

**CLACKAMAS COUNTY FAIR BOARD**  
**Wednesday, October 18, 2023**  
**4:30 PM - CLACKAMAS HALL**  
**Minutes**

**1. Call to Order**

a. Roll Call – Meeting was called to order by Vice President Lauren Humphrey at 4:31 pm. Present were Secretary Raeline Kammeyer, Directors: Loren Bell, Gary Linton and Shirley Byrne. Excused was President Matt Bunch. Office Staff present were: Executive Director Brian Crow, Financial Accountant Wanda Conlin.

b. Guests – Rodeo Committee President Clay Rhodes, Laura Edmonds from Clackamas County and Carol Bernhard.

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) - none

c. Presentation from Outside Groups - none

**3. Consent Agenda**

a. Minutes from September 13, 2023, Fair Board Meeting. Gary moved to approve the minutes from September 13, 2023. Loren seconded the motion. Lauren H. abstained due to absence. Motion carried.

b. Financial Report – Board reviewed the financial report as presented. Loren moved to approve the report. Gary seconded the motion. Motion carried.

c. September Check Register – Reviewed the check register for September 2023. There were no questions.

**4. Updates**

a. Executive Director Report

i. Fair Recap – Brian reported that the Auto Swap went very well. Looking into developing more of this type of event throughout the year. The Adult Prom was well received. There were about 60+ participants. This is an event that over time should grow. Attendees said that they had a great time and that it was fun. Staff is now setting up for Casino Night that will be

held on November 18 as a fundraiser for the new Multi-Purpose Building. 4H Tack sale will be held this weekend (November 21). Brian attended the OFA Convention that was held in Redmond, Oregon along with Hannah and Trina. Learned and gained information about things that could be incorporated into our fair or events. CRA Sponsorship Agreement Renewal Contract was signed. Maintenance Staff is working throughout the fairgrounds and the Mechanic (Jason) is working on service our equipment in preparation for winter. Working on updating the lightening in Ely Arena.

ii. DAS Grant Update – Need to update the grants that we received for the building due to allocation of funds from an RV park to the Multi-Purpose building

b. Fair Board Individual Reports - none

c. Fair Board Committee Reports

i. Update on building project – the construction fencing will be placed after the 4H tack sale. Moving forward with project. Parking/Traffic study was completed. Had the groundbreaking ceremony on October 12. Several people that have been involved with this project attended and are thrilled that this is moving forward. It has been many years in planning.

ii. Rodeo Committee – See President Comments

iii. Rodeo Committee President Comments – Clay reported that they updated the Rodeo Committee Charter regulations/ rules. Gary moved to include the possibility of having an active fair board member also on the Rodeo Committee. Motion failed due to no second. Gary moved to have the term Directors changed to Members. Motion failed due to lack of second. Loren B. moved to approve the Rodeo Committee Charter with edits. Shirley seconded the motion. Motion carried.

Clay reported that they have received 4 applications for consideration. AMR will no longer be offering their services for in-kind donation. They will be charging us for their services. Brian will review the financial statement for the increase.

d. Commissioners Report – Laura Edmonds reported that all of the Commissioners and Staff were excited about the Groundbreaking Ceremony for the new building.

## **5. Old Business**

a. Employee Manual – Brian asked for feedback/review of the Employee Manual so changes can be made or considered.

## **6. New Business**

a. Rodeo Committee Charter – This was reviewed in Rodeo Committee President Comments.

b. Credit Limit on Brian's Card – Recommendation/update will be presented at next meeting.

## **7. Good of the Order**

a. Interview Date for Fair Board Applicants – Applications will be closed on October 31. Brian will send the applications to the fair board for consideration for interviews. Interviews will be on November 8 at 4pm in Horning Hall

b. Check Signers for November 6 will be Loren and Gary on November 20 will be Raeline and Loren.

c. 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 5:40 pm. Returned to regular session at 5:44pm. Discussion was held. No action was required.

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

**10. Adjourn** – Meeting was adjourned at 5:46 pm

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**Submitted by**

**Date**