



MARION COUNTY FAIR

December 5, 2018 5:30 PM
Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

- I. Call to Order/Introductions
- II. Public Comments
- III. Approval of November 17, 2018 Retreat Summary Notes
- IV. Financial Report
- V. Items of Special Interest
 - 2019 Proposed Budget Approval- *Tamra*
 - OFA Conference Attendees Jan. 10-13 Salem Conf. Ctr.- *Denise*
 - Member Responsibilities- *Joel*
 - Review of November 17 Fair Board Retreat- *Joel*

December Strategic Plan Items:

1.2.1	Board members set indiv. goals to recruit new vendors/sponsors to the fair	FB
1.2.2	Review pricing structure for vendors	P. Zielinski, Staff, EC
2.1.5	Reminder to pick fair theme in January (if applicable)	FB, Staff
3.2.4	Identify carnival vendor as needed (next RFP 2019)- Done	FB, County process
3.2.5	Identify security/ticket taking agency as needed (next RFP 2022)- Done	FB, County process
5.2.2	Make Board of Commissioners work session presentation- Scheduled for Jan. 10, 2019 at 9:30 AM.	FB
5.2.3	Review Bylaws and communication/conflict resolution docs.- Done	FB

- VI. Other
- VII. Adjourn

Next Meeting: Thursday, January 10, 2019, 5:30 PM

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	x		5	83.33	
Crandall, Brandi	x			x		x		3	50	
DeCoster, Heidi	x	x	x	x	x	x		6	100	
Gubbels, Shannon	x	x	x	x	x	x		6	100	
Leao, Nathan	x	x	x	x		x		5	83.33	
Wells, Dylan	x	x	x	x		x		5	83.33	
Zielinski, Pam	x	x	x	x	x	x		6	100	
Key Volunteers										
Adams, Mike	x	x	x	n/a	x	x				
Goulter-Allen, Amy		x		n/a	x	x				
Outfleet, Ken		x	x	n/a	x	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.*

Fair Board Retreat

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

November 17, 2018 9:00 AM

In Attendance

Board Members: Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

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

Guests: Jill & Scott Ingalls, Ingalls & Associates; Ann Schaubert, Caracolores, LLC

Staff: Denise Clark, Tamra Goettsch, Commissioner Carlson (BOC Liaison)

Meeting Convened: 9:05 AM

Call to Order/Introductions

Public Comments: None

Approval of November 7, 2018 Meeting Summary Notes- Shannon made a motion to approve the meeting summary notes; Heidi seconded. Motion passed.

Approval of Conflict Resolution Procedures edited document- This is the document that was reviewed in a previous fair board meeting in which there were suggested minor changes. Shannon made a motion to approve the edited Conflict Resolution Procedures document; Pam seconded. Motion passed.

(Denise noted that the Customer Service Policy edits are under review with Legal Counsel. When they provide a response, it will be brought back before the fair board.)

2019 Operating Budget Draft- Tamra

Overview:

- There is now only \$61,000 in "carry over" because of attendance (and therefore revenue) being low due to excessive heat. (Previously we had \$140,000 in carryover.)
- Revenue projections are intentionally set low to be conservative.
- Identifying places to make monetary cuts.
- In the past three years the average gate revenue was \$67,000 so that figure is listed for 2019.
- Sponsorship should help revenue; entered it low, has a \$12,000 "cushion."

Denise noted that Alan Haley, director of Public Works, is retiring. We hope that his leaving doesn't impact PW's support to the fair.

- The MCE4H Service District's Agricultural Development contribution is being raised from \$17,000 to \$25,000.
- \$60,000 is identified for an asphalt project with the state fair in 2019.
- Currently the state fair rent is paid (by trade) until 2021; with an asphalt project occurring in 2019, we hope to have rent paid until 2024-25.

The question was raised would any changes in state fair leadership impact funding the rental trades? Answer- probably not as we have it all captured in contract.

- A cut in 4H/FFA fair premiums. (This is outside of what the Fair Foundation provides.)
- A potential added cost of \$600 for fire marshal and tent permits.
- Parking attendants' payment cut \$200.
- The ambulance service has been donated in the past but we need to enter the cost figure (\$4400) as a placeholder.
- Promotions& Advertising was cut \$5,000.
- Big Name Entertainment is set at \$60,000.
- Nothing is listed in Herdsmanship as the Fair Foundation pays that.
- The question was raised as to why STEAM costs have increased. Answer- we may have to purchase new trivia boards- signage and infrastructure. With sponsor involvement increasing, we want to increase the available activities such as this.
- The Teen Idol talent show winners haven't been paid; Jill is working on it.
- We have a \$20,000 in contingency in case it is needed at some point for future grounds rental.
- There is a slight increase in the Events and Activities budget line item. Ingalls determine how to allocate the funds.

2019 Budget Discussion:

- Folks are not comfortable with cutting 4H/FFA premium payouts. They would like to keep them at \$3,000 for 4H and \$4,000 for FFA. Joel feels that the Fair Foundation (FF) will continue to assist with premium payouts and also in the bedding haul-out.
- The county will send a letter of request (as is done annually) to confirm the FF's participation in the fair. Add support of the FFA premiums to the list.
- The FF paid almost \$600 this past fair for Open Class premiums. It was suggested that this be increased to \$750.
- Melanie will speak to FF directly as to what 4H needs and also give information as to where the fees they charge go to. (Commissioner Carlson requested that 4H provide a spreadsheet as to where the fair fees go.)
- There are scholarships available from the market auction for kids going to fair.
- It was noted that Marion County is ahead of other counties in growing their 4H/FFA programs.
- Open class livestock haul-out is listed as \$1500 in case we have to help pay for that.

Commissioner Carlson suggested that Tamra request an increase in funds from the county to cover the extra costs, versus making cuts. She suggests that as costs for the fair go up (STEAM, 4H, FFA) that the request for funds should go up. If the commissioners say "no" than get a commitment from them that if there is a second bad year that Tamra can come back to them for re-consideration.

- Jill will help promote the Herdsmanship Scholarship as it is part of the fair's biosecurity plan. She also suggests that there it be increased from \$400 to \$600.
- Tamra will see that a FF draft letter of request is ready for approval at the December meeting.
- This budget document is a draft; it will be brought back to December meeting with the suggested changes made.

Ann Schaubert facilitated a group activity to help determine a theme (or identity) for each day of the fair.

Suggestions included:

Thursday: Honor Day; Boomer Day

Friday: TGIF/Mystery; 70's 80's; Selfie Day

Saturday: AG Day

Sunday: Family Day; Homestead Day; Craft/Build Day; Fun, Happy, Active Day; Culture Day

Main Stage Entertainment:

- It is hard to fill the stage with local acts throughout the day because national acts tie-up the stage for hours.
- Place a temporary stage in front of the main stage for local acts. (There would be a budget impact to add more staging.)
- Have a comedy act for Friday night. This would free up the main stage during the day because there would be no need for sound checks.
- Have a robotic club, or battle bots, on the stage. Hold preliminaries on one night, finals on another night.

Other Activity Ideas:

- Have drone racing in the pavilion. Would need to look into insurance requirements and also find a group to coordinate it.
- American Ninja type acts cost the same amount as a big name act.
- Have a "golf shoot-out" in which a participant pays to have a chance to win a car by hitting a hole in one.
- The 4H building is isolated; it doesn't engage the general public. Perhaps tie them into the community stage.
- Move the 4H guinea pig dress-up to the community stage and also the pine car derby races.
- Think about Disneyland, where they have something new around every corner. Have walk-a-rounds/intercepts like Washboard Willy, Disney characters, and super heroes. Have mascot day- OSU Beaver, Volcanoes Crater.
- Have the National Guard mobile recruiting team come and bring their rock wall and other activities that draw a crowd.
- The Woods- want to have sound, but not a stage, for live music in that area. Hold it in the cement area next to the building in the National Resource area.
- Need to reach the millennial set.

(A break was taken for the catered lunch sponsored by Joel.)

Review of Existing Fair Activities

Discussion held on whether to keep the following activities:

- Petting zoo- keep but with improvements; perhaps have a different vendor.
- Racing pigs- keep, last year there was limited attendance due to it being too hot and poor signage. They also do the pedal tractors.

Jill noted that it is important to change 20% of the grounds each year.

- Grill-off-
 - Would like to eventually add a youth competition and other meats for grilling.
 - Pairing the car show and the BBQ grill-off was a good idea.
 - Make sure the cars and grill-off participants stay until 6 PM and not leave early.
 - Add some other activities to transition around the event such as a watermelon spitting contest.
- Barnyard Adventures- keep
- Real Heroes- keep
- STEAM- keep
- Rodeo- keep
- Talent Show- would like to keep with modifications. Find another organization to coordinate it. Jill indicated that local performing arts group might be interested. No matter the organizer, preliminaries can still be done at the county fair to roll-up to finals at the state fair.
- The Woods- keep
- Home Depot- keep

Utilize some of the local entertainment money for walk-around acts.

Fill-up the down time on the stage with local, cheaper acts.

Other Ideas:

- A baby (crawlers) race contest
- Weiner dog races

Fair Security and Ticket Taking Performance Review:

Cash handling/transfer component- “Satisfactory” will be seeking improvements for next year. (TCB had loose guidelines to work with this year.)

Matt, the TCB supervisor, was the identified security cash transfer person. He wasn’t always available; this needs to be improved. Maybe have another person transport for them. Brandi had to do more of the skims herself this year. For balancing out at the end of the night, Matt wasn’t available as he was closing gates. Brandi had to rely on others for dual custody and assistance in balancing out.

The security office in the Jackman Long building was locked much of the time. The key Brandi had didn’t always get her into where she needed to be. She needs a key to the entire building, not just the side door.

The money counting machine that the county treasurer provided didn't work properly. (Denise can get a quote on the cost of a new one.) Jill suggested that TCB can provide one as they have several.

Clarify/refine the language in the contract to make our expectations clearer.

Need a fair board member and security at each gate during load-out.

Have security scheduled to arrive at the gates 15 minutes before opening time in the morning.

Heidi made a motion to approve the 2018 Fair Security and Ticketing Services contract performance review with the suggested changes made; Nathan seconded. Motion passed.

Discussion regarding extending TCB's security contract length from one year:

- We've invested a year in their training.
- They provided good customer service this year.
- They were friendly.
- Denise noted that they were really helpful at the green gate. They screened entrants reducing the amount of traffic coming through the fair office.

Joel made a motion to change the security and ticketing contract length to a multi-year matching the RFP length. Heidi seconded. Motion passed.

Elections:

Dylan was listed for chair and Heidi for vice-chair on the ballot. It was opened up for additional nominations. Shannon nominated Nathan for vice chair. Pam nominated Joel for chair.

Brandi is interested in being the treasurer again if changes are made. She needs some additional help as she can't start at 5 AM each day of fair and stay until 1:00 AM. The person to assist her must be bonded. It could be a board member or a staff member. Brandi feels that the treasurer position is more of a "figure head" with the budget being developed through the county. Her work is mostly at fair time.

Discussion regarding a treasurer assistant:

- Hire a temp staff.
- Write into the security contract that the cash will be signed over to security the night before so that they can transport to the gates in the morning instead of Brandi.
- Help is needed mostly during opening and closing.
- The monetary safe isn't large enough in the state fair's secure room. (In the past, the previous security contractor brought their safe in that was larger.)
- Have security do the drops (skims.)
- Need to make sure the checks and balances are in place. Need a dual custody, sign-in/sign-off process.
- Having security take a greater role in this may increase the cost of security services.
- Tamra would like the county to have a depth of knowledge regarding the treasurer's fair process; having a person from the county, or another board member, involved would be helpful.
- Jill's staff has cash handling procedures training; they can be available for providing dual custody.

- Heidi is willing to assist and be available for Friday and Saturday nights.
- Joel is willing to help with Thursday and Sunday nights.
- Brandi is willing to work with Denise on developing a Fair Treasurer's Operations Procedures document.

Nominations were closed and voting commenced by secret ballot. Results: Chair- Joel, Vice Chair- Nathan, Treasurer- Brandi

Meeting Adjourned: 1:05 PM

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Balance Sheet
December 5, 2018

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	252,087.00	280,884.32	327,862.00	342,939.51
Less Total Expenditures	382,038.95	311,453.09	348,899.00	401,902.68
Fair Operating Income (Loss)	(129,951.95)	(30,568.77)	(21,037.00)	(58,963.17)
County Contribution	50,000.00	50,000.00		
Fair Net Income (Loss)	(79,951.95)	19,431.23	(21,037.00)	(58,963.17)
Fair Admin Summary				
Total Revenues	47,704.00	48,119.86	47,654.67	48,402.96
Less Total Expenditures	101,918.00	88,206.06	86,743.00	81,252.88
Admin Operating Income (Loss)	(54,214.00)	(40,086.20)	(39,088.33)	(32,849.92)
County Contribution	47,557.00	47,557.00	47,557.00	47,557.00
Admin Net Income (Loss)	(6,657.00)	7,470.80	8,468.67	14,707.08
Fund Balance				
Carryover from Previous Fair	121,283.00	112,732.15	139,634	126,831
Fair Ops Net Income (Loss)	(79,951.95)	19,431.23	(21,037.00)	(58,963.17)
Admin Net Income (Loss)	(6,657.00)	7,470.80	8,468.67	14,707.08
Carryover to Next Fair	34,674.05	139,634.18	127,066	82,575

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
December 5, 2018

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426-4216		2017	2017	2018	2018
REVENUES		Adopted	YTD	Adopted	YTD
Account					
332200	State Subsidy	\$ 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
341530	Gate Receipts (Children of Promise Grant)	\$ 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
341540	Oregon Beverage				\$ 7,246.40
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 21,441.00
341560	Carnival Fees	\$ 17,500.00	\$ 21,532.87	\$ 17,500.00	\$ 16,332.83
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,500.00	\$ 7,769.07	\$ 7,000.00	\$ 8,718.59
341555	Sponsor Fees	\$ 52,200.00	\$ 57,774.00	\$ 76,700.00	\$ 82,265.00
341565	Stall Fees	\$ 2,900.00	\$ 2,777.00	\$ 2,700.00	\$ 2,745.00
341860	Grand Safety (Real Heroes) Fees	\$ 325.00	\$ 239.00	\$ 200.00	\$ 156.00
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 118.00	\$ 100.00	\$ 163.00
~	Subtotal	\$ 212,287.00	\$ 243,969.76	\$ 237,962.00	\$ 234,945.28
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)	\$ 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
371000	Concert Merchandise Sales	\$ 100.00	\$ 956.50	\$ 100.00	\$ 505.00
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	\$ -
373100	Donations & Misc. Revenues	\$ -	\$ 300.00		\$ 110.00
371000	MCE4H - Agricultural Development	\$ 16,000.00	\$ 16,000.00	\$ 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
3		\$ 252,087.00	\$ 280,884.32	\$ 327,862.00	\$ 342,939.51

MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

Fair Operations Expenses

December 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	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)	0.00			3,000.00
	Shavings	0.00			
	Shavings Haul-out Fee	0.00			
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,551.00		1,500.00	
	Sub Total	12,551.00	11,000.00	12,500.00	11,000.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,250.00	2,205.00	2,200.00	2,131.51
525915	Premiums	3,900.00	3,970.80	4,000.00	3,990.00
	Subtotal	6,150.00	6,175.80	6,200.00	6,121.51
	Open Class				
525920	Open Class (misc.)	350.00	84.20	350.00	136.85
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Open Class premiums (Ingalls Reimb)				668.80
525920	Ribbons & Trophy Engraving	1,000.00	395.44	1,000.00	102.25
	Sub Total	1,900.00	479.64	1,900.00	907.90
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	30,000.00	35,000.00	35,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			1,278.72
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	7,999.95
525715	Sponsor Fees (commission)	14,000.00	15,206.68	21,500.00	21,761.45
	Sub Total	52,000.00	53,206.63	64,500.00	66,040.12
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,252.50	10,000.00	9,417.50
527310	Lights, Sound & Stage	14,282.00	14,282.00	14,282.00	14,290.00
527310	Stage Fencing	400.00	320.00	400.00	
527231	Fairgrounds Rental in TRADE				
	Electric Signs	750.00	750.00	750.00	
	Map	1,500.00		1,500.00	
527231	Asphalt Paving Cost				78,144.78
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,000.00		975.00	913.40
527310	Wheel Chair Rental	200.00		0.00	
527310	Sanitation (handwashing supplies)	0.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,982.00	3,000.00	2,608.00
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,046.76	20,200.00	17,641.56
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00		2,500.00	2,265.11
527230	Electrical Charges - Set-up	6,500.00	5,836.00	6,500.00	5,836.00
527230	Plumbing	2,231.78	2,231.78	2,232.00	1,674.67
527230	Other (Grange rental)	150.00	145.00	150.00	180.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Fair Operations Expenses
December 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
527230	Parking Attendants	2,000.00	2,000.00	2,200.00	2,200.00
525945	Grounds Setup / Cleanup	5,000.00	4,909.43	5,000.00	4,999.96
525350	Janitorial Services	5,300.00	5,535.00	5,535.00	5,535.00
	Subtotal	76,013.78	65,290.47	75,324.00	145,705.98
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services	0.00		0.00	
525158	Armored Car Services	250.00	55.16	250.00	
525555	Security Services	17,181.00	16,876.75	19,000.00	10,461.66
525999	Gate Ticket Taking/Sales				7,215.35
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	500.00	544.36	600.00	566.82
527230	Security Fencing Rental	1,200.00	1,200.00	1,200.00	1,170.00
525999	Afton's Service Fees	12,775.00			
	Sub Total	31,906.00	18,676.27	21,050.00	19,413.83
525710	PRINTING				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00		500.00	160.00
	Badges/Lanyards/Wristbands	0.00			
	Sub Total	600.00	0.00	600.00	160.00
525715	PROMOTIONS & ADVERTISING	32,136.00		35,000.00	
	Marketing (Social media, logo design)		3,500.00		3,420.68
	Prg Design & Printing and promotion	750.00	1,184.50		1,250.00
	Boomer and Senior News		1,535.00		1,586.00
	Video Shoot		325.00		500.00
	Newspaper Advertising		10,607.18		5,100.00
	Yard/Field signs		75.00		573.00
	Flyers, Maps & schedule		554.36		378.40
	Television				5,441.60
	Radio Advertising		7,375.00		10,298.04
	Photography				
	Fairgrounds Signs/Banners		560.00		
	Misc. Advertising (Liberty St Banner)	364.00	544.00		407.50
	Ag Fest booth		420.00		
	Website Development and Maintenance	5,000.00	4,680.00		672.87
	Comcast Spotlight		5,068.81		
	Sub Total	38,250.00	36,428.85	35,000.00	29,628.09
	PROGRAMMING				
525925	Local Entertainment	5,500.00		5,500.00	
	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				1,200.00
	Showdown		1,500.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Fair Operations Expenses

December 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	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		500.00	
	Michael Husser (AH Factor)				
	Sub Total	6,000.00	5,200.00	6,000.00	6,000.00
525925	Big Name Entertainment	493.00			
	Band Fees (Night Ranger, Diamond Rio)	55,000.00	55,000.00	60,000.00	60,000.00
	Morgan Alexander	0.00			
	Advertising/ Marketing				
	Booking Fee (Eric M.)	5,550.00	5,500.00	6,000.00	6,000.00
	Catering (Band & Staff)	1,596.45	1,596.45	1,250.00	957.81
	Catering (VIP & Operations)				
	General Production (backline)	1,500.00	1,500.00	1,500.00	1,660.00
	General Production (stagehands)	800.00	800.00	500.00	742.00
	Security (ticket takers, ushers)				
	Lodging	1,558.28	1,558.28	1,875.00	
	Transportation - Shuttle (county pool vehicle)	730.51	730.51	150.00	452.40
	Main Stage	1,175.00	1,175.00	1,200.00	
	Sub Total	68,403.24	67,860.24	72,475.00	69,812.21
				715.04	
525930	Events & Activities				
	Brad's World Reptiles	0.00			
	Barn Yard Adventure	4,400.00	4,400.00	4,400.00	4,377.06
	Farm Yard Fun				
	Permitted activities contingency				
	Petting Zoo	3,050.00	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
	Disney Characters/Dragon Theater (Family Day)			1,500.00	1,500.00
	Herdsmanship (Fair Foundation)	400.00	0.00		
	Real Heroes	0.00	1,000.00	1,000.00	1,000.02
	Grill-Off BBQ	842.93	842.93	750.00	481.25
	Volunteer Shirts	398.00	398.00	1,050.00	811.50
	Fair Board Shirts				
	FFA and 4H Youth Shirts	2,474.00	2,699.00	2,699.00	2,622.99
	Volunteer Appreciation Event	300.00	259.30	400.00	471.75
	Volunteer Hospitality Room	0.00	0.00	150.00	356.69
	Bingo & Senior activities	0.00			
	Veteran's Uniforms Display (Dry Cleaning)	125.00	100.00	100.00	
	STEAM	6,500.00	6,760.96	6,760.96	4,590.78
	Miscellaneous (umbrellas, panchos, necklaces)				
	Coloring Contest	0.00			
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00	6,500.00	6,500.00
525940	Talent Show				
	Prize money (Teen Idol)	275.00	275.00	275.00	275.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Fair Operations Expenses

December 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Talent Show Coordination	1,000.00	900.00	900.00	900.00
	Sub Total	46,264.93	47,135.19	51,800.00	47,113.04
571010	Contingency	2,000.00		1,550.00	
	Contingency - (2018 moved \$40k to Asphalt: grounds/utilities)	40,000.00		0.00	
	Sub Total	42,000.00	0.00	1,550.00	0.00
	NEW TOTAL	382,038.95	311,453.09	348,899.00	401,902.68

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Fair Administration

December 5, 2018

426-4217		2017	2017	2018	2018
Account		Adopted	YTD	ADOPTED	YTD
REVENUES					
332200	State Subsidy	47,404.00	47,404.67	46,904.67	46,904.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	47,557.00
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	300.00	715.19	750.00	1,498.29
371000	Misc. Revenue (Bond Refund)				
	TOTAL REVENUES	95,261.00	95,676.86	95,211.67	95,959.96
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	35,748.00	31,801.45		
512010-610	Fair Coordinator Fringe	21,087.00	20,692.58		
511120	Temp Wages (including overtime)	5,347.00	2,587.11	5,347.00	6,392.49
~	Temp Fringe	853.00	209.11	1,000.00	
	Total Personnel	63,035.00	55,290.25	6,347.00	6,392.49
521010	Office/ Dept. Supplies	100.00	46.58	100.00	105.36
522180	ShoWorks Software	1,745.00	400.00	350.00	350.00
523010	Telephones	100.00		-	-
523050	Postage (admin only)	100.00	104.45	150.00	86.75
523090	Long Distance Charges		10.84	20.00	12.20
525360	Public Works Services (survey charges)	1,289.00		1,000.00	-
525930	AutoCAD (non-public works)				-
525710	Printing	100.00		-	30.00
525715	Advertising (RFP legal notice)	1,300.00		-	-
525715	Advertising - other			-	-
525999	Misc. Contractual 2018 Fair Board Retreat				750.00
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	-
528110	Liability Insurance Premiums	5,700.00	4,022.00	4,205.00	4,185.00
528210	Public Officials' Bonds	1,290.00	1,850.00	2,000.00	600.00
529110	Employee Mileage	110.00	30.50	100.00	-
529130	Meals	470.00	428.00	450.00	-
52914	Lodging		200.00	200.00	-
529210	Meetings	100.00	200.00	200.00	45.00
529220	Conferences	1,245.00	1,043.00	1,100.00	663.00
529300	Dues & Memberships (Travel Salem, OFA)	800.00	1,095.00	1,100.00	1,359.00
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years				
~	Total M&S	15,569.00	10,542.77	12,095.00	8,186.31
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	19,117.08
561100	Transfer to General Fund (for Fair Coord. wages)			47,557.00	47,557.00
571010	Contingency				
	Total Admin & Contingency	23,314.00	22,373.04	68,301.00	66,674.08
	TOTAL EXPENDITURES	101,918.00	88,206.06	86,743.00	81,252.88
	NET	(6,657.00)	7,470.80	8,468.67	14,707.08

Marion County Fair

Member Responsibilities

2019

Brandi Crandall

Treasurer; Food Vendor (FV) accounting- fair time
Backup- Zielinski, DeCoster, Conder

Joel Conder

Entertainment; Main stage manager
Backup- Event Coordinator

Heidi DeCoster

Public Competitions Coordination; STEAM
Backup-

Shannon Gubbels

Barns; Open Class livestock shows; Market Auction liaison
Backup- Crandall

Nathan Leao

Grill-off
Backup- Event Coordinator

Dylan Wells

Grounds Infrastructure; STEAM
Backup-

Pam Zielinski

Vendor coordination- fair time; FV assistant to Treasurer
Backup-

Melinda Hautala

(CS Staff)
 Volunteer Coordination
Backup- Gubbels, Leao

Com. Sam Brentano

(BOC LIAISON)
 Opening Day BBQ

FAIR OFFICE STAFF

Facilitate fair board meetings; write policies; manage fair office; State Fair communications; work orders; commercial vendor coordination; food vendor coordination (pre-fair) event coordination contact; Emergency Plan

TREASURER

Fair Time: daily money/gate count; FV daily receipts and end of fair accounting; permitted activities receipts

EVENT COORDINATOR

Event Coordination; STEAM; media; signage (signs/banners, field signs); security contact; carnival contact; wheelchairs; golf carts; work crews; EMT; Real Heroes Coordination; Veteran's Uniform Display; Fair set-up and take-down. Emergency Plan

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Awesome Day (Fri.)	Event Coord.	Event Coord.	Event Coord.	Com. Carlson
Barns	Shannon, Event Coord.	Shannon	Melanie	Brandi, Amy
Break down/load out	Shannon, Melanie, Event Coord.	Shannon, Melanie, Event Coord.	N/A	Nathan
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.) Head Start, Face Painting, Habitat for Humanity, LaPantera, Church Service	Event Coord.	Event Coord.	Event Coord.	Nathan- S. Salem Home Depot (Byron) 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	Nathan, Event Coord.	Nathan	Nathan	Joel
Joining Forces (Veteran's free entry)	Tamra, Event Coord.	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	Nathan, Event Coord.	Nathan	Nathan	Brandi
Pretty Baby Contest	Event Coord.	Event Coord.	Event Coord.	Joel
Real Heroes	Event Coord.	Event Coord.	Event Coord.	Nathan, Denise

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Rodeo	Event Coord.	Event Coord.	Event Coord.	Joel
Security	Joel, Event Coord.	Joel, Event Coord.	Joel	Shannon
Senior Day	Nathan, Event Coord.	Nathan, Event Coord.	Event Coord.	Pam
Sponsorship	Event Coord.	Event Coord.	Event Coord.	Com. Carlson
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	Denise
STEAM	M. Grim, (Vol. Coord.) Dylan, Event Coord.	Dylan, Event Coord.	Event Coord.	Tamra
Treasurer (Fair Time Duties)	Brandi	Brandi	Brandi	Joel, Pam
Vendors- Commercial	Denise	Denise, Pam	Denise	Event Coord.
Vendors- Food	Denise	Denise, Pam	Denise	Joel
Volunteers	M. Grim	M. Grim	M. Grim	Heidi, Nathan, Shannon

Updated: 2/7/18