



MARION COUNTY FAIR

May 2, 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 April 4, 2018 Meeting Summary Notes
- IV. 5:38 PM 4H/FFA Reports *[Information]*
- V. 5:45 PM Financial Report *[Action]*
- VI. 6:00 PM Items of Special Interest *[Information/Possible Action]*
 - Big Name Entertainment Update- *Joel*
 - Donated Flower Baskets Update- *Shannon*
- VII. 6:30 PM Strategic Plan Items- May *[Action]*

2.1.6	Interface with other state fairgrounds events occurring at the same time as county fair	MC, Fair Chair, State Fair, Staff
2.1.7	Put together CH2 (county bldg.) window display- <i>Unavailable</i>	EC, Staff
2.2.2	Increase public participation in Public Competitions events	FB, Staff
3.2.7	Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage.	FB, EC, Staff
3.2.9	Develop Grange log cabin agreement- <i>Done</i>	Staff
3.3.4	Increase clarity of process with security personnel- who does what; informational (print, signs, etc.)	FB
3.3.6	Provide event listing information for program publication to Event Coordinator	FB
4.3.1	Create detailed work orders- (<i>Due May 31</i>)	S. Gubbels, EC, Staff, 4H/FFA Staff
4.3.2	Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues. Negotiate horse stadium arena grooming.	FB, Staff, 4H/FFA Staff
4.3.3	Discuss any needed changes for 4H/FFA	FB, Staff, 4H/FFA Staff
4.7.2 (Senior Plan)	Coordinate veteran's uniform display with Mac MacDonald	Staff (pre-fair), OC Point Per. (on-site)
- VIII. 7:00 PM Other-
 - Ingalls' Reports
 - Newsworthy Items
- IX. 7:15 PM Adjourn

Next Regular Meeting: June 6, 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

April 4, 2018 5:30 PM

In Attendance

Board Members: Brandi Crandall, Heidi DeCoster (by phone), Shannon Gubbels (& daughter) Dylan Wells, Pam Zielinski

Key Volunteers: Amy Goulter-Allen, Bry Taylor-Campos

Staff: Denise Clark; Tamra Goettsch

Guests: Mike Adams, Adams Rib; Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

I. **Introductions**

II. **Public Comments-** None

III. **Approval of March 7, 2018 Meeting Summary Notes-** Brandi made a motion to approve; Shannon seconded. Motion passed.

IV. **4H/FFA Reports**

FFA- Amy

The FFA state convention has now been held. Amy will work with Shannon to complete the correct work orders for fair. The fair attendee numbers look to be about the same. Weigh-ins for sheep, goat, and swine will happen in May. (Beef were done in February.)

4H- Melanie

Willamette Valley Ag has donated \$3500 for new poultry cages for the fair. These will be safer (all metal with wooden pans) for the animals as the others were falling apart. The pens will be stored (and also used) in Yamhill County. April 1 was the deadline for signing up for fair.

V. **Financial Report-** Brandi

The past month's changes are reflected in yellow font; these are mostly year- to- date numbers. The one exception is the adoption of \$5,535 for janitorial services. (The corresponding budget change request form was submitted, and approved, last month.) The AutoCad charge (\$75) will be under the non-Public Works budget line item as this work was done by a private contractor.

Shannon made a motion to approve the financial report as presented; Brandi seconded. Motion passed.

Falk (ambulance service) will be providing their service in trade again this year saving the fair \$4,400.

VI. Items of Special Interest

Fair Administration Update- Tamra

Daniel Adatto has left Community Services and moved on to the County's Finance Department. Krista Ulm is going to be responsible for the fair budget document from now until fair.

A Contract's Specialist position has been opened in Community Services. Sarah Spinks will no longer be doing contracts once the new person is in place. Sarah will remain responsible for the contracts she is currently working on.

Contracts Update- Tamra

Security- Upon the original review of the security proposals, there were some scoring discrepancies. A second review (an interview with the proposer) was held. Sarah is currently checking with county procurement rules before announcing the successful contractor.

Afton Ticketing contract is underway, but not completely done. (However, Afton is willing to start producing tickets without the contract officially signed.)

Jill noted that she has worked it out with Funtastic that the on-line wristband purchases will include Funtastic's barcodes in order that they don't have to go through the fair for redeeming. (That was very challenging last year.) The bearer will now go directly to Funtastic for activation.

The **Big Name Entertainment** contract has been approved on our end and is back in the vendor's hands. We do have the approval to go ahead with advertising.

Ticket Sellers- Jill indicated that they are looking into using a bank. The back-up plan is to use a temp agency. A third option would be utilizing a rotary club; however we need to look at the bonding of them. (Tamra will check with Risk Management.) The fair would pay a low fee for their service. The state fair works with Chemeketa's criminal justice system program; this might also be an option.

Brandi said that she could check with the Sigma Alpha group from Oregon State that oversees the running of registers.

Tamra asked that Jill provide a draft of a proposal on how they will approach the potential ticket selling organizations.

It was suggested a different organization could be used each day as it is hard to find the number of volunteers required for four days. (There would need to be six cashiers per shift.)

Heidi is willing to check with Wells Fargo to see if they might be interested.

Paving Project- Tamra

This is the last year of rent with the state fair per the original trade agreement. Tamra and Scott met with Mike Paulazak (state fair) recently. State fair is mostly interested in paving. Joel met with Mike and together they walked the property taking measurements; Public Works was also there. Legal counsel is allowing pursuing additional trade with the asphalt supplier.

The county budget team recently asked Tamra about the paving project. She noted that the \$40k we currently have in the budget could help offset the costs, but that we would need an additional \$20k from the general fund. She's asking for \$60k for the next fiscal year budget for asphalt. Tamra will send an email out when she has more information.

Swine and Wine Update- Pam

There were 27 tables sold, 3 unfilled. They made less money this year. (The total figure is still being counted.)

Tamra felt that the event was well attended. She enjoyed the students' speaking presentations.

VII. April Strategic Plan Items

3.2.10 *Check to see if Comcast will be sponsoring internet service in the log cabin.* Denise indicated that she has sent an IT ticket to request a person be assigned this; she has not heard anything back. Tamra suggested Denise check with Sara Brooks, in IT, to follow-up on the ticket.

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.* Jill has talked with Joel about the stage schedule. Teen Idol will be doing an open talent show; this will cover the main stage on Sunday. On Thursday the army band will be participating in the veterans' event, along with the bag pipe group and some cloggers. Joel is to fill the stage with local acts on Friday and Saturday during the day.

It was suggested that country artist, Ned LeDoux, is doing very well and is a draw. However, he is cost prohibitive.

4.4.2 *Get public competitions' sponsors; work with Marketing Coordinator- Ongoing*

4.4.3 *Organize activities for exhibit hall stage.* Thursday is booked, Friday and Saturday has Steam involvement. On Sunday is Family Zumba and the Lego Build competition. (Extension will be approached about funding for STEAM.)

4.4.4 *Hold superintendent's meeting; assure superintendent positions are filled.* All of the superintendent positions have been filled. Upcoming meetings are planned, one will be conducting a training on exhibit intake.

4.4.6 *Send out public competitions press release.* Jill is working with Jolene Kelly on these. She wants to finish identifying the coloring contest pages before the next release as it is a good "hook". (Jill distributed possible coloring page options.)

4.6.2 *Organize and develop other activities.* It was suggested to move this item to the fall, perhaps address it in the work session. The YMCA is doing family fitness activities; this may be out in the garden area; want to create its own new niche. Another idea is a Teddy Bear Tea in which the participant brings a stuffed animal to the fair to an organized tea. (However, an organizer needs to be identified.)

4.6.3 *Process/sign Big Name Entertainment Contract.* Done; updated earlier in the meeting.

4.7.1 (Senior Plan) *Build on previous year's senior activities (demonstrations, acts, games, booths, etc.)* Jill noted that they are trying to increase activities through YMCA and Healthnet's involvement. (Healthnet will be providing give-a-way bags at the door.) She would like to see more health screening activities.

Jill will check with Golden Grill Catering (Gina) to see if she will open some type of food concession in Columbia Hall on Thursday. (The seniors continue to request that a food vendor be in there.)

VIII. Ingalls Report:

- The Optimus Prime transformer truck, the original from the movie, will be coming.
- Santiam Hospital's picnic will be on Sunday. (They may want catering; and they may be in the Woods.)
- \$70,400 cash in sponsorship has been committed; \$23,800 in BRK.
- ATV's are not being sponsored, so may have to rent. (Melanie requested that they put one on hold for her also.)
- Ag Fest is April 28 and 29. Jill will be sending out a sign-up for staffing the booth.
- Easton Corbin drew a lot of activity on Facebook.
- The Awesome 3,000 advertisement is due this week; want to put the fair's STEAM information into that.
- Real Heroes- Suggested coordinators are James Hutchins and Tom Hurt who is with the paralyzed veterans association.
- "Pay to play" (permitted activities) are approaching us. So far, a large climbing wall, a zip line, and a hot air tethered balloon rides have reached out to the fair. Jill is looking into them and checking with Madgek as to what they are already doing in relation to these items.

Other:

BBQ grill-off- Mike

- His meat provider is willing to sponsor for \$500.
- Ace hardware is willing to donate. Ace hardware can be a judge as part of their sponsorship.
- Want the grand prize winner to get some money in addition to a BBQ grill.
- The event will be held on Sunday morning.
- Steve Morton, an official certified judge, will be participating.
- Ace and Adam's Rib will both be doing some advertising of the event.
- Amy indicated that she is willing to make plaques for the winners if wanted.
- Currently the number of contestants is limited due to the space restrictions.
- The event will be held in the metal building across from the dairy women's shed.
- Would like to have the fair attendees be able to participate, like have a taste test opportunity.
- Jill reminded that this event is a special contest; eventually it may become part of public competitions.

Melanie will be able to sell fair tickets to 4H families; the OSU contract with the fair is underway. She would like to have the Afton ticket device by May 1. (Tickets will be available on-line before that.)

There will be no 4H cakewalk this year; instead they will be holding a bake sale. (It was suggested that perhaps the bake sale could be held in Columbia Hall on Thursday, Senior Day.)

Melanie has a robot that you can fit in your hand that fair goers can play with. The activity will be held in the 4H auditorium; they hope to draw the urban kids.

Rescue Row- Janice Jenkins at the Marion County Dog Shelter may be coordinating this event. Jill suggests having a general area (10x20) and assigning shifts. The rescues could come in on different days; in that way, not as many volunteers are needed.

Tamra noted that April is Child Abuse Prevention Month. There will be a big celebration on Friday, April 6 at the state capital. There will be a give-away basket that includes four fair entrance tickets. (Jill indicated that these tickets are excess sponsor tickets; they are used for marketing and “leveraging” other sponsors where they can.)

Shannon noted that the pygmy goat organizers found someone to clean out their pens. (They use straw for bedding; when discarding, it goes to the same place as all of the other bedding.) They will contact Jill regarding the logistics.

Meeting adjourned: 7:08 PM.

MARION COUNTY FAIR BOARD TREASURER'S REPORT

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Balance Sheet

May 2, 2018

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	252,087.00	280,884.32	303,162.00	127,895.00
Less Total Expenditures	382,038.95	311,453.09	383,249.00	34,604.97
Fair Operating Income (Loss)	(129,951.95)	(30,568.77)	(80,087.00)	93,290.03
County Contribution	50,000.00	50,000.00		
Fair Net Income (Loss)	(79,951.95)	19,431.23	(80,087.00)	93,290.03
Fair Admin Summary				
Total Revenues	47,704.00	48,119.86	47,654.67	47,290.89
Less Total Expenditures	101,918.00	88,206.06	88,238.00	18,929.72
Admin Operating Income (Loss)	(54,214.00)	(40,086.20)	(40,583.33)	28,361.17
County Contribution	47,557.00	47,557.00	47,557.00	47,557.00
Admin Net Income (Loss)	(6,657.00)	7,470.80	6,973.67	75,918.17
Fund Balance				
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)	93,290.03
Admin Net Income (Loss)	(6,657.00)	7,470.80	6,973.67	75,918.17
Carryover to Next Fair	34,674.05	139,539.18	66,426	235,399

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
May 2, 2018

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	\$ -
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	\$ 1,620.00
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 11,553.00
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	\$ 41,400.00
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	\$ -
~	Subtotal	\$ 212,287.00	\$ 243,969.76	\$ 213,262.00	\$ 60,895.00
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	\$ 17,000.00
381100	Transfer From General Fund (County Contribution)			\$ 50,000.00	\$ 50,000.00
	3	\$ 252,087.00	\$ 280,884.32	\$ 303,162.00	\$ 127,895.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

May 2, 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	
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	
	Sub Total	12,551.00	11,000.00	12,500.00	0.00
	FFA				
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	
	Subtotal	6,150.00	6,175.80	6,200.00	0.00
	Open Class				
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	
	Sub Total	1,900.00	479.64	1,900.00	0.00
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	30,000.00	35,000.00	20,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			1,392.36
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	4,571.40
525715	Sponsor Fees (commission)	14,000.00	15,206.68	21,500.00	4,238.00
	Sub Total	52,000.00	53,206.63	64,500.00	30,201.76
	GROUNDS & UTILITIES				
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	
527231	Fairgrounds Rental in TRADE				
	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	180.00
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

May 2, 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	2,857.12
525350	Janitorial Services	5,300.00	5,535.00	5,535.00	
	Subtotal	76,013.78	65,290.47	76,349.00	3,037.12
	SAFETY, SECURITY & TICKETING				
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			
	Sub Total	31,906.00	18,676.27	25,450.00	0.00
525710	PRINTING				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00		500.00	
	Badges/Lanyards/Wristbands	0.00			
	Sub Total	600.00	0.00	600.00	0.00
525715	PROMOTIONS & ADVERTISING	32,136.00		35,000.00	
	Marketing (Social media, logo design)		3,500.00		500.00
	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		
	Sub Total	38,250.00	36,428.85	35,000.00	1,080.37
	PROGRAMMING				
525925	Local Entertainment	5,500.00		6,000.00	
	Greydogz				
	Flextones				
	Syco Billies				
	Rekless Kompany				
	Showdown		1,500.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

May 2, 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)				
	Sub Total	6,000.00	5,200.00	6,000.00	0.00
525925	Big Name Entertainment	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	
	Sub Total	68,403.24	67,860.24	65,000.00	0.00
				38,850.00	
525930	Events & Activities				
	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
May 2, 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	Talent Show				
	Prize money (Teen Idol)	275.00	275.00		
	KLOO contract				
	Talent Show	1,000.00	900.00		
	Sub Total	46,264.93	47,135.19	47,750.00	285.72
571010	Contingency	2,000.00		2,000.00	
	Contingency - Future Rental 2019	40,000.00		40,000.00	
	Sub Total	42,000.00	0.00	42,000.00	0.00
	NEW TOTAL	382,038.95	311,453.09	383,249.00	34,604.97

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Administration

May 2, 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	386.22
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,261.00	95,676.86	95,211.67	94,847.89
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	
~	Temp Fringe	853.00	209.11	1,000.00	
Total Personnel		63,035.00	55,290.25	6,347.00	-
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				
~	Total M&S	15,569.00	10,542.77	13,590.00	1,643.12
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	17,286.60
561100	Transfer to General Fund (for Fair Coord. wages)			47,557.00	-
571010	Contingency				
Total Admin & Contingency		23,314.00	22,373.04	68,301.00	17,286.60
TOTAL EXPENDITURES		101,918.00	88,206.06	88,238.00	18,929.72
NET		(6,657.00)	7,470.80	6,973.67	75,918.17



The Marion County Fair Foundation

PO Box 9141

Brooks, Oregon 97305

April 9th, 2018

Marion County Fair Board
P.O. Box 14500
Salem, OR 97309

Dear Marion County Fair Board,

The Marion County Fair Foundation was delighted by your contribution at the Swine & Wine fundraiser this year. All foundation funds are used to support youth participating through 4-H and FFA at the Marion County Fair. Your donation will aid in our mission to support youth programs and enhance the fair for future generations.

The Foundation accepts tax-free charitable contributions as a 501 (c) 3 tax-exempt organization. Thank you for your total contribution of \$300 to the Swine & Wine fundraiser on March 22nd, 2018. The auction items donated contributed to the event's success. This was our fifth annual Swine & Wine event and we are able to fund our projects, in part, due to your generous donation.

Again, we appreciate your support of the Marion County Fair Foundation and its service to youth in agriculture and the Marion County Fair.

Cordially,

Sharon Davidson
Treasurer

Marion County Fair Event Coordination Status Report		Jill Ingalls	
Report date 4/25/18			
Activity	Contractor / who / What	Status	Ongoing
CHEC Health Screening	Nancy Baldwin	Requested health screenings	x
Portland Superheroes	Confirmed we're on their calendar		x
Star Wars	Confirmed we're on their calendar		x
Art Jam	Sent agreement requested fliers / art for promotions		x
Muriels	resent agreement for Petting Zoo		x
Honor Day	Confirmed BINGO		x
Honor Day Bean Bag BB	Reached out to confirm to Leah	nothing back yet	x
YMCA	Senior excersize demo's	Pending	x
Parking Crew	Sent agreement to Connie Bolen		x
Grill off	Reached out to ACE to set up sponsorship		x
Grill off	Spoke to Mike to update Grill off on web	Ready to promote	X
Awesome 3000 ad	DUE April 6th reached out to SKEF for STEAM final		x
Pygmy goaats	Shannon arranged for Polk County kids to clean pens	follow up with Polk team when confirmed	x
Big Name	confirmed start time for website and Facebook roll	Per Joel - text to start at 8:30 p.m.	x
Rodeo	Reached out to Wayne White to confirm start and end	Rodeo 90 mins - 6 - 7:30 p.m.	
State Fair	Conference call to discuss barn set	waiting for new CAD drawing	x
Car Show	Working to coordinate on Sunday	Pending agreement	x
Food in Columbia Hall	worked with Golden Grill to arrange carts	Pending final arrangements	x
THE Woods	Ongoing work and planning		x
Friday Big Name	Researched list of avails for Rock	Recommended Eve 6 with caution	x
STEAM	Ongoing work on stage, trivia,	ongoing	x
Local entertainment	Search for local / free / troupes	ongoing	x
Report Date 3/27/2018			
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	
Food booths	Food vendors contacted, booths assigned	complete	
Outside Layout	updated and edited / replaced on web / in house	complete	
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		
Honor Day	searching for demonstrations / health checks	ongoing to fill Columbia stage	x
Misc	Woodcarvers, Vet Uniforms, Rescue Row, Other	ongoing connections	x
Report Date 2/22/2018			
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	
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 Densie 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
Report Date: 1/23/2018			
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
IFRP 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
Report Date: 12/19/2017			
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	
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		
Board of Commissioners	Work Session		
end			

Marketing / Advertising Progress Report			
Date	Who / What	Activity	Status
Report date 4/25/2018			
	Flier development	Prep for Oregon Ag Fest / Awesome 3000	complete
	Spanish Translation	Working on flier translation for publication	ongoing
	Graphic	Working on brand for new "Woods" area	ongoing
	Website updates	Ongoing - volunteer links, various updates	ongoing
	Social	Facebook posts - weekly	ongoing
	Social	Revised timeline for social push of big name	ongoing
	Media	Begin negotiations for placement / ad buys	ongoing
	Media Reps	Interviewed for big name considerations / new outreach	ongoing
Report Date 3/28/18			
	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 & bc
	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
Report Date: 2/22/2018			
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
Report Date: 1/23/2018			
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 pap	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 Phc	Discussion with videographer - possibilities	Ongoing

	Report Date: 12/19/2017		
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		