



# FAIR BOARD MEETING MINUTES

Tuesday, January 2, 2024

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

Mallory Litehiser – via Zoom

## WORK SESSION 5:00 PM

Fairgrounds Manager, Kyle Sharpsteen:

- Committee Meetings: Received three Fair Committee Interest Forms from the public. S. Finn was added to the Non-Music Entertainment Committee. M. Litehiser was added to the Volunteer Committee.

The following committee meetings were scheduled with the Fair Board:

- Tuesday, Jan. 9, 2024 from 3-4 pm: S. Finn & K. Linder
- Tuesday, Jan. 9, 2024 from 4-5 pm: S. Finn & M. Litehiser
- Tuesday, Jan. 16, 2024 from 4:30 – 5:30 pm: M. Bellingham & B. Israel
- Fair theme revised to: *“The Forest to the Farm: A Timber and Agriculture Showcase. Exploring interconnectedness of forestry and agriculture in Clatsop County.”* Discussion over bringing large equipment to have on display at the Fair. K. Linder reached out to Knappa School District’s Forestry Team a couple of times. S. Finn will find out who is in charge of the Forestry Team.
- MOU: K. Sharpsteen reviewing history. The Association wants to move their BINGO night to the Exhibit Hall.

Work Session Adjournment at 5:25 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 (S. Finn) to approve January 2, 2024 agenda. Second (B. Israel). Motion carried.

Agenda approved.

### Public Comment

No public comment.

### Consideration of Past Minutes

Motion (B. Israel) to approve November 13, 2023 OFA Debrief & Fair Planning Kick Off Work Session minutes and the December 5, 2023 Fair Board meeting 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.

### Manager's Report

- Events:
  - Wishing Tree: Estimated 415 children and their families and about 25 adult food baskets were distributed.
  - New Year's Party in the Exhibit Hall – no complaints received.
  - Jaripeo tentatively scheduled for the end of March (Indoor Arena)
  - S. Finn asked if New Life has reached out yet. No rental request has been received at this time.
- Fair Managers Area Meeting in Lincoln County (Newport) with Fair Managers on January 22.
- Reaching out to Wedding Expo taking place at Seaside Convention Center in a couple of weeks.
- County Commission will appoint new term Fair Board members at their the next meeting. Fair Board to determine Fair Board Chair and Vice Chair during February's Fair Board meeting.
- Minor repair on the roof over the Exhibit Hall and concessions.
- Located three (3) tents (covers & poles) upstairs in the Dairy Barn and none of them have the connection pieces. The big tent cover is not in good condition.
- Rates analysis: Looking at other venues in the area for comparables. Will bring price comparisons/examples to Fair Board to establish new rental rates.
- Indoor Arena Signs: Motion (S. Finn) to increase the annual Indoor Arena Sign fee up by \$50 per board for 2024 with notice of another possible fee increase for next year. Second (B. Israel). Motion carried.
- Fair & Expo staff received First Aid & CPR training and have current certifications.

### Business Agenda

- Loran Mathews, Scandinavian Midsummer Festival

- What is the rate for 2024?
- What does the festival get for the rate?
- What is expected for teardown?

Gate fee is \$10 for the whole weekend per person. Under 16 is \$3 for the whole weekend (L. Mathews unsure if the gate fee(s) will remain these prices for 2024). Philosophy of the festival is to promote heritage, which is why the gate fees are so low to encourage attendance. Booth fee is \$10 per foot + electrical fee. Indoor Arena floor will remain in place after Crab, Seafood & Wine Festival (April) for this event in June.

K. Linder proposed to leave everything "as is" for 2024 until the rates and man hours can be captured.

### Financial Statement

- Budget planning is underway. F&E needs to build a budget within the next several weeks. The February Board Meeting will likely be heavily focused on budget discussion. This will also be a topic of conversation for Fair planning – to determine the Fair budget. Discussion over "telling

our story” and showing the community what the Clatsop County Fair & Expo/Fair Board is doing – keeping this in mind for the future levy.

#### Round Table Discussion

- Rolling Agenda: K. Linder noted to move the Fair Board meeting back one week after Fair to Tuesday, August 13. K. Sharpsteen invited Fair Board members to add to the rolling agenda.
- K. Sharpsteen confirmed that Fair Board is to sign the “Clatsop County Committee Advisory Committee Handbook’s Statement of Roles and Responsibilities”.
- Commissioner, Courtney Bangs: January 3 & 4 is the Board of Forestry Meeting (opens the meeting at 9:00 am on YouTube).

#### Good of the Order

- B. Israel: Publicize when Fair & Expo is supporting other events. Post on Facebook and have a Fair Board member onsite to take photos. Put on one or two concerts in the Indoor Arena while the floor is down in-between festivals. Try having a cover band on a Friday night and a Hispanic night on a Saturday night. This would be a good indicator to see what people want.
- M. Bellingham: Look into other events we can hold in the Indoor Arena while the floor is down.
- S. Finn: Market what is going on at the Fair & Expo. Willing to come out during events to take photos and market what we do for the community.
- K. Linder: Stated the importance for the Fair Board to attend the Natural Resources Dinner & Auction and also attend the Astoria-Warrenton Area Chamber of Commerce Annual Banquet. K. Sharpsteen to reach out to Fair Board for headcounts. Fair staff to reach out to the event organizers to get tickets to these events for the Fair Board.
- K. Linder: Asked for a status update re: horse stalls. Discussion over wanting to get horse groups together (Friends of the Fair, OET, FFA, and 4-H) to help determine what’s best and safest. To be added to the next work session.
- K. Linder: Asked for a status update re: permanent tent. K. Sharpsteen replied that tent planning is part of the strategic plan conversation.
- K. Linder: Social Media. Post content, use hashtags, etc. to keep in the feed. Suggested to post content every day. K. Sharpsteen still unable to access Instagram account. Fair Board suggested to start a new Instagram account.
- Commissioner, C. Bangs: Suggested to add in the Facility Use Agreement (for organizations that receive the venue for free or discounted rate) a requirement for organizations to mention the Clatsop County Fair & Expo in their marketing and acknowledge “sponsorship”.
- Commissioner, C. Bangs.: Suggested that if something in the Short Session applies to the Fairgrounds, someone from Fair Board should show-up and speak publicly.
- Commissioner, C. Bangs: Suggested Fair Board host a candidate Q&A session/townhall event (end of March).
- K. Sharpsteen: Reminder to Fair Board that the County scheduled an ethics class on Feb. 28. K. Sharpsteen will send a calendar invite.

#### Adjournment at 6:44 pm

Approved By: \_\_\_\_\_

