



Board of Directors  
92937 Walluski Loop  
Astoria, OR 97103

## Board Meeting

June 5, 2018 - 5:30 p.m.

### **MEMBERS PRESENT**

Mike Autio, Chair  
Kallie Linder, Vice Chair  
Paul Mitchell  
Jack Ficken  
Jack Edwards

### **In attendance:**

John Lewis, Fair & Expo Interim Fair Manager  
Anne McBride, Fair & Expo Administrative Coordinator

### **Call to Order**

Meeting called to order at 5:30 pm by Chair, Mike Autio

### **Public Comment**

Lori Tetlow shared her thanks for Board Member Kallie Linder on making the suggestion to add the fair schedule to the back of the 4H schedule that is handed out during the fair. She then asked about the Handicapped parking arrangements. Operations Manager, John Lewis stated that a new area between the Office and the Farm House is being considered. Tetlow suggested a parking area free of grass as it could be a hindrance for those who are unstable or in wheel chairs. Other options on the table are the same location as last year by the grassy area on the main parking lot. The options are being considered; Chair, Mike Autio suggested the Fair staff look in the number of spots required for the number of attendees anticipated.

Also from the public body, Tom Tetlow shared his ideas with the people mover and Fair logistics. Tom suggested he take on the project of locating a tractor through Corey and begin to coordinate volunteers to drive the fair attendees to and from the parking lot to the grounds. He was encouraged to do so from the Board. The mention of personnel on the people movers to monitor the security of the riders was discussed. Options are being considered to have security personnel on board the vehicle during peak hours.

### **Consideration of Agenda & April Meeting Minutes**

Jack Ficken made a motion to accept the minutes as presented. Kallie Linder, second. Motion passed.

### **Old Business**

*Report from John Lewis, Operations Manager.*

Diamond Rio tickets are printed and ready to sell. Paul Mitchell said the contract in Diamond Rio's agent William Morris Enterprises is unsigned. The contract will be resigned by Monica Steele or Cameron

Moore and resent at the earliest date. Once they receive the contract they will sign the agreement and return it to the Fair Board.

To date sponsors promised contributions total \$27,500.00; an additional sponsor in the works.

Paul Michell updated the Board on the Talent Show. Per Paul's understanding Meadows Broadcasting is in charge of the show and is currently working with the talent.

### **New Business**

Mike Autio began the discussion of John's contract. The objective, Mike said, was to adopt the position by consolidating the Fair Manager and Fair Maintenance Supervisor to one position under the title Operations Manager. A motion was made by Paul Mitchel to approve the job description as presented to Board via email. Kallie Linder second, motion passed. Mike asked if the Board would approve that he sign as the Fair Board's Chair the contract as presented. Kallie Linder made a motion to authorize Mike Audio to sign the contract on behalf of the Fair Board. Jack Ficken second. Motion passed.

Monica Steele brought up the 2018-19 budget and the need to hire five temporary maintenance techs through October. She stated if the fair did hire the five for that length of time the expense would exceed the budgeted payroll amount. John clarified the position is only really for the three weeks of Fair 2018 not the six months as advertised. It was agreed HR would correct the dates in the published employment advertisement to include only those three weeks.

John said the six foot tables currently on hand (85) are not working for some of the exhibitors. The tables purchased in 2017 are too small for the needs of our vendors. Eight foot tables are customary and having them on hand would greatly increase our vendor's needs. It was decided the Fair would purchase enough tables (up to 25) to get us through the Fair activities. After that the inventory would be added to at 20 tables a year. A bid for eight foot tables is being sought.

Arena Sign rental is at \$5,800.00 up from \$0 last year. New exhibitors have been added to the wall: Terry's plumbing and Big O Saloon. Mike Autio asked to be included in the mailing asking for sponsors.

An October event is coming to fruition. John suggested any money left in the Fair's entertainment account be moved to a general entertainment line item. So far the ideas are for apple cider sales, a pumpkin patch, hay rides and hiring Muriel's petting zoo and Brownsmead Flats. It was agreed the event should be named the Harvest Festival.

A generator has been moved from the Sheriff's Office lot to the upper grounds. County building and grounds has given the power station to the Fair. The long term goal is to have the Fairgrounds be the operating center for the County offices if a disaster were to occur. Once hooked up it will generate enough power to keep much of the Exhibit Hall in operation. It is currently ready to install.

John asked about an updated vendor policy. With the correct wording the Manager should be able to determine which vendors fit with the tone of the fair. The Deschutes County Fair's contract was presented. Mike suggested that although the model seems reasonable it is in the Board's best interest to research other contracts to get the correct wording for our needs. At this time the discussion was tabled to adopt a new policy for next year. This is a work in progress as more research is being done at this time.

The highway sign the Fair uses for advertising the Scan Fest and Fair is down. It needs new batteries to get it running again. The cost is estimated at \$1,400.00. The question was "how useful is it?" Much

discussion about the need of the sign and alternatives to fixing the existing sign were brought up. Options to place the sign in alternate locations, rent a sign, or create a new sign out of plywood were discussed. Tom Tetlow and Les Schwab are to prepare bids for batteries for consideration. No action at this time.

It was agreed to forgo weather insurance for this year's concert. The concert is a rain or shine event.

Ohana Broadcast Company is moving forward to be a promoter of Diamond Rio. An agreement is being crafted between Paul Mitchell and the company.

Jack Ficken suggested adding the Financial Health to the agenda. He stated as Board members it is important to know how the budgeted money is being allocated to prevent overspending in certain categories. The Financial status will appear on the agenda in the future.

**Adjournment**

The meeting was adjourned at 6:34 pm.

**Next Meeting Date**

July 3, 2018 - 5:30 pm.