



REGULAR MEETING MINUTES

May 1st 2023

Public meeting held at the Clatsop County Fairgrounds in the EXHIBIT HALL.

92937 Walluski Loop

Astoria OR 97103

503.325.4600

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

~~Matt Bellingham~~

Mallory Litehiser

Sarah Finn

WORK SESSION 6:00 P.M

Call to Order @ 6:00 pm

Roll Call

Matt Bellingham absent

Discussion Items

- Sherriff Office Report
 - Deputy Thomas Phillips reported on the Sherriff Office's role at the fair and shared about the issues the Department encountered last year, particularly during the concert. He made recommendations on how those issues could be minimized this year. Staff confirmed they were working to get more security this year, as well as a beverage service with more control over alcohol monitoring. More lighting was also planned for this year.
- 4H report
 - Sandra Carlson reported that their move-in schedule was available members would wear dated wristbands while on site. She provided details of what 4-H would need each day and the parking passes that would be provided to members, noting that a list of their needs and an example of the parking passes had been provided to the Board. She requested information about camping and confirmed that Staff had talked to Tongue Point about helping them on Sunday or Monday. Staff said the sound equipment had already been ordered.
- 4H association report

- Melisa McSwain said that they sometimes have to move tables from place to place when they are having awards. She noted The Chicken Coop would be open and the food would be stored in the kitchen; however they still needed space for extra refrigerators and freezers. Additionally, they needed a site for their pancake feed on Saturday morning. She provided details about the association and the awards that would be given out, and recommended a first aid tent. Staff confirmed that power would be available to plug in the appliances.
- Auction Committee Report
 - Committee members reported on preparations for the weigh-in on Saturday and noted they needed the gate open at 5:30 and the scales for weigh-in needed to be in the correct place on Sunday. They also needed access to the barn and the fair grounds at night to feed the animals and wanted to make sure there were enough bleachers. They also requested the same sound person as last year and ice for the judges' water. The Board and Staff confirmed that they would not need worker's compensation insurance, but they still needed to purchase liability insurance. There were several questions about the insurance needed, as they had received conflicting information about the requirements. Staff offered to schedule a meeting with the insurance agent to answer questions and the Board offered to work with the committee to make sure the swine showmanship fundraiser could still be held.
- Community Competitions Report
 - Katrina Gassner provided details about the competition, the prizes, the competitors and volunteers. She requested parking passes and that the exhibitor guide be available for posting by the end of the month. She needed help finding prizes for each category and listed some examples of items that would be appropriate. She also requested a bigger budget for next year so that volunteers would not have to keep spending their own money on prizes and ribbons. She noted that some judges were not getting paid and others weren't getting paid until October. She recommended a shared Google Calendar for all participants to share set up and event times. Board members offered to help find judges for this year's competition.
- FFA report
 - Tess Hall reported on their parking needs and fair activities. She requested that the pig waterers be located in the pavilion on set up day.
- Concert Report
 - Brittany and Mallory reported on VIP restrictions, parking, concert operations, the performers, volunteers, and sponsorships. They requested more garbage and recycling cans than last year.
- Car Show
 - Wes reported on last year's show and requested more advertising this year. He also wanted to make it clear that paying to get into the car show included admission to the fair and he shared ideas for children's activities.
- Fair Ground Report
 - Kyle Sharpsteen reported on the activities and performers that were in lieu of a carnival, the event schedule, entertainment, food and beverage vendors, and retail vendors. He shared a list of other events and small rides that could be added, providing details about each item on the list and noting which ones he was working on securing for the fair.

- Volunteer needs/inventory
 - Chair Linder requested that volunteer and other needs be provided to the Board as soon as possible.
- Camping
 - Tony Biamont requested 20 lights for the camping area and the road to the back gate. Chair Linder reported that they still needed a camp host and noted the camp host would be responsible for removing people engaging inappropriate behavior, underage drinking, or domestic disputes from the camping area. The Board and Staff discussed last year's issues, shared how those issues would be mitigated this year, and recommended other ideas for handling problems.]
- Open discussion
 - Tony Biamont said Ashley Olson would be singing the National Anthem at the concert.
 - Sharpsteen expressed his appreciation for everyone's participation and input.
 - Chair Linder stated the Board's goal was to get everyone on the same page so they planned on holding a planning meeting every year. She confirmed that next year, the meeting could be scheduled earlier.

Adjournment

The meeting was adjourned at 8:12 pm.

Approved

A handwritten signature in black ink, consisting of a stylized 'K' or 'L' shape followed by a horizontal line.