



FAIR BOARD MEETING MINUTES

Tuesday, December 5, 2023

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

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham

Sarah Finn – via Zoom

Mallory Litehiser – via Zoom

WORK SESSION 5:00 PM

Fairgrounds Manager, Kyle Sharpsteen:

- OSU MOU – K. Sharpsteen will email the OSU MOU to the Fair Board to review and to provide comments.
- 2024 Fair Theme: “Forest to Farm” (*staff note: “Forest to **the** Farm” is stated as the 2024 Fair theme during the Business Agenda portion of the Fair Board meeting.*)
- 2024 Fair Concert: K. Sharpsteen spoke with Romeo Entertainment. Per Russell Dickerson’s agent, the artist recently had a #1 hit and his fee is likely to increase to \$100K. An offer of \$85K will probably get a counteroffer. Chase Rice has a pending tour announcement and a show at the Grand Ronde the Saturday before Aug. 2. Romeo Entertainment thinks Russell will do well in our area and advises Fair Board to make an offer. As a back-up, Romeo Entertainment suggests Joe Nichols. 1st choice: Russell Dickerson. 2nd choice: Chase Rice. 3rd choice: Joe Nichols. Fair Board will make a motion in the Business Agenda portion of the Fair Board meeting to authorize up to 100K on the concert artist.

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.

Agenda Approval

Motion (B. Israel) to approve December 5, 2023 agenda. Second (M. Bellingham). 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 November 7, 2023 Fair Board minutes. Second (M. Bellingham).
Motion carried. Minutes approved.

Board Member Reports

K. Linder – Nothing to report

B. Israel – Nothing to report

M. Bellingham – Nothing to report

S. Finn -- Nothing to report.

M. Litehiser – Nothing to report.

K. Sharpsteen asked for the Fair Board to let him know availability to meet as committees and stated that committee meetings may meet via Zoom/Teams/virtual.

Manager's Report

- Events:
 - Wishing Tree will start setting-up in the Exhibit Hall on Friday (Dec. 8). CMH food drive items are currently being stored in the Annex.
 - Winter Bazaar took place last weekend. The power went out during the night and came back on the morning of the bazaar at approx. 7 am Concessions success during the bazaar is unknown at this time. Feedback from M. Litehiser was that there were 14 additional vendor booths this year.
 - Taylor with Adrenaline Rush Events is interested in having a Rough Stock event (bulls, broncs, and bareback) at the Fair & Expo during MLK weekend.
 - March 23rd tentatively held for a Mud Bog event.
 - 4-H Banquet took place and presented the Fairgrounds with a certificate of appreciation.
 - Open Rides started on Sunday with 13 riders.
 - Jordan Circus possibly coming to the Fair & Expo.
- Area meeting in Lincoln City on January 22, 2024 and Fair Board members would be welcome. K. Sharpsteen is trying to attend the quarterly area meetings.
- CMH Fundraiser production team came out to the Fair & Expo for a site visit. The main part of the event will take place in the Exhibit Hall. This event is the day after the FFA Banquet. The banquet will take place in the Indoor Arena (the floor will be installed). K. Sharpsteen is in conversation with the FFA Banquet POC re: set-up. CMH event is the same date as the spring weigh-in. 4-H's Fairgrounds Usage Schedule lists the "facility used" as the parking area or indoors. Due to the indoor arena floor being down and the CMH event starting at noon the weigh-in will need to take place in the lower parking area. S. Finn voiced that the majority of swine injuries occur during weigh-in and the gravel parking lot is not ideal. K. Linder suggested putting down rubber stall mats.
- Committees – discussion over scheduling committee meeting dates. Meetings likely not to start until after the New Year. Priorities include security, parking, and vendors. Fair & Expo staff can get started on planning. Three committee interest forms from community members received. K. Sharpsteen will reach out to these individuals who submitted a committee interest form.
Reading of committee list:

- Concert Committee: B. Israel & M. Bellingham
- Advertising & Marketing: S. Finn & K. Linder
- Vendor & Sponsorship: S. Finn & M. Litehiser
- Security & Parking: B. Israel & M. Bellingham
- Volunteer Acquisition: K. Linder
- Non-music Entertainment: K. Linder
- Tomorrow, Dec. 6 is the work session with the County Commission to review the Fair Board applicants:
 - Matt Bellingham, Sarah Finn, Virginia Hall and Lisa Morley
- K. Sharpsteen voiced the importance of the Fair & Expo to have a strategic plan and recently attended a meeting with the County's lobbyist.
- Chevy Lumina acquired from Public Works for F&E staff to use for work-related trips to town.
- OFEA Conference February 29 – March 2, 2024 in Seaside. Conference schedule is not published at this time. K. Sharpsteen will share conference schedule with Fair Board when it becomes available.
- Preparing Indoor Arena sign invoices to go out the first of the year. K. Linder received a Facebook Message from someone asking how to get an arena sign. Marketing to go out once signage details are finalized.
- The County is doing an Economic Opportunity Analysis to identify economic drivers and the Fair & Expo is included in the conversation.
- K. Sharpsteen received an unsolicited proposal from White Cap Catering to be the exclusive caterer for the Clatsop County Fair & Expo. M. Litehiser voiced that White Cap Catering approached her about it initially before sending the proposal.

Business Agenda

- Concert Act: Three potential artists. Russell Dickerson, Chase Rice, and Joe Nichols. Motion (B. Israel) Concert act payment go up to \$100,000 for Russell Dickerson or Chase Rice and up to \$50,000 for the third option, Joe Nichols. K. Sharpsteen stated that a hard deadline for the County Commission is December 27. Second (M. Bellingham). Motion carried.
- Eventeny: Event planning software offering a \$500 promotional discount. The platform's service and processing fees can be passed onto the customer or absorbed. Motion (M. Bellingham) Invest in Eventeny for this year and revisit in September/October 2024 to see if this if this is a something we want to continue using in the future. Second (B. Israel). Motion carried.
- Fair Theme: Fair Board agreed on "Forest to the Farm" as the 2024 Fair theme in the work session.

Financial Statement

- Revenue & Appropriation Reports: The County's Finance Director, Andrew Sullivan sends FY23-24 Forecast to K. Sharpsteen monthly. "Materials & Services" in Expenses on this document are combined. K. Sharpsteen requested to Finance Director to have this section show more line items.

A Revenue or Appropriation report that K. Sharpsteen can pull showing just the month does not show the annual budgeted amounts. The County's Finance Director is happy to chat with S. Finn and K. Sharpsteen offered to set-up a meeting.

- Typically, in January is when the County kicks-off budget planning process for next FY. January is half-way through the current fiscal year and would be a good time for the Fair Board look at the budget.

Round Table Discussion

- Citizen Advisory Committee Handbook: K. Sharpsteen received this handbook from the County, Theresa Dursse and was informed that new board members will be receiving this handbook. Fair Board members expressed not seeing this handbook before. K. Sharpsteen will clarify if Fair Board is required to complete and submit the "Statement of Roles and Responsibilities" page.
- Rolling Agenda: The Scandinavian Festival organizer(s) is invited to the January Fair Board meeting to discuss their 2024 event. Appointment of Fair Board Chair/Vice Chair to take place in the February Fair Board meeting. K. Sharpsteen to have OSU agreement to County Commission by January 24. Fair Board invited to add to the Rolling Agenda document. K. Sharpsteen to add Gail Henrickson to the Rolling Agenda to discuss planning.

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- M. Bellingham: Excited for what's getting booked.
- K. Linder: Appreciates the materials provided and the work and effort being done. Would like to see the Rough Stock event marketed right away and to get events re-booked and on the calendar 6 months/1 year in advance.
- B. Israel: Excited to have events coming and that facility is getting booked-up on the weekends.
- K. Sharpsteen: In conversations with contacts who have wetlands on their property.

Adjournment at 6:32 pm

Approved By: _____

