

MARION COUNTY FAIR

Fair Board Meeting

June 7, 2023

5:30 PM

Board of Commissioners Board Room

Zoom Information

<https://us02web.zoom.us/j/84269994026?pwd=V1lOSDdubEprTGFqVGdlOHlvWnBaZz09>

Meeting ID: 842 6999 4026 **Passcode:** 610165

- I. **Call to Order/Introductions**
- II. **Public Comments**
- III. **Approval of May 3, 2023 and May 22, 2023 Meeting Summary Notes** [Action]
- IV. **4H/FFA Reports** [Information]
- V. **Financial Report-** Brandi Crandall
- VI. **Items of Special Interest** [Information/Possible Action]
 - a. **4H Student Worker Financial Assistance-** Kelli Weese
 - b. **Event Coordinator/Marketing/Sponsorship RFP Update-** Kelli Weese
- VII. **Ingalls' Reports** [Information/Possible Action]

Strategic Plan Items- June

2.2.7	Create activities schedule to help with public awareness and insure coordination. (Working schedule master list of specials, daily printout.)- <i>In Process</i>	EC, Staff
3.1.2	Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them- <i>In Process</i>	EC, 4H/FFA Staff
3.2.11	Submit Fire Permit Application for Special Event/Trade Show to the Salem Fire Dept.- <i>Done</i>	EC
3.2.12	Submit Tent or Canopy Permit Application to Salem's Building and Safety Division/Permit Application Center.	EC
3.3.1	Maintain two information booth notebooks- <i>In Process</i>	FB Member, Staff
3.3.2	Improve "signage" throughout fairgrounds- directing people to commercial exhibits, posting prices at ticket booths, etc.	EC
3.3.4	Review Emergency Plan mid-June- <i>Scheduled for June 21</i>	EC, Staff, FB
3.3.6	Schedule date for Volunteer Appreciation Night in Sept. Give "Save the date" notices out during fair.- <i>In Process</i>	FB, EC, Staff, Vol. Coord.,
3.3.7	Identify a Management Update meeting date to provide post fair gate numbers and revenue.	Treasurer, Staff
4.5.1	Maximize commercial space in exhibit hall and outside- <i>In Process</i>	EC
4.5.2	Commercial vendor coordination (communication, application, payment)- <i>In Process</i>	Staff, Zielinski
4.5.3	Food vendor coordination (communication, application, payment)- <i>In Process</i>	Staff, Buxton

5.2.6

Prepare upcoming fair presentation (Fair Highlights) for a BOC session

Staff, BOC

IX. Other

X. Adjourn

Next Meeting: Wednesday June 21, 2023 Emergency Plan Meeting at the fairgrounds in the floral building.