



MARION COUNTY FAIR

February 1, 2017 5:30 PM
 Commissioners' Board Room
 555 Court St NE, Salem OR

AGENDA

- I. 5:30 PM Call to Order/Introductions**
- II. 5:35PM Public Comments**
- III. 5:38PM Approval of January 4, 2017 Meeting Summary Notes**
- IV. 5:45PM 4H/FFA Reports [Information]**
- V. 5:55PM Financial Report [Action]**
- VI. 6:05PM Committee Reports [Information]**
 Programming Committee- *Jill*
 Website Committee- *Dylan*
 Open Class Animals- *Shannon*
- VII. 6:30PM Items of Special Interest [Information/Possible Action]**
 - Public Competitions Update- *Heidi*
 - STEAM Update- *Tamra/Jill*
 - ShoWorks Update- *Tamra*
 - Swine & Wine April 20th- *Dylan*
- VIII. 6:50PM Strategic Plan Items [Action]**

Strategic Plan- February

Feb.		
1.2.5	Adopt financial controls to authorize expenditures and stay within the budget	Treasurer
2.1.2	Adopt marketing budget	FB
2.1.10	Present new fair theme logo to board.	MC
2.2.4	Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)	FB
2.2.4a	Target chamber newsletter articles	FB
2.2.5	Create activities that draw cross-cultural participants	FB
3.2.1	Present fair layout (including booths) to fair board	EC, Staff
4.4.5	Place open class application and information on web site	Open Class Point Person, Staff

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

7:50PM Adjourn

Next meeting: March 1, 2017

Marion County Fair Board

To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.

Monthly Meeting

Commissioners' Board Room

January 4, 2017 5:30 PM

In Attendance

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

Staff: Denise Clark, Tamra Goettsch

Guests: Jill and Scott Ingalls, Ingalls & Associates

I. Introductions

II. Public Comments- None

Denise indicated that David Beem had come into the office to give his apologies for not making tonight's board meeting as he had another meeting conflicting with it.

Tamra noted that David went before the Board of Commissioners (BOC) recently and asked to be an ambassador for the fair. Afterwards Tamra encouraged him to come before the fair board to make the request. A scope of work will be developed for him and brought back to the February meeting for approval. As far as him carrying a business card (as he requested) cards could be made with the new website address on it for all those associated with the fair to carry and hand out.

It was suggested purchasing hooded sweatshirts for advertising the fair. Jill said anyone can purchase (with their own funds) fair branded clothing through Jill's contacts; the artwork with the logo is already done. There is not a restriction on how many items need to be purchased per order.

III. Approval of the December 7, 2016 Meeting Summary Notes. Jill asked that the wording be changed on Page 3 in which it states "Oregon Fairs and Events Association"; it should say "Oregon Festivals and Events Association." Shannon made a motion to approve the notes as corrected; Pam seconded. Motion passed.

IV. 4H Report: Shannon relayed Melanie's information-

- The hiring of judges is almost complete
- In the process of revising the fair book
- Enrolling new members
- The beef weigh-in is scheduled for February 4

V. Financial Report

- The 2016 books are now closed and the 2017 budget has been adopted; so will be operating from that moving forward.
- Green highlights indicate the dollars that are being requested of the Fair Foundation. We are waiting for a written response from our funds requested of the Fair Foundation. The letter of request was sent to Bob Zielinski (representing the Fair Foundation) in October. Denise said that she has contacted Bob several times seeking a response. She said that she received a verbal response from him over the phone of "I think it will be ok," but nothing has been received in writing. Tamra said that it is important to have a response in writing in

order to be able to move forward, acting on the 2017 budget. The Fair Foundation will meet again in January; hopefully a decision will be made then. Shannon, who's signature is on the letter, said that she is willing to talk to Bob about any concerns he might have.

- Orange highlighted are those items requested from the member budget request forms.
- Yellow highlighted includes the \$5,000 for STEAM in the OSU extension budget. (They will be meeting in January to address this.)
- Those items in green text are changes that have occurred since last month. (Pig races, and tractor pedal pull figures changed.)
- Members asked that all of the colors now be removed from the budget document.

Shannon moved to approve the Financial Report as presented; Brandi seconded. Motion approved.

VI. Committee Reports

Big Name Entertainment Update- Brandi

An offer was put in to Night Ranger and Diamond Rio. (It was discovered that Roots and Boots provided only an acoustic program; which won't work with our venue. Diamond Rio cost around \$30,000. We haven't received any responses yet, probably due to the holidays.

Website Committee Update- Dylan

The "platform" and "site plan" are done. They hope to upload the new site by next week. They are "populating" the information now.

VII. Items of Special Interest

Updated Election of Officers Policy- Denise

Denise pointed out the changes can be found in red text on the document they reviewed. The changes involve the wording around those participating in abstention, doing so by conference call. Shannon made a motion to approve the election of officers' policy accepting the suggested changes in red; Brandi seconded. Motion passed.

Contracts Update- Tamra:

- Sarah will be sending a list of county contracts and their status out.
- The carnival and the security IRFPs have been sent out.
- We have another year on the rodeo events and on the Garten Zero Waste contract.
- The new booking agent contract is good through 2020.
- An Afton ticketing amendment is in the works. (Due to county rules, any money secured for Marion County has to be received within 24 hrs. We are requesting of the county to change the relationship with Afton to "contracting for services" like we do with the carnival.)

VIII. Strategic Plan Items:

1.2.2 *Review pricing structure for vendors.* We received no complaints from vendors last year. Jill feels are fees meet the "going rate." No changes on vendor applications.

1.2.10 *Review special days (Sr/Teen Day) ticket pricing.* Dylan remarked that Commissioner Cameron mentioned, at the recent fair work session, that State Fair had a \$1.50 entrance day. The commissioner was wondering if there were any marketing opportunities in that. Discussion included yes, there was a low entrance fee, but the state fair charged for parking. It was suggested that they made up for the low gate entry with high costs inside the fair. The state fair runs 10 days, we have only 4, they can afford to reduce one day's gate. Ingalls can put together a package for reduced hours or group discounts, etc. There are already reduced costs for veterans or by wearing an Awesome t-shirt or participating in the coloring contest or open class competitions, etc. There are many opportunities for a person to not have to pay full entrance fees. (Charging for parking has built in costs such as paying for parking attendants and in getting people parked quickly without long lines.) No change in ticket pricing.

2.1.3 *Build on broad-based and segmented marketing approach.* On-going

2.1.6a *Vote on fair theme in board meeting.* Done

3.2.5 *Identify ground crews to do set-up and take-down.* In process

4.1.2 *Work with event coordinator on potential entertainment as a draw for fair attendance.* In process

4.2.2 *Contract with sound and lights contractor.* Jill noted that last year's requirements were quite extensive so we stayed with Cascade Sound. There have been three sound companies so far this year asking to provide sound for the fair. Sound and Lights is under Ingall's contract responsibilities. Jill suggests going out for bids this year; she will consult with Joel. She'd like to get a decision made in the near future. She noted that it is important to document where the request for quotes was sent for tracking purposes; will do a send/receive request.

4.6.4 *Discuss continuing the beer garden, Pretty Baby contest, etc.* The Pretty Baby Contest is under discussion as it wasn't strong last year. KBZY has said that they will "step it up." It was suggested it be expanded to include other contests like a baby crawling contest. Other contests might be pet look-a-likes, or a "Parent and Me" painting activity. These type of activities will all happen on Sunday. Jill said that she is also talking to the Willamette Art Center (which is located on the grounds) about what they might offer.

Dylan relayed that Nathan hopes to have at least 7 teams participating in the grill-off this coming year; he would like to see 14. If there aren't at least 7, he suggests not holding the event.

4.7.1 (Teen Plan) *Work with youth organizations to build on teen day activities.* In process. Putting together a STEAM team with partners such as OSU Extension, the school district, Children & Families Commission, Boys and Girls Club, the Farm Bureau, etc. This helps in getting sponsors on board. Tamra will ask Mary Grim to search the internet for STEAMA ("A" added on the end for "agriculture") ideas. Perhaps include a scavenger hunt like AgFest does. It was suggested to check with the Farm Bureau or Ag in the Classroom as they have hands-on activities. This will all be tied into the "Farmville" event area.

4.7.1 (Family Plan) *Contact Boys & Girls Club and other family organizations re: the children's area.* In process.

4.7.2 (Family Plan) *Work with Marketing Coordinator to get sponsors for additional children's activities and pony rides.* In process.

IX. Other:

Ingalls Report- Jill

- Jill distributed the Ingall's & Associates monthly report as to what they have been doing.
- Starting to connect with dog clubs and breed associations. Linn County has a huge dog show in February, perhaps can get some of those organizers to do demos or contests at our fair.
- Social media is underway.
- AgFest is April 28-30, 2017; have reserved a booth.
 - Need to re-design picture board stand; kids loved it last year.
 - Hoping to have a flyer in Spanish.
 - Have public competitions information available; do on-line registration demos in the booth.

Newsworthy Items:

Think of items that can be promoted through news releases.

Tamra mentioned Gov Delivery, a government newsletter that goes out to government bodies and the public; citizens can sign up to receive it. Perhaps create a newsletter for the fair. It can include short announcements. *(Add Gov Delivery under Newsworthy items on the meeting agenda.)* Denise will be the point person. Jill will be meeting with Jolene Kelly to discuss her media plan.

Media Day and the Commissioners' Board Session will again be held the first day of fair. The Commissioners felt positive about the 2016 events. They'd like to see more animals shown at this year's event; will work with Melanie on that. The Commissioners have requested that the board session be held outside over near the barns. Perhaps it can be held in the FFA pavilion.

Meeting Adjourned: 6:36 PM

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Balance Sheet
FEBRUARY 1, 2017

	2016	2016	2017	2017
	Amended	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	248,262.00	265,033.94	260,137.00	475.00
Less Total Expenditures	330,898.96	271,731.08	378,424.00	7,858.56
Fair Operating Income (Loss)	(82,636.96)	(6,697.14)	(118,287.00)	(7,383.56)
County Contribution	50,000.00	50,000.00	50,000.00	50,000.00
Fair Net Income (Loss)	(32,636.96)	43,302.86	(68,287.00)	42,616.44
Fair Admin Summary				
Total Revenues	47,534.67	47,845.83	47,704.00	22.57
Less Total Expenditures	99,287.04	94,861.14	101,918.00	1,178.00
Admin Operating Income (Loss)	(51,752.37)	(47,015.31)	(54,214.00)	(1,155.43)
County Contribution	47,557.00	47,557.00	47,557.00	0.00
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	(1,155.43)
Fund Balance				
Carryover from Previous Fair	77,438.04	77,438.04	125,419.00	121,282.59
Fair Ops Net Income (Loss)	(32,636.96)	43,302.86	(68,287.00)	42,616.44
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	(1,155.43)
Carryover to Next Fair	40,605.71	121,282.59	50,475.00	162,743.60

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

426-4216		2016	2016	2017	2017
REVENUES		Amended	YTD	Adopted	YTD
Account					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	
341530	Gate Receipts	\$ 70,000.00	\$ 71,368.40	\$ 70,000.00	
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
341540	Food Booth Fees	\$ 36,000.00	\$ 35,915.76	\$ 35,000.00	
341550	Commercial Space Rental	\$ 18,600.00	\$ 24,214.00	\$ 18,000.00	\$ 475.00
341550	Commercial Space Rental (County Chic 2015)				
341560	Carnival Fees	\$ 13,500.00	\$ 18,433.89	\$ 17,500.00	
341580	Camping Fees - 4-H/FFA, Vendors	\$ 6,000.00	\$ 8,195.00	\$ 7,500.00	
341555	Sponsor Fees	\$ 45,400.00	\$ 52,225.00	\$ 50,000.00	
341565	Stall Fees	\$ 4,000.00	\$ 2,910.00	\$ 2,900.00	
341860	Grand Safety (Real Heroes) Fees	\$ 400.00	\$ 325.00	\$ 325.00	
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 136.00	\$ 100.00	
~	<i>Subtotal</i>	\$ 202,762.00	\$ 222,485.05	\$ 210,087.00	\$ 475.00
344999	Other Reimbursements				
373100	Open Class (\$457.00 Fair Foundation)	\$ 550.00		\$ 550.00	
373100	4H Premiums (\$6,532.00 Fair Foundation)	\$ 5,000.00		\$ 6,500.00	
373100	Herdsmanship (\$400 Fair Foundation 2016)	\$ 400.00		\$ 400.00	
373100	Petting Zoo (\$3,000.00 Fair Foundation)	\$ 3,050.00			
	Shavings and Haul-Out (Fair Foundation)			\$ 6,600.00	
371000	Misc (permitted activities, inflatables, pony rides)	\$ 4,000.00	\$ 3,013.25	\$ 3,000.00	
371000	Concert Merchandise Sales	\$ 100.00	\$ 220.00	\$ 100.00	
371000	State Fair Pavement Payment	\$ 5,000.00	\$ 10,462.00	0.00	
372000	Over & Short		\$ 100.00	\$ 100.00	
373100	Zero Waste/ES/Donations	\$ 16,000.00	\$ 16,817.64	\$ 16,800.00	
373100	Donations & Misc. Revenues	\$ 400.00	\$ 936.00	\$ -	
	Reimbursement for Damage to Fairgrounds (Garten)				
371000	MCE4H - Agricultural Development	\$ 11,000.00	\$ 11,000.00	\$ 16,000.00	
TOTAL REVENUES		\$ 248,262.00	\$ 265,033.94	\$ 260,137.00	\$ 475.00

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

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	11,000.00	8,000.00	8,000.00	
525910	Premiums (Fair Board)	5,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)			7,000.00	
	Shavings			4,600.00	
	Shavings Haul-out Fee		755.00	2,000.00	
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)			1,551.00	
	Sub Total	16,000.00	11,755.00	26,151.00	0.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,200.00	2,235.00	2,250.00	
525915	Premiums	3,900.00	3,863.20	3,900.00	
	Subtotal	6,100.00	6,098.20	6,150.00	0.00
	Open Class				
525920	Open Class (misc.)		405.97	350.00	
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	45.83	1,000.00	
	Sub Total	1,550.00	451.80	1,900.00	0.00
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	29,999.97	30,000.00	4,285.71
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	1,142.85
525110	Sponsor Fees (commission)	12,000.00	15,693.72	14,000.00	
	Sub Total	57,800.00	53,693.64	52,000.00	5,428.56
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,633.50	10,000.00	
527310	Lights, Sound & Stage	13,980.00	14,183.00	13,980.00	
527310	Stage Fencing		407.50	400.00	
	527231 Fairgrounds Rental in TRADE				
527231	Asphalt Paving				
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,010.96	1,235.75	2,000.00	
527310	Wheel Chair Rental	0.00	0.00	200.00	
527310	Sanitation (handwashing supplies)	122.00	119.00	0.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,882.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	15,900.00	16,817.64	16,800.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	450.00	0.00	0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	0.00	2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,980.00	6,500.00	
527230	Plumbing	1,500.00	1,104.00	1,500.00	
527230	Other (Grange rental, and info booth repair)	145.00	140.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

FEBRUARY 1, 2017

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

FEBRUARY 1, 2017

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

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

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
525940	Talent Show				
	Prize money (Teen Idol)		275.00	275.00	
	KLOO contract				
	Talent Show			1,000.00	
	Sub Total	39,875.00	33,739.30	43,725.00	0.00
571010	Contingency	0.00	0.00	2,000.00	
	Contingency - Future Rental 2019	26,666.00		40,000.00	
	Sub Total	26,666.00	0.00	42,000.00	0.00
	NEW TOTAL	330,898.96	271,731.08	378,424.00	7,858.56

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

426-4217		2016 Fair	2016	2017	2017
Account		Amended	YTD	Adopted	YTD
REVENUES					
332200	State Subsidy	47,404.67	47,404.67	47,404.00	
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	130.00	441.16	300.00	22.57
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,091.67	95,402.83	95,261.00	22.57
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	32,284.00	35,748.79	35,748.00	
512010-610	Fair Coordinator Fringe	19,955.00	21,087.81	21,087.00	
511120	Temp Wages (including overtime)	9,059.00	5,347.14	5,347.00	
~	Temp Fringe	417.00	852.88	853.00	
Total Personnel		61,715.00	63,036.62	63,035.00	-
521010	Office/ Dept. Supplies	100.00	8.95	100.00	
522180	ShoWorks Software			1,745.00	
523010	Telephones	100.00	8.12	100.00	
523050	Postage (admin only)	100.00	18.02	100.00	
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	550.00
529110	Employee Mileage	50.00	109.62	110.00	
529130	Meals	300.00	206.00	470.00	428.00
529210	Meetings	100.00		100.00	200.00
529220	Conferences	1,600.00	753.00	1,245.00	
529300	Dues & Memberships (Travel Salem, OFA)	1,300.00	995.00	800.00	
529650	Pre-Empl Investigations	70.00			
529999	MCFair.net Domain renewal 5-years				
~					
Total M&S		14,258.04	11,987.44	15,569.00	1,178.00
60100-60452	Administrative Charges	23,314.00	19,837.08	23,314.00	
571010	Contingency				
Total Admin & Contingency		23,314.00	19,837.08	23,314.00	-
TOTAL EXPENDITURES		99,287.04	94,861.14	101,918.00	1,178.00
NET		(4,195.37)	541.69	(6,657.00)	(1,155.43)



Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	<i>2014</i>		\$ 3,000.00	<i>Increase 4H premium payments</i>
	<i>example</i>	<i>2014</i>	\$ 3,000.00		<i>Increase Donation revenue - from Fair Board Foundation Swine & Wine event</i>
	<i>example</i>	<i>2014</i>	\$ 20,000.00		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	<i>2014</i>		\$ 26,000.00	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	<i>2014</i>		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	1/25/17	2017		\$ 500.00	Increase <i>Conferences</i> by \$500 for staff to attend ShoWorks Training Conference in Cody, WY.*
2	1/25/17	2017	\$ 500.00		Decrease <i>Contingency</i> by \$500 moving to <i>Conferences</i> for staff to attend ShoWorks Conference in Cody, WY.
3					
4					*Note- The costs for the conference attendance will be shared equally by the Fair (270 fund) and Community Services (CS) 160 fund.
5					CS will also cover any costs incurred outside of the above referenced conference, ie.- extra travel expenses, mileage, etc.
6					
7					
8					
9					
	TOTAL		\$ 500	\$ 500	

NET CHANGE \$ (500)

Person Requesting: Tamra Goettsch 1/25/17
Date

Fair Board Approval: _____
Date

Community Services Director: _____
Date

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