



MARION COUNTY FAIR

June 7, 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 May 3, 2017 Meeting Summary Notes**
- IV. 5:45PM 4H/FFA Reports [Information]**
- V. 5:55PM Financial Report [Action]**
- VI. 6:05PM Committee Reports [Information]**
- VII. 6:15PM Items of Special Interest [Information/Possible Action]**
 - Office Hours During Fair- *Denise*
 - August Wrap-Up Meeting Date- *Denise*
 - Volunteer Appreciation Night September Date- *Denise*
 - 4H Premium Payouts Process- *Denise*
- VIII. 6:45PM Strategic Plan Items [Action]**

Strategic Plan- June

2.2.7	Create activities schedule to help with public awareness and insure coordination. (Working schedule master list of specials, daily printout.)- <i>In Process</i>	EC, Staff
3.1.3	Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them.- <i>Done; Garten Services contracted</i>	EC, 4H/FFA Staff
3.3.1	Maintain two information booth notebooks- <i>In process</i>	FB Member, Staff
3.3.2	Improve "signage" throughout fairgrounds; include posting prices at ticket booths	EC
3.3.3	Increase communication around gates, parking, camping, and tickets	FB
3.3.5	Review Emergency Plan mid-June- <i>Scheduled</i>	EC, Staff, FB
4.5.1	Maximize commercial space in exhibit hall and outside	EC
4.5.2	Commercial vendor coordination	Staff, P. Zielinski
4.5.3	Food vendor coordination	Staff, Buxton
5.2.6	Update PowerPoint presentation for chair to present Fair Highlights to BOC- <i>In process. Scheduled for June 28, 2017 9:00 AM Senator Hearing Room</i>	Staff

IX. 7:25PM Other-

- Ingalls' Reports
- Newsworthy Items

7:35PM Adjourn

Next meeting: June 21, 2017 Emergency Plan Mtg. in the log cabin

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

May 3, 2017 5:30 PM

In Attendance

Board Members: Brandi Buxton, Heidi DeCoster, Shannon Gubbels, Dylan Wells, Pam Zielinski

Key Volunteers: Amy Goulter-Allen (and her son)

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 April 5, 2017 Meeting Summary notes; Brandi seconded. Motion passed.

IV. **4H Report** relayed by Shannon:

- Fair entries due toward the end of this month.
- 4H Market Auction weigh-in is tonight and tomorrow (Melanie and Nathan are currently there.)

FFA Report- Amy:

- FFA fair entries will be coming in
- The 4H fair entry deadline is June 4.
- OSU Career Development Days (in which FFA participants attended) were held last weekend.

V. **Financial Report-** Brandi

- YTD update changes are reflected in yellow font in the document; these are the revenue/ expenses that occurred in the past month; STEAM is \$6500 and Barnyard Fun is \$3500.
- The \$3300 listed is extra money out of Events and Activities.
- Jill submitted a budget change request form for big name entertainment lodging on Joel's behalf.

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

Budget Change Request Forms:

Security- Tamra

The Security RFP response came in \$1581 higher than what was budgeted due to the minimum wage increase. The quote was used to make a 3-year contract with the security provider. (We received just one response to the RFP.) The money will need to come out of the carryover. Pam made a motion to approve the increase of \$1581 for security services; Shannon seconded. Motion passed.

Jill Submissions:

1. Increase of \$827 for the two big name acts' lodging; Night Ranger wants \$1500 worth of rooms, Diamond Rio \$1200.
1. The Programming Committee had previously agreed to take the walk-a-round characters out of local entertainment, but now there is no money available. The money will be taken out of the carry over.
2. There is a potential sponsor for T-Shirts for 4H/FFA students. Jill would like to purchase them up-front on behalf of the sponsor, with the sponsor reimbursing later.

Brandi made a motion to accept Jill's three budget change requests; Shannon seconded the motion. (The motion was amended to state no funds will be taken out of the carry over (t-shirts won't be purchased) if the sponsor doesn't come through.) Shannon seconded the amended motion. Motion passed.

Jill mentioned that Joel said he may need to increase the stage which would increase costs for the stage.

Last month's discussion on big name entertainment costs increase was brought up. It was determined that the money will come out of the extra \$3300 listed in Events & Activities. Heidi made a motion to use the money as follows-\$1,000 for catering, \$1,000 for backline, \$800 for stage hands and \$500 for transportation; Brandi seconded. Motion passed.

VI. **Committee Reports:**

Dylan- Nathan has heard from approximately 10 BBQ teams which is similar to last year's numbers. Nathan feels that \$750 will cover the cost of the event. He has the judges lined up.

Public Competitions-

- Denise said that there are 18 on-line entries in ShoWorks thus far.
- Heidi indicated that the fairy garden needs to be added to the on-line entries. It will be added to the Floral Department. (She will work with Denise for entering the information into ShoWorks.)
- All of the Special Contests are done.
- The Lego build is missing some details and some web buttons are still to be added.
- Brandi suggested that the due date of when registration closes be added to the site.
- Public Competition contests flyers are under construction.
- Jill is reaching out to the demonstrators such as the wood carvers
- Glen Bledsoe will have a special photo booth activity.
- Still need to schedule demos for Honor Day and some for Family Day. (Friday and Saturday are well covered.)
- A sewing group will be making "mug rugs" as a STEAM activity
- There will be a Quilt Walk again this year.

Jill asked that everyone review the fair web site and their responsibility areas to see if anything is missing regarding their activities.

The web site viewing is a challenge for some of the newer smart phones as some "layers" haven't been added to those phones. ("Patches" come out for the new phones periodically.)

Commercial Vendors/Food Vendors Update:

- Mitche Graff (G-Gourmet) is requesting some menu changes
- A new kettlekorn vendor is being sought

- Jill will be sending out an update message to the food vendor committee

STEAM-Dylan is requesting the Farm Bureau develop some trivia questions.

Shannon would like to see the Farm Bureau provide a dirt babies activity. The FFA kids provided such an activity at AG FEST. Jill suggested having a dirt babies activity on either Family Day or Ag Day. Amy indicated that perhaps the FFA kids could do it on Sunday as their animals are gone by then. Jill cautioned that she wants to stop adding activities at this point in time; if an instant confirmation is obtained, then she's willing to do it.

Dylan asked if anyone has seen a stage entertainment schedule. Jill said that she had requested one from Joel as she needs to get it on the website. (Tamra will try to reach Joel about obtaining one.)

Jill will see if she can get a stage for STEAM through state fair. She is working with Mary Grim to get community stage volunteers. Mary is also working on arranging for celebrity readers. Jill needs to know how many books are available for giving away. Tamra said that Krina Lee can provide the number of books available.

Denise noted that Mary needs to know if there are any volunteer positions still needed; members are to review the job descriptions Mary had sent out previously.

Contracts Update- Tamra

- Carnival contract is written and being reviewed
- Animal MOU's are completed and waiting for review.
- The Big Name Acts contract is still not here.
- Rodeo is on the top of Sarah's Spinks (formerly Cavazos) list

The Garten grant money has been approved by Public Works. The contract is being written to state that Garten has to stay within the money constraints we've been given; there can be no more cost increases.

The stage contract may have to come back to the fair board for review.

The entertainment riders can come back to the fair board for review if the board would like. Jill noted that this will just slow down the process however.

VII. Items of Special Interest

Swine & Wine Update- Pam

Pam said that "everything seemed to go well"; tables were not full but they were all paid for. There is no figure as to how much money was raised at this time.

Fair Office Hours Change- Denise

Denise presented a document that showed the findings of a recent fair survey that was sent out to all Oregon Fairs asking the hours the fair offices are open during fair time. In reviewing the results Denise concluded that not many fairs stay open until 11:00-12:00 PM at night during fair as we do. She suggests that if she were to close the fair office at 7 or 8 at night, the personnel costs against the fair would go down. Discussion was held and included:

- Fair board members' belongings are kept in the fair office.
- Check-out of radios and golf carts would need to be done elsewhere.

- Access to the safe is no longer needed late at night as it once was as the money is being held in another building.
- It was suggested that perhaps a board member or a key volunteer could host the fair office in the hours after staff leave.
- Have it open later on Friday and Saturday nights.
- Everyone was open to the idea; the hour to close the office in the evening needs more discussion. It was suggested that this be brought back to the next meeting with a document that spells out the variables.

VIII. **May Strategic Plan Items**

2.1.8 *Interface with other state fairgrounds events occurring at the same time as county fair-* Jill indicated that there is a “warped tour” (mosh pit) that is occurring 10 days ahead of our event at the state fairgrounds.

2.2.2 *Increase public participation in Public Competition events-* In process

3.2.6 *Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage.* Jill brought up that the blue shed storage unit at the fairgrounds is falling apart. It needs a new floor; perhaps it could be lifted up on blocks. It was suggested to find another place for storage such as a commercial storage unit. We do already rent one for the fair office furniture and all of its materials. Denise can get a quote on what it would cost to get a bigger unit. Any changes would be made after this year’s fair.

3.2.8 *Develop Grange log cabin agreement-* Denise has spoken with the Grange Master and has given the draft contract to Sarah for processing.

3.3.4 *Increase clarity of process with security personnel- who does what; informational (print, signs, etc.).* Security contract underway; previously discussed increased costs this year.

3.3.6 *Provide event listing information for program publication to Event Coordinator-* In process; Spanish flyer is done.

4.3.1 *Create detailed work orders-* Work orders have been coming in; they are all due May 31.

4.3.2 *Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues-* Melanie will be providing photos of the livestock pens set-up. Shannon says a meeting is not necessary if we are confident that state fair personnel understand the work orders and that they ensure the pens are clean. Melanie needs different small animal cages as the state fair ones are breaking down. This has been brought to the Farm Bureau’s attention. Ingalls will look into possible trades with state fair.

4.3.3 *Discuss any needed changes for 4H/FFA-* In process.

4.7.2 *Develop MOU with open class animal groups (pygmy goats, llamas)-* Working on the contacts right now.

Sponsorship

Scott indicated that \$51,150 in cash has been committed to thus far and \$20,889 BRK (Budget Reducing In-kind) or “trade”.

It is important that the budget document tracks the costs associated with the BRK in case it doesn’t get sponsored in subsequent years; we need to account for the dollar amount in the budget. Once an item gets sponsored, we make the entry “0”.

Newsworthy items

Next Friday (May 12) is the deadline for a monthly news release through Jolene Kelley (Marion County's Public Information Officer.) If there is anything fun that anyone wants included in that release, notify Jill. From that Friday on, there will be regular news and media exposure happening.

Tamra reminded folks of the upcoming Fair Highlights presentation June 28 with the Board of Commissioners (BOC). She encouraged board members to put it on their calendars to attend as the BOC likes seeing them.

The BOC regular weekly board session is confirmed for Thursday July 7 at the fair. The commissioners want want to hold the meeting under the metal awning where the bbq grill-off is held.

There will be an animated map for STEAM in the fair program and on the electronic schedule boards that will be at the fair this year. It was suggested a daily schedule be printed on the back of the map.

Meeting adjourned: 7:40 PM.

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Balance Sheet

JUNE 7, 2017

	2016	2016	2017	2017
	Amended	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	248,262.00	265,033.94	248,687.00	56,194.00
Less Total Expenditures	330,898.96	271,731.08	372,807.00	38,309.80
Fair Operating Income (Loss)	(82,636.96)	(6,697.14)	(124,120.00)	17,884.20
County Contribution	50,000.00	50,000.00	50,000.00	50,000.00
Fair Net Income (Loss)	(32,636.96)	43,302.86	(74,120.00)	67,884.20
Fair Admin Summary				
Total Revenues	47,534.67	47,845.83	47,704.00	47,578.84
Less Total Expenditures	99,287.04	94,861.14	101,918.00	3,723.53
Admin Operating Income (Loss)	(51,752.37)	(47,015.31)	(54,214.00)	43,855.31
County Contribution	47,557.00	47,557.00	47,557.00	47,557.00
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	91,412.31
Fund Balance				
Carryover from Previous Fair	77,438.04	77,438.04	121,283.00	115,999.59
Fair Ops Net Income (Loss)	(32,636.96)	43,302.86	(74,120.00)	67,884.20
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	91,412.31
Carryover to Next Fair	40,605.71	121,282.59	40,506.00	275,296.10

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
JUNE 7 , 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	\$ 875.00
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	\$ 1,640.00
341550	Commercial Space Rental	\$ 18,600.00	\$ 24,214.00	\$ 18,000.00	\$ 11,841.00
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	\$ 150.00
341555	Sponsor Fees	\$ 45,400.00	\$ 52,225.00	\$ 52,200.00	\$ 19,400.00
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	\$ 26.00
~	Subtotal	\$ 202,762.00	\$ 222,485.05	\$ 212,287.00	\$ 40,194.00
344999	Other Reimbursements				
373100	Open Class (\$457.00 Fair Foundation)	\$ 550.00		\$ -	
373100	4H Premiums (\$6,532.00 Fair Foundation)	\$ 5,000.00		\$ -	
332200	Commercial Space Rental				
381999	Oregon 150 Relay Grant				
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)			\$ -	
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	\$ 16,000.00
TOTAL REVENUES		\$ 248,262.00	\$ 265,033.94	\$ 248,687.00	\$ 56,194.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
JUNE 7, 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)			0.00	
	Shavings			0.00	
	Shavings Haul-out Fee		755.00	0.00	
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)			1,551.00	
	Sub Total	16,000.00	11,755.00	12,551.00	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	21,428.55
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	5,714.25
525715	Sponsor Fees (commission)	12,000.00	15,693.72	14,000.00	2,830.00
	Sub Total	57,800.00	53,693.64	52,000.00	29,972.80
	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				
	Electric Signs			750.00	
	Map			1,500.00	
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
JUNE 7, 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	5,300.00	
	Subtotal	68,107.96	64,102.39	71,580.00	0.00
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	1,200.00	0.00	0.00	
525158	Armored Car Services	250.00		250.00	
525555	Security Services	15,500.00	15,510.00	17,181.00	
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	31,906.00	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		500.00
	Prg Design & Printing and promotion		2,280.00	750.00	
	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	4,680.00
	Comcast Spotlight		5,679.42		
	Sub Total	34,100.00	32,572.85	38,250.00	5,600.00
	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
JUNE 7, 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				
	Superheroes and Star Wars Characters			500.00	
	Michael Husser (AH Factor)		250.00		
	Sub Total	5,000.00	7,600.00	4,500.00	0.00
525925	Big Name Entertainment	41,520.00		493.00	
	Band Fees (Night Ranger, Diamond Rio)		26,400.00	55,000.00	
	Morgan Alexander		2,000.00	0.00	
	Advertising/ Marketing				
	Booking Fee (Eric M.)		2,600.00	5,550.00	
	Catering (Band & Staff)		525.00	1,000.00	
	Catering (VIP & Operations)				
	General Production (backline)			1,000.00	
	General Production (stagehands)		721.00	800.00	
	Security (ticket takers, ushers)				
	Lodging		351.38	827.00	
	Transportation - Shuttle (van/gas \$250.00 for 2017 fair)		0.00	500.00	
	Main Stage			700.00	
	Sub Total	41,520.00	32,597.38	65,870.00	0.00
525930	Events & Activities				
	Brad's World Reptiles	500.00	3,500.00	0.00	
	Barn Yard Adventure			4,400.00	
	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		
	FFA and 4H Youth Shirts			2,200.00	1,237.00
	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	6,500.00	1,500.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
JUNE 7, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Miscellaneous (umbrellas, panchos, necklaces)		103.90		
	Coloring Contest		152.20	0.00	
	Pig Races Tractor Pedal Pull			6,500.00	
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	45,500.00	2,737.00
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	372,807.00	38,309.80

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Administration
JUNE 7, 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	47,557.00
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	130.00	441.16	300.00	174.17
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,091.67	95,402.83	95,261.00	95,135.84
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	400.00
523010	Telephones	100.00	8.12	100.00	
523050	Postage (admin only)	100.00	18.02	100.00	48.25
523090	Long Distance Charges				4.28
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
52914	Lodging				200.00
529210	Meetings	100.00		100.00	200.00
529220	Conferences	1,600.00	753.00	1,245.00	1,043.00
529300	Dues & Memberships (Travel Salem, OFA)	1,300.00	995.00	800.00	100.00
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	3,723.53
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	3,723.53
NET		(4,195.37)	541.69	(6,657.00)	91,412.31

Marion County Fair Event Coordination Status Report

Dates:	Report date 6/1 2017			
Activity	Contractor / who / What	Status	Ongoing	Complete
Tents / Decorator	All Star Tent	Working on early move / July 4th challenge	x	
Sanitation	BPT (formerly TPI)	Pending contract	x	
Heros / Heritage	Warren Franklin	Updated application, rules	x	
STEAM	Meeting with team	Follow up on March 9th	x	
Supers Meeting	Met with Supers / dates/ Special	Wrap up changes on classes ShoWorks		
Website	Vendors / Contests / Updates	Prep, final updates, launch on 3/17	x	
Special Contests	Ongoing	Ongoing	x	
Big Name / Programming	Start times on website	ongoing	x	
Facility Layout	working on outside layout	ongoing	x	
Family Day / Dog shows	Turned to Tamra	in cosideration	x	
Family Day / Programming	Invites to Star Wars, SCA, Other characters	Budget request pending	x	
Muriels Petting zoo	Muriel	contracted	x	
State Fairgroudns	Spoke with Wayne Peterson	Ongoing discussions	x	
Northside Electric	Chris	Ongoing discussions	x	
Wild West Events	Contracting via IA	Working on new agreement	x	
SKEF	Krina	Agreement for STEAM / BRIK	x	
ABC Janitorial	Fair janitorial	Follow up in June		x
Sound / Stage / Lights	NEW QUOTE NEEDED BY FB Meeting	Requested updated quote for Big Name	x	
Sheriff / set up crew		ongoing	x	
Rescue Row	Debbie / Denise	ongoing	x	
Activity Area Columbia	Working on Sunday kids demos	Ongoing	x	
Honor Day	Honor day flier to Senior Boomer	Need details on program from Joining forces	x	
STEAM / TRIVIA Game	Signs here, building inserts	Graphics for trivia	x	
Poker Run / Met with Morrett	Laura will continue to persue other partners	Postponing for 2018		x
STEAM	Stage and agreement with SKEF	Ongoing details	x	
Teen Talent show	TEEN idol	Done		x
Talent Show all Ages	Teen Idol will produce	Done		x
AFTON tickets	Ordering sponsor / other	ongoing	x	
BINGO / BEAN BAG BB	KGAL / Emerald Point	Confirmed both		x

CCTB	completed			X
Beer Yoga	Saturday / Confirmed			X
Wellness meeting	Requested update from Tamra		X	
Flyball Dogs	Walk through with Dustin at State Fair		X	X
Website Updates	Ongoing changes and updates	Updates ongoing	X	
Barnyard Adventures	Layout measured, confirmed			X
Willamette Arts Center	ART JAM confirmed			X
CHEC	CHEC to provide Diabetes ed	Honor Day / Car seat inspection Fam Day	X	
New Harvest Church	Church Service Confirmed	Agreement / Insurance pending	X	
Main Stage Schedule	Joel	Confirmed schedule filling in holes	X	
Signs out	Street signs updated and out	Brent to install June 2, 3	X	

Marketing / Advertising / Sponsorship

Social Media	Facebook - Updates for big Name	Ongoing posts and social interaction	X	
Media Relations	Begin discussions with media to create plan	Media / marketing plan progressing	X	
Sponsorship Development	Draft new inventory for STEAM / other		X	
	Ongoing connection with renewals		X	
Special days fliers and printed	Show stuff / general fair for Ag Fest	working on Honor day / other flyers	X	
Website	ongoing updates and content posting	Launched, promoting	X	
Romeo Marketing	Ongoing communication with Romeo	(Jamie)	X	
Willamette Valley Kids Maga	Full page ad in trade for presence at fair	STEAM and at the fair activities	X	X
MOM Magazine	Discussion of sponsorship / trade	Advertising / activities	X	
Negocios Latinos Ad	Full page ad for May	En espanol		X
General fair flier / en espanol	Completed	Handed out at Oregon Ag Fest		X
Ads and News general	Studio production begins		X	