

## **CLACKAMAS COUNTY FAIR BOARD**

**Wednesday, April 17, 2024**

**4:30 PM - HORNING HALL**

### **Minutes**

#### **1. Call to Order**

- a. Roll Call – Meeting was called to order at 4:31pm by President Matt Bunch. Present were Secretary Raeline Kammeyer, Directors Loren Bell, Jake Wilso, Sara Magenheimer, and Shirley Bryne. Excused absence Vice President Lauren Humpherys. Office Staff present were Executive Director Brian Crow, financial Officer Megan Meiser and Special Events Manager Trina Smith.
- b. Guests – Rodeo Committee President Clay Rhodes, Laura Edmonds Clackamas County and Amy Tjaden.
- 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 the March 20, 2024, Fair Board Meeting – Loren B moved to approve the minutes as presented. Sara seconded the motion. Motion carried.
- b. Financial Report – Reviewed the Financial Reports presented. Loren B. moved to approve, and Jake seconded the motion. Motion carried.
- c. March Check Register – Fair Board reviewed the register. No questions.

#### **4. Updates**

- a. Executive Director Report- Brian reported that we have started preparing for fair. Starting to coordinate the camping on the grounds by looking at the distance for at least 30 minutes from the fairgrounds. Other considerations are being looked at. Recommended by the fair board that at least each 4H club should have at least one camping space to allow for rest, food/water and are for showing supplies.  
  
Applying for various grants.

Doing maintenance such as the Rodeo Office repairs, various landscaping projects and general clean up that includes the “Bone Yard”.

Looking at adding more or improving events that are held throughout the year.

Servicing all the equipment and adding lights to our golf carts.

b. Fair Board Individual Reports – Raeline reported that she attended the Rodeo Court Coronation, and it was extremely well attended.

c. Fair Board Committee Reports

i. Update on building project – building footings are being analyzed by the engineers to determine load variation for the folding doors.

ii. Rodeo Committee – Loren B reported that he attended the committee meeting. He reported that the Rodeo Office has been repaired.

iii. Rodeo Committee President Comments – Clay reported that they have designated \$30,000 toward the new lights in the Rodeo Aren. They are working with our maintenance department for grounds cleanup and repairs.

d. Commissioners Report - Laura Edmonds will report to the Commissioners about the IGA.

## **5. Old Business**

a. Employee Manual – Committee Recommendation – Loren B moved to accept the Employee Manual as presented. Raeline seconded the motion. Motion carried.

b. Animal Welfare -Recommended to write letter to 4H about concerns to OSU. Sara and Jake will draft a letter for review and present it to the fair board.

## **6. New Business**

a. Multi-Use Building IGA with Clackamas County – Reviewed the document. Jake moved to accept the agreement with Clackamas County as presented in the document. Raeline seconded the motion. Motion carried.

b. Umpqua Bank Public Funds Money Market Account – Not beneficial for us to consider.

c. 4H Budget Request – Shirley moved to approve the 4H requested budget of increasing it from \$20,000 to \$25,000. Sara seconded the motion. Motion carried.

d. Rodeo Arena Lights – Bids for new Rodeo Aren lights from Slatercom Lighting Solutions was presented. Raeline moved to accept C-4 bid for new Rodeo Arena lights. Sara seconded the motion. Motion carried.

e. Removing Wanda from all accounts – Shirley moved to remove Wanda from all accounts. Jake seconded the motion. Motion carried.

**7. Good of the Order**

**a. Check Signers**

i. May 3 \_\_Matt\_\_

ii. May 20 \_\_Raeline \_\_

b. Board Member Comments- none.

**8. Next regular fair board meeting on Wednesday, May 15 – Horning Hall**

**9. Adjourn – Meeting was adjourned at 5:48pm**

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**Submitted by**

**Date**