

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, 555 Court St NE, Salem OR

September 5, 2018 5:30 PM

In Attendance

Board Members: Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

Key Volunteers: Mike Adams, Amy Goulter-Allen

Guests: Jill Ingalls, Ingalls & Associates; Melanie McCabe, 4H; Ken Outfleet, Community Member

Staff: Denise Clark, Tamra Goettsch

I. **Call to Order/Introductions – 5:30 PM**

II. **Public Comments-** None

III. **Approval of July 11 and August 1, 2018 Meeting Summary Notes**

Shannon made a motion to approve the notes; Heidi seconded. Motion passed.

IV. **Financial Report-** Tamra

- The items in yellow font indicate changes made since last month's report.
- 4H money is still to come in. Tamra indicated that she would like to close the books on the 2018 fair by the end of the month. Melanie noted that the request has been made for payment. She provided the revenue figures as follows:
 - Camping- \$ 7,310
 - Horse stalls- \$2,745
 - Admission and carnival (cash)- \$682
- The sponsor fees came in higher this year. This does increase the cost of the sponsor fees payment to Ingalls.
- Transfer from general fund- this is the amount she negotiated with state fair for the asphalt project to offset future grounds' rental fees. Under "Contingency" \$40,000 has been moved to asphalt in "Grounds & Utilities." (The county general funds also gave another \$18,000 toward the project.) This gives the fair four more years of rental fees being covered. It is listed in both Expenses and Revenue. Tamra noted that we will go through the same process next year.
- The sponsor fees aren't all calculated yet; Jill noted that there are two payments still to come in.
- Jill indicated that there are some changes needed to the budget document, breaking down some figures and moving them to other line items. (She is working with Denise and Krista in making the changes.)
- The question was raised as to what makes up the Afton deposit figure. Tamra answered that we manage Afton like we manage the carnival. They handle the whole gate entry process and then take their fees out; they then send us a check for the balance.

Shannon made a motion to approve the financial report as presented; Heidi seconded. Motion passed.

Food vendor sales sheet- Denise noted that she had updated Brandi's vendor sales sheet to include Oregon Beverage's figure of \$7246.40 as their check came in after fair. Jill requested that there be two separate lines on the budget document, one for food vendor sales revenue and one for alcohol sales revenue. In that way the two categories can be tracked separately over the years.

V. **Items of Special Interest**

Key Volunteer Applicant:

Tamra introduced Ken Outfleet. She said she approached Ken regarding becoming a key volunteer to meet the need of increasing the military community's participation in Honor Day on Thursday.

Ken spoke of his experience and said that he has been involved with a group of 30 men that put on an annual 5-day event every year in southern Oregon. They generate approximately \$500,000 for children's charities. He noted that the National Guard has shown less involvement in the community in recent years due to so many deployments.

Pam made a motion to approve recommending Ken Outfleet becoming a key volunteer for the Marion County Fair Board; Shannon seconded the motion. Motion passed. (Denise will produce the paperwork to get it on the Board of Commissioners' (BOC) board session agenda.)

Dylan noted that David Beam told him he'd still like to be involved with the fair board. Discussion was held regarding his responsibilities. Tamra said that David had also told her that he would like to continue on with the fair board. She indicated that David is a mental health representative for the community and that we will identify a responsibility at the fair that is a good match for him.

Fair Board Retreat Date Discussion:

It was decided to hold the fair board annual retreat on **Saturday, November 17 starting at 9:00 AM**; location to be determined. (The General White Building of the National Guard and Stettler Supply Center are possible options.)

The fair contractors' performance evaluations will be addressed in the next fair board meeting Wednesday, November 7 instead of taking time at the retreat; it should be a shorter board meeting. (Dylan will not be present, Heidi will conduct the meeting.)

Bylaws Changes:

The fair board subcommittee met to review the Bylaws and conflict resolution processes. The committee recommended changes to the bylaws. Any changes need to go before the BOC for approval. The suggested changes have been reviewed by the committee, staff, and Legal Counsel. The changes are in Section 4.6 *Duties* and involve attendance in scheduled fair board meetings, addressing whether a person is present in person or on the phone. A member cannot miss more than two meetings in a year or there is good cause to consider that member's removal from the board. A member can only attend a meeting by phone two times in a year. The question was raised regarding whether an absence is excused or un-excused. Answer- there is no language regarding excused or un-excused absences in the document as that is not pertinent; this is a "working board" and therefore it is critical that members are present in all of the meetings. Notify the fair board chair of your expected absence, not staff personnel. (However, staff can be asked to let the chair know if a member can't reach the chair.)

Key volunteers are not included in the attendance requirements intentionally per Legal Counsel's recommendation.

In "Place of Meeting" Section 7.2- conference call (phoning in) is limited to no more than two meetings in any 12 month period.

It was suggested that when receiving the email from Denise regarding the upcoming meeting (particulars and the associated documents) it would be courteous of members to reply to "all" with an RSVP response. It was noted, "Communication is the key."

Mike noted that as a key volunteer, he is very intentional in making the meetings. However, at the height of his business season it is difficult. He does let someone know of his intended absence and also gives an update on his responsibility area(s).

Nathan made a motion to approve sending the edited bylaws onto the BOC for approval; Shannon seconded the motion. Motion passed. An attempt will be made to get it on the September 19 agenda. Anyone is welcome to attend the board session which starts at 9 AM.

Conflict Resolution Documents:

- Customer Service Policy- Per last meeting's suggestion, conflict resolution administrative procedures is referenced and added into 3.9.
- Conflict Resolution Administrative Procedures:

This is a step by step process for handling conflict, first the informal steps to take and then if not resolved at that level, formal steps to take. (Heidi mentioned that she hopes we can resolve our conflicts via the informal procedures and not have to move on to the formal procedures.) Minor edits will be made and brought back to the next fair board meeting for approval.

Amy brought up an incident that happened at fair. FFA had brought their own golf-type cart to bring items in through the gates. A conflict arose over how it was being driven by students. It was reported that Scott Ingalls threatened to have one of the student's arrested for not adhering to the fair's rules regarding driving carts on the grounds. The FFA leadership was not aware of this conflict and of any previous allegations that were made that led up to this. Next time, they would like to be informed of the problem before it gets to this level of threats. Amy said that they are not planning on bringing the cart back next year. Melanie indicated that the students had been previously warned that they weren't using the golf cart appropriately and were told that county officials would intervene if they didn't stop. Jill responded that Scott was trying to confront them with "scared straight" type tactic.

Contracts:

- State Fair Facility Use Agreement

Shannon wants to know if state fair will let us use the beef barn as we have outgrown the regular barn, also the state fair doesn't have enough wooden panels. Currently state fair stores materials in there however all that is

needed is the first two rows of the barn. This year they brought in the blue heavy metal stall panels that are dangerous. The sheriff's office crew leader told Jill that two crews will be needed next year if they are going to have to work with that equipment. Tamra asked Denise to set up conference call with Mike Paulazak of state fair to have a state fair barn's layout meeting. Those participating will be Jill, Shannon, Melanie, Tamra, and Denise.

- We have just a one-year contract with the security ticket taking.
- Melanie had a question regarding the \$66,000 figure listed for the 4H contract; she wondered what that covered. Tamra said she'd check with Krista, the new contract's coordinator.
- Big Name Entertainment Discussion
 - Eric Marcuse, the Entertainment Buyer, is to provide potential entertainment acts in October. Without Joel being present in the meeting, it is hard to have a discussion on genres to have at next year's fair.
 - Tamra is going to send a letter to Eric letting him know that he was in breach of contract during the 2018 fair. He sent another person (who was not a Romeo representative) in his stead. The contract does not allow another provider to be there. She is also going to remind him to have a list ready for the October meeting. (She said she'll cc Joel.)
 - If anyone has input on entertainment, please give it to Joel.
 - Ken said that the National Guard band is available and they can do any genre of music. (He asked that Denise send him Joel's contact info.) Ken said he would like to help Joel as he has some experience getting big acts.
 - Friday night's act wasn't as successful as we'd like; we need to be looking at a little younger set (the 20- 40 yr. olds) to target.
 - We need two big nights, both Friday and Saturday.
 - Saturday needs to be where the bulk of entertainment money is spent.
 - Cut down on the local band investment and put that more towards Friday night's act.

VI. September Strategic Plan Items

1.1.1 Select a marketing/sponsorship coordinator as needed. Not needed.

2.1.8 Submit sign/banner application to City of Salem (9/15 applications accepted.) Denise has it on her calendar.

4.4.7 Hold public competitions superintendents' post fair meeting. Heidi indicated it has been done.

VII. Other

The Volunteer Appreciation Night is September 13 at 5:30 PM at the State Fairgrounds. Please respond to the Event Brite registration Judy Christenson sent out. (Some said they didn't receive it and asked Denise to re-send.)

Pam announced that Sharon Davidson's (Fair Foundation) father recently passed away. The Fair Foundation was an option for people to donate to in memorial. They have already received some donations in response. The fair board asked that Denise send a condolences card to Sharon from the Fair Board.

Meeting Adjourned: 7:35 PM.