

## CLACKAMAS COUNTY FAIR BOARD

Wednesday, December 18, 2024

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. Board members present were Vice President Lauren Humphreys, Secretary Raeline Kammeyer, Directors Loren Bell and Jake Wilson by Zoom. Excused was Director Sara Magenheimer. Staff present was Executive Director Brian Crow.
- b. Guests - Kit VanDenbroucke from the Canby Rodeo Association.
- c. Addition of Late Items - none

#### 2. Communications

- a. Correspondence – received many Christmas cards that are in the Office.
- 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)
- c. Presentation from Outside Groups - none

#### 3. Consent Agenda

- a. Minutes from November 20, 2024, Fair Board Meeting – Lauren H. moved to approve the minutes from November 20, 2024, as presented. Loren B. seconded the motion. Motion carried.
- b. October Financials -Brian reported that the Rauline McCoy is working with Megan to rectify the financials that were transferred from the desktop Quickbooks to the online Quickbooks. Progress is being made
- c. November Check Register – reviewed the Checks. Two checks were not listed. Brian reported that it was a misprinting of the checks, and they were voided. Rauline and Megan will determine why Quickbooks didn't record the transactions.

#### 4. Updates

- a. Executive Director Report
  - i. Fair Revenue Report – Brian reported that the Fair Revenue had a net profit of \$252,576.50 for the 2024 Fair.
  - ii. Adult Prom Revenue Report – Brian reported that the Prom increased in attendance and the attendees had had wonderful time. Many attended the prom last year and are looking forward to 2025. The Prom made a profit of \$2,294.93.
  - iii. CRA Payment – We made a payment to the CRA of \$79,559.40.

b. Fair Board Individual Reports -Loren B. attended the PRCA in Las Vegas and participated in various workshops. He submitted a report to the board. These notes are attached to these minutes. Raeline and Sara have been volunteering at the Winterfaire. The attendance was good.

c. Fair Board Committee Reports

i. Update on building project – Started excavation for the Utility lines and marking out for construction. Other areas will also be marked out.

ii. Rodeo Committee – Committee attended the PRCA in Las Vegas. Loren gave the report. Clay Rhodes was voted as a director.

iii. Rodeo Committee President Comments – Attended the PRCA in Las Vegas

d. Commissioners Report - none

**5. Old Business**

a. Strategic Plan – Contacts will be made and will meet with Matt and Jake.

**6. New Business**

a. Policy on Fair Board Appointment/Recommendation Process – Brian submitted a policy on Fair Board Appointment Recommendation Process. It was determined that we need to be consistent in the selections process. Brian will submit the recommendation to the County for approval and present it to the board for a vote.

**7. Good of the Order**

a. Check Signers

i. January 3 \_\_Raeline\_\_

ii. January 17 \_Loren B. \_\_

b. Board Member Comments - none

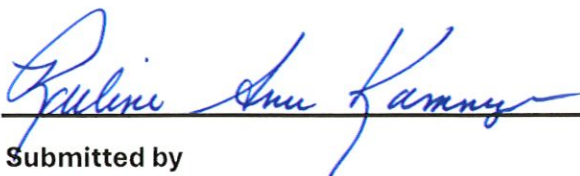
**8. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.**

Moved to executive session at 5:45 pm. Returned to regular session at 5:53 pm.

Loren B. moved to approve the Executive Directors agreement with the Fair Board. Jake Wilson seconded the motion. Motion carried.

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

**10. Adjourn - Meeting was adjourned at 5:54 pm**

  
Submitted by

1-15-2025

Date