



MARION COUNTY FAIR

August 1, 2018 5:30 PM

Commissioners' Board Room

555 Court St NE, Salem OR

AGENDA

I. Call to Order/Introductions

II. Public Comments

III. Approval of June 26, 2018 and July 11, 2018 Meeting Summary Notes

IV. Financial Report

V. Items of Special Interest

- Bylaws/Policies Reviewed- *Dylan*
- Fair Attendance Numbers- *Brandi*
- 2018 Fair- What went well/what could be improved?- *Dylan*

VI. Strategic Plan Items- August

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| 4.6.5 | Hold an August fair recap meeting to address the positive and negative components of the most recent fair | FB, EC, Staff |
| 4.6.6 | Members to submit their attendance numbers at August recap meeting if have not already done so. | FB, EC, Staff |
| 3.2.3 | Evaluation of contracts- identify which contractors are eligible for renewal. Determine which services should be competitively solicited before the following year's fair. | EC, Staff |
| 5.2.4 | Review Management Agree. every 5 yrs. (next Sept. 2021) | FB |

VII. Other

VIII. Adjourn

Next Meeting: September 5, 2018

Marion County Fair Board

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

Monthly Meeting/Emergency Plan Review

Senator Hearing Room

June 26, 2018 5:30 PM

In Attendance

Board Members: Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Dylan Wells

Staff: Judy Christensen, Denise Clark, Sami Croff, Fair Temporary Staff; Tamra Goettsch; Annette Howe, Fair Temporary Staff; Endy Zarate, Fair Temporary Staff

Guests: Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H; Matt Franke, TCB Security

I. Introductions – 5:38 PM

II. Public Comments - None

III. Approval of June 6, 2018 Meeting Summary Notes

Brandi made a motion to accept the June 6, 2018 Meeting Summary Notes; Heidi seconded. Motion passed.

IV. 4H/FFA Reports

4H Report- Melanie

- New poultry cages are on the way.
- Going to summer conference at OSU tomorrow (6/27)
- Clerk sheets are out.
- Abbey is a student intern that will be helping in the exhibit building. (Melanie's mother and a few other new people will also be helping.)
- The auction committee is setting up a new ring they've purchased; it will be set-up when the swine pens are constructed.
- The beef show ring is located outside behind the Dairy Women's building. This will be for beef, dairy, and the mini Herefords (instead of under a cover.)

Shannon:

- She is checking on the water restrictions and animal issues. Shannon heard from the vet's assistant that small ruminates are a concern for the water; she's not sure about the larger animals.

Tamra:

- Ed Flick, Marion County Emergency Manager, has the water issue on his radar. A dispensary can be made available for pets and small animals. (Water will be available for animals, but not for people.)
- Melanie indicated that they figure that the horses alone will need 1200 gallons of water. (The same will be for cows.)
- Food vendors sell bottled water; we need to consider the pricing, we don't want prices to sky-rocket due to high demand. Need to communicate with food vendors about the potential water issue.
- Melanie will check with K&E and other construction companies about possible use of water trucks.

V. Financial Report

- Volunteer shirts are up to \$1050
- Liability insurance premiums went up \$200 from last year.
- Contingency (\$40,000) and future state fair rental- Tamra
 - The asphalt project is completed. The \$40,000 is being used for asphalt.
 - We received another \$20,000 from general fund.
 - We will be amending the contract to include real hard costs and then trade out the balance so it's an equal trade.
- Dylan asked about the grange rental price going up. Denise said the daily rate went up slightly; also the figure is based on how many days we are in there; it fluctuates each year.
- Shannon made a motion to approve the Treasurer's Report; Brandi seconded. Motion passed.

VI. Items of Special Interest

Grill-off Update – Jill

- Mike is going to reach out to past participants; Jill is also reaching out to folks. We only have one registration at this time. However, more might come through at the last minute.

Non-Profit Food Vendor Credentials Policy –Jill

- Denise and Jill developed the policy per board direction. The formula for establishing for developing how many passes are given is something Jill has used in the past that works for non-profits. It is a fairly generic policy. Heidi made a motion to accept the Non-profit Food Vendor Credentials Policy as presented; Shannon seconded. Motion passed.

Emergency Plan Review – Scott

- For any incident on the grounds fair staff need to be notified; even if someone just sees an ambulance. "If you see something, say something."
- Emergency Plan change- page 7, regarding bomb information, say "Code 0". This means, "I need security at (*my location*) now." This instead of using the word "bomb" over the radio.

- “Code Adam” is used for a lost child. When hearing this, turn all radios down (so that fair goers don’t hear) and listen closely. Wait for acknowledgement from security on the radio. Everyone else is to be silent.
- When getting the child and parent back together, if you are with the parent, have them stay with you.
- Emergency Plan Change - page 7. If a child is found, do not move the child to the information booth or the fair office. Remain where you found the child and report your location. (Parent may be coming back to that area as that is where they last saw the child.)
- No channel changing for secure communication. We communicate on channel 1. (Parking attendees communicate on channel 2.)
- If we have the child it’s not a “Code Adam.” You would instead say “we have a found child” or “a missing parent.”
- Scott will arrange for having 12 radio headsets; these will be for fair board members that want them and also one for a staff member in the office.

VII. Other

Ingalls’ Reports:

Scott-

- We will be up to \$82,500 in cash sponsorship; a new sponsor has come in for Steve Augeri.
- Tamra indicated that we will do some analysis of the sponsor fee commission to see if we have the correct amount budgeted. (We may need to make a change to the budget document if more money is needed.)

Jill-

- One state fair walk-through has been held with the electrician, plumber, and security. There will be more walk-throughs to come. The Airstream trailer event happening currently on the grounds is pushing us, limiting access to things.
- The barns set-up will be on July 2nd, 5th, 8th, and 9th.
- Move-in is scheduled for July 10th.
- 4H judging begins on Tuesday, July 10.
- Pipes and draping will be installed on Tuesday, July 10.
- Work orders are being compiled and being given to state fair.
- The natural resources area is in terrible disarray. No one is responsible for cleaning it at this time. Jill’s work crew will be doing the work; state fair will supply the tools. (Going forward, we need to see that there is an agreement in place for this to be taken care of ahead of time.)
- The schedule day sheets (dailies) should be ready early next week.
- The main stage schedule is finalized.
- The Pretty Baby contest might get moved from 11:30 am on Saturday as there is a sound check at that time. The dance troupe follows that. There is one hole in the main stage schedule that will allow for some flexibility.

- Heidi asked about Teen Idol's communication with participants and adhering to a schedule. Jill responded we want them to keep to their schedule. However, they have the stage and production of the event, so it's their responsibility.
- Heidi noted that the public competition numbers are down. (So are commercial vendor booths.) It was noted that when the un-employment rates go down; the booth numbers go down. Also, Amazon (and other online shopping options) is a potential competitor for fair vendors.

Tamra-

- She has \$2500 available in her budget for Children of Promise tickets; 500 tickets were printed for this program in the past. The process has been that adults accompanying the children can use the tickets also. The fair board agreed that both adults and children can use the tickets.
- The air dancers (wiggly people we place at the fair entrance) have arrived. These are replacements for those that were stolen out of the storage unit. Tamra will see if she can cover the cost of them out of her own budget, if she can't, she will come back to the fair board for budget approval.

Melanie-

- Half price tickets for 4H/FFA will be available on-line until July 11.

Judy Christenson-

- We are short on quilt walk volunteers and STEAM helpers. (We are also low on the number of quilts submitted so far this year. We can post on Facebook that quilts are needed.)

Dylan-

- Bauman Farm hasn't responded about donating floral baskets. We use these on the street directory signs placed at the intersections. Shannon said she would contact Godfrey's. (The number of baskets needed is approximately 30.)

Next Meeting:

- Fair Board meeting Wednesday, July 11th at 5:00 PM in the log cabin. (The food vendor meeting will follow at 6:00 PM.)

Meeting Adjourned: 6:47 PM