



CLACKAMAS COUNTY FAIR BOARD

September 15, 2021

5:00PM – Horning Hall

Minutes

1. CALL TO ORDER

a. Roll Call

Meeting was called to order at 5:04 by President Gary Linton. Fair Board Directors in attendance included, Vice President Matt Bunch, Secretary, Raeline Kammeyer, Lauren Humphreys, Shirley Haney Byrne and Dan Sandberg. Staff included Wanda Conlin and Tyler Nizer.

b. Guests

Guests in attendance was Steve Bloemer, Dan Robertson, Eileen Stein, Matt Stewart, Jim Williams, Dick Eagle, Sarah Eckman, and Sherry Copeland.

2. CITIZEN COMMUNICATION

a. Correspondence – none

b. Citizen Testimony (The Chair of the Fair Board will call for statements from citizens regarding issues relating to the Fairgrounds and Event Center. Persons wishing to speak shall be allowed to do so. Testimony is limited to there (3) minutes. (Comments shall be respectful and courteous to all.) - none

3. CONSENT AGENDA (Motions Needed)

a. Minutes from the August 12, 2021 Fair Board Meeting

Dan moved to accept the minutes as presented. Shirley seconded the motion. Motion passed (5-0)

b. Minutes from the September 3, 2021 Special Meeting

Shirley moved to accept the minutes as presented. Dan seconded the motion. Motion passed (5-0)

4. UPDATES

a. Office Activity Report - none

b. Fair Board Individual Reports - none

c. Fair Board Committee Reports – Consensus of the board is to have the HR and Rodeo Committee remain others will be revised as needed.

i. Facilities

ii. Finance

iii. Human Resources

iv. Rodeo Committee

d. Commissioner Report – Joint meeting with the BBC will be held on October 13, 2021 at 5pm at the Fairgrounds. The new Fairboard member will be presented to the commissioners on 9/21

e. CCF Improvement Foundation Report- Gary request contact information of Steve Nielsen, President of the Foundation to be sent to him.



5. OLD BUSINESS

- a. Bills for review – August 1-31, 2021 – no concerns
- b. Budget 2021-22 -no concerns
- c. Drive-In Movie Theatre – Started today and will be working on this week. Hoping to have it up and running by the first weekend in October. Concerns over placement with new building and research cost of flipping screen which would cost approximately \$5000 to flip the screen and to move projection box with electrical would cost approximately \$3,500. To place rock in that area is \$1 per square feet which will roughly be \$40,000. Looking for volunteers for scaring. Sherriff Posse is helping with parking.
- d. Scare Fair – Is being set up and inspections from Fire Marshall is ongoing throughout setup. Has signed off on everything. Tyler will be contacting our insurance agent to research if we need more coverage with Covid-19. Will also check to make sure that Creatures of the Night has presented their insurance coverage.
- e. Livestock Barn, RV Park Projects – County presented estimate cost projections to the Board. Steve Bloemer and Dan Robertson. Will be able to give more input on the building once we receive information on the Grant.
- f. Sprinkler System for 4H Hall – Ready to go. Have had meetings with the Fire Marshall, Eagle Asphalt and Wyatt Systems to coordinate in installation of the sprinklers. Waiting for permits.
- g. Other Old Business

6. NEW BUSINESS

- a. Recap of the 2021 Fair and Rodeo, Financial and Attendance – Several people along with the Fair Board heard suggestions of what went well for the fair and what we should consider changing. All like the outdoor show rings especially in the Grove area. Several letters were sent from superintendents to the board for review.
- b. How can we improve? – Suggestions for improvement were more portable restrooms in the Rodeo area, increase security lightening, ushers in every section of rodeo stands, opening the gates at 6 pm., concerns of strollers in E/F area, improved badges for everyone, and consider the redoing of the Bull Pen.
- c. Ticketing & Security – Need to review security and ticketing for next year
- d. Fair Board assisting in Office – discussion with fair board after everyone is able to check their calendars and work schedules.
- e. Hiring additional staff – This will be left for office discretion but we will revisit after the first of the year.
- f. Winterfair – Meeting to discuss options of set up will be soon.
- g. Other new business to be brought before the Board – rewriting Policy Manual so that it is up to date. Put on October meeting.
- h. Lauren moved and Shirley seconded to give 4-H use of building for extra event at the cost charged previously, but they will be moved to a comparable location if their building can be rented at full cost. Motion passed 4-2.

7. GOOD TO THE ORDER

- a. Check Signers for September 20, 2021, Lauren and Raeline and October 5, 2021, Dan and Matt
- b. Meeting was adjourned at 6:25 pm



8. EXECUTIVE SESSION

Per ORS 192.660 (2)(a) To consider employment of a public officer, employee, staff member or individual agent.

9. RECONVENE TO REGULAR SESSION

a. Board Member Comments

Shirley moved and Matt seconded to have Tyler and Wanda financially compensated while in position as co-interim Executive Director until reestablished. Motion passed

Lauren moved and Shirley seconded to remove Executive Director, Laurie Bothwell, from all financial accounts including checking, credit, and debit accounts. Motion passed.

Lauren moved and Matt seconded to add Wanda Conlin as a check signer. Motion passed.

Gary moved and Lauren seconded to have Laurie Bothwell provide all contact information related to the Clackamas County Event Center. Motion passed.

Two Board positions will be open and interview process should be considered in October.

b. Next Fair Board Meeting will be Wednesday, October 20, 2021 Horning Hall (4:30pm)

10. ADJOURNMENT

Meeting was adjourned at 7:45 pm


Submitted by

9/22/21
Date