

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

June 7, 2017 5:30 PM

In Attendance

Present: Joel Conder, Heidi DeCoster, Shannon Gubbels, Dylan Wells

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

Staff: Denise Clark, Tamra Goettsch,

Guests: David Beem, Annette Howe, Jill & Scott Ingalls, Melanie McCabe

I. **Introductions**

II. **Public Comments-** David said that he was looking forward to the fair and that he is spreading the word around town, encouraging people to attend.

III. **Approval of Meeting Summary Notes-** Shannon made a motion to approve the May 3, 2017 Meeting Summary Notes; Heidi seconded the motion. Motion passed.

IV. **4H-** Melanie

- 4H is selling discount 4H tickets/passes until June 16.
- Weighed 270 sheep, goats, and swine.
- Entries have been completed including camping and stalls.
- Running reports from ShoWorks and entry tags.
- The participant numbers are similar to past years. (The premium money doesn't seem to be a "driver" as to participant numbers.)
- There's been a schedule change so that most of the horse events will be done by 6 PM each evening. This frees up the night responsibilities for everyone.
- They will not be using the race horse barns this year as the horse numbers are down slightly.

FFA- Amy

- FFA will be using ShoWorks for the first time this year.
- The FFA schedule might be changed slightly; Jill reminded that there is a dead-line to get it into the fair program.

V. **Financial Report-** Tamra

- The MCE4H figure is up to \$16,000 because \$5,000 was added for STEAM.
- \$493 was not distributed out of the Big Name Entertainment line item.
- The Garten figure listed should be \$20,200 to allow for cost of living increases. The contract is listed at \$19,000 this year. Tamra hopes that as Garten's costs increase we can use the extra money entered this year for any increases in the future. (The collection of cooking oil is part of their responsibility.)
- Sponsorship money is coming in earlier this year.

Shannon made a motion to accept the Treasurer's Report with the correction of the Zero Waste figure being changed to \$20,200; Heidi seconded. Motion passed.

Shifting of personal staff costs moved from "Administration" in the fair budget to the Community Services' Department's general administration. Historically, as the costs for personnel have gone up, the county contribution has stayed the same. This will provide the ability to better track how much time the Fair Program Coordinator (Denise) is directed toward the fair and how much time is spent working on other general department tasks. The county's general fund fair contribution (\$50,000) will remain the same. The state's lottery fund contribution to fairs (\$47,000) is being moved out of "Administration" to "Operations." Tamra assured everyone that Denise's duties won't change and that the Community Services Department will absorb any overages that might occur. All that will now come out of the fair budget will be the cost of the office temporary staff which are hired for a few weeks at fair time. All of the other Community Services' programs don't get charged administration costs out of the program itself, instead the department's 100 fund covers the administrative costs.

Budget Request Forms:

The lights/sound/stage increase is due to additional Night Ranger requirements for the console monitor and moving lights.

Joel indicated that Night Ranger is asking for some additional changes in the dinner times and requesting two trips to the Portland airport instead of one.

Additional Night Ranger Changes:

- Backline needs to be changed to \$1500 in cash. Tamra said to ask for \$1500 from the Treasurer versus us cutting a check. (The recipient will need to sign for the money.)
- The bands are willing to work with the food changes; they said to send them a caterer's menu.
- They are requesting 24 new black towels.

Stage Hands-Cascade Sound moves from \$800 to \$930. (This is included in the lights sound and stage overage.)

Events and Activities goes up to \$1202.

Budget Change Requests:

Original Cost	New Proposed Cost
Stage \$13,980	\$14,282
Backline\$1,000	\$1500
Stage Hands \$800	\$0
Main Stage (Console monitor and moving lights) \$700	\$900
Lodging \$827	\$929
Local entertainers \$4500	\$6,000
T-Shirts-\$2200	\$2474

The question was asked as to whether the catering costs will be going up. Answer- It's not known at this time.

A driver is needed to take the entertainers from and to the airport. (The van is already arranged for.) The driver will need to have a DMV background check done and complete a county volunteer application.

The sponsored boxes of 4H T-shirts will be delivered to Melanie's office.

Heidi made a motion to approve the budget change requests; Joel seconded. Motion passed.

VI. Committee Reports

There was a STEAM committee meeting June 8; things are moving forward.

The Memorandums of Understanding (MOU) for livestock are done; just waiting on signatures. (Shannon hasn't heard back from the Zebu (cattle) email inquiry about having a show at our fair.

Grill-off- Nathan is working with James and Jack Fiske on recruitment. (Denise reminded Nathan that she needs a work order for the event.)

VII. Items of Special Interest

2017 Fair Office Hours Discussion:

- Denise provided a document with a proposed 2017 fair office hour's schedule of Thursday open until 7:30 AM- 7:30PM, Friday/Saturday open 7:30 AM- 8:00 PM and Sunday 8:00-8:30 PM.
- Large amounts of money are no longer kept in the fair office; there is no longer the need to be available for late night gate money exchanges.
- The information booths (Columbia Hall and outside) will be open until the fair closes. It was suggested that the volunteer on the last shift should have a strong personality. (Denise will bring this to Mary Grim's attention.)
- Having a person in the office after it is closed, will just confuse the fair goers. It was agreed not to have it open at all.
- Ingalls said they could be available to let someone into the office if needed.
- Ingalls will be responsible for the radio check-in/out.
- Perhaps post an inexpensive sign outside the log cabin that directs people to the nearest information booth.
- Insert the fair office hours into the fair program schedule.

Heidi made a motion to revise the 2017 fair office hours to the proposed times; Shannon seconded. Motion passed.

The August wrap-up meeting date will be held August 2 at 5:30 PM.

Volunteer Appreciation Night Discussion:

- It was decided to hold a special acknowledgement for volunteers outside of fair time.
- Have a volunteer survey ready at fair for them to complete; it's important to receive the volunteer's feedback.
- Have invitations or "save the date" cards at the fair as a reminder of the later volunteer appreciation event.
- The event will be held in September.
- It was suggested holding the event in a more public venue like a pizza parlor; Jill is willing to work with Mary on finding a location. (Round Table at the Keizer Station has a meeting room in back that might be a possible venue.)

Strategic Plan Items:

2.2.7 *Create activities schedule to help with public awareness and insure coordination (Working schedule master list of specials, daily printout).* Signs are out. Nathan will take Silverton's banner; it is to be hung June 12.

3.1.3 *Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them.* Garten's bid keeps going up. Joel said that in the past, he kept holding them to the dollar limit. Nathan said that they do a good job. Jill said that the services provided have been the same the past two years. The fair is considering going out for an RFP for future years.

3.3.1 *Maintain two information booth notebooks-* In Process

3.3.2. *Improve "signage" throughout fairgrounds; include posting prices at ticket booths.* LED TV large festival signs will have the program electronically posted. We will also have the intersection directional signs (with flower baskets) that we had last year. The TV's will be located in Columbia Hall, another by the information booth, one near the barns, and one near the carnival. They have phone charging stations on them.

3.3.3. *Increase communication around gates, parking, camping, and tickets.* Keep parking communication attendants off the regular radio. Would like the radios to be able to reach further; will add relays. To have better charging radios, we might need to pay for them.

3.3.5 *Review Emergency Plan mid-June.* Emergency Plan meeting is scheduled for June 28. Would like to hear our security personnel provide current events, items we should be concerned about. The meeting will be held at the log cabin.

4.5.1 *Maximize commercial space in exhibit hall and outside.* Working on it.

4.5.2 *Commercial vendor coordination.* Macy (Ingall's personnel) is going to help Pam with vendor move-in. They will have a notebook having all of the applications in it for reference. They are taking pro-active steps to help manage the building.

4.5.3 *Food vendor coordination.* Sweet Oregon Rain may be submitting an application for kettle korn. The food vendor site plan is being re-done..

5.2.6 *Update PowerPoint presentation for chair to present Fair Highlights to BOC.* In process.

Ingalls Report:

Advertisements are now in a Hispanic magazine, and the Willamette Valley Kids Magazine. (Scott distributed the marketing calendar.)

Cable ads will be going out on June 12th; they are a "teaser add" to have them view the fair's web page. The Statesman Journal and the Stayton/Sublimity papers are carrying fair information. So far \$24,000 BRK (trade) has been raised; adding that to the regular sponsorship comes to a total of \$95,708.

WAC (Willamette Art Center) will be doing "Art Jam", a type of art fair. We will get a percentage of their booths. They will also be doing a painted rock activity for kids. There will be a Raku firing demonstration. They are looking for more demo ideas. This all will be located behind their building, not under the FFA pavilion.

Home Depot will be under the FFA pavilion until 3:00 PM and will stop at that time (because the pounding noise disruption) during the market auction) on Saturday and will be there all day on Sunday.

The field signs have all been placed. The board decided against placing lawn signs which cost around \$24 a sign.

They have a business Facebook page which is showcasing the fair.

4H Premium Payouts:

- Sharon Davidson (Fair Foundation) and one of the Community Services' staff or a fair board member will do the payouts.
- Melanie will provide the payout times each day (Thursday - Sunday).
- Shannon is willing to help with the payouts.
- Anyone handling cash will need to take the county's cash handling training. (Of the fair board members, only Joel has taken the training.)
- The Fair Foundation will bring all of the premium payout money and then invoice the fair the \$3,000 that it is contributing.
- Last year the reconciling was done by Sharon in the 4H office.
- The "Fair Premiums Payout Procedures" will be updated to reflect the current policies.
- Denise will ask Pam if she's still willing to do the Public Competitions premium payouts.

4H has worked out the Midvalley Excavation shavings' cost and the Fair Foundation knows the costs associated.

The net proceeds from the Swine and Wine event is around \$16,000. The Fair Foundation will be covering the premium payouts, shavings (and the associated haul out), belt buckles, and the Herdsmanship award.

The Herdsmanship application will be posted on the 4H web site. Melanie will also put a copy in the upcoming newsletter.

The last fair board meeting, before fair, will be held June 28 at 5:30 PM in the log cabin instead of July 5. It will include the Emergency Plan review moving it from the original June 21 date.

Tamra noted that checks for the national acts will need to be requested by June 29th; they will be charged to the following fiscal year.

Meeting adjourned: 7: 38 PM.