

CLACKAMAS COUNTY FAIR BOARD

Thursday, October 10, 2024

4:30 PM – Horning Hall

Minutes

1. Call to Order

- a. Roll Call – Meeting was called to order at 4:30 pm by President Matt Bunch with Secretary Raeline Kammeyer, Directors Loren Bell, Sara Magenheimer, and Jake Wilson present. Excused from meeting were Lauren Humphreys and Shirley Byrne. Office staff present was Executive Director Brian Crow.
- b. Guests – Lauren Edmonds from Clackamas County
- c. Addition of Late Items - none

2. Communications

- a. Correspondence – Received from the IRS request from Form 941 for June 30, 2022. Fulfilling this request.
- b. Citizen Testimony (The Chair of the Fair Board will call for statements from citizens regarding issues relating to the Fairgrounds and Event Center. People 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 18, 2024, Fair Board Meeting - Jake moved to approve the minutes and Loren B. seconded the motion. Motion passed.
- b. July and August Financials – Board reviewed the financials for approval. The financial manager will need to make corrections on entries in QuickBooks that were misidentified before approval. These corrections will be presented at the November meeting. Jake moved to table the financials from June until reviewed by professional and corrected. Loren B. seconded the motion. Motion passed.
- c. September Check Register – reviewed the Check Register

4. Updates

- a. Executive Director Report
 - i. Open Director Positions – Applications are due on October 31, 2024.
 - ii. OFA Conference – Hanna and Trina will be attending this in Redmond at the Deschutes County Fairgrounds.

iii. Rodeo Ticket Update -Brian detected a vast number of Rodeo Tickets being purchased outside of Oregon. After researching and contacting ETIX, they are working on the problem. These tickets will go back for sale and will be available at Will Call if purchased over 120 miles from Fairground for pickup.

Adult Prom sales are doing very well. This is our second year in offering this event.

iv. Livestock Debrief Meeting – Jake reported that he met with the various Livestock Superintendents, and they had several positive points and suggested how to make more improvements.

v. Winter Fair & Holiday Market – Tickets are on sale at our website.

vi. Fobtoberfest – no report

b. Fair Board Individual Reports – Raeline gave a report on suggestion that people had reported to her during the fair. She had many positive reports and suggestions from patrons.

c. Fair Board Committee Reports

i. Update on building project – Moving forward with the permits for the building.

ii. Rodeo Committee – Loren reported that Todd Gary is President of the Rodeo Committee, and they are working on reflecting what went well during the fair and suggestions on how to improve.

iii. Rodeo Committee President Comments - none

d. Commissioners Report – Laura Edmonds that they are working on the New Court house and moving forward will various projects.

5. Old Business

a. Strategic Plan -Jake is reviewing our Strategic plan

b. Permit Delay Change Order – Inline Construction – Jake moved to approve Change Order Request 001.R4 up to \$400,615. Loren seconded the motion. Motion carried.

6. New Business

a. Facility Rental Price Changes – New prices change for the rental of various facilities on the fairgrounds was proposed with October-March will be 50% off. Loren moved and Jake seconded to approve the changes presented. Motion carried.

b. Carnival RFP Scoring Committee – Matt and Raeline will meet at 2 pm on November 1 at fair office.

c. OHSET Fee Reduction Request – Request for 50% of cost was approved.

d. CRA Contract – Loren reported that they are reviewing the contract.

e. Inline Order Request – Jake moved to approve Change Order Request 009 up to \$420,097.
Loren seconded the motion. Motion carried.

7. Good of the Order

a. Check Signers

i. November 4 ____Matt____

ii. November 19 ____Loren____

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 6:12pm. Returned to regular session at 6:53pm

9. Next regular fair board meeting on Wednesday, November 20 – Horning Hall.

10. Adjourn – Meeting was adjourned at 6:53pm

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Submitted by Date

11.20.24