people  
workers, volunteers all very friendly  
& helpful.

The building was extremely hot/stuffy.

+ FFF really appreciates the  
use of the building/fairgrounds. A great  
opportunity to get the word out.

Thank you

THANK YOU!

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair  
at PO Box 14500 Salem, OR 97309

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2017 MARION COUNTY FAIR  
COMMERCIAL VENDOR QUESTIONNAIRE

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Operation D.O.G.

CONTACT PERSON: Alice Sprague / Heather McDaniel

TYPE OF CONCESSION  
OR PRODUCT: Non Profit - Medical Assistance for Dogs

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Brief Comments on and/or suggestions for the Marion County Fair:

Really appreciated being here and part of  
result row.

Sad that there is now an insurance  
requirement and we won't be able to attend  
in the future.

THANK YOU!

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair at PO Box 14500 Salem, OR 97309

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5975 Buyserie Rd. NE  
St. Paul, OR 97137

MCJLA  
PO Box 613  
Silverton, OR

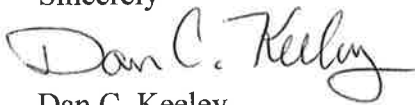
Dear auction board members:

I would like to bring a matter to your attention that is causing significant discontent at the fair. For the last few years judges appear to have been handing out increasing numbers of white ribbons in the swine classes. Kids that have spent \$200 and up on a wiener pig plus all the time and feed to raise it are then not allowed into the auction. Mostly these are not sloppy, unhealthy or badly raised hogs but depending on what the current judge favors, some are out of style, either not enough muscling or too stocky, to lean or too fat and etc. In my opinion a white ribbon goes to a pig that has not been properly taken care of and would make poor meat, not one that is out of style.

We have bought disqualified hogs for our own meat the past few years and never had a bad experience. Allowing these kids into the auction will not lower the prestige of the auction, it may in fact raise it. The bidders are mostly not interested in the meat anyway, they want to support kids that try hard and do a good job, and if they want a blue ribbon in the picture it's not hard to figure out which animal to bid on. So I strongly urge you to do one of the following:

1. Fix the judging so that only poorly raised or badly formed animals are given white ribbons, or
2. Allow white ribbons into the auction with some other mechanism weeding out those who truly didn't try or know what they were doing.

Sincerely



Dan C. Keeley

cc - Denise Clark

Denise: Nice job on the fair this year, we enjoyed it with two exceptions:

- 1) Band (on Sat. anyway) was so loud I found it impossible to sit on the benches. Make them rein in the amps!
- 2) The auction has become unfair and may implode if not fixed. My experience has been in hogs only, I don't know if similar problems exist in other classes.

your friend  
Dan



## **HERDSMANSHIP POSITIONS Program Description**

**Positions:** Two positions are available and open to any 4-H Club or FFA Chapter. One position is in the 4-H/FFA Livestock Barn and the other is in the Livestock Forster Pavilion.

**Stipend:** A one time payment of \$200.00 for each position

### **Herdsmanship Job Description Areas:**

#### **1. All common areas in, and surrounding, the 4-H/FFA Livestock Barn.**

The responsibility includes keeping all common areas free of debris and manure. Common areas include aisle ways used by the public; show rings; space in front of the livestock office; roadways on the east, west, and south side of the barn; and the area in front of the weigh-in scales.

#### **2. All common areas in, and surrounding, the Livestock Forster Pavilion.**

The responsibility includes keeping all common areas free of debris and manure. Common areas include aisle ways used by the public; roadways on the east and west side of the barn; space around the wash racks; and show rings.

### **Time Frame:**

All areas are to be cleaned and maintained daily. The first cleaning is to be completed by the time the fair opens each day at 10 am. The areas are to be maintained in this manner all four days of the fair beginning Thursday morning and continuing until the fair closes at 6 pm on Sunday.

### **Application:**

Please complete the Herdsmanship Scholarship Application and submit by the due date listed.



## Marion County Fair 2017 Herdsmanship Scholarship Application

(Please type or print legibly)

**Club/Chapter:** \_\_\_\_\_

**Authorized Contact Person:** \_\_\_\_\_

(The check will be made out to this person who must also complete a W9 Form if the group is selected.)

**Contact Person's Mailing Address:** \_\_\_\_\_

**Contact Person's Phone Number:** \_\_\_\_\_

1. Please write a short essay on the importance of keeping the barn areas clean. (Use the back of this page if needed.):

2. State your club/chapter's plan for accomplishing the job description in a timely manner. Please include your barn of choice, the number of members in your club/chapter, availability of members, plan for duty assignments.

3. Please explain why your club/chapter should be chosen for this position.

The application is due no later than **June 16**. Please e-mail the application to [marioncountyfair@co.marion.or.us](mailto:marioncountyfair@co.marion.or.us); or mail to Marion County Fair PO Box 14500, Salem, OR 97309.

If you have any questions, please contact Shannon Gubbels, at (503) 930-9135.

**Denise Clark - Re: 2017 Herdsmanship Award**

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**From:** Sharon <sdagriseed@comcast.net>  
**To:** <jconder@capitolasset.net>  
**Date:** 7/24/2017 11:00 AM  
**Subject:** Re: 2017 Herdsmanship Award  
**Cc:** "Clark, Denise" <DEClark@co.marion.or.us>, "Zielinski, Pam" <bobandpamz@...>

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So, I can't see an attachment, but I did give \$200 checks at awards ceremony July 9th each to Silver Adventures and Camelids & Critters for herdsmanship.  
 Sharon

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**From:** "Joel Conder" <jconder@capitolasset.net>  
**To:** "Denise Clark" <DEClark@co.marion.or.us>, "Pam Zielinski" <bobandpamz@gmail.com>, "Sharon Davidson" <sdagriseed@comcast.net>  
**Sent:** Monday, July 24, 2017 10:43:52 AM  
**Subject:** Re: 2017 Herdsmanship Award

Pam, we (Fair Foundation) did agree to pay this for the 2017 Fair. I'll forward this on to Sharon so she can submit payment.

Thank you Denise,

**Joel ~**

On 7/24/2017 10:34 AM, Denise Clark wrote:

Attached is the 4H club application that the fair board approved to do the herdsmanship tasks (keeping walkways clear of debris in the barns) for the 2017 fair. I am sending your way as I believe the Fair Foundation has agreed to pay this.

Thank you,  
 Denise

Denise Clark | Program Coordinator | Marion County Community Services | PO Box 14500 | Salem, OR 97309 | (503) 373-4308

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Service	Vendor	Next RFP /IRFP	Expires On	Needed for 2018	Status	Notes
Event Coordination	Ingalls and Associates Inc.	2018 - IRFP	12/29/2017	YES		Under new RFP
Marketing/Sponsorships	Ingalls and Associates Inc.	2018 - IRFP	12/29/2017	YES		Under new RFP
Rodeo	Wayne White	2018 - Quote		YES		Under new Quote
Ticketing	Afton Ticketing	2018 - Quote	12/29/2017	YES		Under new RFP
Zero Waste Services	Garten - Zero Waste Services	2018 - Quote	10/31/2017	YES		Under new Quote
Carnival	Funtastic	2019 - IRFP	10/31/2019	NO	Complete	
Security	Creative Security	2019 - Quote	10/31/2019	NO	Complete	
Booking Agent	Romeo Entertainment Group	2020 - Quote	12/29/2017	YES		Renewable, needs extension
Fairgrounds	Oregon State Fair	N/A	7/15/2018	NO	Complete	
Open Class - Livestock	4-H	N/A	12/31/2019	NO	Complete	
Open Class - Livestock	Capital FFA District	N/A	10/31/2020	NO	Complete	
Fair Office	Grange/Log Cabin	N/A	7/11/2016	YES	Complete	
Livestock Auction		N/A	7/10/2016	YES		Needed annually
Open Class - Llama	Llama Show	N/A	7/10/2016	YES		Needed annually
Open Class - Pygmy	Pygmy Goats	N/A	7/10/2016	YES		Needed annually
Open Class - Mini Herefords	Mini Herefords Association	N/A	7/10/2016	YES		Needed annually
Big Name Entertainment				YES		Needed annually
Big Name Entertainment				YES		Needed annually



# SAVE the DATE

The evening of  
September 14, 2017

Volunteer  
Appreciation  
Event



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