



**MARION COUNTY FAIR**

**April 4, 2018 5:30 PM**

Commissioners' Board Room  
555 Court St NE, Salem OR

**AGENDA**

- I. 5:30 PM Call to Order/Introductions**
- II. 5:33 PM Public Comments**
- III. 5:36 PM Approval of March 7, 2018 Meeting Summary Notes**
- IV. 5:38 PM 4H/FFA Reports [Information]**
- V. 5:45 PM Financial Report [Action]**
  - Admin. Update- *Tamra*
- VI. 6:00 PM Items of Special Interest [Information/Possible Action]**
  - Contracts Update- *Tamra*
  - Paving Project Update- *Tamra*
  - Friday Night Entertainment Update- *Joel*
  - Swine & Wine Update- *Joel*
    - Fair Foundation Pens
- VII. 7:00 PM Strategic Plan Items [Action]**

**Strategic Plan- April**

3.2.10	Check to see if Comcast will be sponsoring internet service in the log cabin.	Staff
4.1.1	Send press release seeking local entertainers for the community stage. Respond to requests to participate that come into the fair office; relay to Event Coordinator for a response.	EC, Staff
4.4.2	Get public competitions' sponsors; work with Marketing Coordinator	EC, MC, FB
4.4.3	Organize activities for exhibit hall stage	EC, OC Point Per.
4.4.4	Hold superintendents' meeting; assure superintendent positions are filled	OC Point Per.
4.4.6	Send out public competitions press release	EC, BOC
4.6.2	Organize and develop other activities	EC
4.6.3	Process/sign Big Name Entertainment contract	FB, Staff
4.7.1 (Senior Plan)	Build on previous year's senior activities (demonstrations, acts, games, booths, etc.)	EC, OC Point Per.

**VIII. 7:15 PM Other-**

- Ingalls' Reports
- Newsworthy Items

**IX. 7:30 PM Adjourn**

**Next Regular Meeting: May 2, 2018**

## 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

March 7, 2018 5:30 PM

#### In Attendance

**Board Members:** Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels and Nathan Leao (both by phone)  
Dylan Wells, Pam Zielinski

**Key Volunteers:** Amy Goulter-Allen

**Staff:** Denise Clark; Tamra Goettsch; Ashley Marshall, representing Commissioner Carlson

**Guests:** Mike Adams, Adams Rib; David Beem, Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H; Susan McLauchlin, community member.

#### I. **Call To Order**

#### II. **Public Comments:**

Susan McLauchlin, is representing South Salem High School Music Boosters which is having a fundraiser auction. The music boosters request is to receive family fun entrance tickets for their auction. The money raised goes to helping students in the program. They recently hired an additional part-time music teacher; they supplement funds needed through the auction.

Jill asked how we might build connections with the school to get performers for the fair. Answer- since school will be out at fair time, perhaps music teachers will bring their students.

Scott suggested that Funtastic ride cards could be added to the donation.

Joel made a motion to donate 6 entry tickets and 6 Funtastic ride cards to the program; Heidi seconded. Motion passed.

III. **Approval of February 7, 2018 Meeting Summary Notes.** Heidi made a motion to approve the meeting summary notes; Joel seconded. Motion passed.

Mike Adams has been approved by the board of commissioners to be a Marion County Fair Board key volunteer.

IV. FFA- Riley Davis, an FFA student, will be speaking at the Swine and Wine

4H- All judges have been hired and contracted for fair.

- a. Received a grant to buy more robots.
- b. There will be a meeting tomorrow with the county and OSU to discuss the process for selling 4H fair tickets and wristbands and the processing of the money.

#### V. **Financial Report-** Tamra

- The dollar amount in carryover (\$66,661) is down significantly as compared to past years.
- The changes during the past month are highlighted in yellow.

- There are many increases in Operational costs for the 2018 fair; Tamra urges caution in moving forward.
- The administrative costs come out of the general fund; the county now contributes approximately \$97,000; \$47,000 for administrative support (Denise) and \$50,000 for Operations.

Joel made a motion to accept the Financial Report as presented; Heidi seconded. Motion passed.

## VI. Items of Special Interest

### OFEA Conference Update-

- Was held March 4-6 in Seaside.
- Those attending were Dylan, Heidi, Mike and Katrina Adams
- Kelvin Tan was an amazing speaker.
- Marion County Fair won an Ovation award, “Most Innovative Marketing Piece or Campaign” for the public competitions program.
- Marion County nominated the winner of “Vendor of the Year”, Adam’s Rib. (Jill noted that the Ingalls do not have a vote on the Ovation award nominations.)
- Dylan expressed how much he enjoyed the “fossil guy” talking about “edutainment.”
- Information and resources on funding was given.
- Received a lot of information on STEAM.
- Mike expressed that video marketing was really interesting.
- Next year the event will be held in Hood River.

### IRFP Review-

#### Security:

Members participating in the IRFP review process were Joel, Pam, and by phone Heidi and Dylan. Joel expressed concern that there were not more responders. A summary of the responses was distributed. There were three components- security, ticket taking, and gate ticketing.

It was decided to accept TCB’s security proposal based on price. Joel made a motion to accept TCB’s security proposal, a five year contract with a one year opt out option (by either party.) Brandi seconded the motion. Motion passed. Joel wants to make sure we send out a “sorry you were not accepted” message. *Denise will see that Sarah does so.*

Scott indicated that he had solicited other security companies but that they weren’t available due to other events going on at the same time as ours. He also felt that organizations may realize that they do not have the staffing capability once they see the scope of work in the IRFP.

Tamra suggested cash handling training for all fair board members; in this way everyone could potentially help with the movement of money such as when gate “skims” are done.

#### Electronic Ticketing:

- There were two responders.
- The committee recommends Afton Ticketing.

Dylan noted that in TCB’s proposal, the customer pays the administrative fees. Afton’s proposal indicated that the fair would take on the fees; we buffered our ticket prices in the past to cover this added cost.

Joel made a motion to accept Afton as the electronic ticketing provider, a five year contract. Heidi seconded the motion. Motion passed.

#### Gate Services:

For gate services (ticket selling and taking) there was one responder, TCB. The cost was too high. It was suggested we hire temps from a bank, rotary, or a temp agency. We could hire the supervisory level and then have volunteers work with them. This could reduce our costs. Scott indicated that he will aggressively pursue this between now and next month's meeting.

Another suggestion was to hire temps to do the ticket sales with volunteers doing the ticket taking.

The document that Community Services produced regarding how many staff were needed where, needs to be refined for accuracy as some gates don't sell tickets; a person can only get in those via a wristband.

Previously using cadets didn't work out as they were too young and there was a lot of confusion as to the process. With our new electronic ticketing system, things are more streamlined now and less complicated.

Afton has experience training novices how to do the gate entry.

The board directed Ingalls to find alternatives, leaving the IRFP open at this time. A letter will be sent to TCB telling them we are delaying the decision.

Joel made a motion to delay the decision on gate services until next month's meeting; Heidi seconded. Motion passed.

#### **Food Vendor Selection Committee-**

- Those participating in the food vendor selection were Jill, Pam, Dylan, Denise, and Mike (key volunteer)
- Fourteen vendors were selected with the possibility of one other an on-site kettle corn making vendor.
- The new/modified compostable language (to address the Garten Zero Waste changes mentioned last meeting) was crafted
- Jill advised that a good business practice is to include a 20% change in the participating food vendors each year.

#### **Use of Squares for Tracking Sales of Food Vendors-**

Brandi suggested that more and more vendors are using electronic methods for tracking sales. They are getting away from using cash registers and z-tapes. She is ok with receiving a nightly report, via the internet, from such devices.

Mike expressed that it is a more convenient manner for the vendor. They personally use the Clover system. The sales are saved in the Cloud and there are no over-rings. You can still print off a report at the end of the day for accounting purposes.

Some fairs charge a flat fee for participating versus getting a percentage of the food vendor's sales.

As long as there is email communication to relay the information from, Brandi feels that it doesn't matter what program, Clover, Square, etc., is used. It was suggested that the food vendor be asked to send a sample of their point of sale (POS) accounting system for electronic sales.

Mike, Denise, and Brandi will develop a new policy for food vendor sales tracking and the associated devices.

## **Swine and Wine Request-**

The Fair Foundation (FF) is requesting a donation for the upcoming Swine and Wine fundraising event March 22. Jill said that in the past a fair VIP packet has been provided for the event. The FF requested two entry tickets, meet and greet passes with Easton Corbin, and reserved seating passes. It was suggested that the package could include VIP rodeo seats also.

Nathan suggested that the packet not be limited to two tickets; he suggests a package for 4. We do have reserved seating at the rodeo, but not at the concert. We do have a VIP concert section, but not reserved seating. It was decided that the package include fair entry, rodeo reserved seating, meet and greet, and concert VIP access. (Youth are not allowed in the concert VIP section.) Brandi made a motion to provide the package for 4; Heidi seconded. Motion passed. It was noted that the meet and greet certificate will have to be subject to Easton Corbin's show manager's approval.

Joel indicated that the Swine and Wine has sold all 25 tables. There are more silent/oral auction items this year than they've had in the past.

## **VII. March Strategic Plan Items**

1.2.1a *Discuss possible sponsors for grounds floral baskets.*- Shannon, Dylan, and Jill can discuss this as we have a "terrific sponsor" currently.

3.2.8 *Negotiate the use of state fairgrounds for the fair activities and events.*- Scott and Tamra met with Mike Paulazak of the Oregon State Fair regarding future sponsorship options including possible trades. We are being asked to consider asphalt improvements again. Alan Haley, of Public Works, is being consulted. If it doesn't happen this spring, it would be targeted for the spring of 2019.

3.2.12 *Arrange for big name entertainment transportation van; perhaps use one from the county's vehicle pool.* Joel said a 12-15 passenger van is needed just for the artists' movement around town. (They are traveling by bus so do not need transportation to and from the airport.

4.4.1 *Inventory ribbons, order exhibit tags, update department classes per superintendents' requests.* In process.

4.4.5 *Place public competitions application and information on web site.*- Plan to be completed within the week.

4.5.4 *Vendor issues- complaints; hand holding sales (sell booth); vendor/fair expectations; improved inside layout; change outside layout; re-look at food vendor's contract re: deposit.* In process. Jill is in the process of making food vendor booth assignment changes for the outside layout.

## **VIII. Other**

Ingalls Reports-

Pretty Baby contest discussions are still underway.

Jill requested for quotes for sound, lights, and stage to 14 providers. She determined that both Cascade Sound and Yoakum Sound and Light are capable of doing the project.

Joel feels that Yoakum is not able to meet the national act's stage size requirements. Jill thinks that they may not have been able to in the past, but they've since upgraded much of their equipment. It was decided to continue with Cascade Sound for another year.

**Veteran's Community Forces Update-**

Jill has an upcoming meeting planned with Sarah Web and Mary Grim. That meeting will include clearly defining roles. Jill will help with solicitation of participation.

Scott announced that Santiam Hospital in Stayton will be bringing 400 people on Sunday for a company picnic. It will be catered by Adam's Rib. They will be provided with information regarding all that is available at the fair and also encouraged to participate in the public competitions.

Scott has projected sponsorship at \$60,000; \$28,000 has already come in.

Discussion was held on Friday night's entertainment. There are participants from the HairFest event that might be willing to come. Joel suggested doing a couple of tribute bands in order to stay within the \$5,000 budget. Gabriel Cox was an artist's name that came up. The board gave direction to move forward on this concept.

Ashley Marshall indicated that she is attending the meeting to learn about all of the things that Commissioner Carlson is involved with. Ashley is the new Policy Analyst with the BOC office. Her niche is social services. Commissioner Carlson will not be attending this coming year's fair. Commission Brentano will be coming in her place.

**Meeting Adjourned: 7:50 PM.**

# MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

## Balance Sheet

April 4, 2018

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	252,087.00	280,884.32	303,162.00	30,135.00
Less Total Expenditures	382,038.95	311,453.09	383,249.00	21,687.48
<b>Fair Operating Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(80,087.00)</b>	<b>8,447.52</b>
County Contribution	50,000.00	50,000.00		
<b>Fair Net Income (Loss)</b>	<b>(79,951.95)</b>	<b>19,431.23</b>	<b>(80,087.00)</b>	<b>8,447.52</b>
<b>Fair Admin Summary</b>				
Total Revenues	47,704.00	48,119.86	47,654.67	47,155.89
Less Total Expenditures	101,918.00	88,206.06	88,238.00	1,643.12
<b>Admin Operating Income (Loss)</b>	<b>(54,214.00)</b>	<b>(40,086.20)</b>	<b>(40,583.33)</b>	45,512.77
County Contribution	47,557.00	47,557.00	47,557.00	0.00
<b>Admin Net Income (Loss)</b>	<b>(6,657.00)</b>	<b>7,470.80</b>	<b>6,973.67</b>	<b>45,512.77</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	121,283.00	112,637.15	139,539	66,191
Fair Ops Net Income (Loss)	(79,951.95)	19,431.23	(80,087.00)	8,447.52
Admin Net Income (Loss)	(6,657.00)	7,470.80	6,973.67	45,512.77
<b>Carryover to Next Fair</b>	<b>34,674.05</b>	<b>139,539.18</b>	<b>66,426</b>	<b>120,151</b>

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Revenue**  
**April 4, 2018**

426-4216		2017	2017	2018	2018
<b>REVENUES</b>		<b>Adopted</b>	<b>YTD</b>	<b>Adopted</b>	<b>YTD</b>
<b>Account</b>					
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	\$ -
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
341540	Food Booth Fees	\$ 35,000.00	\$ 42,735.06	\$ 35,000.00	\$ -
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 8,963.00
341560	Carnival Fees	\$ 17,500.00	\$ 21,532.87	\$ 17,500.00	\$ -
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,500.00	\$ 7,769.07	\$ 7,000.00	\$ 60.00
341555	Sponsor Fees	\$ 52,200.00	\$ 57,774.00	\$ 52,000.00	\$ 14,850.00
341565	Stall Fees	\$ 2,900.00	\$ 2,777.00	\$ 2,700.00	\$ -
341860	Grand Safety (Real Heroes) Fees	\$ 325.00	\$ 239.00	\$ 200.00	\$ -
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 118.00	\$ 100.00	\$ -
~	<b>Subtotal</b>	\$ 212,287.00	\$ 243,969.76	\$ 213,262.00	\$ 30,135.00
344999	Other Reimbursements				
373100	Open Class Premiums (\$519.00 Fair Foundation 2017)	\$ -			
373100	4H Premiums (\$6,532.00 Fair Foundation 2016)	\$ -			
373100	Herdsmanship (\$400 Fair Foundation)	\$ 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	\$ -
371000	Concert Merchandise Sales	\$ 100.00	\$ 956.50	\$ 100.00	\$ -
372000	Over & Short	\$ 100.00	\$ 0.50	\$ 100.00	\$ -
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,046.76	\$ 20,200.00	\$ -
373100	Donations & Misc. Revenues	\$ -	\$ 300.00		
371000	MCE4H - Agricultural Development	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ -
381100	Transfer From General Fund (County Contribution)			\$ 50,000.00	\$ -
	<b>3</b>	\$ 252,087.00	\$ 280,884.32	\$ 303,162.00	\$ 30,135.00



MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

April 4, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	<b>4H FFA &amp; OPEN CLASS</b>				
	<b>4H</b>				
525910	4H (ribbons, wristbands, judges, other)	8,000.00	8,000.00	8,000.00	
525910	Premiums (Fair Board)	3,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)	0.00			
	Shavings	0.00			
	Shavings Haul-out Fee	0.00			
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,551.00		1,500.00	
	<b>Sub Total</b>	<b>12,551.00</b>	<b>11,000.00</b>	<b>12,500.00</b>	<b>0.00</b>
	<b>FFA</b>				
525915	FFA (supplies, ribbons, judges, contest, other)	2,250.00	2,205.00	2,200.00	
525915	Premiums	3,900.00	3,970.80	4,000.00	
	<b>Subtotal</b>	<b>6,150.00</b>	<b>6,175.80</b>	<b>6,200.00</b>	<b>0.00</b>
	<b>Open Class</b>				
525920	Open Class (misc.)	350.00	84.20	350.00	
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	395.44	1,000.00	
	<b>Sub Total</b>	<b>1,900.00</b>	<b>479.64</b>	<b>1,900.00</b>	<b>0.00</b>
	<b>EVENT/MARKETING COORDINATOR</b>				
525110	Fair Event Coordination (Ingalls)	30,000.00	30,000.00	35,000.00	15,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	3,428.55
525715	Sponsor Fees (commission)	14,000.00	15,206.68	21,500.00	
	<b>Sub Total</b>	<b>52,000.00</b>	<b>53,206.63</b>	<b>64,500.00</b>	<b>18,428.55</b>
	<b>GROUNDS &amp; UTILITIES</b>				
527310	Tents & Lights - Decorator	10,000.00	9,252.50	10,000.00	
527310	Lights, Sound & Stage	14,282.00	14,282.00	14,282.00	
527310	Stage Fencing	400.00	320.00	400.00	
<b>527231</b>	<b>Fairgrounds Rental in TRADE</b>				
	Electric Signs	750.00	750.00	750.00	
	Map	1,500.00		1,500.00	
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,000.00		2,000.00	
527310	Wheel Chair Rental	200.00		200.00	
527310	Sanitation (handwashing supplies)	0.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,982.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,046.76	20,200.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00		2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,836.00	6,500.00	
527230	Plumbing	2,231.78	2,231.78	2,232.00	
527230	Other (Grange rental, and info booth repair)	150.00	145.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

April 4, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
527230	Parking Attendants	2,000.00	2,000.00	2,000.00	
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	4,909.43	5,000.00	2,142.84
525350	Janitorial Services	5,300.00	5,535.00	5,535.00	
	<b>Subtotal</b>	<b>76,013.78</b>	<b>65,290.47</b>	<b>76,349.00</b>	<b>2,142.84</b>
	<b>SAFETY, SECURITY &amp; TICKETING</b>				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	0.00		4,400.00	
525158	Armored Car Services	250.00	55.16	250.00	
525555	Security Services	17,181.00	16,876.75	19,000.00	
525999	Electronic Gate Ticket Printing				
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	500.00	544.36	600.00	
527230	Security Fencing Rental	1,200.00	1,200.00	1,200.00	
525999	Afton's Service Fees	12,775.00			
	<b>Sub Total</b>	<b>31,906.00</b>	<b>18,676.27</b>	<b>25,450.00</b>	<b>0.00</b>
525710	<b>PRINTING</b>				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00		500.00	
	Badges/Lanyards/Wristbands	0.00			
	<b>Sub Total</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>
525715	<b>PROMOTIONS &amp; ADVERTISING</b>	32,136.00		35,000.00	
	Marketing (Social media, logo design)		3,500.00		250.00
	Prg Design & Printing and promotion	750.00	1,184.50		
	Veterans Event				
	Boomer and Senior News		1,535.00		
	Video Shoot		325.00		
	Newspaper Advertising		10,607.18		
	Yard/Field signs		75.00		
	Flyers, Maps & schedule		554.36		
	Television				
	Radio Advertising		7,375.00		
	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		172.87
	Comcast Spotlight		5,068.81		
	<b>Sub Total</b>	<b>38,250.00</b>	<b>36,428.85</b>	<b>35,000.00</b>	<b>830.37</b>
	<b>PROGRAMMING</b>				
525925	<b>Local Entertainment</b>	5,500.00		6,000.00	
	Greydogz				
	Flextones				
	Syc0 Billies				
	Rekless Kompany				
	Showdown		1,500.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

April 4, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Adam Larson				
	Tracy Reynolds		450.00		
	Melissa Mikelson		650.00		
	Briana Renea				
	L. Tucker				
	Wild Ire				
	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)				
	<b>Sub Total</b>	<b>6,000.00</b>	<b>5,200.00</b>	<b>6,000.00</b>	<b>0.00</b>
525925	<b>Big Name Entertainment</b>	493.00			
	Band Fees (Night Ranger, Diamond Rio)	55,000.00	55,000.00	54,000.00	
	Morgan Alexander	0.00			
	Advertising/ Marketing				
	Booking Fee (Eric M.)	5,550.00	5,500.00	5,400.00	
	Catering (Band & Staff)	1,596.45	1,596.45	1,250.00	
	Catering (VIP & Operations)				
	General Production (backline)	1,500.00	1,500.00	1,500.00	
	General Production (stagehands)	800.00	800.00	500.00	
	Security (ticket takers, ushers)				
	Lodging	1,558.28	1,558.28	1,000.00	
	Transportation - Shuttle (county pool vehicle)	730.51	730.51	150.00	
	Main Stage	1,175.00	1,175.00	1,200.00	
	<b>Sub Total</b>	<b>68,403.24</b>	<b>67,860.24</b>	<b>65,000.00</b>	<b>0.00</b>
				38,850.00	
525930	<b>Events &amp; Activities</b>				
	Brad's World Reptiles	0.00			
	Barn Yard Adventure	4,400.00	4,400.00		
	Farm Yard Fun				
	Permitted activities contingency				
	Petting Zoo	3,050.00	3,000.00		
	Animal Exhibits	0.00			
	Rodeo (including dirt)	20,000.00	20,000.00		
	Mayor Legislative Reception (BOC office)				
	Car Show				
	Boys & Girls Club (STEAM)				
	Herdsmanship (Fair Foundation)	400.00	0.00		
	Fun Run				
	Real Heroes	0.00	1,000.00	1,000.00	285.72
	Grill-Off BBQ	842.93	842.93	750.00	
	County Chic Boutique				
	Swine & Wine				
	Latino Music Festival (Flyers)				
	Volunteer Shirts	398.00	398.00	600.00	
	Fair Board Shirts				
	FFA and 4H Youth Shirts	2,474.00	2,699.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

April 4, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Volunteer Appreciation Event	300.00	259.30	400.00	
	Volunteer Hospitality Room	0.00	0.00	150.00	
	Bingo & Senior activities	0.00			
	Veteran's Uniforms Display (Dry Cleaning)	125.00	100.00		
	STEAM	6,500.00	6,760.96		
	Miscellaneous (umbrellas, panchos, necklaces)				
	Coloring Contest	0.00			
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00	6,000.00	
525940	<b>Talent Show</b>				
	Prize money (Teen Idol)	275.00	275.00		
	KLOO contract				
	Talent Show	1,000.00	900.00		
	<b>Sub Total</b>	<b>46,264.93</b>	<b>47,135.19</b>	<b>47,750.00</b>	<b>285.72</b>
571010	Contingency	2,000.00		2,000.00	
	Contingency - Future Rental 2019	40,000.00		40,000.00	
	<b>Sub Total</b>	<b>42,000.00</b>	<b>0.00</b>	<b>42,000.00</b>	<b>0.00</b>
	<b>NEW TOTAL</b>	<b>382,038.95</b>	<b>311,453.09</b>	<b>383,249.00</b>	<b>21,687.48</b>

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Administration**  
**April 4, 2018**

426-4217		2017	2017	2018	2018
Account		Adopted	YTD	ADOPTED	YTD
<b>REVENUES</b>					
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	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	300.00	715.19	750.00	251.22
371000	Misc. Revenue (Bond Refund)				
<b>TOTAL REVENUES</b>		<b>95,261.00</b>	<b>95,676.86</b>	<b>95,211.67</b>	<b>47,155.89</b>
<b>EXPENDITURES</b>					
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	
~	Temp Fringe	853.00	209.11	1,000.00	
<b>Total Personnel</b>		<b>63,035.00</b>	<b>55,290.25</b>	<b>6,347.00</b>	<b>-</b>
521010	Office/ Dept. Supplies	100.00	46.58	100.00	-
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	-
523090	Long Distance Charges		10.84	20.00	0.12
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			-	-
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	-
528110	Liability Insurance Premiums	5,700.00	4,022.00	5,700.00	-
528210	Public Officials' Bonds	1,290.00	1,850.00	2,000.00	400.00
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	-
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	200.00
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years				
~	<b>Total M&amp;S</b>	<b>15,569.00</b>	<b>10,542.77</b>	<b>13,590.00</b>	<b>1,643.12</b>
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	-
561100	Transfer to General Fund (for Fair Coord. wages)			47,557.00	-
571010	Contingency				
<b>Total Admin &amp; Contingency</b>		<b>23,314.00</b>	<b>22,373.04</b>	<b>68,301.00</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>101,918.00</b>	<b>88,206.06</b>	<b>88,238.00</b>	<b>1,643.12</b>
<b>NET</b>		<b>(6,657.00)</b>	<b>7,470.80</b>	<b>6,973.67</b>	<b>45,512.77</b>

<b>Marion County Fair Event Coordination Status Report</b>		<b>Jill Ingalls</b>		
<b>Report Date 3/27/2018</b>				
<b>Activity</b>	<b>Contractor / who / What</b>	<b>Status</b>	Ongoing	complete
Talent Show	Contacted Teen Idol	verbal Marion Idol plus general Talent show	x	
STEAM	Met with team closing in on final	Ongoing	x	
Big Name	review contract, completed marketing plan	Ready to launch 3/28	x	
Website	ongoing updates and edits	ongoing	x	
Facility / outside booths	Measured and reset outside booths	complete		x
Food booths	Food vendors contacted, booths assigned	complete		x
Outside Layout	updated and edited / replaced on web / in house	complete		x
Supplies	Beginning to order wristbands		x	
Public Competitions	Updates to web, updates to classes ongoing	working on coloring pages	x	
Sound / Stage / Lights	Cascade working to find cheaper staging options	ongoing	x	
Veterans Celebration	Met with VSO Sara Webb and Mary Grim	Plan and clear definition of roles on track	x	
REAL Heroes	Setting up meeting doodle to gather	Goal is to get them organized as a unit / team	x	
IRFP Security	Met with review team	Contracts pending County	x	
IRFP Ticketing	Met with review team	Contracts pending County	x	
IRFP Ticket taking	Met with review team	Holding for further options	x	
Oregon Ag Fest	Reserved booth, discussed other options with event	Booth plan call for volunteers at April board	x	
Awesome 3000	Booth reserved, ad discussed, fliers discussed	Possible insert in bag plus ad in program & booth	x	
State Fair	Discussed future of Auditorium Bldg with Petersen	This year is clear, next maybe not	x	
Storage / State Fair	Moved photo board to log cabin/ items to storage	Blue barn has mostly items not theftworthy now	x	
Auction item to Swine / Wine	Send certificate for aution item			x
Honor Day	searching for demonstrations / health checks	ongoing to fill Columbia stage	x	
Misc	Woodcarvers, Vet Uniforms, Rescue Row, Other	ongoing connections	x	
<b>Report Date 2/22/2018</b>				
Talent Show	Contacted Teen Idol	Under consideration	x	
STEAM	program review, budgeting and planning	SKEF plan / 2 or 3 days / other	x	
Review Big Name	input for rider consideration	ongoing	x	
Photographer	reached out to 2 or 3 pro's as prospects	ongoing	x	

Columbia Hall plan	send to DWA for new updatable CAD	due week of 2/26	x	
Outside Layout	Denise updated / added to website	complete for now pending the WOODS addition		x
Work Crew	Connected to new contact with sheriff	Ongoing - confirmed we have the crew	x	
Supplies	Beginning to order wristbands	Pending final needs	x	
Public Competitions	Denise building pdf booklet / for web	pending updates to book per Denise	x	
Work orders	Worked with Denise to refine / create plan	ongoing	x	
Budget Change forms	Drafting budget changes for board consideration	Ongoing increases in costs for services	x	
Sound Proposals	Reviewing for recommendation /	presenting to Joel	x	
Veterans Celebration	Reached out to coordinator to begin	Set up meeting to review roles / responsibilities	x	
REAL Heroes	Discussion with Paralyzed Vets to coordinate area	Ongoing discussion	x	
<b>Report Date: 1/23/2018</b>				
Inflatables / Madjek	Contacted Madjek to renew / informed of cash register requirements	Sent agreement for 2018	x	
Janitorial	ABC Janitorial will send agreement for 2018	Pending	x	
Sound, Stage and Light Quote	Created RFQ / sent to 16 providers for quotes	Pending responses prior to Feb mtg	x	
Puzzlemania (STEAM)	Worked with Super Science on plan to integrate ag	Sent to Tamra for funding request	x	
STEAM team meeting	met with STEAM team	Ongoing plan to wrap by March	x	
Art Fair	Met with WAC to discuss, in person meeting 1/25	Meeting on 1/25	x	
Website updates	Updated vendor information on website	Ongoing as changes arise	x	
Sanitation	Called for agreement with BPT	Pending unit count / new need for Woods	x	
Columbia Hall Layout	Discussed with Heidi, Denise, Scott	Changes pending measuring 1/25	x	
THE Woods Concept	Met with Oregon Beverage to discuss options	Pending agreement with OR Bev / Fair Board	x	
IRFP Security	Reviewed and sent suggestions to Sarah		x	
IRFP Ticket Taking	Reviewed and sent suggestions to Sarah		x	
IRFP Ticketing Program	Reviewed and sent suggestions to Sarah		x	
Petting Zoo	Discussed concern with Murial, sent agreement	She will sign and return and happy to improve	x	
<b>Report Date: 12/19/2017</b>				
Tents / Decorator	All Star Tent	Requested quote for 2018	x	
Sanitation	BPT and Honeybucket	Requested quote for 2018	x	
Real Heroes	Reached out to prospective team	follow up	x	
STEAM	Initial meeting, set out 2018 plans	Budget request for January next meeting	x	

Website	Updates for 2018, paid for hosting and domain	Building plan for updates	x	
Facilities	Gathering data for Columbia Hall CAD changes	Looking for quotes on changes	x	
Big Name / Programming	Communications with Joel / Programming team	Ongoing / offer in	x	
Barnyard Adventures	Contracted	Contracted		x
Puzzlemania	Under consideration for STEAM	follow up	x	
Sound / Stage / Lights	Preparing request for quotes	RFQ January	x	
Rodeo / Wild West Events	Contracted	Contracted	x	
Funtastic Shows	Discussion of hopes for 2018, better rides, volume	Ongoing	x	
Madgek	Requested applciation for 2018	Ongoing	x	
Board of Commissioners	Attended Award presentation to the fair			x
Board of Commissioners	Work Session			
<b>end</b>				



<b>Marketing / Advertising Progress Report</b>			
<b>Date</b>	<b>Who / What</b>	<b>Activity</b>	<b>Status</b>
28-Mar	Oregon Ag Fest	Reserved booth, discussed other options with event	Booth plan call for volunteers at April board
	Awesome 3000	Booth reserved, ad discussed, fliers discussed	Possible insert in bag plus ad in program & booth
	Website and Digital	Updates planned, Facebook on track	ongoing
	Big Name news	planned for release 3/28 Easton Corbin	ongoing
	Pinterest	Review for supers Public Competitions	ongoing
	Fliers and print	Refining fliers and use / Vet / honor day / fam day / STEAM / General	ongoing
<b>Report Date: 2/22/2018</b>			
2/7/2018	Jolene Kelly	Reviewed PR and County news opportunities / set calendar	Ongoing
	Social / Digital	Reviewing new algorithm plans for FB / strategy for posts	Ongoing
	Print / Fliers	gathering information and planning fliers and printed materials	Ongoing
	Promotion / local	Willamette Kids and Family Magazine reached out to sponsor STEAM	Ongoing
<b>Report Date: 1/23/2018</b>			
1/10/2018	Social /Digital	Review Instagram and Snapchat options	Ongoing
1/12/2018	Pandora	Review minimum purchase, reach & return for fair budget	Ongoing
1/12/2018	Talent Show	Requested options from BiC oastal / KLOO	Ongoing
1/12/2018	Travel Salem / local paper	Reviewed timeline	Ongoing
1/22/2018	MC Public Information C	Contacted Jolene Kelly to create insertion schedule for news	Ongoing
1/22/2018	Video / Professional Pho	Discussion with videographer - possibilities	Ongoing
<b>Report Date: 12/19/2017</b>			
12/6/2017	Social Media / Facebook	Updated MC Rules, drafting marketing plan	Ongoing
12/7/2017	Media - big name	discussion with media reps regarding big name options	Ongoing
12/8/2017	Oregon Ag Fest	Booth participation 2018	Application submitted
12/8/2017	Website	Marketing plan incorporation	Ongoing
	end		

**Marion County Fair 2018  
Sponsorship Progress Report**

Contact Scott Ingalls  
scott@ingallsagency.com

541-497-7482  
3/30/2018 [Time]

<b>Sponsor Progress Report</b>						
<b>Report Date: 3/27/2018</b>						
<b>Date Started</b>	<b>New / renew</b>	<b>Prospect</b>	<b>Package Notes</b>	<b>Price Range CASH</b>	<b>In kind value</b>	<b>Confirmed or contracted</b>
12/15/2017	N	Crown Royal	Hard Alcohol - Rodeo Title	\$1,500		x
11/20/2017	R	Fitzpatrick Painting	Volunteer T shirts	\$2,500		x
11/15/2017	R	Linn Benton Tractor	Main Stage Initial discussion	\$5,000	\$2,800	x
1/15/2018	N	Co-Energy	Main Stage Sponsor	\$5,000		x
1/5/2018	R	Anonymous(MCFB)	STEAM (potentially half of commitment)	\$1,000		x
1/26/2018	R	Adam's Rib	Cash, Leg. Dinner catering (and now barbque)	\$1,000	\$4,000	x
2/7/2018	R	Stephanie Wells/Hallmark	VIP hospitaity	\$1,000		x
2/7/2018	R	Complete Wireless	Ag Day/Radios	\$500	\$2,000	x
2/8/2018	R	Les Schwab Tires	includes 1/2 pallet bottled water	\$2,500	\$400	x
2/14/2018	R	Coastal Farm	Ag Day (sold)	\$1,500		x
2/14/2018	R	Mattress World	Entry sponsorship with display space	\$3,050		x
2/16/2018	R/N	Ernst Irrigation	Ag Day	\$1,750		x
2/16/2018	R	Country Financial	STEAM	\$1,500		x
2/16/2018	R	Funtastic Shows	Cash and ride cards	\$750	\$350	x
2/16/2018	R	K & E Excavating	Ag Day	\$2,500		x
2/28/2018	R	Peterson Machinery	Ag Day	\$2,500		x
3/2/2018	R	Pape Machinery	Ag Day	\$2,500		x
2/19/2018	R	Marion Farm Bureau	STEAM	\$1,500		x
2/19/2018	R	Marion Farm Bureau	T-Shirts	\$3,078		x
3/2/2018	R	Northside Electric	General Sponsorship BRIK		\$3,000	x
3/7/2018	R	Pacific Stair	Petting Zoo/Barnyard Adventures	\$2,850		x
3/7/2018	N	Santiam Hospital	Family Day	\$3,500		x
3/7/2018	R	Ram Steelco	Chute Sponsorship	\$1,500		x
3/8/2018	R	Kerr Concentrates	Ag Day	\$2,500		x
3/9/2018	R	Capitol Auto Group	Rodeo Title Sponsor	\$3,500		x
3/12/2018	N	Pratum Co op	Ag Day	\$2,500		x
3/13/2018	N	Santiam Tractor Supply	Ag Day/Rodeo Chute	\$2,500		x
2/20/2018	R	Columbia Dist.	Pouring Rights - Coors Light	\$1,500		x
3/19/2018	N	Stettler Supply	Barnyard Adventures	\$1,000		x
3/23/2018	N	Bonaventure	Thursday Main Stage	\$2,500		x
				<b>\$64,478</b>	<b>\$12,550</b>	
			Unconfirmed still under consideration	<b>\$26,660</b>		