



MARION COUNTY FAIR

January 3, 2018 5:30 PM

Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

- I. 5:30 PM Call to Order/Introductions**
- II. 5:33 PM Public Comments**
- III. 5:36 PM Approval of November 5, 2017 Retreat Meeting Summary Notes**
- IV. 5:38 PM 4H/FFA Reports [Information]**
- V. 5:45 PM Financial Report [Action]**
- VI. 5:55 PM Items of Special Interest [Information/Possible Action]**
 - Fair Board/BOC Work Session Update- *Dylan*
 - Review of Conflict Resolution and Meeting Ground Rules documents
 - Review Subcommittee Structure and Purpose
 - Fair Board Member Roles and Responsibilities
 - Review of Updated Strategic Plan- *Denise*
 - Programing Discussion- *Jill*
 - Barnyard Adventures, Racing Pigs, Thursday (Veterans), Friday, Saturday, Sunday (Family Day)
 - RFP Update- *Tamra*
 - Storage Options- *Dylan/Jill*
- VII. 6:45 PM Strategic Plan Items [Action]**

Strategic Plan- December

1.2.1	Board members set indiv. goals to recruit new vendors/sponsors to the fair	FB
2.1.5	Reminder to pick fair theme in January (if applicable)	FB, Staff
3.2.4	Identify carnival vendor as needed (next RFP 2018)	FB, County process
3.2.5	Identify security/ticket taking agency as needed (next RFP Fall 2017)	FB, County process
5.2.2	Make Board of Commissioners work session presentation	FB
5.2.3	Review Bylaws and communication/conflict resolution docs.	FB

Strategic Plan- January

1.2.2	Review pricing structure for vendors	P. Zielinski, Staff, EC
1.2.8	Review special days (Sr./Teen Day) tickets	FB
2.1.2	Build on broad-based and segmented marketing approach (TV, radio, internet/social networking, newspaper ads, yard/field signs, banners, etc.)	FB, MC
2.1.5a	Vote on fair theme in board meeting (if applicable)	FB, Staff

2.1.10	Determine date for holding BOC board session at the fair.	FB, Staff
3.2.1	Work with event coordinator to assign tasks, determine which tasks are assigned to coordinator, fair office staff, and fair board members.	FB, EC, Staff
3.2.6	Identify and coordinate ground crews to do set-up and takedown	EC
4.1.2	Work with event coordinator on potential entertainment as a draw for fair attendance	EC, FB
4.2.1	Identify Talent Show Coordinator	FB
4.2.2	Contract with sound and lights contractor	EC
4.6.1	Coordinate dog related activities (flyball, Rescue Row, K-9 dog demos, etc.)	EC
4.6.4	Discuss continuing the beer garden, Pretty Baby contest, Real Heroes, Grill-Off, etc.	FB
4.7.1 (Teen Plan)	Build teen and youth participation	EC
4.7.1 (Family Plan)	Contact Boys & Girls club and other family organizations re: the children's area	EC, N. Leao

VIII. 7:30 PM Other-

- Ingalls' Reports
- Newsworthy Items

IX. 7:45 PM Adjourn

Next Regular Meeting: February 7, 2018