

# **CLACKAMAS COUNTY FAIR BOARD**

**July 23, 2025**

**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. Fair Board present were Vice President Loren Bell, Secretary Raeline Kammeyer, Director's Kristin Downs, Jake Wilson, Sara Magenheimer, and Lauren Humphreys. The staff present was CEO Brian Crow.
- b. Guests – Lauren Edmonds from Clackamas County
- c. Addition of Late Items
  - i. Volunteer Resolution – Reviewed document. Loren moved to accept the document with edited correction. Sara seconded the motion. Motion carried.

### **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 June 2025 Fair Board Meeting – Loren moved to approve the minutes as presented. Jake seconded the motion. Motion carried.
- b. May Financials- Reviewed the corrections. Kristin moved to accept the financials with the exception to the corrections in payroll due to import of data problems. Sara seconded the motion. Motion carried.
- c. June Check Register – Information – Reviewed the check register

#### 4. Updates

- a. Executive Director Report - Brian reported the Renaissance Fair sold out all 8 days. There were a few heat exhaustion due to the high temperatures, but it was handled very well. We have a 3-year contract with the organization. It was well attended.

Fair staff are preparing for the upcoming fair with staff meetings.

Have applied for the State of Oregon Renewable Energy Grant with the help of Kelly Harms.

Also applied with the Mt. Hood Territory grant for new bleachers in the Rodeo arena.

Horse fair went well. The new 4H horse superintendent was organized and followed up with Brian with asking what they needed to work on for next year.

Maintenance/grounds are working on "greening" up the lawn areas by watering the various areas.

Performance Audit will be conducted this year along with formal financial audit by county.

- b. Fair Board Individual Reports - Kristin went to Harefest and had a great time. It was well organized and everyone was having fun.

Raeline went to Mike Coreless's Memorial service and was asked to speak on behalf of the Fair Board on Mike's involvement with the fair. Many fair people were there to honor Mike along with the tremendous number of fire departments that Mike knew.

- c. Fair Board Committee Reports

- i. Update on building project - Water lines were flushed and pressure tested. Concrete and rebar for the floor will be poured before fair. Footing for main beams are being placed.

- ii. Rodeo Committee - Loren reported that the Rodeo Volunteers are preparing the grounds and facilities for a great Rodeo. Loren will also present the Blue-Ribbon award to the family of Doc Harms at his memorial service. Queen Naomi gave a report on all that she has attended or participated in.

She was also awarded the Best Queen of the Floral Parade. She is doing a wonderful job. Working on the budget for next year, pressure washing the rodeo area and new Fiber optics are being installed. There will also be work parties scheduled for August 2, 9 and 10. Anyone is welcome to help.

- d. Commissioners Report - Laura reported that we are on track to to receive a loan from the County for funds to complete the building. Details of the repayment plan/amount is being worked out.

## **5. Old Business**

- a. Strategic Plan – Ongoing - we are moving this to committee reports at the next meeting.
- b. Mayor Hodson Request – Review Letter - — Board read the draft letter that Brian wrote and approved of it. He will send it one to Mayor Hodson
- c. Fair Assignments - Matt reviewed the assignments for the fair board members, and we all gave a brief description of what we do during the fair.
- d. Doc. Harms Memorial Service - Memorial will be July 26, 2025, at 10:30am.

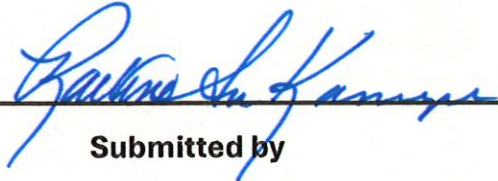
## **6. New Business**

- a. Future Prairie Request - reviewed letter and by consensus denied request. Brian will send a letter to the organization.
- b. Doc. Harms plague/award - Kristin is researching a plague to honor in memory of Doc Harms. She will be reaching out to the family after the board gave her permission to do so. Ideas/suggestions were discussed about the qualifications to receive this award. We will refine this after suggestions have been gathered/submitted.

## **7. Good of the Order**

- a. Check Signers
  - i. August 4 \_\_\_\_Loren\_\_\_\_
  - ii. August 19 \_\_\_\_Kristin\_\_\_\_
  - iii. September 4 \_\_\_\_Sara and Raeline\_\_\_\_
- b. Board Member Comments – Reminder of pictures with fair shirts at Coleman Ranch

8. Next regular Fair Board meeting on Wednesday, September 17 – Horning Hall.
9. Adjourn – Meeting was adjourned at 6:27 pm

  
Submitted by

9-17-2025

Date