

# CLACKAMAS COUNTY FAIR BOARD

Wednesday, December 20, 2023

4:30 PM - HORNING HALL

## Minutes

### 1. Call to Order

- a. Roll Call – Meeting was called to order by President Matt Bunch at 4:30 pm. Present were Vice President Lauren Humphreys, Secretary Raeline Kammeyer and Director Shirley Byrne. Absent were Loren Bell and Gary Linton. Office Staff present were Executive Director Brian Crow and Financial Accountant Wanda Conlin.
- b. Guests – Present were Clay Rhodes, Judy May, and Jake Wilson
- c. Addition of Late Items - none

### 2. Communications

- a. Correspondence – We received notice that the Clackamas County Fair and Event Center and Canby Rodeo has been nominated for the 2023 Hall of Fame from the Miss Rodeo Oregon, Linc. Foundation
- 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 November 15, 2023, Fair Board Meeting. Lauren moved to approve the minutes from November and Shirley seconded the motion. Motion carried.
- b. Financial Report – Working on the upcoming budget for the rest of the year. Raeline moved to accept the financial report presented to the board and Lauren seconded the motion. Motion carried.
- c. September Check Register – Board reviewed the Check Register that was presented. No questions were asked.

#### **4. Updates**

a. Executive Director Report – Brian attended the National Finals in Las Vegas and reported that many of the seminars and discussions that he attended gave him several ideas or contacts. Matt also attended and reported that many of the seminars that he attended were very good. Holiday Market is looking strong with Zero negative feedback.

Employee Manual is at the County for review. Maintenance staff is working on Winterization and organization.

b. Fair Board Individual Reports - none

c. Fair Board Committee Reports

i. Update on building project – The timeline extension was approved. There will be a meeting at City Hall on January 8 in Canby.

ii. Rodeo Committee – no meeting members were at National Final in Las Vegas.

iii. Rodeo Committee President Comments – Clay Rhodes reported that there will at the January meeting will be to organize the Directors and volunteers. A new Logo will be there for the members to decide upon.

d. Commissioners Report - none

#### **5. Old Business**

a. Executive Director Spending Authority – Fair Board reviewed the spending limits on the credit cards for the Executive Director and Fair Board representative. Lauren moved and Shirley seconded to move the limit for Executive Director from \$5000 to \$20,000. Motion passed.

b. Credit Card Changes - Lauren moved and Raeline seconded the Executive Directors request for the second card to be \$20,000. Motion passed. Lauren moved to add two (2) cards each for a limit of \$1000. One card will be issued to the Sponsorship Coordinator and to the Special Event Coordinator. Motion passed. Lauren moved to remove Gary from the current credit card and add Jake Wilson to the card. Shirley seconded the motion. Motion carried.

c. Rodeo Committee Charter – no changes

#### **6. New Business**

a. None

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

a. Joint Meeting with County Commissioners February 21 in Horning Hall at 4:30 pm.

- b. Sara Magenheimer and Jake Wilson appointed new Board Members
- c. Check Signers for January 5 will be Matt and Shirley and January 19 will be Raeline.
- d. Board Member Comments - Lauren thanked Gary Linton for his service and support to the fair and event center. Lauren reported that she and her entire family had a wonderful experience at Winterfair. The weather has been great this year for the outdoor event.

**8. Fair Board Executive Session**

- a. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

The meeting was adjourned at 5:08. Returned to regular meeting at 5:31 pm. No decision was made.

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

**10. Adjourn** - Meeting was adjourned at 5:33 pm



Submitted by

1-24-24

Date