



## FAIR BOARD MEETING MINUTES

August 15, 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

- Fair overview and debrief: Fairgrounds Manager, Kyle Sharpsteen
  - \$29,000 in concert ticket sales. Anticipated \$90,000 in concert ticket sales. \$60,000 in concert sponsorships.
  - Vendor gross sales and Chicken Coop sales down from last year.
  - Gate admission revenue collected increased from last year.
  - A break-down of revenue/expenses will be provided to Fair Board at a later date.
  - More volunteers and clearly defined volunteer roles/expectations needed for next year. Help in the office during Fair hours needed. Provide volunteers with training ahead of time and create a volunteer packet with volunteer benefits. Reach out to groups as potential volunteers throughout the year.
  - No contracts for 2024 are in place at this time.
  - Fair Board suggested to look into ShoWorks platform.
  - Next year to take credit card payments at the gate.
  - There was plenty of space in the Exhibitor camping area.
  - Fairgrounds staff visiting other county fairs in Oregon.
  - Suggested to form committees for 2024 Fair and include community representation. Example: Parking/Handicapped parking committee. Reconsider layout to accommodate handicapped parking near the main building.

### Work Session Adjournment at 5:23 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 (S. Finn): Motion to approve agenda. Second (M. Litehiser). Agenda approved.

### Public Comment

*Sandra*

Saundra Carlson addressed The Board and thanked them for work done during the Fair and for addressing some problems and for making them better.

Misty Ogier addressed The Board with concerns about access and security during Fair. She felt that security was over the top and provided the following examples: Her father felt degraded that his wife's bag was searched and noticed that not all bags were being searched. His unopened Ensure drink and wife's tea was confiscated by security at the gate. A 4-H mom was not permitted into the camping area because she did not have a blue band. A 93 year-old woman was carded in the beer garden. A woman with a handicapped son was unable to park up top and was having to pull/push him up and down the hill. Expressed feeling uncomfortable by the appearance of security staff and requested to ensure the security staff is background checked. *Response from M. Bellingham: He spoke with security regarding the Ensure and tea drink and provided a parking pass to the woman with handicapped child.*

Public comment (name not mentioned) in response to the woman with the handicapped son: Was disheartened the mother had to go to multiple places to speak to someone. The woman got stuck in the gravel where the handicapped parking was.

Emily Hecox addressed The Board and asked if camping bands will be the same next year. Acknowledged that camping was out of control last year. Asked if visitors can come into the camping area during the day. *Response from K. Linder: Fair Board will need to discuss.*

John Walker addressed The Board and asked the Board to do a safety and security evaluation for the Fair and asked how a critical mass incident would be handled. Did not feel confident that there was a plan in place. Suggested for the Fairgrounds to budget for a company to come in and to do an evaluation.

### Consideration of past Minutes

Minutes from April 4, 2023: B. Israel motion to approve. S. Finn second. Minutes approved.  
Minutes from April 11, 2023: B. Israel motion to approve. S. Finn second. Minutes approved.  
Minutes from May 1, 2023: S. Finn motion to approve. M. Bellingham second. Minutes approved.  
Minutes from May 2, 2023: M. Bellingham motion to approve. S. Finn second. Minutes approved.  
Minutes from June 6, 2023: B. Israel motion to approve. M. Bellingham second. Minutes approved.  
Minutes from July 11, 2023: B. Israel motion to approve. S. Finn second. Minutes approved.

### **Board Member Reports**

**M. Bellingham** - Nothing to report.

**B. Israel** - In conversation with Paige from Romeo Entertainment regarding 2024 concert.

**S. Finn** - Nothing to report.

**M. Litehiser** - Nothing to report.

### **Managers' report**

- Acknowledgement of public comments and appreciation for the feedback. Recognition of staff. Business Oregon requested project schedule for roof of Exhibit Hall. \$277K from Business Oregon. Fair Board suggested to install memorial plaque for Pat Heiner in the main entrance. Working on on-call contracts. Complete MOU with 4-H. Quote received for horse barn stall fronts. Possible option is to use portable stalls that can be set-up and taken down. Several events on the property: Coastal Cup – Fairgrounds provided camping space and portable restrooms. For next year, this event will need to provide their own garbage service, portable restrooms, and camp in designated areas only. Two more fishing banquets, some weddings, and the “Battle for Clatsop County” Northwest Civil War Council over Labor Day weekend. Manager to attend OFA quarterly region meeting at the State Fair on August 31<sup>st</sup>. Clatsop County Fair & Expo hosting the next OFA quarterly area meeting. This meeting date will be provided to The Fair Board. Public Works is chip sealing Walluski Loop.

### **Business Agenda**

- Friends of the Fair 2024: Fairgrounds Manager is conversation with Sue Hansell about shifting series dates in order to leave Main Arena floor down between the Crab, Seafood & Wine Festival and Midsummer Scandinavian Festival. S. Hansell addressed The Board and requested for the event charge to remain at \$1200 per weekend event (3 weekend events per year). Shaving discuss postponed to a later date. K. Sharpsteen spoke about expenses to consider: Horse stall rental charge is typically \$15 a day and staff time to drag arena 2 times a day during the weekend event. Motion (S. Finn): \$1200 per weekend rental fee for 2024 Friends of the Fair Shows with the condition that use of wood chips needs to be figured out. Second (M. Bellingham). K. Sharpsteen will double-check and confirm Friends of the Fair dates by November. K. Sharpsteen requested OHSET dates.

### **Financial Statement**

- Revenue and appropriation reports for FY 23-24 were presented. Journal entries submitted for pre-paid expenses. Pre-paid expenses not reflected in reports at this time. K. Sharpsteen requested to look at the reports and ledger in detail quarterly. A Fair Board request was made to have the reports exported into Excel.

### **Round Table Discussion**

- OFA October 5, 6 & 7, 2023 at Deschutes County Fairgrounds. Fair Board members B. Israel, M. Bellingham, S. Finn, and M. Litehiser will attend. K. Linder will not attend.
- MOU join session with County Commission to take place after OFA in October. Fair Board preference to not meet during the day.
- K. Sharpsteen to reach out/survey Fair vendors, volunteers, and sponsors individually and as a

group for feedback.

- Suggestion to the concert committee to have a sponsor/VIP liaison at the concert and to have nonalcoholic beverages available during the concert.
- K. Sharpsteen interested in booking other events in the Main Arena: monster trucks, mud bogs, mud drags and lawn mower pulls. To reach out to Parks & Rec re: Monster Bash. Invited other activity suggestions: rodeo, bull riding, mutton bustin', arena cross.
- Needing to get an RFP out to hire a firm to help with Strategic Plan. Fair Board suggested to put together a committee at the next Fair Board meeting. K. Sharpsteen working on roofing RFP.
- Skid Steer quote received from Sourcewell. Motion (K. Linder): Table purchase of the skid steer until the next meeting when more research and discussion can be done. Second (S. Finn). S. Finn to get ahold of contact and requested skid steer specifications from K. Sharpsteen.
- K. Sharpsteen looking into long-term talent buying vs revisiting annually.
- Fairgrounds staff to revise and update rental agreements, forms, camping reservation procedures, and vendor applications. If camping continues to remain what it is K. Sharpsteen suggested to have a camp host onsite.
- Planning Committees and 2024 Stakeholders' Workshop: K. Sharpsteen to send a Doodle Poll to determine a meeting date.

#### Good of the Order

- M. Litehiser: Broken glass found in the horse arena and suggested to restrict glass use at Crab, Seafood & Wine Festival and Midsummer Scandinavian Festival. Suggested "No Glass" signage and to put up a camera. Fair Board suggested it may be time to get new dirt in the Main Arena.
- M. Litehiser: Thanked attendees for feedback during the meeting and during the Fair so changes can be made for the better.
- K. Linder: Thanked everyone who helped pay for the pig chutes.
- K. Linder: Some feedback that some of the turkeys were not able to be seen in the horse barn. If poultry is to remain in Barn C fans will be needed to keep cool.
- K. Linder: Mowing looks good and is a nice improvement.
- K. Linder: Would like to have the Rascal Rodeo return to the Fair and also need to support the people who are handicapped coming to the fair.
- K. Sharpsteen: Signatures needed from Chair and Vice Chair which authorizes the signing of Purchase Orders and timesheets in the Manager's absence.

#### Adjournment at 6:52 pm

Approved By: \_\_\_\_\_

