



## CLACKAMAS COUNTY FAIR BOARD

March 16, 2022

4:30 p. m. HORNING Hall

Minutes

### 1. Call to Order

a. Roll Call – Meeting was called to order at 4:30 pm. Present was Vice President Matt Bunch, Secretary Raeline Kammeyer, Directors Lauren Humphreys and Loren Bell. Staff present – Wanda Conlin. Shirley Haney-Byrne on phone and excused absences Gary Linton and Dan Sandberg.

b. Guests – Eileen Stein from BCS of Clackamas County

### 2. Communications

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 three (3) minutes. (Comments shall be kept respectful and courteous to all)

### 3. Consent Agenda

a. Minutes from the March 2, 2022, Fair Board Meeting – Loren B moved and Lauren H. seconded to approve the minutes from March 2, 2022. Motion passed

### 4. Updates

a. Executive Director Report – We have new hires. One is Trina Smith as Vendor Coordinator and receptionist in the Office. The other is Jeremy Christiansen as Facilities Maintenance. Both employees seem to be great fits and are working out well so far.

b. Fair Board Individual Reports - none

c. Fair Board Committee Reports

i. Facilities

Update on building project – Dan submitted a written report stating that the County has issued an RFP for design services, once a firm is selected, the Project Manager will go to the City of Canby to move forward with the requirements and permitting. Have not had any meetings since our last Fair Board meeting.



ii. Rodeo Committee – Coronation Dinner/Event went well and the Auction for funds was very well received. New roping chute is in and will be installed shortly.

d. Commissioners Report – none

#### 5. Old Business

a. Bills for review- February 1-28, 2022

b. Budget 2021-2022 – We reported we have not received our TLT funds since October and that we just received the bill for the clean up costs from last years ice storm damage from the County. We could have applied that amount of cost to the FEMA monies for reimbursement, but we already had closed out our claim and received the monies. Therefore, we did not qualify for reimbursement. Was asked for Eileen Stein to investigate the billing timeline and why it was not sooner. Wanda stressed that we have not received any billings from legal counsel so those might be coming at a later time.

c. Policy Manual update – working on the updates

d. IGA – Submitted it to the County and have not heard back as of yet.

e. Bleachers – Lauren and Matt are going to be meeting with the Bleacher manufactures

f. Bull Pen – Will review this with Brian Crow to see if any changes will be made.

g. Rental House-Update – Had a cleaning crew come in and prepare the house for Brian to move into. Caroline and Jeremy are working on the fencing and painting and all other maintenance items.

h. OFA Board Meeting by Zoom 03/17/2022 11 am reminder – Board was reminded on this Zoom meeting.

i. Executive Director Meet & Greet Reminder & Employee Lunch – Reminder of Employee Lunch on March 31<sup>st</sup>, also Brian Crow first day. Reminder of Meet and Great with Brian on April 6<sup>th</sup> after the fair board meeting.

j. Movie Theater. Lauren hopes that this spring maybe by mid-April. She is meeting with the movie theater personnel.

#### 6. New Business

None

7. GOOD TO THE ORDER

a. Check Signers for April 5<sup>th</sup> will be Raeline and Shirley and April 20<sup>th</sup>, 2022 will be Raeline and Lauren

b. Board Member Comments - none

8. Next regular fair board meeting on Wednesday April 6, 2022 4:30 Horning Hall

9. Adjournment – Loren B. moved, and Lauren Humphreys seconded for Adjournment. Meeting was adjourned at 4:54 pm.

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Submitted by

Date