



## MARION COUNTY FAIR

March 6, 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 February 6, 2019 Meeting Summary Notes
- IV. 4H/FFA Reports
- V. Financial Report
- VI. Items of Special Interest

- Swine & Wine (April 11) Event Update- *Joel*
- OFA Spring Workshop/OFA Day at the Capitol- *Denise*
- Member Self Evaluation Tool Acceptance- *Joel*
- Bylaws Changes Acceptance- *Denise*
- Columbia Hall Commercial Vendor Hours Update- *Jill*
- Fair Customer "Intercept Survey" update- *Jill*

#### VII. Strategic Plan Items- March

1.2.1a	Discuss possible sponsors for ground's floral baskets.	Shannon
3.2.9	Negotiate the use of state fairgrounds for the fair activities and events	EC
3.2.13	Arrange for Big Name Entertainment transportation van; perhaps use one from the county's vehicle pool.	Staff, EC
4.4.1	Inventory ribbons, order exhibit tags, update dept. classes per superintendents' requests	OC Point Per., Staff
4.4.5	Place Public Competitions application and information on web site.	Staff, OC Point Person
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	EC, P. Zielinski (CV), Member (FV), Staff

#### VIII. Other-

- Ingalls' Reports
- Newsworthy Items

#### IX. Adjourn

Next Meeting: April 3, 2019

## 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

February 6, 2019 5:30 PM

#### In Attendance

**Board Members:** Joel Conder, Heidi DeCoster, Ken Outfleet, Pam Zielinski

**Guests:** Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H; Dean Sweeney and Clarissa Martinez, Sweeney Promotions

**Staff:** Denise Clark, Tamra Goettsch, Commissioner Colm Willis

#### I. **Call To Order/Introductions**

#### II. **No Public Comments**

#### III. **Swine & Wine Event-** Dean Sweeney

Dean's Background:

- Marion County Fair Coordinator for 9 years.
- Helped start AgFest.
- Worked on the bond measure to get 4H funding.
- Helped develop the Fair Foundation as a 501c3 body for receiving donations to the fair.
- Helped develop the first Swine and Wine event; wants to help raise premiums for 4H and offset their costs.
- He would like to see the fair board participate by attending and/or buying a table. He suggests that the fair donate a packet- concert tickets, meet and greet passes, carnival passes, etc.
- The event will be held April 11.
- The menu will be ham, scalloped potatoes, and Zielinski wine.
- Tables are \$600; a table seats 8; there are 24 tables.
- There will be sponsorship opportunities.
- The event will include a silent and oral auction, door prizes, and raffle tickets.
- A Swine and Wine flyer will be available by the end of next week.

Joel said that the Fair Foundation would really like to see the county represented at the event with both officials and fair board members.

Tamra noted that the fair board could direct staff to fill a table; this would be a way for fair board members to support the fair. She also said that in the past, fair board members indicated that the cost to attend was prohibitive for some of them. The county doesn't participate in sponsorships unless the county is conducting the event. She suggested that perhaps there could be a reduction in cost to fair board members.

Jill indicated that they could put together a couple of different packages for the event that promotes the fair.

**IV. Approval of January 2, 2019 Meeting Summary Notes-** Heidi made a motion to approve the notes; Pam seconded. Motion passed.

**V. 4H/FFA Reports-**

No FFA representative present. Denise gave information on the recent meeting held with Scott Towery (FFA Treasurer) regarding the transfer of money to 4H for judges' support. Discussion was held as to the possibility of providing 80% of the FFA support money up front in order that they could pay out premiums at fair.

It was suggested that FFA also approach the Fair Foundation for support to the FFA program. Denise said that suggestion was made in their meeting and that she had given Scott contact information for reaching out to them. Pam said the Fair Foundation would be willing to do an FFA premium payout's table at the fair as they do for 4H.

Joel asked Denise to bring this item back to the March meeting. He also suggested that Scott Towery come to the fair board meeting to give an update on this.

Pam said that she is talking to the FFA state area director about providing a speaker for the Swine and Wine.

**4H Update- Melanie**

- Their first fair enrollment deadline (for returning members) has passed.
- They held their beef weigh-in on Saturday (Feb. 2), 30 kids participated.
- State fair has indicated that the beef barn will be available to use at fair time.
- She will need to get together with state fair personnel to figure out the new layout.

Melanie explained the 4H budget document that was included in the packet.

- She noted that Denise put the documents together based on the information Melanie had provided her.
- Livestock user fees go to OSU Extension to pay for overruns and "fun things."
- Livestock camping and horse camping fees go to the fair for reimbursement.
- 4H Premiums are handled by the Fair Foundation.
- Shavings and haul-in/out costs are covered by the Fair Foundation.
- The auction committee supports the program. One of their mandates is participation in educational activities, thus they support 4H/FFA in their judges and ribbons costs.
- Students pay \$5 to participate in fair, \$60 for camping, and \$16 for a season pass (half price) for one parent. The student gets in free.

Melanie would like to see better communication with FFA families regarding parents' ticket purchasing. They need to be notified early that they can purchase tickets at half price on-line. Last year they kept the on-line ticket sales site open up until the day before fair. Melanie had a hand-held scanner on the Wednesday before fair to enable her to scan the tickets being exchanged for wristbands.

Pam will send Melanie the Swine and Wine event flyer for Melanie to distribute out to all 4H families.

## VI. Financial Report- Tamra

- All items highlighted in yellow are the year-to-date expenditures since last month's report.
- Jill noted that on page 13 the \$1142.85 located under "newspaper" should be located under "marketing social media" instead. (*Denise will have Lorrie make the change.*)
- Public official's bond payments are for recent board member bond updates. (We are also waiting to see if there is a pro-rated figure for when a board member is not being re-appointed.)

Pam made a motion to accept the financial report with the marketing social media entry correction made; Ken seconded the motion. Motion passed.

## VII. Items of Special Interest

BOC Fair Board Work Session January 29<sup>th</sup> update- in attendance Joel, Mike, Pam, the Ingalls, Tamra and Denise. Denise was complimented on the new format of the annual report.

### Discussion Items:

- Have mechanisms in place to relieve fair goers from extreme temperature conditions.
- Tamra has submitted a supplemental budget request for \$20,000 to help with developing some options for cooling fair goers. She requested that this be included in future years' contributions adding to the current base budget of \$50,000.
- Questions were raised about entertainment costs and what it would take to, "get to the next level."
- Addressed the paving project and the rental trade with state fair.
- Other entertainment suggestions included holding a soccer tournament at the fair.
- It was suggested to move the fair dates up earlier (from the second weekend in July) to avoid the heat.

### Variables to moving the date:

- Our fair dates are currently one of the first for the season.
- Fair dates are scheduled through the Oregon Fairs Association and timed so that they do not conflict with another county fairs happening in Oregon at the same time.
- It would take two years to transition to another date in order to work with 4H/FFA animals breeding dates and weight requirements for fair. Meat processors cannot handle all of the auction animals when fairs are held too close together.
- Participating vendors schedule their fair participation commitments based on the current schedule of Oregon fairs.
- When you move it earlier, you run into school events and school makeup days.
- The weather is unpredictable; you could have rain earlier in the season.
- The 2019 Salem Art fair is the weekend after our event.

### Big Name Entertainment Update

- Jerrod Neimann, a William Morris artist, is confirmed for Saturday night at a cost of \$30k.
- Restless Heart, a United artist, is confirmed for Friday night at a cost of \$20k.
- Joel indicated that Jill can submit her marketing requests of them now.
- Jill asked for an update on Restless Hearts' lodging needs. Joel does not know yet.
- Jill confirmed that the backline has been arranged for with Cascade Sound.

## Member Self-Evaluation Tool

Joel indicated that this tool was developed to assist in the board member re-appointment process. He said that evaluations are done on our contractors; he is suggesting the same can be done for board members.

Heidi expressed doubt that the tool would be effective. She believes that the problem isn't how you see yourself, instead how others see you. She doesn't believe we are as accurate, or honest, in our assessment of ourselves. She would like to see mechanisms in place for giving feedback to others.

Joel noted that the intent of the tool is for individuals to be introspective.

Tamra said that Denise brought forth three different self-assessment tools. This one was chosen as it provides the opportunity for evaluation of how you see things regarding the collective body and also a component for evaluating yourself that is kept private. (She noted that this was an already published document that Denise made some modifications to, personalizing it for our purposes. We have no ownership to it.)

Jill suggested that a component be added that says something to the effect of, "I'd like to talk privately with someone," referring to a staff member or a mediator.

Joel expressed that he'd like to see the self-evaluation component submitted to staff only, and kept private. He feels we need to look at ourselves, instead of always looking outwardly at others.

Heidi thinks the questions are too general and that a person is going to regard themselves as doing just fine.

Tamra expressed that this shouldn't be just an exercise in completing the process, it should be about how we enhance what we are doing and how we communicate with one another. She said that if ones and twos were received by an individual, staff could be directed to "explore it and see what's behind that."

Ken suggested that this tool is more of a "climate test." His suggestion is post fair have a two to four week pause, then an "off the books, end of fair review" in which there is no recording of the interactions. He said if there is a problem, it can be addressed personally "right then and there."

Jill said that in re-building the group dynamics of the fair board, there needs to be a "safety net."

Tamra suggested that after the evaluation, conflict resolution protocols could be brought forward if needed. The goal would be to put challenges to rest, addressing the things that need to be changed, but also identifying how to build on a person's talents and strengths.

Referring to a statement that Joel made in last month's meeting, Heidi asked Joel what it looks like to, "Get the fair back together." Joel responded that for 7 years he enjoyed being on the fair board. He hasn't been enjoying the experience lately as much as he has in the past. Heidi responded by encouraging Joel to, "get to know his board members."

Ken noted that the structure of this group, being only a seven member board which is dictated by Oregon State Statutes, is challenging. He says that there are 33 people on another board that he is on. The responsibilities for that event are spread out amongst many people. He suggests focusing on recruitment, getting more people on board as key volunteers. He suggests every board member have a personal goal of bringing on "x amount" of volunteers.

Joel asked that the board think about the self-evaluation tool between now and next month when we will re-visit the document. Tamra asked Denise to also seek input from those board members not present and to bring back their suggested changes to next month's meeting.

#### Columbia Hall Commercial Vendor Hours- Jill

Jill indicated that we are making headway every year on improving public competitions and vendors' satisfaction in Columbia Hall. In response to vendor and other Columbia Hall participants' requests, adjustments will need to be made if we want to change the hours the building is open. The requests have been to close the building earlier, like 8:00 PM, due to limited traffic in the latter hours of fair. This change may impact the main entry through the Red Gate. The Red Gate doesn't look like a grand entrance and we also are limited as to how to improve it as we can't block the fire lane. We may need to move the main entrance to the Green Gate. She suggested that a committee be put together to discuss the logistics of making the physical changes for a new main entry gate.

Scott indicated that he is willing to be responsible for locking Columbia Hall each evening. He would ensure that there is still access to the building's bathrooms for fair goers.

Melanie noted that closing the building at 8:00 PM coincides with 4H's decision to close down their exhibit Hall at 8:00 PM.

Signage will be placed on the building's doors, something similar to store hours.

Variables to a making a main gate entry change:

- Move the vendor entrance from Green Gate to Yellow Gate. (Prior to the fair opening, vendors could still use the Green Gate.)
- Modify the hours of security coverage at the Yellow Gate.
- If at Green Gate, move the ticket window deeper into the fair grounds to make room on the 17th Street side walk to accommodate potential long lines.
- Establish a will-call table outside of the Green Gate instead of inside the log cabin to cut down on congestion.
- Puzzle mania placed in Columbia Hall would draw a lot more people inside that building.

Pam made a motion to close Columbia Hall at 8:00 PM on Thursday, Friday and Saturday nights and 6:00 PM on Sunday night; Heidi seconded the motion. Motion passed.

Joel asked Denise to add to next month's agenda an update on Columbia Hall's hours change.

Commissioner Willis indicated that he had received the ticket sales breakdown document from Denise. However, he would like to see more specific demographics information as to who is the fair goer. Jill said to get that information would require a fair survey at the gates which would cost money.

Scott noted that intuitively we know who the fair goer is; it correlates with our big name entertainment. The marketing gets adjusted accordingly. Scott also offered to show the commissioner his marketing campaign plan.

Jill said that they would do some research on conducting an “intercept survey” and bring the information back to the March meeting.

Commissioner Willis indicated that the BOC would like to know who is coming to the fair this year; this will help in future funding decisions.

#### **VIII. Other**

Ingalls Reports:

Scott would like to get an article into the Chamber newsletters about businesses and organizations holding picnics at the fair. He will work with Jolene Kelly.

Jill is still looking for a replacement activity for the Alaskan Racing Pigs. She’s in the process of reaching out to several different service providers. For a STEAM addition, Puzzle Mania costs \$5200 plus one hotel room and one RV space on the grounds. Puzzle Mania consists of many kiosks with hands-on puzzle activities. There is still \$3500 remaining in the budget for an outside activity. She is considering the Pirate’s Parrot Show in which the performer brings a big ship for a stage and has live parrots fly around.

Pam made a motion to allow Jill to move forward on seeking the Pirate’s Parrot Show; Joel seconded the motion. Motion passed.

Ken made a motion for Jill to pursue the Puzzle Mania contract; Heidi seconded. Motion passed.

Jill will send out a group email with an update on the activities when she knows more.

Jill reported that she and Ken met and that he will be working on Honor Day. Ken confirmed with Joel stage availability for the Veteran’s event on Thursday night. Ken will need the stage starting at 6:00 PM (music begins) the actual 45 minute ceremony will begin at 7:00 PM. (The Opening Day BBQ starts at 5:30 PM.)

Teen Idol will not be conducting a talent show for the coming fair. Jill has interested parties that are willing to coordinate local talent for a show. Money is needed for this and also for the Woods’ musical entertainment. There is also a cost to the walk-around princesses and other characters. Jill would like to find something that is interactive for kids to get their hands on.

It was suggested to encourage young fair goers to come to the fair dressed as their favorite character.

Joel told Scott that Jerrod Neimann’s manager is interested in Jerrod playing a gig within 150 miles of our venue. Joel wonders if we can’t negotiate with them to have Jerrod do something in the Woods, like him interacting with those folks after he’s done with his set. Scott is in agreement.

#### Carnival Performance Review Changes

Denise distributed the edited carnival performance review in which she’s added “needs improvement” and “above satisfactory” categories along with Jill’s modified comments.

Denise also distributed a draft of a form letter to accompany the review to explain the document. The board requested that the letter be from both the director (Tamra Goettsch) and the board chair (Joel Conder.) The letter accompanying the carnival evaluation should come from the director alone.

#### Bylaws Change

Denise distributed copies of the existing bylaws with edits including adding key volunteer term lengths, some re-numbering, and other minor changes. Members were asked to review this before March's meeting at which time it will be put on the agenda for approval. The modifications will then need to be submitted to the BOC for approval.

**Meeting Adjourned: 7:38 PM.**



## MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

## Balance Sheet

March 6, 2019

	2018	2018	2019	2019
	Adopted	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	252,087.00	280,884.32	327,862.00	7,997.00
Less Total Expenditures	382,038.95	311,453.09	409,355.00	14,433.98
<b>Fair Operating Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(81,493.00)</b>	<b>(6,436.98)</b>
County Contribution				
<b>Fair Net Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(81,493.00)</b>	<b>(6,436.98)</b>
<b>Fair Admin Summary</b>				
Total Revenues	47,704.00	48,119.86	47,654.67	47,061.17
Less Total Expenditures	101,918.00	88,206.06	38,186.00	6,345.03
<b>Admin Operating Income (Loss)</b>	<b>(54,214.00)</b>	<b>(40,086.20)</b>	9,468.67	40,716.14
County Contribution	47,557.00	47,557.00	47,557.00	0.00
<b>Admin Net Income (Loss)</b>	<b>(6,657.00)</b>	<b>7,470.80</b>	<b>57,025.67</b>	<b>40,716.14</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	121,378	(15,466)	139,634	114,932
Fair Ops Net Income (Loss)	(129,951.95)	(30,568.77)	(81,493.00)	(6,436.98)
Admin Net Income (Loss)	(6,657.00)	7,470.80	57,025.67	40,716.14
<b>Carryover to Next Fair</b>	<b>(15,231)</b>	<b>(38,564)</b>	<b>115,167</b>	<b>149,211</b>

## MARION COUNTY FAIR BOARD TREASURER'S REPORT

2

## Fair Operations Revenue

March 6, 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	\$ 1,735.00
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	\$ -
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	\$ -
~	<b>Subtotal</b>	\$ 237,962.00	\$ 234,945.28	\$ 237,962.00	\$ 7,997.00
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	\$ -
	<b>3</b>	\$ 327,862.00	\$ 360,581.07	\$ 327,862.00	\$ 7,997.00



## MARION COUNTY FAIR BOARD TREASURER'S REPORT

3

## Fair Operations Expenses

March 6, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	<b>4H FFA &amp; OPEN CLASS</b>				
	<b>4H</b>				
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	
	<b>Sub Total</b>	<b>12,500.00</b>	<b>11,000.00</b>	<b>12,500.00</b>	<b>0.00</b>
	<b>FFA</b>				
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
	<b>Subtotal</b>	<b>6,200.00</b>	<b>6,121.51</b>	<b>6,200.00</b>	<b>0.00</b>
	<b>Open Class</b>				
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
	<b>Sub Total</b>	<b>1,900.00</b>	<b>907.90</b>	<b>1,150.00</b>	<b>0.00</b>
	<b>EVENT/MARKETING COORDINATOR</b>				
525110	Fair Event Coordination (Ingalls)	35,000.00	35,000.00	35,000.00	10,000.00
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	0.00
525715	Sponsor Fees (commission)	21,500.00	21,761.45	22,500.00	0.00
	<b>Sub Total</b>	<b>64,500.00</b>	<b>66,040.12</b>	<b>65,500.00</b>	<b>10,000.00</b>
	<b>GROUND &amp; UTILITIES</b>				
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	
527310	Electric Signs	750.00		750.00	
527310	Map	1,500.00		0.00	
<b>527231</b>	<b>Fairgrounds Rental in TRADE</b>				
527231	Asphalt Paving Cost		78,144.78	60,000.00	0.00
527231	Grounds Layout			200.00	
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	1,428.56
525350	Janitorial Services	5,535.00	5,535.00	5,600.00	0.00
529999	Permit & Code Compliance (tent permit, fire marshal, noise variance)			500.00	
529999	Floor Plans and Specs.			200.00	
	<b>Subtotal</b>	<b>75,324.00</b>	<b>145,705.98</b>	<b>131,205.00</b>	<b>1,428.56</b>
	<b>SAFETY, SECURITY &amp; TICKETING</b>				



# MARION COUNTY FAIR BOARD TREASURER'S REPORT

4

## Fair Operations Expenses

March 6, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
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				
	<b>Sub Total</b>	<b>21,050.00</b>	<b>19,413.83</b>	<b>24,750.00</b>	<b>0.00</b>
525710	<b>PRINTING</b>				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00	160.00	200.00	0.00
	Badges/Lanyards/Wristbands				
	<b>Sub Total</b>	<b>600.00</b>	<b>160.00</b>	<b>300.00</b>	<b>0.00</b>
525715	<b>PROMOTIONS &amp; ADVERTISING</b>	35,000.00		30,000.00	
	Marketing (Social media, logo design)		3,420.68		2,285.70
	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				
	<b>Sub Total</b>	<b>35,000.00</b>	<b>29,628.09</b>	<b>30,000.00</b>	<b>2,719.70</b>
	<b>PROGRAMMING</b>				
525925	<b>Local Entertainment</b>	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				
	Superheroes and Star Wars Characters	500.00		0.00	
	Michael Husser (AH Factor)				



# MARION COUNTY FAIR BOARD TREASURER'S REPORT

5

## Fair Operations Expenses

March 6, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	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		12,225.00	
525930	Events & Activities				
	Brad's World Reptiles				
	Barn Yard Adventure	4,400.00	4,377.06		0.00
	Farm Yard Fun				
	Permitted activities contingency				
	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		0.00
	Herdsmanship (Fair Foundation)			600.00	0.00
	Real Heroes	1,000.00	1,000.02	1,000.00	285.72
	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	7,000.00	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	47,600.00	285.72
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	409,355.00	14,433.98
	13				



## MARION COUNTY FAIR BOARD TREASURER'S REPORT

6

## Fair Administration

March 6, 2019

426-4217		2018	2018	2019	2019
Account		ADOPTED	YTD	ADOPTED	YTD
<b>REVENUES</b>					
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	156.50
371000	Misc. Revenue (Bond Refund)				
<b>TOTAL REVENUES</b>		<b>95,211.67</b>	<b>95,959.96</b>	<b>95,211.67</b>	<b>47,061.17</b>
<b>EXPENDITURES</b>					
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	
<b>Total Personnel</b>		<b>6,347.00</b>	<b>6,392.49</b>	<b>6,347.00</b>	<b>-</b>
521010	Office/ Dept. Supplies	100.00	105.36	100.00	5.95
522180	ShoWorks Software	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	0.12
525360	Public Works Services (survey charges)	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	345.00
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				
~	<b>Total M&amp;S</b>	<b>12,095.00</b>	<b>8,186.31</b>	<b>11,095.00</b>	<b>1,301.07</b>
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				
<b>Total Admin &amp; Contingency</b>		<b>68,301.00</b>	<b>66,674.08</b>	<b>20,744.00</b>	<b>5,043.96</b>
<b>TOTAL EXPENDITURES</b>		<b>86,743.00</b>	<b>81,252.88</b>	<b>38,186.00</b>	<b>6,345.03</b>
<b>NET</b>		<b>8,468.67</b>	<b>14,707.08</b>	<b>57,025.67</b>	<b>40,716.14</b>



# Board Self-Evaluation Questionnaire

Name \_\_\_\_\_ (optional) For period from \_\_\_\_\_ to \_\_\_\_\_

# Board Self Evaluation Questionnaire

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Questions should be answered by all board members and key volunteers. When completed individually the results of Sections A, B, C and D should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating.

Section E should be answered by board members alone but not shared with the group. This questionnaire also includes Section F, which provides feedback to the Chair of the Board.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

## **A. How Well Has the Board Done Its Job?**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Our organization operates with a strategic plan or a set of measurable goals and priorities.  | 1 | 2 | 3 | 4 | 5 |
| 2. The board's regular meeting agenda items reflects our strategic plan or priorities.   | 1 | 2 | 3 | 4 | 5 |
| 3. The board has created or reviewed, in this period, member job descriptions and responsibilities.  | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to county staff on how to achieve the goals by setting, referring to, or revising policies.   | 1 | 2 | 3 | 4 | 5 |
| 5. The board ensures that the organization's accomplishments, challenges, and how it has used its financial and human resources, are communicated to the Marion County Board of Commissioners. | 1 | 2 | 3 | 4 | 5 |



## **B. How Well Has the Board Conducted Itself?**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. As board members, we are aware of what is expected of us.  | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings are well planned so that we are able to get through all necessary board business.   | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most board members come to meetings prepared.  | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written documentation to the board in advance of our meetings.  | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions.  | 1 | 2 | 3 | 4 | 5 |
| 6. We do a good job encouraging and dealing with different points of view.  | 1 | 2 | 3 | 4 | 5 |
| 7. We all support the decisions we make.  | 1 | 2 | 3 | 4 | 5 |
| 8. The board assesses its composition and strengths in advance of recruiting new board members.   | 1 | 2 | 3 | 4 | 5 |
| 9. All board members adhere to the Marion County Ethics Policy (which applies to any person serving on a board) regarding special privileges, acceptance of gifts, profiting from county business, etc. | 1 | 2 | 3 | 4 | 5 |
| 10. Our board meetings are always interesting.  | 1 | 2 | 3 | 4 | 5 |
| 11. Our board meetings are frequently fun.  | 1 | 2 | 3 | 4 | 5 |

**C. Board's Relationship with Community Services Staff (Tamra, Denise, Contracts Coordinator, Accounting Specialist)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. There is a clear understanding on most matters where the board's role ends and the department staff's begins.  | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the department staff.  | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the department staff.   | 1 | 2 | 3 | 4 | 5 |
| 4. The board provides direction to the department staff by setting and reviewing policies.  | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed and communicated the kinds of information and level of detail it requires from the department staff.                           | 1 | 2 | 3 | 4 | 5 |
| 6. The board evaluates the department staff primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy. | 1 | 2 | 3 | 4 | 5 |
| 7. The board provides feedback and shows its appreciation to the department staff on a regular basis.   | 1 | 2 | 3 | 4 | 5 |
| 8. The board ensures that the department staff are able to take advantage of professional development opportunities.                                      | 1 | 2 | 3 | 4 | 5 |

## **D. Board's Relationship with Event and Marketing Coordinators**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. There is a clear understanding on most matters where the board's role ends and the Event/Marketing Coordinators' begins.                 | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the Event/Marketing Coordinators.  | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the Event/Marketing Coordinators.   | 1 | 2 | 3 | 4 | 5 |
| 4. The board provides direction to the Event/Marketing Coordinators by setting and reviewing policies.                                      | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed and communicated the kinds of information and level of detail it requires from the Event/Marketing Coordinators. | 1 | 2 | 3 | 4 | 5 |

### **E. My Performance as an Individual Board Member (Not to be shared)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I am clear in my understanding of, and motivation for, becoming a fair board member.   | 1 | 2 | 3 | 4 | 5 |
| 2. I am aware of what is expected of me as a board member.  | 1 | 2 | 3 | 4 | 5 |
| 3. I have a good record of meeting attendance.  | 1 | 2 | 3 | 4 | 5 |
| 4. I read the minutes, reports, and other materials in advance of our board meetings.   | 1 | 2 | 3 | 4 | 5 |
| 5. I am familiar with what is in the organization's by-laws and governing policies (Strategic Plan, Fair Management Agreement, Conflict Resolution documents, etc.) | 1 | 2 | 3 | 4 | 5 |
| 6. I am a good listener at board meetings.  | 1 | 2 | 3 | 4 | 5 |
| 7. I have set goals for myself in my role as a board member.  | 1 | 2 | 3 | 4 | 5 |
| 8. I follow through on things I have said I would do.   | 1 | 2 | 3 | 4 | 5 |
| 9. I maintain the confidentiality of all board decisions.   | 1 | 2 | 3 | 4 | 5 |
| 10. When I have a different opinion than the majority, I raise it.  | 1 | 2 | 3 | 4 | 5 |
| 11. I support board decisions once they are made even if I do not agree with them.  | 1 | 2 | 3 | 4 | 5 |
| 12. I promote the work of our organization in the community whenever I have a chance to do so.  | 1 | 2 | 3 | 4 | 5 |
| 13. I stay informed about issues relevant to our mission and bring information to the attention of the board.   | 1 | 2 | 3 | 4 | 5 |
| 14. I planned, and carried out the steps, for a successful activity/event at fair time. This was done within the required time frame and within budget.             | 1 | 2 | 3 | 4 | 5 |

15. I would like to have a private conversation to voice some of my concerns. Yes\_\_\_\_\_ No \_\_\_\_\_

16. The following are the areas in which I am doing well, and/or the areas in which I could improve.

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## **F. Feedback to the Chair of the Board**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The chair is well prepared for board meetings.   | 1 | 2 | 3 | 4 | 5 |
| 2. The chair helps the board stick to the agenda.   | 1 | 2 | 3 | 4 | 5 |
| 3. The chair tries hard to ensure that every board member has an opportunity to be heard.                   | 1 | 2 | 3 | 4 | 5 |
| 4. The chair is skilled at managing different points of view  | 1 | 2 | 3 | 4 | 5 |
| 5. The chair has demonstrates versatility in facilitating board discussions.                                | 1 | 2 | 3 | 4 | 5 |
| 6. The chair knows how to be direct with an individual board member when their behavior needs to change.    | 1 | 2 | 3 | 4 | 5 |
| 7. The chair helps the board work well together.  | 1 | 2 | 3 | 4 | 5 |
| 8. The chair demonstrates good listening skills.  | 1 | 2 | 3 | 4 | 5 |
| 9. The board supports the chair.  | 1 | 2 | 3 | 4 | 5 |
| 10. The chair is effective in delegating responsibility amongst board members.                              | 1 | 2 | 3 | 4 | 5 |
| 11. The chair ensures the board is aware of his/her organizational activities outside of our board meetings | 1 | 2 | 3 | 4 | 5 |

## MARION COUNTY FAIR BOARD

# BYLAWS

### 1. ~~MARION COUNTY FAIR BOARD~~ORGANIZATION

1.1 **Name.** The board will be called the Marion County Fair Board, hereinafter referred to as “Fair Board.”

1.2 **Bylaws.** The Marion County Fair Board bylaws represent the organizational document for the governance and management of the Marion County Fair.

### 2. MISSION STATEMENT

2.1 The Marion County Fair has been a proud tradition since the 1860's. The mission statement of the Marion County Fair is: “To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.”

### 3. PURPOSE OF BOARD

3.1 **Authority.** The Marion County Fair Board is an agency of Marion County existing under the provisions of the ORS 565.210-565.330 and 565.610-650, and is subject to most laws applicable to public bodies.

3.2 **Purpose.** The purpose and objective of the Fair Board is to provide a showplace for educational activities, healthful competition, recognition of and positive activities for Marion County’s youth, family activities and entertainment, displays of methods and products of agriculture, business, commerce, history and tourism. The Fair Board is charged with the responsibility of organizing, promoting, and managing the fair.

3.3 **Relationship with Marion County.** The operational relationship between the Marion County and the Fair Board is described in the Fair Management Agreement dated June 27, 2001, and any subsequent amendments or modifications approved by both parties.

3.4 **Powers.** The Marion County Fair Board is charged with responsibility of conducting the Marion County Fair, which includes issuing licenses, granting permits, holding exhibitions, shows, activities, entertainments, public gatherings or commercial activities upon the site designated by the Fair Board to host the Marion County Fair. The Fair Board may engage in all other businesses activities that may be undertaken by a fair board allowed under the state law and consistent with county policies.

3.5 **Goals.** The Fair Board’s goals are articulated in its ~~business-strategic~~ plan and discussed annually at a joint meeting of the Fair Board and Marion County Commissioners. Adopted goals represent guiding policy for the Fair Board and its management.

4. **MEMBERSHIP**

- 4.1 **Member Appointments.** The Marion County Board of Commissioners will appoint Fair Board members consistent with ORS 565.210(2). The Fair Board will consist of no less than three and no more than seven voting members. Consistent with ORS 565.210(4), no more than one member of the Board of Commissioners may serve as a member of the Fair Board. Fair board members should represent all regions of Marion County and have a variety of backgrounds. Membership should consist of individuals with expertise in agriculture, business, administration, fund-raising, event organization, and marketing.
- 4.2 **Key Volunteer Appointments.** The Fair Board may make recommendations to the Marion County Board of Commissioners regarding the appointment of Key Volunteers to work with the Fair Board. The role of a Key Volunteer is to provide leadership and oversight to designated fair projects. Key Volunteers will regularly attend monthly fair board meetings, participate in Fair Board discussions resulting in the board's decision and policy making, and provide monthly updates and concerns to the Fair Board on assigned fair projects. Although Key Volunteers do not have a formal vote on Fair Board business, they will actively serve with the Fair Board to coordinate and oversee the implementation of the Marion County Fair. Key Volunteers will be considered first for member appointments when the Fair Board has an opening on the board. Key Volunteers serve at the pleasure of the board of commissioners. The Fair Board will review their status as a key volunteer every three years **and make a recommendation to the Marion County Board of Commissioners regarding re-appointment. The Marion County Board of Commissioners may reappoint Key Volunteers to serve subsequent terms.**
- 4.3 **Term.** Consistent with ORS 565.210(2), Fair Board members serve a three-year term. **Key volunteers serve a three year term.** The Marion County Board of Commissioners may reappoint Fair Board members **and key volunteers** to serve subsequent terms.
- 4.4 **Bond.** Consistent with ORS 565.210(3), each Fair Board member will furnish a good and sufficient bond in favor of the county, conditioned upon the faithful performance of the duties of their office. The bond will be in the amount of fifty thousand dollars per Marion County Advisory Board Member requirement. The bond will be approved by the Marion County Board of Commissioners and will be filed with the Risk Management. The premium payment for the bond will be authorized by Marion County Risk Management and will be paid by the Fair Board via fair administration staff as an expense of the fair.
- 4.5 **Resignation.** A Fair Board member may resign at any time by delivering written notice to the Fair Board chair.



- 4.6 **Duties.** 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 is entrusted and charged with the entire business management, financial and other affairs of the county fair. Members will complete tasks assigned by the chair, and will carry out assignments from committees to which they have been appointed. Members are expected to attend, and participate, in all scheduled meetings. More than two absences in any 12 month period may be considered good cause for removal of a member from the Fair Board. Attendance through telephone or electronically by conference call in a manner consistent with section 7.2 of these bylaws may be allowed but for no more than two meetings in any 12 month period. Members are to notify the fair board chair if they will not attend a scheduled meeting. Fair Board members are expected to be knowledgeable about the essential business matters confronting the Fair Board including budgets, policy guidelines, and legal obligations. Fair Board members and staff are expected to assist each other in orientation and education related to fair responsibilities.

5. **TERMINATION**

- 5.1 **Member removal.** Consistent with ORS 565.225, the Marion County Board of Commissioners may remove a member for inefficiency, neglect of duty, misconduct in office, incompetence, incompatibility, and dereliction of duty or other good cause, as defined by county ordinance. A member of the Fair Board shall not be removed by the county commissioners until after the member receives a copy of a statement containing the cause for removal and a hearing on the removal is held. The statement shall be given to the member at least ten days prior to the hearing, at which the member must have an opportunity to be heard in person or by counsel. When the county commissioners remove a member of the fair board, a record of the proceedings, together with the cause for removal and findings thereon, shall be filed in the office of the county clerk.

6. **MEETINGS**

- 6.1 **Public meeting laws.** The Fair Board is a public body subject to the public meetings law as stated in ORS 192.640. All meetings, other than executive sessions allowed by law, will be open to the public.

**76.1.1 Regular meetings.** The Fair Board meets monthly. Regular meetings may be canceled or changed to another specific place, date and time provided that actual notice is given.

**76.1.2 Notice.** The Fair Board will provide for and give public notice, reasonably calculated to give actual notice--to board members, interested persons, news media that have requested notice, and general public notice--of the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting.

- 76.1.3 Special meetings.** Special board meetings may be called by the Fair Board chair or manager by notifying all fair board members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. Special meetings may be held during the Marion County Fair, provided that the Fair Board provide notice of dates, times, and places of special meetings held during the Marion County Fair season not less than 24 hours prior to the commencement of the meeting.
- 76.1.4 Emergency meetings.** The Fair Board chair or manager may call an emergency meeting with less than 24-hour notice as needed to address an emergency. Appropriate notice to Fair Board members and other interested persons including the news media is required. The notice must cite the actual emergency.
- 76.1.5 Executive sessions.** An executive session may be called as part of the agenda of any regular meeting to discuss the following topics, if an emergency exists and is so declared by motion, and the motion is approved. No executive session may be called without the approval of Marion County Legal Counsel.
- (1) **Personnel.** Matters concerning the employment of fair staff where disciplinary action may result.
  - (b) **Security.** Threats to the security of fair property or services.
  - (c) **Confidential gifts or donations.** Gifts or donations to the fair made by individuals requesting, in writing, anonymity.
  - (d) **Pending litigation.** Legal matters which, if discussed in open session would be detrimental to the county's interest.
  - (e) **Purchase or sale of real property.**
  - (f) **Discussion of labor negotiations.**
- 76.2 Place of meetings.** All board meetings must be held within Marion County at a location with sufficient space for members and public attendance. Fair Board members may attend either in person or electronically by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Member attendance by conference call is limited to no more than two meetings in any 12 month period. Meetings of the Fair Board may be held entirely by electronic means subject to the requirements of ORS 192.670.
- 76.3 Quorum.** The majority of the appointed membership of the Fair Board will constitute a quorum for the transaction of all business at meetings.
- 76.4 Decision making procedure.** Each Fair Board member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute fiduciary and statutory obligations. Majority is defined as a majority of the appointed membership.

**76.5 Minutes.** Consistent with ORS 565.220 and the Fair Management Agreement, fair staff is designated to serve as secretary to the fair board. The secretary will cause minutes to be prepared and shall be the custodian of Fair Board records. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting.

**76.6 Agendas.** Items may be placed on a meeting agenda by any board member, fair staff, fair manager, or the Marion County Board of Commissioners. The agenda will be distributed to members at least five (5) days prior to a regular meeting. Strategic Plan items will be regularly incorporated onto the agenda, as appropriate.

**76.7 Public Comment.** Each regular meeting will begin with an opportunity for public comment. Discussion and input by guests and the general public are welcome at Fair Board meetings. Actions requested by individuals appearing before the Fair Board may be held, at the chair's discretion, for a future agenda.

## **7. STRATEGIC PLAN**

**87.1 Requirement.** By December 31 of each year, the Fair Board will create a strategic plan to serve as a guide for the preparation and implementation of the annual fair.

**87.2 Purposes.** The strategic plan will serve the following purposes:

**87.2.1** Provide direction to the fair board and its staff, event coordination contractor(s) as well as other volunteers and interested parties working on the fair each year.

**87.2.2** Provide a job description for fair board members and Marion County.

**87.2.3** Outline tasks for each fair board member, staff, and event coordination contractor(s).

**87.2.4** Provide an overall time line with deadlines for completing tasks.

**87.2.5** Provide a work plan for individual committees to use as a guideline when developing committee work plans.

**87.3 Review and revision.** The Fair Board will continuously review and may update the strategic plan as necessary to allow the board to adapt to new opportunities.

## **98. OFFICERS**

**98.1 Chair and vice chair appointment.** The Fair Board will annually appoint a chair and vice chair by majority vote. The chair and vice chair will be elected by the Fair Board at

the regular meeting during the month of November. The Fair Board tradition is to rotate the assignments of chair and vice chair amongst the members of the Fair Board on an annual basis. From time to time, a member may be asked to serve additional terms as chair or vice chair.

**98.2 Chair responsibilities.** The Fair Board chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce fair board directives, guidelines and membership rules and will guide the conduct of public meetings.

**98.3 Vice chair responsibilities.** In the absence of the chair, the vice chair will assume the chair's responsibilities. If neither the chair nor vice chair is available for a publicly-convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

**98.4 Treasurer appointment.** The Fair Board will appoint a treasurer. The treasurer should have experience and expertise in governmental budgeting and finance. The treasurer will serve as the liaison between the fair board and Marion County concerning all fair financial matters.

**98.5 –Treasurer responsibilities.** The treasurer will work with fair and county staff to prepare an annual budget.

## **9. COMMITTEES AND ASSIGNMENTS**

**109.1 Appointments.** The chair may make appointments to committees and make assignments as necessary to carry out the purposes of the Fair Board. The chair may also appoint chairpersons of each fair committee.

**109.2 Standing committees.** Standing committees for the Fair Board will include: Entertainment, Special Events, and Marketing. When the Fair Board employs, or contracts for fair event coordination or marketing services, all committees shall include the event or marketing coordinator(s) as described in Section 10.3 of these bylaws.

**109.3 Committee responsibilities.** Standing committees include the following responsibilities:

**9.3.1 Entertainment.** The entertainment committee is responsible for identifying and recruiting stage and walk around entertainment acts. The entertainment chair will work closely with the special events chair and the event coordinator(s) to incorporate special events into the entertainment schedule.

**109.3.2 Special Events.** The special events committee is responsible for organizing activities and events during the fair. The special events chair will

work closely with the entertainment chair and the event coordinator(s) to identify new opportunities for special events each year.

**109.3.3 Marketing.** The marketing committee is responsible for all marketing efforts reaching out into the community. The marketing chair will work closely with all committees, as well as the marketing and events coordinator(s) to assure that fair entertainment, special events, and other fair attractions are included in marketing strategies.

**109.4 Liaison responsibilities.** The chair will appoint members to serve as liaisons for the following:

**109.4.1 Food and Commercial Booths.** The food and commercial booth liaison is responsible for the recruitment and oversight of all food and commercial vendor booths participating in the fair. This liaison will work the Fair Board members and event coordinator (s) to assure booths are located in areas most advantageous for the vendors and those attending the fair. The food and commercial booth liaison is responsible for assuring vendors have needed items (e.g., electricity, tables, and chairs) and will communicate key information to vendors prior to and during the fair.

**109.4.2 4-H/FFA/Open Class (Livestock).** The 4-H/FFA liaison works with livestock exhibitors; this includes ensuring the livestock area layout is completed and pens are ready when exhibitors arrive. The 4-H/FFA liaison is responsible for communications between 4H/FFA staff, the Fair Board, and the event coordinator(s). The liaison also ensures that the established Biosecurity Guidelines are followed.

**109.4.3 Open-Class Public Competitions.** The ~~Open-Class~~public competitions liaison organizes ~~open-class public competitions~~ events, including promotion, entry forms, awards, and exhibitor information and communications. The ~~Open class~~public competitions liaison works with the entertainment chair and the event coordinator(s) to coordinate event scheduling.

**10.5 Budgets.** Committee chairs and liaisons are responsible for providing a budget to the treasurer to support their work by December 31 of each year.

**10.6 Work plans.** Each committee and liaison will create a work plan for its assigned area consistent with the strategic plan by December 31 of each year.

**10.7 Special committees.** The Fair Board chair may appoint special committees and task groups as needed to accomplish the fair's strategic plan.

- 10.8 **Community members.** The Fair Board may recruit and appoint community members to serve as volunteers on standing committees, special committees and task groups.
11. **ADMINISTRATION**
- 11.1 **Authority.** All administrative activities are subject to the provisions of the Fair Management Agreement.
- 11.2 **Personnel.** Employees working at the fair are Marion County employees and subject to applicable bargaining unit agreements, state laws, county personnel policies and the annual budget established by Marion County. Job descriptions, qualifications, salary ranges, and benefits are determined pursuant to personnel policies and executed by the Marion County Business Services Department. The County Chief Administrative Officer will provide and/or delegate as appropriate the supervision of fair staff. Marion County staff will solicit input from Fair Board members in staff recruitment and annual performance appraisals.
- 11.3 **Fair Operations.** Fair employees are responsible for coordinating overall fair management, including the day-to-day running of the fair office during the fair, and serve as the point of contact for fair information. Fair staff will assist in coordinating Fair Board, liaison, and committee assignments and ensuring that committees and liaisons meet their goals and deadlines. In addition to secretarial duties articulated in section 6.5 of these bylaws, fair staff will work with the appropriate county staff members to maintain financial and other records and reports, execute contracts, prepare and review entry forms, and assure the daily gate receipts and money counts are completed correctly and that daily deposits are made. Fair staff will keep the Fair Board informed of activities and financial conditions of the fair on a regular basis. Fair staff will prepare for the Fair Board all reports required to present to Marion County as described in the Fair Management Agreement.
- 11.4 **Staff attendance at meetings.** Fair staff may attend fair board meetings, but shall not have a vote therein. The staff may take part in discussions of all matters coming before the board.
12. **CONFLICT OF INTEREST**
- 12.1 **Statutory authority.** The Fair Board will adhere to ORS 244.020, 244.040(1), and 244.120-130 defining conflict of interest and establishing protocols for members of public bodies in Oregon. Fair Board members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- 12.2 **Potential conflict definition.** As defined in Oregon law, a potential conflict of interest exists when a Fair Board member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated.

- 12.3 **Actual conflict definition.** As defined in Oregon law, an actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Fair Board member, a relative, or a business with which the member or the member's relative is associated.
- 12.4 **Potential conflict protocol.** With a potential conflict, the Fair Board member may participate in an action after declaring the conflict and announcing its nature.
- 12.5 **Actual conflict protocol.** With an actual conflict, the Fair Board member will declare the conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.
13. **PUBLIC STATEMENTS**
- 13.1 **Designated spokespersons.** A unified voice is very beneficial when controversial situations call for public statements from the Fair Board. The designated spokesperson for the Marion County Fair shall be the Fair Board chair or Fair Manager. The Fair Board shall designate a third spokesperson, should both chair and manager be unavailable. Refer questions concerning controversial fair matters to the spokespersons.
- 13.2 **Comments to media.** When acting in their official capacity, designated spokespersons will discuss only those matters which have been adopted by motion or resolution, or are included in the adopted strategic plan, and which represent the majority viewpoint of the fair board, even if those viewpoints are distinctive from their own personal opinions. So far as it is practical, board consensus on issues discussed by the spokespersons should be obtained prior to scheduled public interviews or press releases.
- 13.3 **Open discussion.** Open discussion of issues is vital in any progressive organization. However, disagreements among Fair Board members may occur. Therefore the Fair Board has adopted following the "Ground Rules For Effective and Efficient Meetings" during all board meetings. This is not meant in any way to limit the freedom of speech of individual board members. When conflicts occur, the adopted "Conflict Resolution- Key Actions" will be utilized. However, comments made by members should clarify whether the member is speaking as an individual or whether the member is speaking on behalf of the board in an official capacity. If the board member's perspective differs from consensus, as articulated in adopted board resolutions or motions, then those differences should be identified as the individual's views and not those of the Fair Board.
14. **REVISION OF BYLAWS**
- 14.1 **Bylaw amendments.** These bylaws may be amended or appealed, or new bylaws may be adopted, by the Fair Board after written notice of the proposed amendments and notice

thereof has been given to the membership of the Fair Board at least three days prior to the date of the meeting at which the amendments are to be considered.

**ADOPTED BY THE MARION COUNTY FAIR BOARD,**  
this \_\_\_\_\_ day of ~~September 2018~~\_\_\_\_\_.

**APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Date: \_\_\_\_\_



Marion County Fair Event Coordination Status Report				Jill Ingalls	
Report Date					
12/21/2018					
<b>Dates:</b>					
<b>Activity</b>	<b>Contractor / who / What</b>	<b>Status</b>	<b>Ongoing</b>	<b>complete</b>	
Tents / Decorator	All Star Tent	Requested quote for 2019	x		
Sanitation	BPT and Honeybucket	Requested quote for 2019	x		
Real Heroes	Began updating forms / communications	follow up	x		
Website	Link holds 2019, paid for hosting and domain	Building plan for updates	x		
Facilities	Meeting 1 with Sara Fire Marshall	Ongoing	x		
Big Name / Programming	Communications with Joel / Programming team	Ongoing / offer in	x		
Barnyard Adventures	Requested contract	Pending	x		
Muriels Petting zoo	Sent letter not using 2019	follow up	x		
Sound / Stage / Lights	Preparing request for quotes	RFQ January	x		
Rodeo / Wild West Events	Contacted Wayne White to hold dates	Contract via Community Services	x		
Funtastic Shows	Review completed	Submitted to Denise		x	
Madgek	Requested application for 2019	Ongoing	x		
All Alaskan Racing Pigs	Requested contract for 2019	Declined for 2019	x		
Cascade Sound	Requested quote for 2019	Ongoing	x		
Northside Electric	Contacted re: Fair 2019	Ongoing	x		
Retreat	Participated November	Ongoing	x		
Key Volunteers	Reached out to Performing Arts	Ongoing	x		
January begin					
Hotel Property	Looking for lodging partner	Ongoing	x		
Super Science Company	Contract in	Need lodging / RV	x		
All Star Tents / Rental	Contract requests earlier move in dates	Follow up / wants July 3rd	x		
1/7/2019					
ABC Janitorial	Requested quote / agreement for 2019		x		
Super Science / Puzzlemania	Requested quote / avail for 2019		x		
Oregon Fairs Association confere	Attended classes, represented Marion	Misc Industry contacts		x	
Fair Board	Attended meeting, set follow up meetings	Ken re; Real Heroes / Honor Day		x	
Community Stage Volunteers	Reaching out to various performing arts folks	Set up team to produce Sunday	x		
Shade Cloth	Researching options	ongoing	x		
Wild West Events	Discussed concerns about dirt for rough stock	to follow up with State Fair	x		

2/26/2019	Grill Off	Discussion with Mike re: Grill Off	follow up February	x
	Honor Day	Met with Ken Ofleet on program	Ongoing	x
	Real Heroes	Connecting partners to set up meeting in March	Ongoing	x
	Super Science / Puzzlemania	Signing	ongoing	x
	Pirates Parrot Show	Contract pending to review	ongoing	x
	Set up / Sheriff Work Crew	Review dates, plans	ongoing	x
	State Fair	Ongoing discussion with staff / move in dates	ongoing	x
	Oregon Beverage	discussion on alcohol planning	ongoing	x
	Decorator	Discussion on dates to move in	ongoing	x
	Decorator	Draw new floor plans in / out	March	x
	Volunteer call out	Working with Public Competitions	Ongoing	x

Marketing / Advertising Progress Report		
Report Date: 2/26/2019		
Who / What	Activity	Status
Social Media / Facebook	Looking into Instagram	Ongoing
Media - big name	discussion with media reps regarding big name options	Ongoing
Website	Marketing plan incorporation	Ongoing
New MOON radio station	Discussion with new media rep from Salem market	Ongoing
Instagram	Confirmed will set up	Ongoing
Website updates	ONGOING	Ongoing
Ag Fest Sign up booth	Ongoing	Ongoing

Sponsor Progress Report						
Report Date 2/26/2019						
New / renew	Prospect	Package Notes	Price Range CASH	In kind value	Expect Decision by	Date signed
R	NW 94 Sales	Rodeo Chute	\$ 1,500.00		Pending	
R	Valley Agronomics	Ag Day	\$ 2,500.00		Pending	
N	Wave Broadband	Booth & Sponsor presence TBA	\$ 1,000.00		?	
N	Eastside Distilling	Hard Alcohol - Rodeo Title	\$ 3,500.00		?	
R	Marion County Farm Bureau	STEAM / Shirts	\$ 7,000.00		February	
R	Fitzpatrick Painting	Main Stage Initial discussion	TBD		Declined	
R	Linn Benton Tractor	Main Stage Initial discussion	\$5,000	\$2,800	Pending	
R	Hallmark	The Woods	Not sure			
N	GK Machine	Wants proposal in Feb				
N	Duncan Construction	Wants proposal in Feb				
Report date: 12/22/2018		Report total under consideration	\$ 20,500.00			
N	Doubletree by Hilton	Sent request for rooms / official		\$ 1,600.00	February	
R	Complete Wireless	Ag Day	\$ 500.00	\$ 2,000.00	Confirmed	
R	Crown Royal	Hard Alcohol - Rodeo Title	\$ 1,500.00		March	
R	Country Financial	STEAM - Initial discussion	\$ 1,500.00		February	
R	Mattress World	Entry Sponsor	\$ 3,050.00		Confirmed	
R	Columbia Distributing	Product Sponsor	\$ 1,500.00		Confirmed	
R	Ace Hardware	Grill Off sponsor	TBD		Confirmed	
N	Power Rents	Friday Main Stage	\$4,500		Confirmed	
Report Date 1/28/2019		Report total under consideration	\$ 33,050.00	\$ 3,600.00		
R	Co-Energy	Main Stage	\$5,500		Pending	
R	Falck USA	Ambulance Services		\$4,400	Pending	
R	Les Schwab Tires	Rodeo Chute	\$2,500	\$200	Pending	
R	Diamond K Sales	Ag Day	\$2,500		Pending	
R	Ram Steelco	Rodeo Chute	\$1,500		Confirmed	
R	Capitol Auto	Title Rodeo	\$3,500		Pending	
R	Sportsman's Warehouse	Rodeo Chute	\$1,500		Pending	
R	Adam's Rib	Catering, Bar-b-que	\$1,000	\$4,000	Pending	
R	Norlift	Forklifts		\$1,800	Pending	
R	K & E Excavation	Ag Day	\$2,500		Pending	
R	Peterson Machinery	Ag Day	\$2,500		Pending	
R	Pape' Machinery	Ag Day	\$2,500		Pending	
R	Kerr Concentrates	Ag Day	\$2,500		Pending	
R	Santiam Tractor	Ag Day	\$2,500		Pending	
R	Stettler Supply	Barnyard Adventures	\$1,250		Pending	
N	Fessler Nursery	Grounds Plants		TBD	Confirmed	
R	Ricoh	Office Copiers		\$2,000	Pending	
Report Date 2/26/2019		Report total under consideration	\$ 64,800.00	\$ 16,000.00		

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Awesome Day (Fri.)	Event Coord.	Event Coord.	Event Coord.	Commissioner Willis
Barns	Shannon, Event Coord.	Shannon	Melanie	Brandi, Amy
Break down/load out	Shannon, Melanie, Event Coord.	Shannon, Melanie, Event Coord.	N/A	
Carnival	Joel, Event Coord.	Joel	Denise	Event Coord.
Chamber Greeters	Bry	Bry, Pam	Bry	Event Coord.
Exhibit Hall Setup/Intake	Event Coord.	Event Coord.	Event Coord.	Pam
Facebook	Event Coord.	Event Coord.	N/A	Denise
Family Day (Sun.) LaPantera, Church Service	Event Coord.	Event Coord.	Event Coord.	Joel- Church Service
Fly Ball	Event Coord.	Event Coord.	Event Coord.	Denise
Garten Services, Zero Waste Efforts	Tamra, Event Coord.	Joel, Event Coord.	Joel	Denise
Grill off	Mike, Event Coord.	Mike		Joel
Joining Forces (Veteran's free entry)	Tamra, Event Coord., Ken	Event Coord.	Event Coord.	Joel
Legislative Reception	Board of Commissioners (BOC), Community Services (CS), Event Coord.	BOC, CS	BOC	CS
Market Auction Liaison	Shannon, Event Coord.	Shannon	Melanie	Melanie
Public Competitions	Heidi, Bry, Event Coord.	Heidi, Bry, Event Coord.	Bry	Brandi, Pam
Parking	Event Coord., Ken	Event Coord.	Event Coord.	Brandi
Pretty Baby Contest	Event Coord.	Event Coord.	Event Coord.	Joel
Real Heroes	Event Coord.	Event Coord.	Event Coord.	Ken, Denise

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Rodeo	Event Coord.	Event Coord.	Event Coord.	
Security	Event Coord., CS	Event Coord.	Event Coord.	
Sponsorship	Event Coord.	Event Coord.	Event Coord.	Commissioner Willis
Stage- Community	Event Coord.	Event Coord.	Event Coord.	Joel
Stage- Main	Joel, Event Coord.	Joel	Joel	Event Coord.
State Fair Liaison	Tamra	Tamra	N/A	Jill, Denise
STEAM	M. Hautala, (Vol. Coord.) Event Coord., Heidi, Tamra	Event Coord.	Event Coord.	Tamra
Treasurer (Fair Time Duties)	Brandi	Brandi	Brandi	Joel, Heidi
Vendors- Commercial	Denise	Denise, Pam	Denise	Event Coord.
Vendors- Food	Denise	Denise, Pam	Denise	Joel
Volunteers	M. Hautala	M. Hautala	M. Hautala	Heidi, Bry

Updated: 1/22/19