

SPECIAL MEETING MINUTES

April 11th 2023 at 5:00 pm

FAIR BOARD MEMBERS

Kallie Linder, Chair
Brittany Israel, Vice Chair
Matt Bellingham
Mallory Litehiser
Sarah Finn

FAIR BOARD STAFF

Kyle Sharpsteen

Call to Order

Meeting was called to order at 5:00pm

Roll Call

All members present.

Agenda Approval

Agenda approved unanimously.

Public Comment

No public comments.

Board Member Reports

None.

Manager's report

- Sharpsteen distributed copies of his report to the Fairboard Members, describing how the report conveyed the status and progress of his various projects and activities. He updated that the Concert Committee has been working on finalizing the sponsorship sheet, noting only two sponsors are locked in for the concert so far.
 - Discussion centered on the concert and Concert Committee's work. The invitations for sponsorship went out prematurely before the concert or other details were finalized and announced. The Fairboard hoped to officially announce the concert to sponsors and the public soon. The report indicated that ticketing for the concert was done, and the

agreement was locked in place. The ticketing site has been built, and information was sent to Romeo and Sawyer Brown, and they were just waiting for the green light to officially announce the concert.

- Sharpsteen has already worked with the two radio stations on doing some low-budget commercials, which do not include many sponsors, but will announce the Sawyer Brown concert at the fair. Later, another commercial will include more sponsors. The flyer he created has been approved, but the announcement will not be approved until they know what day the tickets will go on sale. He is waiting for the Management Team to send back approval, which could be any day. Usually, they will send back an email regarding what would be allowed to be posted on social media as they are very strict about what is allowed.

Business Agenda

- Clatsop County Fair dates and research
 - A lot has been going into fair scheduling with many entities working together, so they must consider things such as breeding and feeding schedules for cows, pigs, goats, sheep, and other animals. There has been a shortage of butchers, and butchering must be scheduled. The auction was not their event to run but must be taken into account. Many organizations were coming together for events, including the Auction Committee, 4H and the 4H Association, FFA, and the Livestock Association. Most of the organizations participating have people who will be taking the week off from work. The current president of the Auction Committee is Jack Edwards.
 - It is important when asking questions or doing research on things to speak with the Fairboard before phone calls are made to individuals or the County to keep everyone on the same page. The County is only responsible for approving the concert and providing funding.
 - The dates of the fair could be moved to accommodate the carnival.
 - In ORS 565, the State definition of County Fair is "The means of exhibition held for the purpose of disseminating knowledge concerning and encouraging the growth and prosperity of all agricultural, stock raising, horticulture, mining, mechanical, artistic, and industrial pursuits in the County, including the racing of animals and vehicles." Everything planned should be centered on those purposes.
 - The fair dates should not be moved to host the carnival or a concert, as those events are not the central focus. The encouragement of growth and prosperity of agriculture and community organizations, such as 4H, is what the fair was designed for.
 - When attending the OFA (Oregon Fairs Association) Convention pre-covid it was made clear that soon there will be no carnivals at fairs, and then covid exacerbated that situation. More people were focused on fair animals and the kids involved without having the carnival last year, and it was beneficial for kids and the community to have the focus on the animals and the 4H kids. A lot of positive feedback was received from the community regarding not having a carnival at the fair, especially with the replacement of free games available to the public.
 - The date cannot be moved, regardless of whether there will be a carnival because of other more important activities which are already planned, such as having a quality butcher available. Animals are already being bred off-season to provide animals for next

year's fair, and moving the dates could have financial ramifications for people with animals at the fair.

Bellingham moved and Finn seconded to end all discussion and research pertaining to and regarding moving the Clatsop County Fair dates and livestock auction unless the Fairboard recognizes the need to do so in the future, in which case the Fairboard will call a meeting with all Boards and Associations that the moving of the dates will impact and start the discussion at that time. Motion passed unanimously.

Round Table Discussion

- Review of MOU between Fairboard and County.
 - The MOU (Memorandum of Understanding) basically transfers fair employees to work directly under the County Manager and his supervision, so all hiring, and HR issues are going to go through the County Manager's Office, not the Fairboard. The Fairboard sets the direction, then hands off the ball to the County and fair employees for day-to-day operations and decisions.
 - The Fairboard shall make and enforce all rules and regulations necessary for the proper conduct and management of the fair, and all activities conducted on the fairgrounds. The Fairboard has statutory authority for exclusive management of the ground, and all property owned, leased, or controlled by the County and devoted for use of the fairgrounds. The Fairboard is entrusted and charged with the entire business management, and financial and other affairs of the County Fair.
 - The Fairboard makes the policies and the rules, not the Fairgrounds Manager, and the County and its employees put it into action.
 - Any future employee concerns are to be directed to make an appointment with the Fairboard Chair or Vice Chair as the plan of communication to contact County Manager to discuss any HR concerns, or staffing concerns as they are employees of the County.
 - Fairboard recommended reaching out directly to them before contacting local companies because they already have knowledge of what is going on with those local companies and can provide contacts and more background information before reaching out. The Fairboard has been involved long enough to know the inner workings of the fair, and if they need a favor, they know who to call.
 - Chair Linder talked with Monica about the MOU regarding the Auction Committee, and she responded there was no need for more MOUs than they already have. They have an MOU with 4H, the 4H Association, and the FFA. The reason for the MOU with the 4H Association is because they use a building on the property solely. An MOU is not necessary with other entities, but they do want to have a contract including dates of the fair, who the Board Members are, responsibilities, and their insurance policy. This contract benefits and protects both parties and does not need to be complicated.
 - As with public meeting law, there are also laws regarding non- profits, and because the County is entering into an agreement with some nonprofits or other groups it needs to be made sure they are covering their bases and following their rules and regulations. Keeping records protects taxpayers and tax dollars and is prudent because the County is liable.

- The community directs complaints to the Fairboard that do not have anything to do with the Fairboard, for example they were liable for overserving of alcohol, and received ethics complaints about that even though they had nothing to do with it. Making agreements and keeping records keeps the lines clear.
- 4H has clarified there is no connection between the Auction Committee and 4H, and 4H is no longer responsible when the Auction takes place. Some people had assumed there was a connection there, which necessitates a separate agreement for the Auction Committee for various reasons.
- The Fairboard discussed not making too many regulations especially regarding unplanned volunteers, as they are the heart and soul of the fair. Last year there were many volunteers who helped set up and clean up, including kids. It is unlikely that there will be any issues, though strange things can happen. They planned to manage what they can manage, and have agreements with bigger entities, and prevent liability issues, but they will not turn away individual volunteers.
- Making volunteers official county volunteers is the best solution but is not going to happen in all cases. The County has a volunteer program that works through the HR Department, and other volunteers there will be working through that program. The Fairboard will look into the process of becoming a County volunteer for the activities where volunteers are anticipated. A link could be posted on Facebook to become a County volunteer.
- Additional meetings or work sessions to discuss these topics further and give direction to Staff could be helpful. Cautions against overregulating were reiterated.

Additional discussion items were as follows:

- Interviews to hire the Event Coordinator/Admin position have been scheduled this week, and the search had been narrowed down to four Applicants. Fairboard members said that much of what they see being done would be the new hire's job, but that they are willing to share the workload in order to get things done as they are behind. Recruiting has been very challenging, but it is very possible by the beginning of May that position will be filled.
 - Concerns were expressed over logistics and where all the events would be physically placed, such as Mutton Busting, Petting Zoo, Joust, Rock Wall, etc. Fairboard Members assured there would be plenty of room with extra space and cautioned against spacing things out too far. Vendors need to be contacted and locked in to ensure they are planning to attend, and much of this work should be done by the new hire to allow other people to focus on other things.
- The possibilities of an additional fair planning meeting were discussed, and it was noted they could form a committee of two Members, or if they have three or more Members, they could have a public meeting and invite other involved groups like the FFA, people involved in security such as the Sheriff, or those involved in communications. It was agreed that since members bring different perspectives and goals it would be better to have a public meeting and invite other groups.
 - They discussed contacting people who could be over racing side-by-sides or lawnmowers. Neither has replied yet. The insurance was more concerned over the side-by-sides and felt more comfortable with lawnmower racing. They discussed

where lawnmower racing could occur, and where vendors or other entertainment events would take place. They hope to hear back soon from Chris Peterson regarding lawnmower racing.

- The Fairboard talked about games they want to ensure will occur, such as Connect Four, Jenga, trash can ping, roping dummies, and the stick horse.
- The Fairboard discussed scheduling a meeting through Doodle. Sharpsteen discussed some possible dates with 4H as they have a tight schedule, and they would like to include the Community Comp people. Minister Angelo Schauermaun has borrowed the fair building for free and volunteered their help for the fair, and they could use their help to set up the concert.
- ORS 565
 - ORS 565 was discussed earlier in the meeting.
- Clatsop County's purpose for the Fairboard and Fairgrounds Manager
 - No Fairgrounds Manager was discussed.
- Communication
 - The Concert Committee meeting has been rescheduled, and they will need to meet at least monthly and hopefully in person rather than over Zoom. The concert needs to be finalized soon. They discussed the possibility of local bands playing in the bar area as there is a time crunch which is causing stress. The decision also needs to be finalized to determine how many days the stage will be needed. Over 30 local bands have called to ask if they can play at the fair.

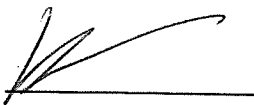
Good of the Order

No statements or observations made.

Adjournment

Meeting was adjourned at 6:07pm.

Approval

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a stylized name or set of initials. The signature is written above a horizontal line.