



FAIR BOARD MEETING MINUTES

Tuesday, November 7, 2023

Clatsop County Fair & Expo (Annex), 92937 Walluski Loop, Astoria, OR 97103

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham - via Zoom

Sarah Finn

Mallory Litehiser - Absent

WORK SESSION 5:00 PM

Fairgrounds Manager, Kyle Sharpsteen:

- Fair Board applications received from Matt Bellingham, Sarah Finn, Virginia Hall, and Lisa Morley. Fair Board to provide their recommendations to K. Sharpsteen via email. K. Sharpsteen to take the Fair Board recommendations to the County for consideration.
- 2024 Fair concert artist selection. A list of available artists from Romeo Entertainment was provided to the Fair Board. M. Bellingham expressed interest in offering a free concert. K. Sharpsteen suggested to keep the ticket at a low price point. Expect to spend an additional \$10-15,000 on top of artist's fees for expenses related to the concert. Try to have tickets on sale by Valentines Day. Look into: Rodney Atkins, Russell Dickerson (routed for 8/2), and Chase Rice.
- Joint Session with the County Commissioners took place on Wednesday, October 11, 2023. Fair Board members: K. Linder and S. Finn provided their feedback on the meeting. M. Bellingham unable to hear the current meeting in-progress very well via Zoom so did not provide feedback.

Work Session Adjournment at 5:22 pm

FAIR BOARD MEETING 5:30 PM

Call to Order

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

Roll Call

All board members in present with the exception of Mallory Litehiser.

Agenda Approval

Motion (B. Israel) to add OHSET to the "Business Agenda" section of the agenda. Second (S. Finn). Motion carried. Agenda approved.

Public Comment *At this time anyone wishing to address the Fair Board concerning items of interest not already on the Agenda may do so. The person addressing the Fair Board will, when recognized, give their name and address for the record. All remarks will be addressed to the whole Board and limited to 3 minutes per person. Fair Board members reserve the right to delay any action, if required, until such time when they are fully informed and the matter is scheduled as an agenda item.*

No public comment.

Consideration of past Minutes

Motion (B. Israel) to approve October 3, 2023 Fair Board minutes. Second (S. Finn). Motion Carried. Minutes approved.

Board Member Reports

B. Israel – Spoke with K. Sharpsteen on November 7 regarding concert planning and moving forward.

M. Bellingham – No response via Zoom.

S. Finn - Nothing to report.

K. Sharpsteen read an update provided in advance by Commissioner Courtney Bangs.

Manager's Report

- “Operation Green Light For Veterans” November 6-12. There are green lights on the pedestrian bridge and around the main building that will be illuminated at night.
- Monster Truck Showdown will have two Saturday shows on November 11. There will not be a Sunday show. Tickets are available online and at the door. Dirt will start to be trucked in starting tomorrow (Wednesday). TCB Security Services to provide alcohol monitoring for Oregon Beverage Services during the Monster Truck Showdown.
- A group came to the Fair & Expo Office interested in having a Jaripeo (a form of bull riding practiced in central and Southern Mexico) at the facility.
- CMH Food Drive will start collecting items in the Annex starting next week.
- Vendor and volunteer surveys were submitted. Two responses received as of November 7.
- K. Sharpsteen is the Vice Chair of our “Fair Area”. January is the next in-person area meeting in Lincoln County.
- In conversation with Pat Fitzgerald regarding horse stall fronts. Suggestions to rent/borrow some stalls and bring them out here to try. Bring in multiple groups for feedback.
- Association for Oregon Counties (AOC) Meeting in Lane County November 13-17. There will be a session called “County Fairgrounds: More than 4-H and Funnel Cakes”.
- Astoria Warrenton Area Chamber of Commerce morning networking meeting on November 28. Topic: “Improving Accessibility for Residents and Visitors Alike”.
- OFEA (Oregon Festivals & Events Association) Annual Conference in Seaside from February 29 – March 2, 2024.
- Met with Gail Henrikson, Community Development Director and Julia Decker, Planning Manager to talk about land use. Contact information for DSL was provided. G. Henrikson offered to come and speak with the Fair Board after the start of the new year to discuss future planning.

Business Agenda

- OET Open Rides: Mary Kemhus presented to the Fair Board. Proposing: Sunday open rides in the Indoor Arena begin on Sunday, December 2, 2023 and Tuesday, open rides in the Indoor Arena begin on Sunday, January 2, 2024. (**Staff Note: The first Sunday in December is on the 3rd not the 2nd*). Ending around May 14, 2024 and understands that outside bookings take precedence over open rides. OET facilitates the rides, collects payment, ensures all riders have signed the release form, and enforce safety rules (handout provided). M. Kemhus provided a correction to the agenda clarifying that these are not OET Open Rides, rather these are rides for the horse community. Having hosts this year made things go smoothly. Instead of dragging the Indoor Arena prior to both open rides, dragging on Friday would be the preferred day. Motion (B. Israel): Sunday Open Rides to begin on December 2 and Tuesday Open Rides to begin on January 2 with no fees but will charge \$10 per rider. (**Staff Note: The first Sunday in December is on the 3rd not the 2nd*). Second (S. Finn). Motion passed.
- OHSET: B. Israel presented to Fair Board. OHSET this year consists of 5 teams with 23 students. OHSET student representatives spoke in front of the Fair Board and shared their experience and involvement with OHSET. Requesting to use the facility at no cost for 2023-2024. Motion (S. Finn): Allow OHSET to use the facility with no fees for 2023-2024. Second (K. Linder). Motion passed. K. Sharpsteen asked for clarification on how often OHSET will use the facility. B. Israel responded with facility use starting on December 9, 2023 with 3 or 4 other practices. K. Sharpsteen requested that OHSET uses the restrooms on the hill vs the restrooms in the main building lobby (trying to avoid dirt getting tracked into the lobby restrooms).

Financial Statement

- Revenue & Appropriation Reports: K. Sharpsteen presented "FY 23-24 Forecast" handout created by the County's Finance Director. Fair Board expressed approval of the new format of the report. S. Finn interested in meeting with the Finance Director and would like more expenses detail. S. Finn suggested to run the Revenue Realization and Appropriations Status Reports as of month's end.

Round Table Discussion

- Meeting Forecast Worksheet: K. Sharpsteen to continue to work with "Board work session and meeting agenda items for Sept. – April 2024" working document. Fair Board encouraged to contribute to this working document.
- Round Table Prep (11.13.2023): K. Sharpsteen to get word out on social media inviting the public to attend the upcoming round table meeting. Emails invites went out to those suggested to be on committees. Fair Board suggested to have the committees solidified prior to the round table meeting.
- Surveys: Two 2023 Fair surveys received. Discussion over the feedback.

Good of the Order

- B. Israel: Fair Board reminder to provide committee interest in advance to the round table meeting and to invite anyone that should be on a committee to the round table meeting.
- K. Sharpsteen: Feedback received from multiple carnival vendors is to move the fair dates two weeks in or two weeks out. There are fewer carnival vendors than in prior years. Looking into if

it would be possible to do a "carnival light" with a few rides.

- K. Sharpsteen: 864th Engineer Battalion did a mass causality exercise at the facility on October 25 and presented the fair staff with a "Presented For Excellence" coin at the conclusion of the exercise.
- K. Linder: Sharon Tuveng passed away. She was active in 4-H and was the first female on the Fair Board.

Adjournment at 6:39 pm

Approved By: 