

CLACKAMAS COUNTY FAIR BOARD

Wednesday, May 17, 2023

4:30 PM - HORNING HALL

Minutes

1. Call to Order

a. Roll Call – Meeting was called to order at 4:30 pm by President Matt Bunch. Directors present were Vice President, Lauren Humphreys; Secretary, Raeline Kammeyer; Directors: Loren Bell, Shirley Byrne. Excused Director Gary Linton. Staff Present were Executive Director, Brian Crow and Accountant Wanda Conlin.

b. Guests – Commissioner Mark Shull and Laura Edmonds of Clackamas County

c. Addition of Late Items – Rodeo Court Funds were transferred to the Event Center with Brian Crow, Wanda Conlin and Katie Montecucco as signers for the account.

2. Communications

a. Correspondence – Condolence card received from Mark Shull for the passing of Dan Sandberg.

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)

Ester Hunt for the Oregon City Optimist Club concerned about the cost to their non-profit booth during the Fair. She would like to discuss this with the manager and the board of directors. Matt Bunch and Brian Crow are going to review her concerns and get back to her.

3. Consent Agenda

a. Minutes from the April 19, 2023, Fair Board Meeting – Loren B moved to approve the minutes and Lauren H seconded the motion. Motion passed.

b. Financial Report - Loren B moved to approve the Financial Report and Shirley seconded the motion. Motion passed.

c. April Check Register – Directors reviewed the Check Register and there were no questions.

4. Updates

a. Executive Director Report – Brian reported that the Brewfest was sold out for both days. Hannah Russell has done an excellent job in obtaining keg donations and other things for the Brewfest. Profit toward the Foundation is still being determined. Fair Camping that went online for the first time is sold out. There is 31 people on the waiting list. We have a limited amount of space for camping on the grounds. Maintenance is focusing on preparation for the upcoming events. We have purchased an attachment for the Kubota for road maintenance. Work on the Rodeo Arena is being done now that the area has dried out. Also, hiring Summer Staff. A

Mechanic has reached out to us for possible employment for us to consider. The electrician has proposed that he could work on possibly on Mondays. Preparations for the Fair are coming along. Sponsorships are being acquired.

A proposal for the repair to the white house for the Bathroom and the replacement of roof will be approximately \$72,000. Brian will seek more bids for the repairs.

b. Fair Board Individual Reports – Board members and Foundation members helped at the Brewfest.

c. Fair Board Committee Reports

i. Update on building project – Project is moving forward with possible permits being issued soon

ii. Rodeo Committee – Shirley reported that a Roping Clinic was presented for 4H members.

iii. Rodeo Committee President Comments – Working on the chutes in the Arena.

d. Commissioners Report – Mark Shull reported that the BCC is currently working on the budget for Clackamas County.

5. Old Business

a. Advertising Policy – This was Tabled till the next meeting.

6. New Business

a. Open Board Seat – With the passing of Dan Sandberg there is an opening on the Fair Board. We agreed to postpone the process but will consider options.

b. PTO/Vacation Policy – E.D. recommends modifying our vacation policy for the first 2 years of employment from 4 hours per month to 6.67 hours per month. - Brian will send this information to the Board for us to review at home for consideration at the next meeting.

7. Good of the Order

a. Budget Work Session May 31 at 4:30 pm and a tentative second meeting on June 7 at 4:30 pm

b. Check Signers for June 5 will be Loren B and Lauren H and on June 20 will be Shirley and Raeline

c. Board Member Comments – Matt attended the Brewfest and thought it was well done.

8. Next regular fair board meeting on Wednesday, June 21 – Horning Hall

9. Adjourn – Meeting was adjourned at 5:41 pm

Submitted by

Date