



MARION COUNTY FAIR

March 1, 2017 5:30 PM

Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

- I. 5:30 PM Call to Order/Introductions
- II. 5:35PM Public Comments
- III. 5:38PM Approval of February 1, 2017 Meeting Summary Notes
- IV. 5:45PM 4H/FFA Reports *[Information]*
- V. 5:55PM Financial Report *[Action]*
- VI. 6:05PM Committee Reports *[Information]*
Programming Committee- *Jill*
Website Committee- *Dylan*
- VII. 6:30PM Items of Special Interest *[Information/Possible Action]*
 - Bylaws Change Acceptance- *Denise*
 - ShoWorks Update- *Tamra*
 - Food Vendor Selection Committee Meeting Date- *Denise*
- VIII. 6:50PM Strategic Plan Items *[Action]*

Strategic Plan- March

Mar.			
1.2.7	Negotiate agreements with State Fair on parking and fairgrounds rental.	Board chair, Staff, Treasurer	
2.2.1	Schedule opportunities for FB members to increase public awareness through presentations, promotions at service clubs, chambers and other public meetings.	FB	
3.2.7	Negotiate the use of state fairgrounds for the fair activities and events	EC	
4.4.1	Inventory ribbons, order exhibit tags, update dept. classes per superintendents' requests	OC Point Per., Staff	
4.4.5	Place open class application and information on web site. (Send out press release in April.)	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	

- IX. 7:20PM Other-
 - Ingalls' Reports
 - Newsworthy Items

7:50PM Adjourn

Next meeting: April 5, 2017

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

February 1, 2017 5:30 PM

In Attendance

Board Members: Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

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

Guests: Jill and Scott Ingalls, Ingalls & Associates

I. **Introductions**

II. **Public Comments-** None

III. **Approval of Meeting Summary Notes-** Shannon made a motion to approve the January 4, 2017 meeting summary notes; Pam seconded. Motion passed.

IV. **4H-** Melanie provided Shannon the following information to report:

- Fair registration is increasing by \$5
- Beef weigh-in this Saturday (February 4)
- All leaders meeting April 17; will distribute fair books
- Judges contracts done
- Recommends someone attend the upcoming spring ShoWorks training in Cody Wyoming. (*Denise will be attending the training.*)

FFA- No representative present. (*Denise will check on this.*)

Jill will check with State Fair regarding activities on their grounds on July 4th to see if it might impact our set up.

V. **Financial Report**

Minor Changes:

- Operations- an installment payment has been made on the new web site.
- Administration-interest is up; renewed Joel Conder's board bond.
Denise noted that the amount listed for commercial space rental (\$475) is low as the deposited funds haven't hit the general ledger yet. So far this year \$2,065 has been brought in.

VI. **Committee Reports**

Programming committee-

- Night Ranger and Diamond Rio have both been confirmed; they having accepted our offer. Once everything is agreed upon, the promotion of the artists can begin. This is the earliest in the year that we've ever confirmed the big name act(s).
- Portland Super Heroes will be participating again this year.

New Website Update-

- The new website can be found at "marioncountyfair.net"
- In process of filling the site content; information will be copied off of the current website.

- New information needs to be posted; any project/event/activity that is finalized give to Jill or Dylan for posting.
- Notify Jill or Dylan of any errors found on the pages.
- There will be just one sponsor page; sponsors won't be listed throughout the pages.
- There will be a link between the current website and the new website.

Open Class Animals- Shannon

- The Mini Herefords show will be returning.
- Discussion is underway with the Dexter show organizers.
- Pygmy goats are returning; they want the same move-in times as before. Shannon suggests we will just need to work with security to accommodate their move-in times.

The locks on the back gates are going to be changed this year during fair; in that way we will stop any free entry that is getting through.

VII. Items of Special Interest

Public Competitions- Heidi

- Heidi has not heard back from the superintendents as to who will be participating in the coming fair.
- Hope to entice people to come to the fair more than one day.
- Holding special contests:
 - Fairy garden- a miniature display in fairy colors that includes tiny buildings
 - Live art battle- we supply the materials; participants have 20 minutes to finish an art project. It will then be judged.
 - Large community Lego project- participants are given up to four hours to build a section of a town. We will supply the Legos.

Tami knows the *Create a Memory* owner, perhaps they will partner with us. A person could make a project through them and then exhibit it at the fair.

STEAM-

We received confirmation that OSU Extension will be providing an additional \$5,000 for STEAM for a total of \$16,000 that they will be contributing to the fair. This was approved at their January board meeting.

A STEAM team is being set up consisting of Jill, Mary Grim and community partners such as the Farm Bureau, the Boys and Girls Club, the school district, and the *Willamette Kids and Family* magazine.

ShoWorks-

Have purchased the software for \$1195; \$1745 was budgeted. Tamra proposed that the additional \$550 go toward sending Denise to the ShoWorks training in Wyoming in April. The remaining \$700-\$800 that it will cost to send her will come out of the Community Services' budget. The Fair Board agreed to this sharing of the ShoWorks training costs. (Tamra had IT increase the RAM capacity on all of the department's laptops to be able to support the ShoWorks software.)

Swine and Wine- April 20th

- Tami, Heidi, Pam and Joel are planning on attending.

- The Ingalls are willing to host a table. Fair board members are welcome to be seated there. Jill will send out an invitation to everyone.
- Advisory board ethics laws dictate that a board member can only receive a gift valued at no more than \$50 and must declare it. Staff will develop a document identifying the value of the ticket for fair board members to keep in their personal files should they accept Ingall's invitation.
- Donations of auction items are appreciated.
- Of the 24 tables available, 14 are already sold.

VIII. **February Strategic Plan Items:**

1.2.5 Adopt financial controls to authorize expenditures and stay within the budget.- *Done*

2.1.2 Adopt marketing budget.- *Done*

2.1.10 Present new fair theme logo to board.- *Done*

2.2.4 Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)- *Noted*

2.2.4a Target chamber newsletter articles- *In process*

2.2.5 Create activities that draw cross-cultural participants- *In process, focusing on Sunday; have a Chinese group out of Portland and a Middle Eastern Dance group so far. Hope to put them on the main stage.*

3.2.1 Present fair layout (including booths) to fair board. *In process; don't expect to change the booth numbering.*

- Real Heroes hope to fill extra space in Columbia Hall in addition to their outside space.
- Denise will check with Stephanie as to her availability to utilize AutoCad to make the 2017 layout changes.
- Hoping to increase activities inside Columbia Hall throughout all of the days, not just having them on Thursday. The public competitions and special contests in there will help.
- Perhaps will go back to having a community stage (activity Center) in Columbia Hall.

4.4.5 Place open class application and information on web site. *In the process of transitioning from the Blue Ribbon program to the ShoWorks software.*

Fair Foundation Letter Response-

Shannon indicated that she had spoken with Bob Zielinski and answered some of his questions regarding the letter from the fair board to the Fair Foundation requesting financial support. It's been reported that Bob is not comfortable signing the agreement as he has questions regarding the costs associated with the 4H/FFA items.

Shannon feels that the fair board should only address the herdsmanship award and the open class premiums in their monetary requests of the Fair Foundation. She feels that 4H/FFA should take care of their program's needs. She suggests that Melanie approach the Fair Foundation herself regarding their requests.

Shannon made a motion to amend the original letter to the Fair Foundation dated October 6 altering the request to \$550 for open class premiums and \$400 for herdsmanship awards. Heidi seconded the motion. Motion passed. (Shannon will again sign the new letter.)

Funding for the Petting Zoo is not part of the request letter; it is already a budgeted item.

IX. Other

Ingalls Report-

- Working on sponsors for the main stage acts.
- Scott is going to get a sponsor to provide a tent to cover the grange (fair office) to keep it cool. This will be in addition to providing an air conditioner for inside the building.
- STEAM is “coalescing.”

Oregon Fairs Association (OFA)-

- There will be a 5.9% (\$3,300) reduction in lottery funds (state subsidy) given to each Oregon fair in 2018.
- March 23, 2017 is the fairs’ day at the state capital to advocate for the funding to be continued.

Mary Grim (fair volunteer coordinator) submitted a request for funds for the fair volunteers’ hospitality room. There is \$300 allotted in the budget for the volunteer appreciation event, but not for the hospitality room at fair time. Scott Ingalls said he would pay for it out of his own funds.

Informal Request for Proposals-

The Informal Request for Proposals (IRFP) for carnival and security/ticketing services are completed. There was one submission for each. (The deadline had been extended once as it was posted over the holidays.)

Carnival IRFP- Those who reviewed and scored the submission (Sarah Cavazos, Denise Clark, and Heidi DeCoster) recommend Funtastic be the carnival provider. In Funtastic’s submitted information it indicated that the fair had the authority to choose the rides that are brought to the fair; this will be clarified in the contract. Pam made a motion to accept Funtastic’s submission to provide carnival services to the fair; Shannon seconded the motion. Motion passed.

Security and Ticketing IRFP- Those who reviewed the submission (Sarah Cavazos, Denise Clark, and Heidi DeCoster) recommend Creative Security be the security and ticket taking provider. Information going back to security will be requesting that they have more trained security personnel (DPSST certified) and that the ticket takers be proficient on the electronic devices used for purchasing tickets for gate entry. Also will be emphasizing that security take it seriously in not letting people enter the fair that don’t show credentials. The board accepted the recommendation providing that there is clear language in the contract as to these conditions.

Pam made a motion to accept Creative Security’s submission to provide security and ticket taking services to the fair; Nathan seconded. Motion passed.

Both contracts will have a three-year option with the potential for a year by year annual review if desired.

It was suggested that next time we go out with a security IRFP to separate the security component from the ticket taking making them two separate documents as not all companies who might be interested have the capacity to do both.

Newsworthy Items-

There was recently a call-out for people to post their fair animal pictures on Facebook.

Meeting Adjourned: 7:33 PM.

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Balance Sheet
MARCH 1, 2017

	2016	2016	2017	2017
	Amended	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	248,262.00	265,033.94	260,137.00	9,762.00
Less Total Expenditures	330,898.96	271,731.08	378,424.00	18,242.83
Fair Operating Income (Loss)	(82,636.96)	(6,697.14)	(118,287.00)	(8,480.83)
County Contribution	50,000.00	50,000.00	50,000.00	50,000.00
Fair Net Income (Loss)	(32,636.96)	43,302.86	(68,287.00)	41,519.17
Fair Admin Summary				
Total Revenues	47,534.67	47,845.83	47,704.00	47,442.62
Less Total Expenditures	99,287.04	94,861.14	101,918.00	1,976.25
Admin Operating Income (Loss)	(51,752.37)	(47,015.31)	(54,214.00)	45,466.37
County Contribution	47,557.00	47,557.00	47,557.00	0.00
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	45,466.37
Fund Balance				
Carryover from Previous Fair	77,438.04	77,438.04	121,283.00	121,282.59
Fair Ops Net Income (Loss)	(32,636.96)	43,302.86	(68,287.00)	41,519.17
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	45,466.37
Carryover to Next Fair	40,605.71	121,282.59	46,339.00	208,268.13

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
MARCH 1, 2017

426-4216		2016	2016	2017	2017
REVENUES		Amended	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	\$ 71,368.40	\$ 70,000.00	
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
341540	Food Booth Fees	\$ 36,000.00	\$ 35,915.76	\$ 35,000.00	
341550	Commercial Space Rental	\$ 18,600.00	\$ 24,214.00	\$ 18,000.00	\$ 3,500.00
341550	Commercial Space Rental (County Chic 2015)				
341560	Carnival Fees	\$ 13,500.00	\$ 18,433.89	\$ 17,500.00	
341580	Camping Fees - 4-H/FFA, Vendors	\$ 6,000.00	\$ 8,195.00	\$ 7,500.00	
341555	Sponsor Fees	\$ 45,400.00	\$ 52,225.00	\$ 50,000.00	
341565	Stall Fees	\$ 4,000.00	\$ 2,910.00	\$ 2,900.00	
341860	Grand Safety (Real Heroes) Fees	\$ 400.00	\$ 325.00	\$ 325.00	
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 136.00	\$ 100.00	
~	Subtotal	\$ 202,762.00	\$ 222,485.05	\$ 210,087.00	\$ 9,762.00
344999	Other Reimbursements				
373100	Open Class (\$457.00 Fair Foundation)	\$ 550.00		\$ 550.00	
373100	4H Premiums (\$6,532.00 Fair Foundation)	\$ 5,000.00		\$ 6,500.00	
373100	Herdsmanship (\$400 Fair Foundation 2016)	\$ 400.00		\$ 400.00	
373100	Petting Zoo (\$3,000.00 Fair Foundation)	\$ 3,050.00			
	Shavings and Haul-Out (Fair Foundation)			\$ 6,600.00	
371000	Misc (permitted activities, inflatables, pony rides)	\$ 4,000.00	\$ 3,013.25	\$ 3,000.00	
371000	Concert Merchandise Sales	\$ 100.00	\$ 220.00	\$ 100.00	
371000	State Fair Pavement Payment	\$ 5,000.00	\$ 10,462.00	0.00	
372000	Over & Short		\$ 100.00	\$ 100.00	
373100	Zero Waste/ES/Donations	\$ 16,000.00	\$ 16,817.64	\$ 16,800.00	
373100	Donations & Misc. Revenues	\$ 400.00	\$ 936.00	\$ -	
	Reimbursement for Damage to Fairgrounds (Garten)				
371000	MCE4H - Agricultural Development	\$ 11,000.00	\$ 11,000.00	\$ 16,000.00	
TOTAL REVENUES		\$ 248,262.00	\$ 265,033.94	\$ 260,137.00	\$ 9,762.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

MARCH 1, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	11,000.00	8,000.00	8,000.00	
525910	Premiums (Fair Board)	5,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)			7,000.00	
	Shavings			4,600.00	
	Shavings Haul-out Fee		755.00	2,000.00	
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)			1,551.00	
	Sub Total	16,000.00	11,755.00	26,151.00	0.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,200.00	2,235.00	2,250.00	
525915	Premiums	3,900.00	3,863.20	3,900.00	
	Subtotal	6,100.00	6,098.20	6,150.00	0.00
	Open Class				
525920	Open Class (misc.)		405.97	350.00	
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	45.83	1,000.00	
	Sub Total	1,550.00	451.80	1,900.00	0.00
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	29,999.97	30,000.00	12,857.13
525930	Event reimbursable expenses requiring Fair Board approval	7,800.00		0.00	
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	2,285.70
525715	Sponsor Fees (commission)	12,000.00	15,693.72	14,000.00	
	Sub Total	57,800.00	53,693.64	52,000.00	15,142.83
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,633.50	10,000.00	
527310	Lights, Sound & Stage	13,980.00	14,183.00	13,980.00	
527310	Stage Fencing		407.50	400.00	
527231	Fairgrounds Rental in TRADE				
527231	Asphalt Paving				
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,010.96	1,235.75	2,000.00	
527310	Wheel Chair Rental	0.00	0.00	200.00	
527310	Sanitation (handwashing supplies)	122.00	119.00	0.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,882.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	15,900.00	16,817.64	16,800.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	450.00	0.00	0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	0.00	2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,980.00	6,500.00	
527230	Plumbing	1,500.00	1,104.00	1,500.00	
527230	Other (Grange rental, and info booth repair)	145.00	140.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

MARCH 1, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
527230	Parking Attendants	2,500.00	2,000.00	2,000.00	
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	5,000.00	5,000.00	
525350	Janitorial Services	4,500.00	4,600.00	4,600.00	
	Subtotal	68,107.96	64,102.39	68,630.00	0.00
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	1,200.00	0.00	4,400.00	
525158	Armored Car Services	250.00		250.00	
525555	Security Services	15,500.00	15,510.00	15,600.00	
525999	Electronic Gate Ticket Printing	1,500.00			
525999	Electronic Gate Ticketing Wi Fi	420.00			
525155	Credit Card Fees	700.00	420.39	500.00	
527230	Security Fencing Rental	1,310.00	780.00	1,200.00	
525999	Afton's Service Fees	12,700.00	12,224.26	12,775.00	
	Sub Total	33,580.00	28,934.65	34,725.00	0.00
525710	PRINTING				
	Veteran's Event	100.00	43.85	100.00	
	Spanish Translation, Design, & Printing	500.00	58.50	500.00	
	Badges/Lanyards/Wristbands		83.52	0.00	
	Sub Total	600.00	185.87	600.00	0.00
525715	PROMOTIONS & ADVERTISING	34,100.00		32,136.00	
	Marketing (Social media, logo design)		3,250.00		250.00
	Prg Design & Printing and promotion		2,280.00		
	Veterans Event		95.00		
	Boomer and Senior News		1,520.00		
	Video Shoot		350.00		
	Newspaper Advertising		10,171.77		
	Yard/Field signs		231.67		
	Flyers, Maps & schedule				
	Television				
	Radio Advertising		7,020.04		
	Photography				
	Fairgrounds Signs/Banners		905.00		
	Misc. Advertising (Liberty St Banner)		225.00	364.00	
	Ag Fest booth		844.95		420.00
	Website Development and Maintenance			5,000.00	2,430.00
	Comcast Spotlight		5,679.42		
	Sub Total	34,100.00	32,572.85	37,500.00	3,100.00
	PROGRAMMING				
525925	Local Entertainment	5,000.00		4,000.00	
	Greydogz		600.00		
	Flextones		650.00		
	Syco Billies		500.00		
	Rekless Kompany		1,000.00		
	Showdown		2,000.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

MARCH 1, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Adam Larson		250.00		
	Tracy Reynolds		450.00		
	Melissa Mikelson		650.00		
	Briana Renea		1,000.00		
	L. Tucker		250.00		
	Wild Ire				
	Michael Husser (AH Factor)		250.00		
	Sub Total	5,000.00	7,600.00	4,000.00	0.00
525925	Big Name Entertainment	41,520.00		55,493.00	
	Band Fees (Reckless Kelly, High Valley)		26,400.00	0.00	
	Morgan Alexander		2,000.00	0.00	
	Advertising/ Marketing				
	Booking Fee (Eric M.)		2,600.00	5,550.00	
	Catering (Band & Staff)		525.00	0.00	
	Catering (VIP & Operations)				
	General Production (backline)			0.00	
	General Production (stagehands)		721.00	0.00	
	Security (ticket takers, ushers)				
	Lodging		351.38	0.00	
	Transportation - Shuttle (van/gas \$250.00 for 2017 fair)		0.00	0.00	
	Sub Total	41,520.00	32,597.38	61,043.00	0.00
				6,325.00	
525930	Events & Activities				
	Brad's World Reptiles	500.00	3,500.00	0.00	
	Farm Yard Fun	550.00			
	Permitted activities contingency	3,500.00			
	Petting Zoo (Paid by Fair Foundation in 2016)	3,050.00		3,050.00	
	Animal Exhibits	4,800.00	4,800.00	0.00	
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	
	Mayor Legislative Reception (BOC office)	0.00	0.00		
	Car Show	200.00	0.00		
	Boys & Girls Club (STEAM)	1,000.00	340.00		
	Herdsmanship (Fair Foundation)	400.00		400.00	
	Fun Run				
	Real Heroes	1,000.00	1,000.00	0.00	
	Grill-Off BBQ	250.00	777.77	750.00	
	County Chic Boutique	0.00	0.00		
	Swine & Wine	0.00	0.00		
	Latino Music Festival (Flyers)	0.00	0.00		
	Volunteer Shirts	1,200.00	1,246.00	0.00	
	Fair Board Shirts	750.00	594.00		
	Volunteer Appreciation Event	500.00	227.45	300.00	
	Bingo & Senior activities	1,000.00		0.00	
	Veteran's Uniforms Display (Dry Cleaning)	175.00	100.00	125.00	
	STEAM	1,000.00	622.98	5,000.00	
	Miscellaneous (umbrellas, panchos, necklaces)		103.90		
	Coloring Contest		152.20	0.00	
	Pig Races Tractor Pedal Pull			6,500.00	

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
MARCH 1, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
525940	Talent Show				
	Prize money (Teen Idol)		275.00	275.00	
	KLOO contract				
	Talent Show			1,000.00	
	Sub Total	39,875.00	33,739.30	43,725.00	0.00
571010	Contingency	0.00	0.00	2,000.00	
	Contingency - Future Rental 2019	26,666.00		40,000.00	
	Sub Total	26,666.00	0.00	42,000.00	0.00
	NEW TOTAL	330,898.96	271,731.08	378,424.00	18,242.83

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Administration
MARCH 1, 2017

426-4217		2016 Fair	2016	2017	2017
Account		Amended	YTD	Adopted	YTD
REVENUES					
332200	State Subsidy	47,404.67	47,404.67	47,404.00	47,404.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	130.00	441.16	300.00	37.95
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,091.67	95,402.83	95,261.00	47,442.62
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	32,284.00	35,748.79	35,748.00	
512010-610	Fair Coordinator Fringe	19,955.00	21,087.81	21,087.00	
511120	Temp Wages (including overtime)	9,059.00	5,347.14	5,347.00	
~	Temp Fringe	417.00	852.88	853.00	
Total Personnel		61,715.00	63,036.62	63,035.00	-
521010	Office/ Dept. Supplies	100.00	8.95	100.00	
522180	ShoWorks Software			1,745.00	
523010	Telephones	100.00	8.12	100.00	
523050	Postage (admin only)	100.00	18.02	100.00	48.25
525360	Public Works Services (survey charges)	1,289.00	2,284.66	1,289.00	
525710	Printing	40.00		100.00	
525715	Advertising (RFP legal notice)	1,300.00		1,300.00	
525715	Advertising - other				
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	
528110	Liability Insurance Premiums	5,500.00	5,700.00	5,700.00	
528210	Public Officials' Bonds	1,289.04	791.67	1,290.00	1,300.00
529110	Employee Mileage	50.00	109.62	110.00	
529130	Meals	300.00	206.00	470.00	428.00
529210	Meetings	100.00		100.00	200.00
529220	Conferences	1,600.00	753.00	1,245.00	
529300	Dues & Memberships (Travel Salem, OFA)	1,300.00	995.00	800.00	
529650	Pre-Empl Investigations	70.00			
529999	MCFair.net Domain renewal 5-years				
~	Total M&S	14,258.04	11,987.44	15,569.00	1,976.25
60100-60452	Administrative Charges	23,314.00	19,837.08	23,314.00	
571010	Contingency				
Total Admin & Contingency		23,314.00	19,837.08	23,314.00	-
TOTAL EXPENDITURES		99,287.04	94,861.14	101,918.00	1,976.25
NET		(4,195.37)	541.69	(6,657.00)	45,466.37

MARION COUNTY FAIR BOARD

BYLAWS

1. MARION COUNTY FAIR BOARD

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 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.

~~6.4.2~~ **Key Volunteer Appointments.** The Fair Board may ~~ann~~ make recommendations to the Marion County Board of Commissioners regarding the appointment of Key Volunteers to work with the Fair Board. The role of ~~the~~ Key Volunteer is to provide leadership and oversight to ~~independently coordinated~~ designated fair projects. ~~The~~ 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. ~~Alt-~~Though 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. ~~Fair Board.~~ The Fair Board will review; their status as a key volunteer ~~will be reviewed~~ every three years.

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4.3 **Term.** Consistent with ORS 565.210(2), Fair Board members serve a three-year term. The Marion County Board of Commissioners may reappoint Fair Board members 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 regularly attend Fair Board meetings, and will carry out assignments from committees to which they have been appointed. 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.

~~7.6.~~ **MEETINGS**

~~7.1.6.1~~ **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.

7.1.1 **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.

7.1.2 **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.

7.1.3 **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.

7.1.4 **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.

7.1.5 **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.**

7.2 **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. Meetings of the Fair Board may be held entirely by electronic means subject to the requirements of ORS 192.670.

7.3 **Quorum.** The majority of the appointed membership of the Fair Board will constitute a quorum for the transaction of all business at meetings.

7.4 **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.

7.5 **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. ~~(Summary Notes may be instituted in place of minutes the difference being the omission of listing each member's vote by name.)~~

7.6 **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.

7.7 **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.

8. STRATEGIC PLAN

8.1 **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.

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

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

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

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

8.2.4 Provide an overall time line with deadlines for completing tasks.

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

8.3 **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.

9. OFFICERS

9.1 **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. ~~(If agreed to, change the time frame here.)~~ From time to time, a member may be asked to serve additional terms as chair or vice chair.

- 9.2 **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.
- 9.3 **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.
- 9.4 **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.
- 9.5 **Treasurer responsibilities.** The treasurer will work with fair and county staff to prepare an annual budget.

10. **COMMITTEES AND ASSIGNMENTS**

- 10.1 **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.
- 10.2 **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 appropriate.**
- 10.3 **Committee responsibilities.** Standing committees include the following responsibilities:
 - 10.3.1 **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.
 - 10.3.2 **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.
 - 10.3.3 **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.

- 10.4 **Liaison responsibilities.** The chair will appoint members to serve as liaisons for the following:
 - 10.4.1 **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.
 - 10.4.2 **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.
 - 10.4.3 **Open Class.** The Open Class liaison organizes open class events, including promotion, entry forms, awards, and exhibitor information and communications. The Open class 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 **January 2017.**

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____

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red.doc



Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	2014		\$ 3,000.00	<i>Increase 4H premium payments</i>
	<i>example</i>	2014	\$ 3,000.00		<i>Increase Donation revenue - from Fair Board Foundation Swine & Wine event</i>
	<i>example</i>	2014	\$ 20,000.00		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	2014		\$ 26,000.00	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	2014		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	3/1/17	2017	\$ (4,136.00)		Reduce the 2017 Carryover amount from \$125,419 to \$121,283 to reflect the actual Carry forward from 2016.
2					
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ (4,136)	\$ -	

NET CHANGE \$ (4,136)

Person Requesting: Daniel Adatto 3-1-2017
Date

Fair Board Approval: _____
Date

Community Services Director: _____
Date

Approved Changes Entered: _____
**** Budget Office Use Only**



Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	2014		\$ 3,000.00	Increase 4H premium payments
	<i>example</i>	2014	\$ 3,000.00		Increase Donation revenue - from Fair Board Foundation Swine & Wine event
	<i>example</i>	2014	\$ 20,000.00		Increase Sponsor fee revenues
	<i>example</i>	2014		\$ 26,000.00	Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000
	<i>example</i>	2014		\$ (6,000.00)	Decrease State Fair Rental
1	2/22/17	2017	\$ 400.00		Increase ShoWorks Software (522180) by \$400 for two additional licenses.
2	2/22/17	2017		\$ 400.00	Decrease Contingency by \$400 for two additional licenses of ShoWorks Software.
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ 400	\$ 400	

NET CHANGE \$ (400)

Person Requesting: Tamra Goettsch 2/22/17
Date

Fair Board Approval: _____
Date

Community Services Director: _____
Date

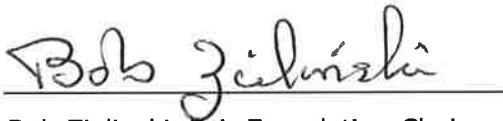
Approved Changes Entered: _____
**** Budget Office Use Only**

To: Marion County Fair Board

From: Marion County Fair Foundation

Item	Cost
Open Class Premiums	\$550
Herdsmanship Awards	\$400
Total Request:	\$950

The Marion County Fair Foundation agrees to support the Marion County Fair per the items listed in the above table. Following fair, the Foundation agrees to provide actual payment figures to the Marion County Fair for its records.



Bob Zielinski, Fair Foundation Chair

Date

FEB 15 2017