



MARION COUNTY FAIR
Saturday, November 17, 2018 9:00 AM- 1:00 PM

Annual Retreat

Oregon Farm Bureau
1320 Capitol St NE #200 Salem, OR

AGENDA

Items of Special Interest

Information/Possible Action

- Approval of November 7 Meeting Summary Notes
- 2018 Fair Security & Ticketing Services Performance Review
- Approval of Conflict Resolution Edited Document
- 2019 Operating Budget- review, edit, and adopt- *Tamra*
- Fair Review
 - Attractions
 - Daily Themes
 - Main Stage Entertainment

Election of Officers - Action

Next Steps

Adjourn

Next meetings: Regular Meeting- December 5, 2018. 5:30 PM

Fair Board/BOC Work Session- January 10, 9:30 AM

Fair Board Meeting Attendance 2018 (Starting Aug)

				Oct 25 (Conf. Call Mtg.)		Nov 17 (Retreat)				
Member	1-Aug	5-Sep	3-Oct		7-Nov		5-Dec	# Attended	%	By Phone
Conder, Joel	x		x	x	x			4	80	
Crandall, Brandi	x			x				2	40	
DeCoster, Heidi	x	x	x	x	x			5	100	
Gubbels, Shannon	x	x	x	x	x			5	100	
Leao, Nathan	x	x	x	x				4	80	
Wells, Dylan	x	x	x	x				4	80	
Zielinski, Pam	x	x	x	x	x			5	100	
Key Volunteers										
Adams, Mike	x	x	x	n/a	x					
Goulter-Allen, Amy		x		n/a	x					
Outfleet, Ken		x	x	n/a	x					
Taylor-Campos, Bry	x		x	n/a						
Fair Ambassador										
Beam, David				n/a						

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

November 7, 2018 5:30 PM

In Attendance

Board Members: Joel Conder, Heidi DeCoster, Shannon Gubbels (and daughter), Pam Zielinski

Key Volunteers: Mike Adams, Amy Goulter-Allen, Ken Outfleet

Guests: Jill Ingalls, Ingalls & Associates (by phone)

Staff: Denise Clark, Tamra Goettsch

Meeting Convened: 5:37 PM

I. Call to Order/Introductions

II. Public Comments: None

III. Approval of October 3 and October 25 Meeting Summary Notes. Joel asked to amend the October 3 Meeting Summary Notes as he was in attendance but his name was omitted from the notes. Shannon made a motion to approve the October 3 and October 25 meeting summary notes with the adjustment of adding Joel in the October 3 attendance; Joel seconded the motion. Motion passed.

IV. Financial Report- Tamra

Changes in the past month:

- Sponsorship is up to \$82,000.
- Invoices have been paid for FFA, sponsorship commission, and plumbing.
- The 2018 fair budget is almost complete; she will confirm that at the 11/17 retreat.

Joel motioned to accept the financial report as presented; Shannon seconded. Motion passed.

V. Items of Special Interest

Performance Reviews:

- All components listed on each performance review document are pulled from their contracts *Statement of Work* section.
- Key volunteers were encouraged to ask questions or give input during the discussions.
- A draft of the performance review feedback, on each contractor, was sent out to fair board members ahead of time.

Event Coordinator

Edits to the performance review:

- Provide event setup/tear down- changed to Above Satisfactory.

- Real Heroes coordination- changed to Above Satisfactory
- Identify stage, sound, and light vendors- changed to Above Satisfactory.
- Create detailed work orders- changed to Above Satisfactory
- Work with youth organizations to build on teen and family- changed to Above Satisfactory
- Provide data for annual report- set as Satisfactory

Joel made a motion to accept the Event Coordinator's performance review document with the suggested changes determined by group discussion; Shannon seconded. Motion passed.

Marketing/Sponsorship

- Sponsorship Plan- marked as Above Satisfactory
- Written Marketing Plan- marked as Satisfactory
- Annual report- marked as Satisfactory.
- Contractor will attend.... prepare, submit, and present status reports to the Board in a format as agreed to by County- Monthly reports submitted. Don't necessarily need to receive the reports a week ahead; as long as they are received by the meeting, it is ok.
- Smoking- Satisfactory. Fair goers asked where the smoking areas were. Jill indicated that we get the signs from the health department but that the signs are "kind of hidden." (They do monitor any smoking in the carnival area.)
- Deliverables- moved to Above Satisfactory.

Website- some people would like to see more social media on the day of the event. Ingalls seek professional input, and their understanding of algorithms, as to how to best utilize social media.

It was suggested to have more Instagram or Snapchat activity. The county isn't allowed to do this; perhaps the Ingalls can. There's more work to be done on this.

Joel made a motion to accept the Marketing/Sponsorship Performance Review with the discussed adjustments; Shannon seconded. Motion passed.

Afton Ticketing

Submission of fair report- moved to Satisfactory

Joel made a motion to accept the Afton Ticketing Performance Review; Shannon seconded. Motion passed.

Fair Security

- It was suggested that ticket selling occur where there is handicap parking so fair goers don't have to walk so far to get in. (This will be discussed further at the retreat.)
- Joel indicated that security was never at the yellow gate by 10 AM; he always had to call for someone. Jill suggests adjusting the schedule to stipulate that security arrive 15 minutes early.
- Matt (the supervisor) was very responsive.
- For being their first year, security did very well.

It was decided to put off further discussion until the retreat hoping to obtain Brandi's input. The contract can be changed to multiple years if desired. *(Denise will add fair security performance review to the retreat agenda.)*

2018 Booking Agent

Scoring was done by group discussion:

- There were some issues with Eric's performance this year; some of these same issues were brought up last year.
- Joel indicated that he has passed on all of Eric's information every fair board meeting.
- There is a lot of money allotted for big name entertainment; it has a big impact.
- For the future, work needs to be done on communication channels.

Pam made a motion to accept the Booking Agent Performance Review as discussed; Shannon seconded. Motion passed.

Expired Fair Contracts:

Many of the contracts are for 5 years.

All MOU's (Memorandum of Agreement) are for one year- pygmy goats, mini Herefords, llamas, Jr. Livestock Auction

Other Contract Durations:

- Event Coordinator and Marketing/Sponsorship- through 2022
- Afton Ticketing- through 2022
- Security Services- through 2022
- Security Ticket/Selling-one year; good through December 2018
- Booking agent- through 2021

VI. Other

Joel said he will sponsor having food catered for the upcoming retreat instead of having a potluck.

Heidi noted that she has flyers available for recruiting new volunteers for Public Competitions.

VII. Meeting Adjourned: 7:05 PM

MARION COUNTY PERFORMANCE REVIEW
REQUIRED SERVICES, DELIVERABLES AND DELIVERY SCHEDULE

2018 FAIR SECURITY & TICKETING SERVICES

Evaluation	Contractual Requirements	Performance Review Comments
General		
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will provide personnel for general grounds security, gate security, and event security as described in Exhibit B- Sample Security Schedule. All hours and locations are estimates and may increase or decrease to meet the needs of the fair. Contractor shall work with Fair Coordinator to create a final security staffing plan prior to the start of the Fair. Given the nature of the work, adjustments may be needed throughout the event and will be at the discretion and mutual agreement of Contractor and Fair Coordinator.	Completed. Security was readily available as needed before, during, and after hours of the fair's operations.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will secure DPSST Certified security personnel. Contractor shall provide proof of DPSST Certification for each staff person assigned to this project prior to beginning work. Security personnel shall have experience in providing event security and have the ability to decipher which incidents require action and engage as appropriate.	
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will adhere to the established emergency plan protocols and ensure its personnel are adequately informed of these protocols.	Completed
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor's key staff will attend the Fair Emergency Plan Meeting and be responsible for providing a brief overview of issues and potential responses to security related items, including but not limited to: active shooter, suspicious objects, firearms, mental health issues, drug issues, and homeless, etc.	Completed
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will provide uniformly dressed gate and security personnel that are easily identified.	Completed.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will provide its own equipment, including flashlights, communications devices (radios and cell phones) and approved grounds transportation. Contractor will ensure all personnel have access to communication via radio at all times, are skilled in using any required equipment, and are knowledgeable on chain of command and other protocols for addressing issues as they arise.	Completed.

<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will inform its employees, contractors, and volunteers of the Marion County Fair's Smoking Policy (Exhibit C) and ensure compliance with the policy and enforcement of using designated smoking areas.	No issues reported.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will uphold decisions made by Event Coordinator regarding all key issues, and will defer to Event Coordinator on changes to decisions on all key issues, including but not limited to: <ul style="list-style-type: none"> • Gate locations that are to be locked or opened. • Open and close time of gates. • Traffic move in and out routes and timing. • Emergency response action or prevention. • Lost child protocol 	Issues were reported to EC or appropriate personnel.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall request from the Fair Office, prior to start of the fair, the number of daily tickets or wristbands needed for its employees to have entrance credentials to gain fair entry.	Worked with EC
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide to its employees the entrance credentials for the days they are working and ensure its employees use the Green Gate entrance to the Fair.	Completed.
<input type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide a count by day of the number of employees on the fairgrounds; report shall be submitted no later than 10 days following the last day of the fair.	Did not provide within 10 days of fair. Required fair staff requesting the information be sent.
<input type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide a written report of all safety/security incident occurrences; report shall be submitted no later than 10 days following the last day of the fair.	Did not provide within 10 days of fair. Required fair staff requesting the information be sent. Indicated that there were no safety/security issues to report, that they only assisted medical with transports.
Security		
<input checked="" type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide a lead security and/or supervisor on-site 24 hours per day. The Security Lead shall be available to be reached by both radio and cell phone at all times, and serves as the key contact for communications with the Event Coordinator and Fair personnel.	The on-site trailer was a nice addition.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide roving security and security at the livestock gate 24-hours per day.	Completed.
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide gate security to monitor gate entrance and verify entry credentials for all non-ticketed entries. Contractor shall provide security for the Gray, Green, Yellow, Blue, Red, and Gold Gates, as well as other gates of entry that may be identified.	Completed.

<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor shall provide Event Security for concerts or other identified events occurring during the fair to ensure the safety and security of entertainers and event attendees. Event Security shall be trained in crowd control and incident response. Contractor shall provide four event security staff between 6:00 pm and 12:00 am on Friday, and six event security staff between 5:00 pm and 12:00 am on Saturday.	Completed.
On-site Cash Transportation and Processing		
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Security personnel will be responsible for distributing the cash box amounts to each gate booths once the boxes have been prepared and verified by fair staff.	Completed
<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor will accompany fair staff for daily draws or "skims," which will be verified by Ticket Staff. Security and authorized fair personnel will take the money to the designated money counting room to count the total amount of cash from the ticket sales booths/gates. This will occur at one, or more, mutually agreed-upon times each day.	Completed
<input type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Security personnel assigned to cash transportation and processing shall be experienced in cash handling to balance money boxes, count money, and provide other money-related security services and adhere to Marion County Fair's cash handling procedures as prescribed by the Fair Board and Marion County Treasurer.	Unsure; have asked Brandi for input on this.
Special Requirements		
<input checked="" type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence and perform Services in a timely, professional and workmanlike manner in accordance with standards applicable to Contractor's industry, trade or profession.	Overall an excellent job.

<input type="checkbox"/> Above Satisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	<p>Contractor shall maintain bond, insurance, and certification with Department of Public Safety Standards and Training (DPSST). Contractor shall ensure security personnel are physically capable of performing the following activities including but not limited to:</p> <ul style="list-style-type: none"> • Stand/walk on asphalt/concrete for eight hours • Climb stairs repeatedly during an eight-hour shift. • Push a wheelchair up an inclined platform. • Physically detain and/or escort an individual off the fairgrounds. • Basic first aid and CPR certification by the American Red Cross or equivalent authority. • Trained or experienced in interacting with event patrons and providing event-related information and directions. • Trained or experienced in dealing with difficult, hostile and/or belligerent individuals successfully. • Trained or experienced in recognizing the visual effects of alcohol and drugs and dealing effectively with drugs or alcohol impaired individuals. 	<p>Completed for 2018 fair.</p>
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TITLE: Marion County Fair Board Conflict Resolution		PROCEDURE #:
DEPT: Community Services		DIVISION:
EFFECTIVE DATE:	REVIEWED:	REVISED:

OBJECTIVE:

To establish a procedure for resolving conflict between Marion County Fair Board members and key volunteers, Marion County Community Services Department Head, or Marion County Community Services Staff Member(s) here after referenced as Interested Parties.

The conflict resolution process is intended to:

- a. Provide the opportunity to resolve a conflict (or complaints) quickly, fairly, and without reprisal.
- b. Improve communication and understanding between all interested parties.
- c. Ensure confidence in leadership/management by providing a mechanism whereby decisions can be objectively reviewed.
- d. Support a positive work environment by delegating responsibility for preventing and resolving conflicts and complaints to all interested parties.
- e. Identify policies and procedures needing clarified or modified.

Ideally, conflicts are addressed and resolved through the use of the informal conflict resolution process to gain resolution without needing a formal conflict resolution process.

REFERENCE: Marion County Fair Customer Service Policy

POLICY STATEMENT:

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

APPLICABILITY: Fair Board Members, Fair Key Volunteers, Contractors, Community Services Department Head and Community Services staff member(s)

PROCEDURES

1. Informal conflict resolution and complaint process- In the event a conflict arises between Interested Parties, the following steps shall be taken:

1.1. Complaints or conflict should first be addressed between the Interested Parties having the conflict.

1.1.1. If not resolved individually, the matter shall be brought to the fair board chair, or vice-chair, as appropriate.

1.1.2. For situations where the conflict involves the chair or vice-chair, the parties may request a meeting with an uninvolved, objective, fair board representative or neutral interested party to discuss the problem.

1.1.3. The uninvolved representative will analyze the situation and within two (2) working days shall meet with the involved parties to inform them of a proposed plan of action.

- 1.1.4. When an informal complaint or concern is raised by a fair board member, key volunteer, department head, or staff member regarding another interested party, the individual receiving the complaint or concern shall:
 - 1.1.4.1. Be allowed to express his/her concerns;
 - 1.1.4.2. Be listened to pro-actively and empathetically and;
 - 1.1.4.3. If the individual becomes loud and disruptive, the meeting may be moved to a more private setting to discuss concerns.
 - 1.2. If the parties in conflict are not satisfied with the proposed plan of action, either party may proceed and request that the item be added to a future fair board meeting for further discussion with the board.
 - 1.3. The fair board, by majority vote, will determine next steps, including whether to advance the issue to the next level of management, or proceed with the formal conflict resolution process.
2. **Formal conflict resolution and complaint process-** Any Interested Party may initiate a formal conflict resolution process when they have a complaint or require management intervention regarding a fair-related conflict. The following steps shall be followed:
 - 2.1. The Interested Party shall prepare written documentation, with supporting details, of the conflict and submit it to the fair board chair, vice-chair, or Community Services Department Head (department head) hereafter referred to as conflict advisor(s). In the event the aforementioned conflict advisors are not neutral, then a third party mediator, with fair board approval, shall be secured and become the conflict advisor.
 - 2.2. The conflict advisor will investigate the merits of the conflict resolution request or complaint and will consult with other relevant individuals (Leadership), if necessary include Marion County Legal Counsel.
 - 2.2.1. Within five (5) working days of receiving the conflict resolution request or complaint, the conflict advisor will complete the investigation and prepare a written response and submit to the other Leadership for review.
 - 2.2.2. After review and acceptance by Leadership, the conflict advisor shall forward a copy of the response to the Interested Party. The document shall be signed and dated by the Interested Party to confirm that he/she has received the response. (This does not assume the Interested Party agrees or disagrees with the advisor's plan of action.)
 - 2.3. If the Interested Party agrees with the recommended plan of action, the conflict advisor will send a copy of the signed response to the department head for inclusion in the fair board's membership records. The Interested Party shall follow recommended actions outlined in the response. Following that, no further action will be taken.
 - 2.4. If the conflict or complaint has not been resolved to the Interested Party's satisfaction, the conflict advisor will forward the complete file, including the conflict resolution request or complaint, documentation of relevant factual information, analysis of the information, the conclusion, and the recommended plan of action, to the appropriate staff member to put on the next regularly scheduled Marion County Fair Board meeting.
 - 2.5. The fair board will investigate any relevant issues in the file and any newly discovered evidence or information that may arise during the conflict resolution process. The fair board will forward a response to the involved parties either concurring with the previous resolution or proposing an alternative resolution.

- 2.6. If the parties agree with the resolution at this stage, the fair board will direct the department head to send a copy of the signed response to the appropriate staff member for inclusion in the fair board's membership file.
- 2.7. If the conflict/complaint cannot be resolved, the fair board, or the department head, can request the issue be investigated by the County Administrative Officer or his/her designee. The decision and recommendations made by the most senior executive will be final in determining next steps.
- 2.8. If an Interested Party is requested to resign and the party chooses not to resign, a formal process will be initiated and taken forward to the Marion County Board of Commissioners once the fair board approves the recommendation of removal. *(See Board Member Removal Process in the Marion County Fair Board Bylaws and ORS 565.225.)*

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Balance Sheet November 17, 2018

	2017	2018	2018	2019
	YTD Actual	Adopted	YTD	Proposed Budget
Fair Ops Summary				
Total Revenues	280,884.32	327,862.00	342,939.51	389,587.00
Less Total Expenditures	311,453.09	348,899.00	401,902.68	418,625.00
Fair Operating Income (Loss)	(30,568.77)	(21,037.00)	(58,963.17)	(29,038.00)
County Contribution	50,000.00			
Fair Net Income (Loss)	19,431.23	(21,037.00)	(58,963.17)	(29,038.00)
Fair Admin Summary				
Total Revenues	48,119.86	47,654.67	48,402.96	48,300.00
Less Total Expenditures	88,206.06	86,743.00	81,252.88	40,890.00
Admin Operating Income (Loss)	(40,086.20)	(39,088.33)	(32,849.92)	7,410.00
County Contribution	47,557.00	47,557.00	47,557.00	0.00
Admin Net Income (Loss)	7,470.80	8,468.67	14,707.08	7,410.00
Fund Balance				
Carryover from Previous Fair	112,637.15	139,539	126,971	82,715
Fair Ops Net Income (Loss)	19,431.23	(21,037.00)	(58,963.17)	(29,038.00)
Admin Net Income (Loss)	7,470.80	8,468.67	14,707.08	7,410.00
Carryover to Next Fair	139,539.18	126,971	82,715	61,087

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
November 17, 2018

426-4216		2017	2017	2018	2018	2019
				Adopted		
REVENUES		Adopted	YTD Actual	Budget	YTD Actual	Proposed Budget
Account						
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00
341530	Gate Receipts	\$ 70,000.00	\$ 76,281.76	\$ 70,000.00	\$ 55,607.32	\$ 67,750.00
341530	Gate Receipts (Children of Promise Grant)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
341540	Food Booth Fees	\$ 35,000.00	\$ 42,735.06	\$ 35,000.00	\$ 31,508.14	\$ 35,000.00
341540	Oregon Beverage				\$ 7,246.40	\$ 7,250.00
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 21,441.00	\$ 18,000.00
341560	Carnival Fees	\$ 17,500.00	\$ 21,532.87	\$ 17,500.00	\$ 16,332.83	\$ 17,000.00
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,500.00	\$ 7,769.07	\$ 7,000.00	\$ 8,718.59	\$ 7,000.00
341555	Sponsor Fees	\$ 52,200.00	\$ 57,774.00	\$ 76,700.00	\$ 82,265.00	\$ 70,000.00
341565	Stall Fees	\$ 2,900.00	\$ 2,777.00	\$ 2,700.00	\$ 2,745.00	\$ 2,750.00
341860	Grand Safety (Real Heroes) Fees	\$ 325.00	\$ 239.00	\$ 200.00	\$ 156.00	\$ 225.00
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 118.00	\$ 100.00	\$ -	\$ 100.00
~	Subtotal	\$ 212,287.00	\$ 243,969.76	\$ 237,962.00	\$ 234,782.28	\$ 233,837.00
344999	Other Reimbursements				\$ 163.00	
373100	Open Class Premiums (\$519.00 Fair Foundation 2017)	\$ -				
373100	4H Premiums (\$6,532.00 Fair Foundation 2016)	\$ -				
373100	Herdsmanship (\$400 Fair Foundation)	\$ 400.00				
373100	Petting Zoo (\$3,000.00 Fair Foundation 2016)					
	Shavings and Haul-Out (Fair Foundation)	\$ -				
371000	Misc (permitted activities, inflatables, pony rides,)	\$ 3,000.00	\$ 2,610.80	\$ 2,500.00	\$ 2,334.45	\$ 2,500.00
371000	Concert Merchandise Sales	\$ 100.00	\$ 956.50	\$ 100.00	\$ 505.00	\$ 100.00
372000	Over & Short	\$ 100.00	\$ 0.50	\$ 100.00	\$ (100.00)	
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,046.76	\$ 20,200.00	\$ -	\$ 18,000.00
373100	Donations & Misc. Revenues	\$ -	\$ 300.00		\$ 110.00	\$ 150.00
371000	MCE4H - Agricultural Development	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 17,000.00	\$ 25,000.00
381100	Transfer From General Fund (County Contribution)			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
381100	County Contribution for Asphalt				\$ 38,144.78	\$ 60,000.00
3		\$ 252,087.00	\$ 280,884.32	\$ 327,862.00	\$ 342,939.51	\$ 389,587.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

November 17, 2018

426-4216		2017	2018	2018	2019
		YTD Actual	Adopted	YTD	Proposed Budget
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	8,000.00	8,000.00	8,000.00	8,000.00
525910	Premiums (Fair Board)	3,000.00	3,000.00		3,000.00
525910	Premiums (\$6,532.00 Fair Foundation)			3,000.00	0.00
	Shavings				
	Shavings Haul-out Fee				
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)		1,500.00		1,500.00
	Sub Total	11,000.00	12,500.00	11,000.00	12,500.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,205.00	2,200.00	2,131.51	2,200.00
525915	Premiums	3,970.80	4,000.00	3,990.00	2,000.00
	Subtotal	6,175.80	6,200.00	6,121.51	4,200.00
	Open Class				
525920	Open Class (misc.)	84.20	350.00	136.85	200.00
525920	Open Class premiums (\$457 Fair Foundation)		550.00		100.00
525920	Open Class premiums (Fair Fund)			668.80	0.00
525920	Ribbons & Trophy Engraving	395.44	1,000.00	102.25	200.00
	Sub Total	479.64	1,900.00	907.90	500.00
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	35,000.00	35,000.00	35,000.00
525930	Event reimbursable expenses requiring Fair Board approval			1,278.72	0.00
525715	Marketing Campaign Coordination (Ingalls)	7,999.95	8,000.00	7,999.95	8,000.00
525715	Sponsor Fees (commission)	15,206.68	21,500.00	21,761.45	22,500.00
	Sub Total	53,206.63	64,500.00	66,040.12	65,500.00
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	9,252.50	10,000.00	9,417.50	9,500.00
527310	Lights, Sound & Stage	14,282.00	14,282.00	14,290.00	14,300.00
527310	Stage Fencing	320.00	400.00		400.00
527231	Fairgrounds Rental in TRADE				
	Electric Signs	750.00	750.00		750.00
	Map		1,500.00		
527231	Asphalt Paving Cost			78,144.78	60,000.00
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV		975.00	913.40	975.00
527310	Wheel Chair Rental		0.00		100.00
527310	Sanitation (handwashing supplies)		100.00		100.00
527310	Portable Toilets and Sanitation Supplies	2,982.00	3,000.00	2,608.00	2,825.00
527310	Zero Waste (includes Garten Svcs)	17,046.76	20,200.00	17,641.56	18,000.00
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)		0.00		
527230	Electrical Charges - Usage - State Fair		2,500.00	2,265.11	2,500.00
527230	Electrical Charges - Set-up	5,836.00	6,500.00	5,836.00	5,925.00
527230	Plumbing	2,231.78	2,232.00	1,674.67	1,950.00
527230	Other (Grange rental, and info booth repair)	145.00	150.00	180.00	180.00
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

November 17, 2018

426-4216		2017	2018	2018	2019
		YTD Actual	Adopted	YTD	Proposed Budget
527230	Parking Attendants	2,000.00	2,200.00	2,200.00	2,000.00
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	4,909.43	5,000.00	4,999.96	5,000.00
525350	Janitorial Services	5,535.00	5,535.00	5,535.00	5,600.00
	City of Salem - Temporary Tent/Canopy Permit				120.00
	State Fire Marshall Event Permit				500.00
	Subtotal	65,290.47	75,324.00	145,705.98	130,725.00
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)		0.00		4,400.00
525158	Armored Car Services	55.16	250.00		250.00
525555	Security Services	16,876.75	19,000.00	10,461.66	11,000.00
525999	Gate Ticket Taking/Sales			7,215.35	7,300.00
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	544.36	600.00	566.82	600.00
527230	Security Fencing Rental	1,200.00	1,200.00	1,170.00	1,200.00
525999	Afton's Service Fees				
	Sub Total	18,676.27	21,050.00	19,413.83	24,750.00
525710	PRINTING				
	Veteran's Event		100.00		100.00
	Spanish Translation, Design, & Printing		500.00	160.00	200.00
	Badges/Lanyards/Wristbands				
	Sub Total	0.00	600.00	160.00	300.00
525715	PROMOTIONS & ADVERTISING		35,000.00	375.00	30,000.00
	Marketing (Social media, logo design)	3,500.00		1,250.00	0.00
	Prg Design & Printing and promotion	1,184.50		3,420.68	0.00
	Veterans Event				0.00
	Boomer and Senior News	1,535.00		1,586.00	0.00
	Video Shoot	325.00		500.00	0.00
	Newspaper Advertising	10,607.18		5,100.00	0.00
	Yard/Field signs	75.00		573.00	0.00
	Flyers, Maps & schedule	554.36		378.40	0.00
	Television			5,066.60	0.00
	Radio Advertising	7,375.00		10,298.04	0.00
	Photography				0.00
	Fairgrounds Signs/Banners	560.00			0.00
	Misc. Advertising (Liberty St Banner)	544.00		407.50	0.00
	Ag Fest booth	420.00			0.00
	Website Development and Maintenance	4,680.00		672.87	0.00
	Comcast Spotlight	5,068.81			0.00
	Sub Total	36,428.85	35,000.00	29,628.09	30,000.00
	PROGRAMMING				
525925	Local Entertainment		5,500.00		6,000.00
	Green River Band			800.00	
	Jacob Westfall			1,200.00	
	KOZ			300.00	
	Next of Kin			500.00	
	Pages of Age			200.00	
	Tony Lundervold			500.00	
	Gabe Cox Band			600.00	
	Why Joe-y			100.00	
	Jess Carter Band			600.00	
	Terri McConnachie	16		1,200.00	
	Showdown	1,500.00			

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

November 17, 2018

426-4216		2017	2018	2018	2019
		YTD Actual	Adopted	YTD	Proposed Budget
	Tracy Reynolds	450.00			
	Melissa Mikelson	650.00			
	Code Red	550.00			
	TLS Journey	750.00			
	Never2Late	800.00			
	Olivia Harms	500.00			
	Superheroes and Star Wars Characters		500.00		
	Michael Husser (AH Factor)				
	Sub Total	5,200.00	6,000.00	6,000.00	6,000.00
525925	Big Name Entertainment				
	Band Fees (Night Ranger, Diamond Rio)	55,000.00	60,000.00	60,000.00	60,000.00
	Morgan Alexander				
	Advertising/ Marketing				
	Booking Fee (Eric M.)	5,500.00	6,000.00	6,000.00	6,000.00
	Catering (Band & Staff)	1,596.45	1,250.00	957.81	1,000.00
	Catering (VIP & Operations)				
	General Production (backline)	1,500.00	1,500.00	1,660.00	1,700.00
	General Production (stagehands)	800.00	500.00	742.00	750.00
	Security (ticket takers, ushers)				
	Lodging	1,558.28	1,875.00		1,500.00
	Transportation - Shuttle (county pool vehicle)	730.51	150.00	452.40	500.00
	Main Stage	1,175.00	1,200.00		1,200.00
	Sub Total	67,860.24	72,475.00	69,812.21	72,650.00
			715.04		
525930	Events & Activities				15,225.00
	Brad's World Reptiles				
	Barn Yard Adventure	4,400.00	4,400.00	4,377.06	
	Farm Yard Fun				
	Permitted activities contingency				
	Petting Zoo	3,000.00	3,000.00	3,000.00	
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	20,000.00
	Car Show		500.00		
	Car Show Shirts (if sponsored only)		600.00		
	The "Woods"		500.00	226.00	500.00
	Disney Characters/Dragon Theater (Family Day)		1,500.00	1,500.00	
	Herdsmanship (Fair Foundation)	0.00			
	Real Heroes	1,000.00	1,000.00	1,000.02	1,000.00
	Grill-Off BBQ	842.93	750.00	481.25	500.00
	Volunteer Shirts	398.00	1,050.00	811.50	850.00
	Fair Board Shirts				100.00
	FFA and 4H Youth Shirts	2,699.00	2,699.00	2,622.99	2,700.00
	Volunteer Appreciation Event	259.30	400.00	471.75	400.00
	Volunteer Hospitality Room	0.00	150.00	356.69	350.00
	Bingo & Senior activities				
	Veteran's Uniforms Display (Dry Cleaning)	100.00	100.00		100.00
	STEAM	6,760.96	6,760.96	4,590.78	7,000.00
	Miscellaneous (umbrellas, panchos, necklaces)				
	Coloring Contest				
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00	6,500.00	
525940	Talent Show				
	Prize money (Teen Idol)	275.00	275.00	275.00	275.00
	Talent Show	900.00	900.00	900.00	1,000.00
	17				
	Sub Total	47,135.19	51,800.00	47,113.04	50,000.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

November 17, 2018

426-4216		2017	2018	2018	2019
		YTD Actual	Adopted	YTD	Proposed Budget
571010	Contingency		1,550.00		1,500.00
	Contingency - (Reserved for future Fair Ground rental 2022)		0.00		20,000.00
	Sub Total	0.00	1,550.00	0.00	21,500.00
	NEW TOTAL	311,453.09	348,899.00	401,902.68	418,625.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Administration

November 17, 2018

426-4217		2017	2018	2018	2019
Account		YTD Actual	ADOPTED	YTD	Proposed Budget
REVENUES					
332200	State Subsidy	47,404.67	46,904.67	46,904.67	47,300.00
342110	Rentals - OSU				
344900	Reimbursements				
371000	Misc Income				
372000	Cash Over & Short				
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	715.19	750.00	1,498.29	1,000.00
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,676.86	95,211.67	95,959.96	48,300.00
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	31,801.45			
512010-610	Fair Coordinator Fringe	20,692.58			
511120	Temp Wages (including overtime)	2,587.11	5,347.00	6,392.49	6,500.00
~	Temp Fringe	209.11	1,000.00		
Total Personnel		55,290.25	6,347.00	6,392.49	6,500.00
521010	Office/ Dept. Supplies	46.58	100.00	105.36	100.00
522180	ShoWorks Software	400.00	350.00	350.00	350.00
523010	Telephones		-	-	
523050	Postage (admin only)	104.45	150.00	86.75	100.00
523090	Long Distance Charges	10.84	20.00	12.20	15.00
525360	Public Works Services (survey charges)		1,000.00	-	
525930	AutoCAD (non-public works)			-	
525710	Printing		-	30.00	30.00
525715	Advertising (RFP legal notice)		-	-	
525715	Advertising - other		-	-	
525999	Misc. Contractual Fair Board Retreat Facilitator			750.00	750.00
527210	Building Rental (private)	1,112.40	1,120.00	-	1,120.00
528110	Liability Insurance Premiums	4,022.00	4,205.00	4,185.00	4,700.00
528210	Public Officials' Bonds	1,850.00	2,000.00	600.00	1,100.00
529110	Employee Mileage	30.50	100.00	-	100.00
529130	Meals	428.00	450.00	-	100.00
52914	Lodging	200.00	200.00	-	200.00
529210	Meetings	200.00	200.00	45.00	125.00
529220	Conferences	1,043.00	1,100.00	663.00	1,100.00
529300	Dues & Memberships (Travel Salem, OFA)	1,095.00	1,100.00	1,359.00	1,400.00
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years (5/19-5/23)				100.00
~	Total M&S	10,542.77	12,095.00	8,186.31	11,390.00
60100-60452	Administrative Charges	22,373.04	20,744.00	19,117.08	23,000.00
561100	Transfer to General Fund (for Fair Coord. wages)		47,557.00	47,557.00	
571010	Contingency				
Total Admin & Contingency		22,373.04	68,301.00	66,674.08	23,000.00
TOTAL EXPENDITURES		88,206.06	86,743.00	81,252.88	40,890.00
NET		7,470.80	8,468.67	14,707.08	7,410.00

ATTRACTIONS:

	Keep	Discontinue	Review
Barnyard Adventures			
Petting Zoo			
Car Show			
BBQ Grill-off			
Racing Pigs			
Real Heroes			
STEAM Game			
STEAM Stage			
Rodeo Events			
Talent Show			
Teen Idol			
Home Depot Kids' Build			
The Woods			

DAILY THEMES:

	Keep	Discontinue	Review
Thursday- Honor Day			
Friday- ?			
Saturday- Ag Day			
Sunday- Family Day			

MAIN STAGE/ENTERTAINMENT:

	Discussion
Saturday- Big Name	Retain existing format after rodeo
Friday	Discussion about theme, budget, etc.
Walk-a-rounds	Intercept; surprise around every corner
Local Entertainment	Goals, budget, musicians vs. comedy, jugglers, hypnotists, etc.
Main Stage	Use local groups, performing arts
Main Stage	Use existing activities- 4H contests, public competitions, demonstrations, etc.
The Woods	Incorporate live music