

CLACKAMAS COUNTY FAIR BOARD
Wednesday, June 21, 2023
4:30 PM - HORNING HALL
Minutes

1. Call to Order

- a. Roll Call – Meeting was called to order at 4:31pm by Vice President Lauren Humphreys. Fair Board Members Present were President Matt Bunch, Secretary Raeline Kammeyer, Directors Gary Linton and Loren Bell. Staff Present were: Executive Director Brian Crow, Accountant Wanda Conlin and Vendor Coordinator Trina Smith.
- b. Guests – Present were Stephanie Whynot, Audrey Trauen, Carol Bernhard and Laura Edmonds.
- c. Addition of Late Items: Price Adjustment Request – Brian explained the request.

2. Communications

- a. Correspondence – Received a thank you from Springwater Environmental Sciences School.

A presentation from Kaylee Whynot on here request for her accomplishments in towards qualifying for Jr. World Finals in Vegas. The Fair Board gave her information on who to contact for financial support towards attending this event. Gary moved to rent the Rodeo Area at cost of Ely. Matt moved to table the motion. Gary seconded. Motion carried.

- 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

- c. Presentation from Outside Group: Cultivate Canby - Audrey Trauen presented this to the Board and asked for input on some questions that she asked.

3. Consent Agenda

- a. Minutes from the May 17, 2023, Fair Board Meeting – Loren moved, and Matt seconded the motion to approve the minutes. Motion carried.
- b. Financial Report – Wanda reviewed the financial report for the board.
- c. May Check Register – Fair Board reviewed the Check Register. No questions.

4. Updates

- a. Executive Director Report – Brian reviewed the Renaissance Fair and how well it was received. Reviewed the maintenance that is being done around the fairgrounds in preparation for the fair and upcoming events. Hiring summer staff.

b. Fair Board Individual Reports – Raeline reported that the Foundation will be having a meeting on June 27 at 6:30 pm in the Main Lawn Complex.

c. Fair Board Committee Reports

i. Update on building project – Brian reported that the building has gone out to bid and that we are moving forward with the project.

ii. Rodeo Committee -The Rodeo Court is now in the Rodeo Committed supervision. Work is being done on the new Chutes in the Arena.

iii. Rodeo Committee President Comments - none

d. Commissioners Report – Laura Edmonds reported that they are finishing the budget cycle.

5. Old Business

a. Advertising Policy – Brian presented to the board the Advertising Policy. After reviewing the document, Gary moved, and Matt seconded to accept the Policy. Motion passed.

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. Matt moved and Gary seconded to accept the changes in the PTO/Vacation Policy starting July 1, 2023. Motion carried.

6. New Business

a. FY 23/24 Budget Adoption – After reviewing the Budget that was presented by Brian. Gary moved; Matt seconded the motion. Motion carried.

b. Blue Ribbon Award – Dan Sandberg was selected to receive this award that will be presented at the Fair.

7. Good of the Order

a. Check Signers for July 5 will be Lauren H and Matt and July 20 will be Raeline and Lauren H.

b. Board Member Comments – none

8. Next regular fair board meeting on Wednesday, July 19 – Horning Hall

9. Adjourn -Meeting was Adjourned at 5:59 pm.

Submitted by

Date