

CLACKAMAS COUNTY FAIR BOARD
Wednesday, February 15, 2023
4:30 PM - HORNING HALL
Minutes

1. Call to Order

a. Roll Call – Meeting was called to order by President Matt Bunch at 4:32 pm. Present were Vice President, Lauren Humphreys; Secretary, Raeline Kammeyer; Directors: Gary Linton, Shirley Byrne and Loren Bell. Excused Director Dan Sandberg. Office staff present were: Executive Director Brian Crow and Accountant Wanda Conlin.

b. Guests -Commissioner Mark Shull; Rodeo Committee President, Clay Rhodes and guests Kit Vandenbroucke and Julie Smith.

c. Addition of Late Items - none

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 January 18, 2023, Fair Board Meeting – Loren B moved to approve the minutes as presented with the late adjustments, motion was seconded by Gary. Motion passed.

b. Financial Report – Brian reported that we exceeded our projected income budget by \$7000 at the end of January. Wanda reported that she received all the expense receipts from WFA.

c. Bills for review- January 2023 – Board reviewed the bills that were presented.

4. Updates

a. Executive Director Report – Brian had several updates on what he and the Office staff have been working on.

He reported that Canby Brewfest was not going to go cashless. The cost of doing this would deprive the Fair Improvement Foundation of profits. This event is Mother Day's weekend on Friday and Saturday.

Paint and Wine night could be 3 times a year. Working on finalizing expenses on the event.

Working to establish more events throughout the year.

We are going to have a single tent for the Livestock instead of three.

Rodeo Roadway tent will be expanded to have an area for a dance floor. We are also going to have a Video wall to broadcast the Rodeo Event in this area.

Rodeo pre-sale tickets are available now for 2 weeks.

Vendor applications are online.

Hannah Russell started this week as Marketing/Sponsorship Developer. She attended OFA and had been out making contacts with sponsors. Has many new ideas.

Staff reviews will be done by the end of the month.

Brian participated in ETIX training and stated that we were underutilizing the site. He has learned many new applications that we can incorporate to improve customer service and make it more efficient for our staff.

b. Fair Board Individual Reports – Gary thanked Brian for having the Fair Board and staff for attending WFA. The Board Members and Fair staff that attended the event agreed with Gary. We all learned new things that can help to improve our operation.

c. Fair Board Committee Reports

i. Update on building project – Matt asked Gary to follow the Zoom meeting and to keep Dan informed. Gary is concerned that the permit process is delaying the progress for beginning of the building project.

ii. Rodeo Committee – Matt explained responsibilities for the committee and the division between that organization and the Canby Rodeo Association.

iii. Rodeo Committee President Comments – Clay Rhodes stated that he is working with Brian and is thrilled with the new ideas that Brian has shared with the members. He also stated that the new chutes are in and the committee is working on removing the old ones so installation can be completed. Clay is also going to attend the City Council meeting to stress that the City of Canby needs to have a motel/hotel to house the participants that want to attend the various events throughout the year. Currently we are housing our judges in motels in Oregon City, Wilsonville, and Newberg. Clay informed the Board that the minutes of their meetings are on CanbyRodeo.com and invited us to attend their meetings.

d. Commissioners Report – Mark Shull reported that he would be our representative from the BCC. He reported that the building of the new Court House has started.

5. Old Business

a. Rental Properties – Lease agreement updates – For Review – Matt will appoint a committee to review the Rental Properties Policy and develop contract/agreements.

6. New Business

a. Mark 2 Ministries Request – Gary moved and Raeline seconded to allow for a 20% discount based on the current rate of building rental cost. Motion passed.

b. Combined Budgeting – Loren moved, and Gary seconded the motion that we move from a split accounting with fair and the event center reported separately to one budget incorporating both. Motion passed.

c. Rodeo Committee handling of PRCA Conference – Matt explained that the Rodeo Committee will handle all booking/reservations for the PRCA Conference and that the Canby Rodeo Association will cover the financial cost.

7. Good of the Order

a. Check Signers for March 3 and 20 will be Raeline and Matt on both days.

b. Board Member Comments - none

8. Fair Board Executive Session - moved to executive session at 5:55 pm

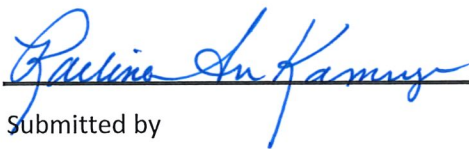
a. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

Returned to regular session at 6:06 pm

Raeline moved and Matt seconded the motion that was discussed during executive session. Motion passed.

9. Next regular fair board meeting on Wednesday, March 15 – Horning Hall

10. Adjourn – Meeting was adjourned at 6:09 pm


Submitted by



Date