

CLACKAMAS COUNTY FAIR BOARD

Wednesday, April 19, 2023

4:30 PM - HORNING HALL

Minutes

1. Call to Order – Meeting was called to order at 4:31pm
 - a. Roll Call - In attendance was President Matt Bunch, Vice President Lauren Humpheys, Secretary Raeline Kammeyer and Directors Loren Bell, Shirly Byrne and Gary Linton. Office Staff included: Brian Crow, Executive Director, Hannah Russell, Trina Smith and Accountant, Wanda Conlin
 - b. Guests - Laura Edmonds, Clackamas County and Dan Johnson, Transportation Department
 - c. Addition of Late Items – Matt informed the board, staff, and guests that Fair Board Director Dan Sandberg passed away on Easter, April 9 at home with his family. Services will be held on April 23 at 2pm in the 4H Hall.
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 March 15, 2023, Fair Board Meeting – Gary moved, and Lauren seconded to accept the minutes as written. Motion passed.
 - b. Financial Report – Two-month look-back starting this meeting. – March financial report at the next meeting.
 - c. March Check Register – was presented to the board for review. There were no questions.
4. Updates
 - a. Executive Director Report – Brian informed the board our Electrician has turned in his resignation. We will be looking for another one to fill that position. The first Wine and Paint has 32 slots filled with the max of 50. Looks to be a fun event that we will have it again. Brewfest is coming along nicely and working on details/set up for the event. Hannah has been working on sponsorship for this event. Volunteers are now covered by insurance. The new panels for the sheep/pigs are arriving. Rodeo Court is now under the Fair/Event Center supervision. Working on establishing their own checking account. Maintenance is being done on all equipment.

b. Fair Board Individual Reports- none

c. Fair Board Committee Reports

i. Update on building project – Gary and Brian reported that they had a good meeting with the city, and we are moving forward slowly.

ii. Rodeo Committee – The Chutes are ready to be installed as soon as the ground dries out.

iii. Rodeo Committee President Comments - none

d. Commissioners Report – Dan Johnson and Laura Edmunds reported that we are currently working on interfacing our accounting system with the county system. This will then allow us to be able to be tracked on the indirect cost of monitoring our account.

5. Old Business

a. Rental Properties – Committee update – none currently

b. Insurance Stipends – Committee update – Lauren went over the percentage of charges for the cost of health insurance for single, married, married with children. Gary moved and Lauren seconded to go with recommendation from Brian on health insurance payment percentage.
Motion Passed

6. New Business

a. Canby Rodeo Budget – Gary moved, and Shirley seconded to accept the Canby Rodeo Budget as presented. Motion passed.

b. Advertising Policy – Loren B and Brian will review the policy and report back at the next meeting.

c. Peace Officer – ORS 565.240: “The board may make and enforce all rules and regulations necessary for the proper conduct and management of their respective fairs. It may appoint such marshals or police as may be necessary to keep order and preserve the peace during the time and at the place of holding the fairs and at all other times when the board deems such appointments necessary for the preservation of the peace and the protection of public and private property upon the fairgrounds. The officers so appointed have the same authority for the preservation of order and making arrests upon the grounds as would a deputy sheriff.”

Brian explained the need for this to the board. Gary moved and Lauren seconded to establish this policy and Brian will be appointed to this position. Motion passed.

7. Good of the Order

- a. Check Signers for May 5 will be Shirley and Raeline and May 19 will be Gary and Raeline
- b. Board Member Comments - none

8. Fair Board Executive Session

- a. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents. Moved to executive session at 5:38 pm. Returned to regular session at 5:50 pm.

9. Next regular fair board meeting on Wednesday, May 17 – Horning Hall

10. Adjourn – Meeting was adjourned at 5:52 pm.

Submitted by

Date