

REGULAR MEETING MINUTES

March 7th 2023 at 5:00pm

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham

Malory Litchiser

Sarah Finn

Malory

WORK SESSION 5:00 P.M

- Rental agreements and Deposits including equipment. How to handle events that don't use the facilities on the list or their event doesn't fit with the list.
 - *Discussion of rental rate and deposit amounts. Fee schedule does not show deposits amounts and other facilities are on the property that are not on the fee schedule like the outdoor areas, campgrounds, bleachers, tables and chair ect. How much should the deposits be for rentals, the only deposit in the agreement currently is for the kitchen. Discussion about a percentage or for youth/ non profit. Consensus was leaning toward any situation that waives fees, come to the board for a decision. Discussion about evaluating other venues for their fee schedules, horse boarding and insurance requirements, and the difference between horse boarding and camping where they are onsite with their horse, but using a stall. We talked group camping vs group camping and a camping event. Manager will work on a fee sheet and bring it back to the board to discuss.*
 -
- Survey of other venues in the region, their rates, requirements and rules. Workshop which venues to reach out to.
- Handbook- Rules
 - Passed around Washington County and Oregon State Fairground rules for vendors- users would like to develop something like this for our fair.
- Fair Vendors what's in place- what would you like me to work on.
 - Some brief discussion about fair vendors. Chair Linder will come meet with manager to talk about prior vendors and come up with a game plan.
- Strategic plan project as time allows.
 - No discussion.

REGULAR MEETING 5:30 P.M

Call to Order @ 5:30pm

Roll Call

All members present

Agenda Approval

Agenda approved

Public Comment –

Wes Holtuson.- Wants to discuss the car show and if the plan is to have it at the fair. We intend to have the car show at the fair. Wes and the fair manager will schedule a meeting to plan the car show.

Consideration of past Minutes from February

Correction of Mallory and Lori spelling in the February minutes. Motion from Litehiser, second from Bellingham- unanimous approval

Board Member Reports

Israel- concert committee- looking into a Saturday concert for a rock band, should announce soon, but trying to get ticketing vendor in place.

Managers' report

- Went to OF&E was able to talk with ticketing vendors, seaside convention center, and security vendors. Going to have a follow up meeting with the convention center manager. The HCP letter is complete, the county public affairs has it. Linder will sign after the meeting and we will send it out. Ticketing is close but the companies want a 3-year deal, working to get a group to enter a one-off deal for the concert and regroup on long-term vendor when we have more time. Linder and the County will support the manager to get access to social media account. Manager had some changes made to the website, mostly updates to events and contacts. Manger had a visit with the county project manager to talk about next steps with the roof. We are going to have a roofing consultant out to help us come up with bid documents. The approach that we plan to take is patching the arena and then have the exhibit hall replaced. Admin job is posted internally for 5 days, then will be external for 2 weeks. Manager has spent a bunch of time reviewing prior files, lots of good information, but lots more to do. The maintenance tech is doing great work and receives lots of positive feedback. Club hose gutter has been repaired. I got information about the 277k grant we can change the projects and should receive the monies in the next fiscal year. Kitchen inspection from the health department, it went well and they provided some guidance on staying in compliance. Recent Events- swap meet, duck unlimited, friends of the fair, FFA banquet. Discussed the concession stands- needing to have a better system to check in and check out. 4h MOU is still in progress monthly meeting with 4H is next week. Manger received a copy of the mowing proposal a RFP will be issued soon. Ethics Training for Fair Board Members April 5th @ 10:00am County Counsel Anthony Pope. This will be part of the county

and planning commission meeting, an agenda and zoom link should be sent. The Whishing tree is requesting to use the fairgrounds. Board has asked for them to make a proposal. Discussed bleacher rental, manager will work on an agreement that covers us better, but also looking into what arrangements we have with other fairs. US army north will be doing an exercise in the parking lot for a emergency response camp. Discussed the auction committee and needing to get in the loop with them. The Fairboard would like to have reports from them including when their meetings are and who is on the board. People are coming to the fair board members to ask questions about the auction, but we're out of the loop. Keys are still on the list but have not made progress. Manger had a meeting with the insurance to talk about risk management and various events. The fair can do the events, insurance would prefer that a vendor does it for us, but we can do events inhouse if we take measures. We will need to work with the insurance as we get more details on the events. Discussed alcohol vendors and insurance pushed the need to get that under control. Manager is looking towards a professional beverages service from a firm that works specifically on fairs and festivals. Touched on claims around the people mover, agent provided suggestions on modifications to make it safer such as chains, cameras, policies and training.

Chair Linder discussed the desire to have a group meeting with all the fair groups to get on the same page. There was consensus to have a meeting soon.

Business Agenda

- Consideration of New Life Church Easter Service rental donation 4.9.2023
 - Angelo Schuurman requests to use the fairgrounds for Easter service. Perform a service on Friday night and then again on Sunday with an Easter egg hunt to follow all open to the public at no charge. Fairboard unanimously approved waiving the fees.
- Consideration of fees for Columbia Flyways show 9.22.23-9.24.2023
 - Rick Pass request to use the fairground for the entire weekend and only pay one day rental. Manager insist that if the fees for the rental are waived, that the concessions and beverage fees are not waived for those vendors. We are trying to recruit vendors and we need to support them and make the events available to them that they can make a business out of it. Board approves charging 1000\$ in rental fee for event with the exception that as of May 1st fairgrounds will get vendors in place by for alcohol and concessions. If not in place, then they can use their own. Fairboard unanimously approved waiving the fees.
- Budget
 - Manager presented draft budget to board line by line. Request to add funding for a skid steer. Discussion about future years budget process and setting a work session to build the budget with the board more in advance of the deadline.
- People mover
 - Discussed Mr. Tetlow request to rehab the people mover and have the Fairboard cover the cost of the materials. Fairboard unanimously approved covering fees of

approximately \$357. Staff will perform additional improvements suggested by insurance.

Financial Statement

- Revenue and appropriation reports were presented. Request was made to see period reports for the prior month and the prior year. Manger will look into what other reports can be polled.

Round Table Discussion

Discussed what events the board would like to bring back, discussion about getting a mud bog event produced. Manager requested information about the disk golf and what the history was. The equipment was donated to another agency and not coming back. Astoria parks and rec has requested to do event. They will need to come and present their proposal if they want waived fees and or to discuss co-hosted events. Manager is working on various concession options, there is 2 or 3 people that are interested. Finn suggested working with food carts and the option of having a license with food carts to provide service for events is something other fairs are doing. Work Sessions topic, Fairboard was supportive of the topic that are coming through and we will work on the strategic plan as time allows. Looking for any input on the Rodeo and demo derby. Issues with last year demo derby were due to communication and coordination, but would like to see it again. There is a desire to see a rodeo again, but there are challenges with our region. There is another rodeo that happens in Washington the week prior to the fair, and there could be a potential to collaborate in the future or maybe a JR rodeo event.

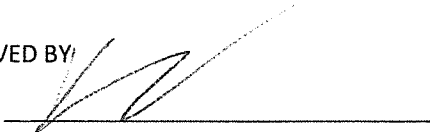
Good of the Order

Linder, would like to look into the national guard rock wall, they used to come and then we were told that they were not available anymore, but they have been at other events in town. Also look into the jousting. Linder also request that the calendar be shared with the upcoming events.

Finn, requests copy of the MOU, manager will send it to Finn and Litehiser. Discussed about getting those documents all posted on the website.

Adjournment at 7:15

APPROVED BY:

A handwritten signature in black ink, appearing to be 'Linder', is written over a horizontal line.