

**CLACKAMAS COUNTY FAIR BOARD**

**Wednesday, January 11, 2023**

**4:30 PM - HORNING HALL**

**Minutes**

1. Call to Order

a. Roll Call - Meeting was called to order by Fair Board President Gary Linton at 4:30 pm. Present was Vice President Matt Bunch; Secretary Raeline Kammeyer; Directors: Lauren Humphreys, Shirley Byrne, Loren Bell, and Dan Sandberg. Office Staff Present: Executive Director Brian Crow, Accountant Wanda Conlin and Office Staff member Trina Smith.

b. Guests – BCC Chair Tootie Smith, Sarah Eckman of the Dept. of Transportation and Development and Julie Smith

c. Addition of Late Items

(Note the December 2022 Fair Board meeting was cancelled due to severe weather)

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) – none

3. Consent Agenda

a. Minutes from the November 16, 2022, Fair Board Meeting – Shirley moved and Matt seconded the motion to approve the minutes as presented. Loren B and Lauren H abstained due to excused absences from November Meeting. Motion passed

b. Financial Report – Wanda went over our financials and reported that we have the funds from the County Room Tax

c. Bills for review- November 1 – December 31, 2022 – Brian reported that we on are looking at a profitable year with the various events planned for the rest of the year.

4. Updates

a. Executive Director Report

i. Canby Haunt – Will review the event. Earned \$14,000 from the event

ii. Winter Fair – solid increase in attendance. Had to shut down the event due to severe weather. Looking forward to adding another weekend to the event.

iii. Staffing Updates- Trina Smith in the new Special Event Manager. She has come up with several new ideas for the fair. She will remain the contact as the vendor coordinator. Also, added Eric Richardson as our onsite electrician. He will work with the County electricians.

iv. Canby Brewfest – This is a new event that will be held on Mother's Day on Friday and Saturday. More information will be shared later.

v. Paint and Wine Nights – New event that is being developed by Trina that will be 3 times a year. More information will be shared later.

- vi. Fair Prep – On going with looking at entertainment, placement of vendors, and study of spectator flow down Rodeo Way.
- vii. Performance Reviews – Brian is conducting reviews of the employees and should be finished by the end of the month. Loren B moved and Shirley seconded that Brian Crow’s review be moved to his one year hiring date. Motion passed.

c. Fair Board Committee Reports

- i. Update on building project – Dan and Brian reported that we are still meeting with the city. They are conducting a traffic study and waiting for conditional permits.
- ii. Rodeo Committee – There were several resignations from the Rodeo Committee and elections of officers were held.

d. Commissioners Report – Tootie Smith, BCC Chair reported that both Matt and Lauren H were appointed to the Fair Board. She also reported that the construction of the new Court House has started. Reported that Tina Kotex explained her plans for dealing with the homeless situation.

5. Old Business

- a. None

6. New Business

a. Election of Officers – Election of officers for the Fair Board were as follows: Matt Bunch, President; Vice President, Lauren Humphreys and Secretary, Raeline Kammeyer

b. Rental Properties – Lease agreement updates- Loren B will review the document and make suggestions for updates.

7. Good of the Order

a. Check Signers for February 3 will be Loren B and Raeline and September 17 will be Shirley and Lauren H.

b. Board Member Comments – We welcomed back Dan to in person attendance to the meeting. Matt thanked Gary for being our President during his leadership during some stressful times. He also thanked Brian for his leadership, his hard work in developing new events, and employing high quality staff. Dan thanked everyone for their support and understanding.

8. Fair Board Executive Session

a. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents. – not invoked

9. Next regular fair board meeting on Wednesday, February 15, 2023– Horning Hall

10. Adjourn – Meeting was adjourned at 5:34 pm

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Submitted by

Date