

CLACKAMAS COUNTY FAIR BOARD

Wednesday, January 15, 2025

4:30 PM – Horning Hall

Minutes

1. Call to Order

- a. Roll Call – Meeting was called to order by President Matt Bunch at 4:31pm. Present were Vice President Lauren Humphreys, Secretary Raeline Kammeyer, Directors Sara Magenheimer, Loren Bell and Kristen Downs. Excused was Jake Wilson.
- b. Guests – Present were Lauren Edwards from Clackamas County and Clay Rhodes, Vice President of the Rodeo Committee.
- 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 December 2024, Fair Board Meeting – Loren B moved, and Lauren H. seconded the motion to approve the minutes from December 2024. Motion carried.
- b. November Financials – Information – Brian discussed the progress that Rauline McCoy and Megan Meiser are making in the Financials with Quickbooks. Making progress and addressing the various classification of the various events for easier reference of expenses and income. Suggested that Rauline continue to work with us to review the financial on a quarterly basis. Brian will contact her.
- c. December Check Register – Information – Reviewed the checks register and there were no questions.

4. Updates

- a. Executive Director Report – Brian Crow reported on the following:
Books clean up
 - Heavy cleanup is in process. There were way too many products and services, and we are combining those into a much more

consolidated amount. Once this is done, we will be able to complete reduction in the number of accounts we have in our chart of accounts.

Clackamas Hall

- Wall sills have been replaced on the Northwest side.
- All rot in west wall has been fixed and the metal skin is ready to install.
- We will tackle the other areas of need as we are able.

Winter Fair

- Preliminary numbers indicate a profit this year. I had our staff install the majority of the lights which cut our costs with the Christmas Lights Guys by roughly \$25,000.
- Staff marked the animated lights as we took them down so our need for the contractor will be even less next year.

Western Fairs Conference

- Hanna, Trina and I will be in Reno next week. This is a good opportunity to network, learn and share information with our peers. Newer Fair Board members should plan on attending next year.

Gary Linton

- Made a donation in the amount of his PRCA rooms to the Fair Improvement Foundation. \$428.

b. Fair Board Individual Reports – Sara reported that she enjoyed the Winterfaire display and liked the way it was setup on Rodeo Way.

c. Fair Board Committee Reports

i. Update on building project - Building Update

- Temporary power installed. Meter is energized.
- Pre-cast materials delivered
- Revised civil drawings have preliminary approval from the city. Hard copies for them to sign have been delivered.
- Full schedule updates will be provided upon receipt of permits.
- Applied for and received a new address for the building. 698 NE 4th
- The City of Canby has the new designs approved and we are getting them scanned and delivered to Planning so they can issue permits.

ii. Rodeo Committee

- Miss Rodeo Oregon pageant has chosen to move to another venue.
- The committee voted to remove breakaway roping and to allocate that added money to the rest of the performances.
- Elections were held and
 - o Todd Gary is the president
 - o Clay Rhodes is Vice President
 - o Jeff Robinson is second vice president
- Rick, Dean and Hanna are working to figure out how to add more arena signage opportunities.
- A work session was held to finalize the expense sheet, that the Fair Board will review
- Chris is looking for a replacement for contestant parking
- Dree is working on a new incentive program for volunteers, rewarding those who volunteer year-round above those who just volunteer during the rodeo.

iii. Rodeo Committee President Comments – Working on determining work details and timelines for upcoming Rodeo/Fair.

- d. Commissioners Report – New Commissioners have been installed. Will determine date for joint meeting with the Fair Board. They have not yet selected the liaison for the Fair Board.

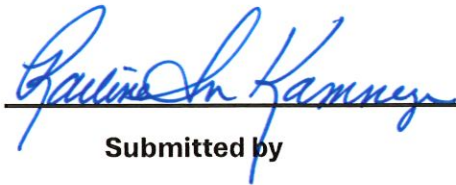
5. Old Business

- a. Strategic Plan – Ongoing – This is continuing.
- b. Appointment Policy – Approved by Fair Board – reviewed the document and made suggestion/question for Brian to investigate so process meets the requirements/suggestion for approval from the County Commissioners.

6. New Business

- a. Election of officers – Chair, Vice Chair and Secretary selected by Fair Board – Elections for Officers were Matt Bunch, President; Loren Bell, Vice President; Raeline Kammeyer, Secretary,
- b. Review of Canby Rodeo Committee charter – Approved by Fair Board
- c. Canby Rodeo Committee 2025 Expense Report – Acknowledged by Fair Board
- d. Agreement with Clackamas County ESD – Approved by Fair Board

- e. Signers for 2025 – Selected by Fair Board – Fair Board members are: Matt Bunch, President; Loren Bell, Vice President; Raeline Kammeyer, Secretary, Directors are Kristen Downs, Jake Wilson and Sara Magenheimer. The Fair Board will have to update the signatures at Umpqua Bank.
 - f. Chamber of Commerce Request – Approved by Fair Board – Lauren H. moved to reduce the fee from \$500 to \$250 dollars for “Shred-It-Day”. Motion carried.
- 7. Good of the Order**
- a. Check Signers
 - i. February 4 __ Raeline __
 - ii. February 19 Fair Board
 - b. Board Member Comments - none
- 8. Next regular fair board meeting on Wednesday, February 19 – Horning Hall.**
- 9. Adjourn – Meeting was adjourned at 6:24pm**


Submitted by



Date