

CLACKAMAS COUNTY FAIR BOARD

Wednesday, March 20, 2024

4:30 PM - HORNING HALL

Minutes

1. Call to Order

a. Roll Call – Meeting was called to order at 4:30pm by President Matt Bunch. Present were Vice President Lauren Humphreys, Secretary Raeline Kammeyer, Directors: Shirley Bryne, Loren Bell, and Jake Wilson. Excused was Director Sara Magenheimer. Office Staff included Executive Director Brian Crow and Financial Officer Megan Meiser.

b. Guests – Lauren Edmonds from Clackamas County. Wendy Hein and Jan Williams 4H Extension Staff of Clackamas County, Matt Stewart Livestock Superintendent, Jennifer Alden, Jeremy and Amy Tjaden, Angela Thomas, Diana Thacker, Michell Bundy, Alexa Brandhorst, Mikkayla Wacker, Angie Wacker, Harvey Thomas, Tonya Rourke

c. Presentation from Outside Groups

i. OSU Extension 4-H Development Program - Jan and Wendy presented an Intergovernmental Agreement between OSU Extension Service and Clackamas County Event Center. This document needs to be renewed.

They also presented the Draft Calendar for 2025. They also requested an increase in the financial support for the fair that showed that the Event Center has not increased their budget item for several years. This will be reviewed by the fair board at a future meeting.

3. Consent Agenda

a. Minutes from the February 21, 2024, Fair Board Meeting – Jake moved to approve the minutes. Loren B. Seconded the motion. Motion passed.

b. Financial Report (December & January) – Raeline moved to take from the table the financial report from last month. Loren B seconded the motion. Discussion was held on the January financials. After reviewing the January Financial Report that was corrected, Loren B moved to accept the corrected Financial Report. Lauren H seconded the motion. Motion carried.

c. February Check Register – Reviewed February Check register and had questions on Checks 11141, 11142, 11143, 11144, 11145. These were missing from the check register. Clarification of negative \$13 in Dues and Membership. Loren B moved and Shirley seconded the motion to accept the February Check Register with noted questions research. Motion carried.

d. OSU IGA – Signature - Loren B. moved to renew the agreement for 2 years. Lauren H. seconded the motion. Motion carried.

4. Updates

a. Executive Director Report – Brian reviewed with the Fair Board various events that are upcoming. Maintenance is working on various projects. The Rodeo Shed/Office was repaired. There is lots of spring cleaning on the grounds with the favorable weather conditions that we have had. There was a tree removed that showed signs of decay.

We hosted the Knights of Columbus Crab feed that was extremely well attended. Working on various grants that we qualify for. Rodeo Tickets have gone on sale. Getting ready for Brewfest, Spring Garden Fair. Working on new lights in the Rodeo Areana.

b. Fair Board Individual Reports – Raeline attended the Rodeo Court Coronation. She reported that it was a wonderful well-attended event with 397 tickets sold.

c. Fair Board Committee Reports

i. Update on building project – The Final Engineering for the footings is being analyzed due to the weight of the dividing walls. There is a very minimum clearance of leeway that will be allowed for the opening and closing of these walls.

ii. Rodeo Committee - none

iii. Rodeo Committee President Comments - none

d. Commissioners Report – Working on the budgets that have been submitted.

5. Old Business

a. Employee Manual. A committee comprising of Loren B, Jake and Raeline will meet with Brian to go over the final presentation of the manual.

b. Tabled Motion of adding Megan Meiser as a check signer for all accounts and receiving a credit card. Motion was brought forward from the table for discussion by Loren B moved and Raeline seconded the motion. The board asked for clarification for Megan to have check signing on the accounts. It was determined that she needed only access to the accounts, not access to check signing. Brian explained that the bank needed the approval from the board so that Megan an access the accounts. Jake moved for Megan to have access to only the Bank account after her 90-probation period is complete with no check signing rights. Loren B seconded the motion. Motion carried. Credit Card for Megan will be discussed for consideration at the next fair board meeting in April.

6. New Business

a. Chamber of Commerce request for fee reduction – Jake moved, and Shirley moved to approve fee reduction to \$250 for Shred it Day. Canby Dahlia Run would be charged a regular fee for the event. Motion carried.

b. Caretaker House Repair – Brian presented the quotes for repair to the Caretakers house and sponsorship dollars. Hannah Russell is working on the sponsorship applied to the repair quote. The board decided to postpone this until we have our new budget completed.

c. County IGA – ARPA Funding – removed till next meeting.

d. Animal Welfare – Lengthy presentation was given to board members by concerns over 4H parent overstepping and filing a false report of animal cruelty on 4H members. After much discussion and questioning, Loren B. moved to table any action on this situation until we get more information from OSU. He is also requesting to hear from the parent that file the charge. Lauren H. seconded the motion. Motion carried. Loren B. is going to contact OSU to see what information they have.

7. Good of the Order

a. Check Signers

i. April 5 __Loren B and Raeline__ (Two needed)

ii. April 19 __Lauren H.____

b. Board Member Comments - none

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

Moved to executive session at 6:29 pm. The Board returned to regular session at 6:51 pm.

No action was taken.

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

10. Adjourn – Meeting was adjourned at 6:51 pm

Submitted by

Date