



FAIR BOARD MEETING MINUTES

September 5, 2023 at 5:00 pm

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham

Sarah Finn

Mallory Litehiser

WORK SESSION 5:00 pm

Fairgrounds Manager, Kyle Sharpsteen:

- Forming committees. Committee members to include Fair Board members (2 per committee) and the public. Possible committees:
 - Fair concert (producing the concert), Fair advertising and marketing, Fair vendors, Fair parking, Fair security, and Fair sponsorships.
 - K. Sharpsteen to send an email to Fair Board outlining possible committee categories and Fair Board is to chime in on which committees they would like to participate in.
 - Strategic planning committee
 - K. Sharpsteen to look at other RFPs for strategic plans from other Fairs.
 - Meeting attendee offered a suggestion for coming-up with strategic plan topics/headings so that meeting time is not spent discussing what the priorities are: Survey each committee member and have them rank the strategic planning topics by priority in advance to meeting. Possible platform to do this survey: Doodle Poll.
- Coming-up with a fair theme. In past years, Fair Board members each submit a few theme ideas. These theme ideas get posted on Facebook and the public votes for their favorite.
- K. Linder suggested to have work sessions longer and board meetings shorter.
- New OFA resource available online for examples of Fair's rental agreements, forms, documents etc.

Work Session Adjournment at 5:16 pm

FAIR BOARD MEETING 5:30 P.M

Call to Order

Meeting called to order at @ 5:30 pm by Chair, Kallie Linder.

Roll Call

All board members in attendance.

Agenda Approval

Motion (M. Litehiser): Motion to approve agenda. Second (S. Finn). Agenda approved.

Public Comment

Leslie Claterbos, thanked the Fair Board for the Fair.

Consideration of past Minutes

Correction to the spelling of Sandra Carlson's name in the August 15, 2023 minutes.

Motion to approve the August 15, 2023 minutes (B. Israel). Second (M. Bellingham). Minutes approved.

Board Member Reports

B. Israel – Nothing to report.

M. Bellingham - Nothing to report.

S. Finn - Nothing to report

M. Litehiser - Nothing to report.

Managers' report

- Working on preparing board packets at least 1 week in advance. Packets included copies of two letters received containing positive feedback. One letter was in reference to the Fair and the other letter was from the Port of Astoria who rented a set of bleachers and the "people mover" for the Open House and Fly-In event at the airport.
- An email was sent to Fair Board regarding virtual meeting requirements. A virtual option should be available to the public to attend Fair Board meetings. Looking into technology to fulfil this.
- The County Commission prepared a Certificate of Appreciation to the Tongue Point Job Corps students for their work during Fair. K. Sharpsteen to present the certificate at the next business meeting at Tongue Point on September 20.
- K. Sharpsteen attended the OFA Board Meeting at the Oregon State Fair and spoke with Carroll Unruh, Oregon Beverages Services about feedback received during Clatsop County Fair.
- Staff taking vacations in the next few weeks.
- Fully executed contract received from Business Oregon for roof project. Working on getting bid out and architect onboard.
- HCP Board of Forestry meeting taking place in the next couple of days.
- Met with 4-H (Sandra Carlson and Julie Scism) for a Fair debrief and to discuss the MOU.
- FFA asked about updating their MOU.
- Received a catalog for horse stalls from Fitzgerald Farms.
- Upcoming Events: Celebration of Life for Pat Heiner, Columbia Flyway Wildlife Show, US Army

North decontamination exercise in October and 4-H dog show banquet. Confirmed: Astoria Park & Rec's "Monster Bash" is not taking place. Winter Bazaar will take place in December.

- Contract in progress for Adrenaline Rush's Monster Truck Showdown on November 11. Same event contact wants to have mud bog event in the spring.
- Culverts in the lower field are plugged by beaver dams. S. Finn suggested to talk to the County about getting the beavers trapped and removed.
- Public Works is keeping the Fairgrounds in mind for fill dirt. Only allowed a limited number of loads per year. Look into a permit, if needed.
- OFA is Oct. 5-7. Confirmed Fair Board attendance. Attending: M. Bellingham. Not attending: S. Finn and K. Linder. To be determined: B. Israel and M. Litehiser.
- Annual join session with the County Commission to take place after OFA.
- Still need to send Fair sponsor/vendor/volunteer surveys.
- Skid Steer discussion tabled at the last Fair Board meeting. Public Works, Fleet Manager received quotes for a skid steer from Takeuchi, Cat, and John Deere to compare with the Kubota price quote. Fair Board requested to see specs.
Motion to move forward to purchase the Kubota skid steer (M. Bellingham). Second (B. Israel). Motion passed.
K. Sharpsteen to take to the County Commission for approval.
- Clatsop County Fair & Expo hosting the OFA area meeting on November 14, 2023. K. Sharpsteen will provide agenda to Fair Board. Attendees will likely be Fair Managers from visiting Washington, Columbia, Tillamook, and Lincoln Counties.
- Prepare a preventative maintenance plan and schedule.

Business Agenda

- Astoria Senior Celebration Committee request. Cindy Moore presented to Fair Board and requested a 50% reduced rental rate for use of the Exhibit Hall, Kitchen, and Main Indoor Arena for the "Senior Celebration Grad Night". There are 150 students in the graduating class 60-75% of students typically attend this event. The floor in the Main Indoor Arena will be in-place. Signed agreement already in place for Exhibit Hall and Kitchen Hall rental.
Motion: Reduce the 2024 rental fees by 50% for the Astoria Senior Celebration Committee (S. Finn). Second (M. Bellingham). Motion passed.

Financial Statement

- Revenue and appropriation reports were presented. Staff working on reconciling pre-paid expenses. K. Sharpsteen would like to look at financial reports in more detail quarterly and possibly at the next work session.

Round Table Discussion

- K. Sharpsteen in discussion with Romeo Entertainment Group about long-term contract (2-3 years). Received examples of RFPs to work with. Yamhill County expressed interest in collaborating with concert. Board suggestion to promote concert earlier in 2024.
- Doodle Poll – Stakeholders meeting. K. Sharpsteen asked the Fair Board to let him know if there are additional stakeholders that should be included and asked to know availability to meet. The current list of stakeholders will be sent to the Fair Board to provide feedback.

- Photos of the 50 x 80' tent from Seaside that is in the Fairground's possession were presented to the Fair Board and a potential installation location on the Fairgrounds property was discussed. K. Sharpsteen to send the Fair Board aerial photos of the property showing potential tent locations.

Good of the Order

- Commissioner Courtney Bangs presented an HCP update to the Fair Board and invited the Fair Board to provide a written public statement to submit as a public comment requesting the Board of Forestry to set a level of success for ODF staff and to recognize that this is being openly acknowledged. The Oregon Board of Forestry meeting is on Thursday, Sept. 7, 2023. Check on the ODF website for a written statement deadline. C. Bangs listed individuals in the community who will be providing statements. C. Bangs shared that the feedback she has heard about Fair has been positive and acknowledged handicap parking issues that occurred early on in the Fair week. Impressed with "Kid Zone"/"Bounce House-Palooza".
- B. Israel expressed wanting to get the committees started and to begin advertising the Monster Truck show event. Get event flyers out to businesses to display.
- K. Linder liked having the two letters received by the Clatsop County Fair & Expo containing positive feedback included in the board packet. Asked K. Sharpsteen to talk with Pat (Fitzgerald Farms) about beef panels. Fair Board discussed this topic and agreed that some need replacing, some need to be fixed, and more are needed. M. Bellingham offered to reach out to the Larson's.
- K. Linder asked if a beer garden will be at the Monster Truck show. K. Sharpsteen replied that Oregon Beverages Services will operate a beer garden and that nonalcoholic beverages will be available at concessions.
- M. Bellingham would like to have the campground area disced and reseeded.

Adjournment at 6:33 pm

Approved By: _____

