



## FAIR BOARD MEETING MINUTES

October 3, 2023

### FAIR BOARD MEMBERS

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

### WORK SESSION 5:00 PM

Fairgrounds Manager, Kyle Sharpsteen:

- Budget and Financials
  - Review of FY23-24 Forecast handout created by Clatsop County Finance Director showing revenue and expenses from FY19-23 and projecting revenue for FY24. Variance between FY23-24 shown. Supporting document provided by K.Sharpsteen showing account detail.
  - Fair Board chose to go over the revenue and appropriation reports during the work session vs during the Fair Board meeting as scheduled per the agenda. Anticipated Fair revenue was based off of 2022's Fair numbers. Revenue anticipated for 2023 Fair was not reached.
- MOUs
  - Previous MOU discussions were tabled and K.Sharpsteen would like to revisit conversations to get MOU back to the County Manager's Office to sign-off on. Discussion over Club House and Chicken Coop utility payments. Clearly define who is paying the utility bills for the buildings.  
Brief discussion over Chicken Coop commission percentage during fair.  
Discussion about building maintenance and responsibility.  
K.Sharpsteen to provide copies of MOUs and Policies to Fair Board. Fair Board to review and provide notes/feedback to K.Sharpsteen.
- Joint Session
  - Scheduled for Wednesday, October 11, 2023 at 5:00 p.m.

### Work Session Adjournment at 5:29 pm

## FAIR BOARD MEETING 5:30 PM

### Call to Order

Meeting called to order at @ 5:30 pm by Vice Chair, Brittany Israel.

### Roll Call

All board members in attendance with the exception of Kallie Linder, Chair.

### Agenda Approval

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

### Public Comment

Cammy Tetlow - Provided an update on Fairground's fields. Will get a 3<sup>rd</sup> cutting off the Field this weekend due to nice weather. At the end of the month will do dirt work: spread out ditch spoils, will bring scraper and excavator, and will put seed out. Lost weather window so will spray next spring. Will do some experimental planning with a new grass.

### Consideration of past Minutes

Motion (M.Litehiser) to approve September 5, 2023 Fair Board minutes. Second (S.Finn). Minutes approved.

### Board Member Reports

**B. Israel** – Nothing to report.

**M. Bellingham** - Has not reached out to the Larsons yet re: lumber for beef paneling.

**S. Finn** - Nothing to report

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

### Managers' report

- New technology "Owl" being used now to support a virtual option for Fair Board meetings.
- Roof project: \$55,000 payment received.
- Job Corps Certificate: Presented certificate and thank you card to Job Corps students during the Tongue Point Business Meeting
- Manager and K.Klein attended a County-wide training on social media and website use.
- Provided an overview of upcoming events/facility rentals.
- OFA Annual Convention starts Thursday (October 5) and runs through the 7<sup>th</sup>. An OFA debrief will be scheduled after the convention.
- Purchase of the Skid Steer approved by the County. Delivery expected any day.
- Area meeting to take place during OFA, which may bump the area meeting scheduled in Astoria for November.
- Stall fronts: Get horse groups/clubs together to discuss options before making a decision.
- Fair Board applications close at the end of the month. Applications received will be discussed at the November Fair Board meeting. S.Finn voiced concern that she did not receive a notification confirming her Fair Board application was received. K.Sharpsteen to look into this.
- K.Sharpsteen to use mapping software to create to-scale maps of the Fairgrounds property.
- Repairs made to the walk-in refrigerator and chest freezer.
- Inspection of pedestrian bridge took place.

### Business Agenda

- Lindsay Davis, Hampton Lumber Family Forest. Representing Clatsop Working Watershed Cooperative and Clatsop Chapter of Oregon Women in Timber. These two entities are passionate about natural resources, youth, and education. In January 2023, a fundraiser Natural Resources Dinner Awards and Auction was held at the Clatsop County Fair & Expo Center and raised \$140K for local schools. Last year, everything for this fundraiser was donated and the organizations are hoping to have everything donated again for January 2024's fundraiser. Asking for donation of the Exhibit Hall, Kitchen, and Main Arena facility use for January 19 (set-up) & 20 (event date), 2024. L.Davis would like to secure the Main Arena this year as a back-up space in case of bad weather (would not need the floor laid out). Catering and alcohol are donated for this event.  
Motion (S.Finn): Approve fully donated use of Exhibit Hall, Main Arena, and Kitchen for Clatsop Working Watershed Cooperative and Oregon Women in Timber for January 19 & 20, 2024. Second (M.Bellingham). Motion passed.
- Committees: Review of handout outlining examples of potential Fair related committees. Fair Board discussed combining committees and meeting/time expectations. Fair Board to email K.Sharpsteen their committee preferences and committee combination suggestions prior to November's Fair Board meeting. Concert discussion: Fair Board to send K.Sharpsteen top three performer preferences by Friday, Oct. 6. K.Sharpsteen will share the top five with Fair Board.

### Financial Statement

- Discussed during work session.

### Round Table Discussion

- Meeting forecast worksheet handout.
- Midsummer Scandinavian Festival and Astoria Warrenton Crab, Seafood & Wine Festival: Looking into how previous year's rental rates were established to help determine future rental rates. Scandinavian Festival asked to know the 2024 rental rate. Fair Board briefly discussed a possible increase in rental rates and suggested this topic would be a good work session. Scandinavian Festival organizers are to be invited to January Fair Board meeting.

### Good of the Order

- M.Litehiser: Attended Seaside Downtown Development Association (SDDA) meeting and suggested to put future SDDA meetings and chamber meetings on the calendar to speak about Fair.
- B.Israel: Reminder to Fair Board to provide top 3-5 concert performers, to look over MOUs, and provide committee preferences and committee combination suggestions to K.Sharpsteen.

### Adjournment at 6:30 pm

Motion (M.Litehiser): Adjourn October 3, 2023 Fair Board meeting. Second (M.Bellingham/B.Israel).  
Adjourned.

Approved By: Kathleen Woods