

CLACKAMAS COUNTY FAIR BOARD

April 14, 2021

4:30PM

ZOOM MEETING

MINUTES

1. CALL TO ORDER

- a. President Gary Linton called the meeting to order at 4:30pm. Fair Board Directors in attendance included, Vice President Matt Bunch, Secretary, Raeline Kammeyer, Lauren Humphreys, Shirley Haney Byrne and Dan Sandberg.

CCFEC staff included Laurie Bothwell, Executive Director, Tyler Nizer, Marketing and Vendor Coordinator and Accountant, Wanda Conlin.

Guests included Mark Shull, Clackamas County Commissioner, Allegra Willhite, BCS Deputy Director, Leah Sundquist, Manager of the OSU Extension Office, Wendy Hein, 4H Youth Development and Jan Williams, 4H Youth Development.

2. CITIZEN COMMUNICATION

- a. Correspondence - Nothing Presented
- b. Citizen Testimony - Nothing Presented

3. CONSENT AGENDA (Motions Needed)

- a. Minutes from the March 11, 2021 Fair Board Meeting. – Matt moved to approve the minutes as published. Dan seconded the motion. All in favor, motion carried.

4. UPDATES

- a. Executive Director Report – Laurie reported that House Bill 3008, prohibits using animals for a traveling animal acts is dead! Great news for our Fair & Rodeo. House Bill 3173, which will eliminate an old funding cap and provide an additional investment of approximately \$165,000 per county fair per year is still moving forward. She will be testifying, via Zoom for this bill next week.
- b. Fair Board Individual Reports – Nothing new to report.
- c. Fair Board Committee Reports
 - i. Facilities – No report given.
 - ii. Finance – No report given.
 - iii. Human Resources – The committee held two meetings and have two recommendations for the Board. Raeline moved to eliminate the contract from the policy manual regarding the Executive Director. Matt seconded the motion. Lauren moved to accept the revisions to the Policy Manual as published. Matt seconded the motion. All in favor, motion carried.
 - iv. Rodeo Committee – Matt reported that the Rodeo Committee feels that they only need to have 25% to Break Even. The Committee is preparing a list of improvements that called in attention for Repairs. CRA Agreement is the first \$101,875 sponsorship is for the Fair. After that it is split 50/50 between the Fair and the Canby Rodeo. No news on Sponsorship confirmations.
- d. Commissioner Report – Commissioner Shull clarified that the number of Fair Board members is not an issue with the Commissioners, it is up to the Fair Board.
- e. CCF Improvement Foundation Report – Nothing new to report.

5. OLD BUSINESS

- a. Bills for review, March 1-31, 2021 – No comments.
- b. Budget 2020-21 and 2021-22 – No comments.

- c. Clackamas County Fair & Rodeo – The “drop dead” date to decide to move forward with Fair and Rodeo is set for June 1, 2021.
- d. COVID-19 – No update.
- e. Drive-In Movie Theatre – Goal is to open by the end of June. Gary suggested we order the steel as prices are going up and it could take a while to receive.
- f. MOU with 4H – The MOU is with OSU not Clackamas County Extension. Shirley clarified that the MOU formalizes the relationship, mutual protection. Shirley would like to continue the same way we have been doing things. Raeline moved to accept the MOU as published. Shirley seconded the motion, 4-0-1. Gary abstained.
- g. CRA Agreement – Continue status quo for the agreement. CRA would like special consideration to have a stand-alone Rodeo.
- h. Other Old Business – Nothing Presented.

6. NEW BUSINESS

- a. Policy Manual Review – Laurie stated that staff reviews and presents additions or updates to the Board. The County Attorney also reviews our Policy Manual. Raeline and Dan were appointed as a sub-committee to review the Policy Manual then discuss it at their May meeting.
- b. Tractor Purchase – Dan and Raeline received three bids from PAPE (John Deere), Ag West, and Fisher Mills. Lauren suggested that Dan and Raeline send everyone their top three picks with costs in a spreadsheet to all Board Members.
- c. Maintenance Records and Work Order Forms – Laurie reported that for accountability purposes the Maintenance Staff is reporting once a week what projects they have been working on and by whom.
- d. Press Policy – Laurie presented the Press Policy. Motion by Matt seconded by Dan to table the Press Policy to the May Meeting. All in Favor, motion carried.
- e. Other New Business
 - I. Gary mentioned that we have a safety issue in the Rodeo Arena where the fencing has been damaged and is falling over. He would like for staff to order supplies and repair it as soon as possible.
 - II. Lauren requested a copy of the Volunteer Manual.

7. GOOD TO THE ORDER

- a. Check signers for Thursday, April 20th will be Dan and Lauren. Check Signers for Tuesday, May 5th will be Lauren and Raeline.
- b. Board Member Comments

8. NEXT FAIR BOARD MEETINGS

- a. Special Fair Board meeting to discuss the Tractor Bids will be Tuesday, April 27th at 6:30pm.
- b. Regular Fair Board Meeting will be May 13, 2021 at 4:30pm, tentatively in Horning Hall.

9. ADJOURNMENT

With no further business to come before the Board, Dan moved to adjourn at 6:17pm. Matt seconded the motion. All in favor, motion carried.

Respectfully Submitted  _____, May 13, 2021