

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 2, 2018 5:30 PM

In Attendance

Board Members: Brandi Crandall, Heidi DeCoster, Nathan Leao (by phone) Shannon Gubbels, Dylan Wells, Pam Zielinski

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

Staff: Denise Clark; Tamra Goettsch

Guests: David Beem, Jill & Scott Ingalls, Ingalls & Associates

I. **Introductions**

II. **Public Comments-** None

III. **Approval of April 4, 2018 Meeting Summary Notes-** Scott made a correction to the notes- the RTV's are being sponsored the golf carts are not. Brandi made a motion to approve the meeting summary notes as corrected, Shannon seconded. Motion passed.

IV. **4H/FFA Reports**

4H- Melanie could not be present in this meeting as she is at the swine, goat, and sheep weigh-in. Shannon relayed Melanie's information- the poultry cages and new swine show rings have been ordered. Fair registrations are due the end of May.

FFA- Amy

A career development event is next week at Oregon State University (OSU). Fair buckles are ordered ahead of time this year. Wilco Farm Stores (Stayton) helped in the Montana Silver purchase. Sponsorships have been coming in early. Participant stall requests are due May 25.

Tamra provided an update on 4H collecting fair fees (ticket sales, stalls, camping) and holding the funds to be returned to the county fair at a later time. A meeting was held with OSU officials; the updated 4H contract will include these pre-sales through both the 4H office and on-line. (Tamra noted that any future changes in ticket fees will need to be incorporated into the contract.)

V. **Financial Report-** Brandi

Year to date changes are highlighted in yellow.

Dylan remarked on the amount of commercial vendor revenue already received. (There are approximately 30 vendors already placed; we usually end up with 50-60 vendors.) Jill noted her office will be doing an email blast/push to reach more commercial vendors.

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

Brandi made a motion to add "Budget Changes" to this meeting's agenda; Shannon seconded. Motion passed

VI. **Budget Changes** (Action Item):

Jill indicated that her practice is to review the budget in May and bring back to this body items that require changes. She submitted a Budgeted Adjustments document. (*See attached)

Red Lion is the fair's sponsoring hotel.

Grounds and Utilities- The organization that provides the parking attendants have asked for an increase of \$200 as they've never had one the many years they have been working at the fair.

Sponsorship is committed at \$76,000; we are \$24,700 ahead of the target.

Events and Activities- Jill asked that the items broken out and listed on the budget document; currently the total amount available (\$38,850) is all that is listed.

The new car show won't cost anything, however would like some prize money, signage, and posters/flyers. It will be located in the trees behind the "Art Jam." Jill feels that the car show package with the grill-off makes Sunday look "more full and bountiful."

"The Woods" area needs signage to get crowd movement from the corner and back to the rodeo. Plans are to have an electronic marquee sign and a coin operated pinball machine in the area costing \$500. (Scott indicated that Crown may be sponsoring some of this.) If the budgeted money isn't needed, it won't be used. There will also be other signage around the grounds to direct folks back there. (The name of "The Woods" may be changed.)

Most items on the budget changes document have already occurred and just need commitment to payment. Up for discussion are the new costs associated with the car show, the Woods, and the walk-a-round Disney characters on Family Day. Jill noted that all the items she is proposing bring a "value" to the fair or she wouldn't be bringing them forward.

Brandi made a motion to increase the total expenses by \$5650, increase total revenue by \$7400 in the manner Jill has described on document- increased entertainment cost of \$7475, increased Activities cost of \$500, increased Grounds & Utilities cost of \$200, added expenses of \$3100 as described in the *New Expense Items*, with offsetting increases to sponsorship of \$7400, decreases to Grounds & Utilities costs of \$1025, decreased wheel chair costs of \$200 and decreased ambulance costs of \$4400, total change to bottom line revenue of \$1750. Heidi seconded the motion. Brandi amended the motion to include itemized amounts included in the "In budget but not entered in the Adopted column" of Local Entertainment and Events & Activities. Motion passed.

VII. **Items of Special Interest**

Big Name Entertainment- Steve Augeri, the former lead singer for *Journey*, and his band will be the rock act on Friday the cost- \$15,000. Jill noted that after looking at a lot of artists, we had to go up in price to find something that had a value; she feels they will be a good draw. (Jill did noted that for the future, she would like to see us stay in budget and have the acts determined earlier in the year.)

Donated Flower Baskets- Shannon

Shannon will reach out to Godfrey Nursery regarding flower baskets. (We are currently working with Bauman's Nursery but can possibly have two providers.)

Shannon confirmed with Jill that the pygmy goat organizers can bring their rigs in and pull up alongside the road between the horse show barns and the Forester Pavilion Thursday during the day.

State Fair Paving- Tamra

Have secured the money for the paving project; will need to use the \$40,000 currently in contingency. Scott is looking for a discounted rate for asphalt. She secured another \$60,000 from the general fund for next year. Every year we will need to budget for future paving. Each year's project will net three years of grounds rental for the fair. Tamra will be taking a proposal to the state fair.

VIII. Strategic Plan Items:

2.1.6 *Interface with other state fairgrounds events occurring at the same time as county fair.* Jill said that there is an Airstream (trailers) rally on the fairgrounds right before our fair.

2.1.7 *Put together Courthouse Square window display.* It is currently unavailable. It was suggested that this item be moved to January.

2.2.2 *Increase public participation in public competitions events.* The Legos were a draw at Agfest as were the quilts. Comments were received in which people said that they had exhibited at last year's fair; that hasn't occurred in the past.

3.2.7 *Further develop state fair/MCF cooperation- more effective layout; communication of needs; fencing; better signage.* In the past state fair has asked that the barns be set up differently; in looking at our configuration, we can't set up our fair to accommodate their setup. (The setup work crew is scheduled.)

3.2.9 *Develop grange log cabin agreement-* Done

3.3.4 *Increase clarity of process with security personnel- who does what; informational (print, signs, etc.)* Jill will be meeting with security as soon as the contract is done.

3.3.6 *Provide event listing information for program publication to Event Coordinator-* Jill reminded folks they need to bring any new items to her soon. She indicated that Joel said he will be giving her the list of local entertainers by this coming Friday.

4.3.1 *Create detailed work orders-* Work orders are due May 31. Lisa Trauernicht is the contact for the Board of Commissioners (BOC) offsite work sessions; she will be responsible for the work order. Jill noted that the BOC session is going to be moved to the tent next to the main stage this year. The Fair Foundation needs to have a table and two chairs for 4h premium payouts. (Melanie is to include this in her work orders.)

4.3.2 *Hold meeting with state fair to address logistics, parking, work orders, barns, and other issues. Negotiate horse stadium arena grooming-* Melanie (4H) works with state fair on the arena grooming.

4.3.3 *Discuss any needed changes for 4H/FFA.* On-going. Amy mentioned that it was brought up in last month's meeting the table changes needed for FFA.

4.7.2 (Senior Plan) *Coordinate veteran's uniform display with Mac MacDonald.* Jill noted that the new contact is Tom Vanderhoof; they are "playing phone tag."

IX. Other

Ingalls Report-

- Scott said that the copiers and air conditioner (for the fair office) are scheduled.
- Willamette Valley Pies is sponsoring again and will provide pies for the legislative reception, the VIP area, and the volunteers.
- There is no budget for fair board member shirts. If members want one, they can bring their own shirt to Jill who can have them embroidered at a reasonable price. She needs a four week lead time to have it done. It was also suggested to have light weight jackets.
- There will be a 175th Anniversary birthday cake event (organized by the BOC office) on Thursday at 4:30 in Columbia Hall.
- Jill will be meeting with Brandi regarding the use of Point of Sale (POS) squares for food vendors and permitted activities.

Volunteer Coordination- Tamra is working on a temp hire to do the volunteer coordination in place of the staff member who is out of the office indefinitely. Jill needs to know if a volunteer photographer has been arranged for. Denise will contact Ed Peteros, who has taken pictures at the fair in the past, to see if he is interested.

Jill is not having success in finding an organization to help with ticket sellers. Krista is looking into temp agencies. Jill suggested that Ingalls & Associates could be a possible back-up plan; they have core staff that is already trained on the Afton devices.

Brandi noted that we need to identify a second person to help her with money reconciliation at night.

Discussion was held as to what safe room the money will be kept in.

Tamra suggested that a meeting be held on security money processes, participants being Brandi, Jill, Tamra, and Sarah Spinks (Contracts Coordinator). Items such as money transport need to be addressed. Whoever is handling money needs to attend cash handling processes training. Denise noted that she will be scheduling with the Treasurer's office a cash handling training for her temps. The Ingalls said that they would also like to attend.

Meeting adjourned: 7:37 PM

***Budget Adjustments, clarifications and additional fund consideration:**

Treasurer's Report (5/2/2018)

INCREASED REVENUE

341555 Sponsor Fees	Budget \$52,000	Current Invoiced \$59,400	Committed \$76,700
Revenue increase over budget		\$7,400	\$ 24,700

REDUCED COSTS

Grounds & Utilities

527310 Golf Cart Rental	Budget \$2,000	Current cost \$975.00	(Excludes 4H unit)
Reduced Expense		\$ 1,025	

527310 Wheel Chair Rental	Budget \$200	Current cost \$ 0	
Reduced Expenses		\$ 200	

Safety Security & Ticketing

525225 Ambulance / EMT	Budget \$ 4,400	Current cost \$ 0	
Reduced Expenses		\$ 4,400	

In budget – not entered in ADOPTED Column

525925 Local Entertainment –

Superheroes and Star Wars Characters	\$ 500
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525930 Events & Activities

Barn Yard Adventure	\$ 4,400
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Petting Zoo	\$ 3,000
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Rodeo	\$20,000
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FFA / 4H Youth Shirts	\$ 2,699
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Veterans Uniform Display cleaning	\$ 100
STEAM	\$ 6,760.96
Prize Money Teen Idol	\$ 275
Talent Show	\$ 900

Increased Expenses for consideration

525925 Big Name Entertainment

Big Names	Budget \$ 54,000	Actual \$ 60,000	
	Budget expense increase		\$ 6,000
Agent Fee	Budget \$ 5,400	Actual \$ 6,000	
	Budget expense increase		\$ 600
Lodging	Budget \$ 1,000	Actual \$ 1,875	
	Budget expense increase		\$ 875

525930 Events & Activities

Pig Races Tractor Pedal Pull	Budget \$ 6,000	Actual \$ 6,500	
	Budget expense increase		\$ 500

Grounds & Utilities

527230 - Parking Attendants	Budget \$ 2,000	Actual \$ 2,200	
	Budget expense increase		\$ 200

New Expenses for consideration

525930 Events & Activities

NEW Car show event	Budget \$ 0	Actual \$ 500	
	Budget expense increase		\$ 500
New Car show shirts	Budget \$ 0	Actual \$ 600	
(IF SPONSORED ONLY)	Budget expense increase		\$ 600

THE "Woods"	Budget \$ 0	Actual \$ 500	
	Budget expense increase		\$ 500
Disney Characters (Fam Day)	Budget \$ 0	Actual \$ 1,500	
	Budget expense increase		\$ 1,500

Summary

Increased Revenue	\$ 7,400 actual to date	\$24,700 committed
Decreased Expense	\$ 5,625	
Total revenue impact	\$13,025	\$30,235
Increased Expense	\$8,175	
New Increased Expenses	\$ 3,100	
Total expense impact	\$11,275	