



FAIR BOARD MEETING MINUTES

Tuesday, March 4, 2024 Date correction: Tuesday, March 5, 2024
Clatsop County Fair & Expo (Exhibit Hall), 92937 Walluski Loop, Astoria, OR 97103

FAIR BOARD MEMBERS

Matt Bellingham, Chair
Sarah Finn, Vice Chair - absent
Brittany Israel
Kallie Linder
Mallory Litehiser – via Zoom

WORK SESSION 5:00 PM

2024 Fair Poster Contest

Entries for 2024 Fair Poster Contest ended on Friday, March 1, 2024. Three entries were received. Outreach was done and K. Sharpsteen suggested to get schools involved to participate in the poster contest for future years and to give people more time. Images of the posters received were shown on screen. All three poster entries received will be on display during the Fair. 2024 Fair related text will be added to the poster that gets selected.

Master Gardner Association

Master Gardner Association spoke with K. Sharpsteen about making improvements to the garden located on the Fair & Expo property including cutting down the maple trees and landscape updates. K. Sharpsteen advised the Master Gardener Association to hold off on making investments on improvements until after the Fair Board's Strategic Planning. Fair & Expo staff will cut down the three maple trees.

Indoor Arena Concert

K. Sharpsteen is expecting to receive a formal proposal from band promoter for Fleetwood Mac tribute band. There is the option to add a laser light show to the concert. The concert will take place in the Indoor Arena on May 17, 2024. Tickets will be in the \$15-20 range. Concessions will be available and Oregon Beverage Services will be onsite.

Fair Concert Supporting Acts

Received confirmation with Joe Nichols for Fair concert on Friday, August 2, 2024. Eric Marcuse, Romeo Entertainment suggested artist, Kassi Ashton to perform as the opening act. She is routed to play at Watershed Music Festival. Her rate is around \$6,000.00. A few examples of her songs were played for the Fair Board. Fair Board in approval to move forward to booking Kassi Ashton.

Selina tribute band (band name: Los Chicos del 512) was suggested by E. Marcuse for the Hispanic Night Concert on Saturday, August 3, 2024. This band will be playing in Deschutes County on Sunday (8/4/2024) and are available to play here on Saturday (8/3/2024) for \$7,500.00. Only General Admission tickets for this concert (no "Reserved" section). The Car Show will not conflict with this concert night. An opening act is needed for the night of this concert. K. Linder suggested reaching out to High School Cultural Clubs.

Planning Amendments

Next steps are needed. K. Sharpsteen briefed board on the status of process. A meeting was held with the Fairgrounds Manager, the County's Planning Department, Oregon Department of Forestry, Fish and Wildlife, and State Lands to discuss use of the lower field (outdoor motorized racing, camping, and the setback on the property line). Potential issues were discussed in the meeting. Next steps include going through application process in order to be issued a temporary permit. A wetland delineation will need to be done. Once conditions are amended this process may take 3-6 months (from application date). The County's Planning Department informed K. Sharpsteen that the Fairgrounds had three fill permits in the past. One of the permits issued is similar to the type of event Fair Board would like to have again. If the permits cannot be located, a records request will need to be submitted. A neighborhood public meeting will be required (scheduled through the Planning Department).

Fair Board expressed the need to move forward with the application/permit process.

Community Participation in the 2024 Fair

Fair Board asked to reach out to personal connections in the community to participate in the Fair (example: log trucks, equipment, etc.) in the lower gravel lot. M. Bellingham offered to reach out to Nygaard Logging. B. Israel suggesting Browning Logging and Hampton Lumber. Jeremy Linder (per K. Linder) can bring a big tractor. Lori Tetlow (meeting attendee) suggested equipment belonging to Cammy and Nathaniel. K. Sharpsteen would like to bring this topic up at each work session going forward.

Horse Stalls

Fair Board, Fairgrounds Manager, and meeting attendees walked out to the horse stalls to discuss. B. Israel proposed finishing all of Barn "A" (10x10' stalls in the front with some 12x12' stalls in the back), Barn "B" would be a discussion for 2025, and to gut Barn "C" and look into renting portable stalls during Friends of the Fair, if needed. B. Israel will reach out to OHSET contact (Candy) regarding portable stalls. Deschutes County may be a rental opportunity. Current metal horse stall fronts need to be pressure washed and sandblasted.

Work Session Adjournment at 5:54 pm

FAIR BOARD MEETING 6:00 PM

Call to Order

Meeting called to order at @ 6:09 pm by Chair, Kallie Linder.

Roll Call

All board members in present except for Sarah Finn.

Agenda Approval

Motion (K. Linder) to approve March 4, 2024 agenda. Second (B. Israel). Motion carried.
Agenda approved.

Public Comment

No public comment.

Consent Calendar

Clarification on Fair Exhibitor Camping Rules was requested regarding wristbands. Fair Board wants to have wristbands for the campground. A wristband and a parking pass are required to access the camping area by vehicle (Gate 4). A wristband is not required to walk into the camping area using the North Entrance (hill by barns) if, for example 4-H groups want to have dinner together.

Motion (K. Linder) to approve Consent Calendar. Second (B. Israel).

Motion carried. Consent Calendar approved.

Board Member/Committee Reports

Nothing to report.

Manager's Report

- Fair & Expo staff attended OFEA (Oregon Festivals and Events Assoc.) Conference in Seaside and K. Sharpsteen provided a brief overview of some of the sessions attended. B. Israel requested for sponsorship related handouts to be shared with the Fair Board.
- Joe Nichols confirmed for Friday, August 2 concert. Announcing vendor application.
- Received ice quotes from contractors to have ice during Fair to sell to vendors.
- American Idol opportunity at the State Fair will once again be available to participants competing in the talent show.
- In conversation with local art groups to engage the art community and to possibly have displays at the Fair.
- Raena Herzog asked about allowing her horse group to practice in the Outdoor Arena. B. Israel advised that R. Herzog not ride in the Outdoor Arena if it is stormy/rainy outside. Fair Board agreed to allow the group to use Outdoor Arena for practicing.
- FFA submitted a request for an MOU and had a walkthrough at the Fair & Expo in preparation for the FFA Banquet in May. A draft MOU will be prepared. Looking into getting the heaters in the Indoor Arena serviced. FFA Alumni is requesting portable heaters for the FFA Banquet.
- Wishing Tree submitted a request to use the facility again. This will be discussed at the next Fair Board meeting.
- Notice to the LoCo RC Club has not been submitted but did have a conversation with them to let the club know the Fair Board wants to reevaluate the agreement.
- Auction Committee called 4-H and Kelly Culver about using the Outdoor Arena for the spring weigh-in. This is the same day as the CMH Foundation event that starts at noon. Fair Board discussed and shared concern that there will be too much event-related activity taking place around the main building on this day and that the weigh-in can take all day. Fair Board agreed that the spring weigh-in needs to take place in the lower gravel parking lot and not in the Outdoor Arena.
- Top priorities are RFP for the roof and the strategic plan. Looking into grants that may be available related to emergency response.
- At a future meeting, Fair Manager would like to address the alcohol policy and discuss the possibility of exclusive use of alcohol service during events on the property.

Business Agenda

Review of the Vendor Information, Rules & Regulations Handbook and the online application.

- The map in the handbook will be updated as the Fair layout is finalized.
- Add "Fair Manager or designated representative" to page 6 to clarify that vendors don't just have to talk to the Fair Manager if there is an issue.
- All vendors/exhibitors (including Sheriff's Office, Fire Department, etc.) need to provide their electrical needs in advance.
- Require the Food Vendors to bring their daily sales report to the Fair Office.

A volunteer is needed in the Fair Office especially in the morning.

Motion (B. Israel) to approve the Vendor Information, Rules & Regulations Handbook with the revision to page 6 (Fair Manager or designated representative) and the revision of requiring Food Vendor to bring their daily sales report to the Fair Office. Second (K. Linder). Motion carried.

Security RFP

Three firms submitted a proposal. Once selected, there will be conversations with the security firm to discuss the services provided in more detail and to establish consistency.

Motion (B. Israel) for Event Pros NW to do the ticketing and security for the 2024 Fair. Second (K. Linder). Motion carried.

Good of the Order

- M. Bellingham: K. Sharpsteen to work on land use permitting. Bids needed to finish horse stalls in Barn "A" and look into prices to rent horse stalls.
- B. Israel: Requested Clatsop County Fair & Expo logo (the Fair & Expo logo with the anchor and trees) to include on OHSET's sponsor banner.

Adjournment at 6:54 pm

Approved By: _____

