

## 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.