

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, January 4, 2017
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday January 4, 2017 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34th Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

FAIR BOARD MEETING PROCEDURES

**Washington County Fair Board of Directors
873 NE 34th Avenue, Hillsboro, OR 97124**

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. Call to Order: At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
 2. Oral Communications 1: This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
 3. Consent Agenda: The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
 4. Regular Agenda Items: Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
 5. Oral Communications 2: As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
 6. Adjournment: At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business
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Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.
4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

2017 Fair Board Calendar

~ January 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Fair Board Meeting 4:30 pm to 6:00pm	5	6	7
8	9	10	11	12	13	14
15 Western Fairs Association Convention - Reno Nevada	16 Western Fairs Association Convention - Reno Nevada	17 Western Fairs Association Convention - Reno Nevada	18 Western Fairs Association Convention - Reno Nevada	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

~ February 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Fair Board Meeting 4:30 pm to 6:00pm	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	Notes:			

~ March 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

~ April 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

~ May 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Fair Board Meeting 4:30 pm to 6:00pm	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		

~ June 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Date for Fair Board Horse Fair BBQ T.B.D.				1	2	3
4	5	6	7 Fair Board Meeting 4:30 pm to 6:00pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Horse Fair	27 Horse Fair	28 Horse Fair	29 Horse Fair	30 Horse Fair	

~ July 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 County Fair Fair Board Breakfast 7-9 Rotary Club Meeting 12-1	28 County Fair Fair Board Breakfast 7-9	29 County Fair Fair Board Breakfast 7-9 Steak Feed – 4-6 Livestock Auction 6-9
30 County Fair Fair Board Breakfast 7-9	31	Notes:				

~ August 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: No Board Meeting this month	

~ September 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Fair Board Meeting 4:30 pm to 6:00pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

~ October 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Fair Board Meeting 4:30 pm to 6:00pm	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Oregon Fairs Association Convention – Albany	21 Oregon Fairs Association Convention – Albany
22	23	24	25	26	27	28
29	30	31				

~ November 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month			1	1	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

~ December 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, January 4, 2017

4:30 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Carroll, President
Bill Ganger, Vice President
Gary Seidel, Board Member

Andy Duyck, Board Member
David Vilalpando, Board Member

David Noyes, Board Member
Bob Rollinger, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. October 2016 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2017
2. Educational Fund Update

F. New Business

1. Board Elections
2. Strategic Plan (Proposed)
3. Other, if any

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Washington County Fair Board Meeting Minutes

Washington County Fair Complex, Cloverleaf Building

Wednesday, September 5, 2016

4:30 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Carroll, President

Bill Ganger, Vice President

Gary Seidel, Board Member

Andy Duyck, Board Member

David Vilalpando, Board Member

David Noyes, Board Member

Bob Rollinger, Board Member

A. Call to Order. President Erin Carroll called the meeting to order at 4:30 pm and did roll call and found that all members were present.

B. Oral Communications I - None – No Audience present

C. Approval of Minutes

1. September 2016 Fair Board Meeting Minutes - President Erin asked that the September minutes be corrected to say the start of the meeting was at 4:32 and not 4:02 Motion to approve the September minutes as corrected by Bill Ganger, seconded by Bob Rollinger. Motion carried.

D. Reports

1. Financial Report – Fair Manager Leah Perkins-Hagele presented the financial report. Air B&B's will start paying lodging taxes, and we will be paid monthly instead of quarterly. David Noyes made a motion to accept the financial report and seconded by Bill Ganger. Motion carried.

2. 4-H Update – None

E. Old Business

1. County Fair 2017 – Leah reported that nearly all the entertainment for 2017 is hired. The radio station would like to do two concerts in 2017. Staff with Sheriff's department about parking, looking into a cadet program to run the parking lots and have certified flaggers. Parking is a top priority for 2017.

2. Board Travel –OFA & WFA. Leah confirmed travel information to OFA and WFA conferences for the Board.

3. Educational Fund Update - Insurance has been renewed and taxes have been reported and paid.

F. New Business

1. Strategic Planning Session scheduled for December 14, from 10:00 – 12:00. Deputy County Administrator Sia Lindstrom will facilitate.

2. Other - Board would like to get together for a Christmas Board Dinner. They will schedule this via email.

G. Other Matters of Information

1. County Administrative Office Update - Commissioner Andy Duyck said there has been a set-back in the building of the RV park at the fair complex and it looks like this project will not be moving forward at this time.

2. Other - None

H. Oral Communications II – None – No Audience present

Meeting adjourned at 5:11 pm

Washington County Fair
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Hillsboro, Oregon 97124
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Fax: (503) 648-7208
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: December 29, 2016, 2016

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The 2016_2017 YTD Financials through November will be available at the meeting.

**Washington County Fair Board: Strategic Plan (*proposed*)
January 2017**

Mission Statement:

The Mission of the Washington County Fair Board is to present a County Fair that embraces the heritage, values, diversity and future of Washington County with a focus on educating and entertaining the community.

Purpose:

The purpose of the Washington County Fair Board is:

1. To plan, prepare and oversee the production of the County Fair with the Fair Manager.
2. To promote the annual County Fair to the citizens of Washington County and Oregon.

Goals:

1. Maximize attendance while ensuring an enjoyable user experience:
 - Maintain annual attendance goal of 115,000+ for the next 2-3 years.
 - Improve access to Fair events and activities, especially parking and food/carnival lines.
 - Explore expanding the Fair to a 10-day event within the next five years.
2. Enhance jurisdictional, corporate, and community partnerships:
 - Jurisdictional – Continue and enhance partnerships with cities, especially those on the east side of the county; maintain involvement with the new Event Center project.
 - Corporate – Involve the Fair Board in conducting an inventory and establishing relationships with potential business partners.
 - Community – Conduct survey(s) and/or focus groups to better understand what the community wants from their county fair; invite community, service, and civic groups to volunteer and participate in the Fair; partner with the Museum to showcase historical aspects of the county.
 - “Meet the Fair Board” – Provide an opportunity for the public to meet the Fair Board at the County Fair; continue to spotlight Fair Board members on the Fair’s website.
3. Enhance the Fair’s foundational programming by focusing on educational and interactive experiences:
 - Support and maintain traditional exhibits (e.g., competitions and displays in the home and creative arts) to ensure this important aspect of the Fair is not lost.
 - Showcase cultural diversity by partnering with local groups to bring ethnic-specific programs and activities to the Fair.
 - Involve the Fair Board in developing partnerships with local agriculture, industry and business, and create opportunities to showcase local ag/industry/business products at the Fair.
4. Maintain effective and efficient governance and administration:
 - Review policies annually and update as needed.
 - Enhance disease prevention strategies that allow Fair participants to interact with animals in a safe way (e.g., hand-washing stations, signage, education).
 - Increase revenue in areas that don’t increase expenses (e.g., food, carnival) to help finance the non-revenue generating side where costs will continue to increase.
 - Pursue and showcase sustainability strategies (e.g., LED conversions, recycling/food waste).