

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, April 6, 2011
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, April 6, 2011 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

In compliance with the Americans 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.

FAIR BOARD MEETING PROCEDURES

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

Fair Board

Don McCoun, President
Betty Atteberry, Vice President
Andy Duyck, Board Member

Dan Logan, Board Member
Matt Pihl, Board Member

Bill Ganger, Board Member
Scott Nelson, Board Member

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. 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

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.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, April 6, 2011

4:30 p.m. to 6:00 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member

Matt Pihl, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Consent Agenda – Action Required

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the President will indicate when it will be discussed in the regular agenda. Consent Agenda items are:

1. March 2011 Fair Board Minutes
2. Other, if any – None

C. 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.

D. Reports

1. Financial Report
2. 4-H Report, if any
3. Other, if any

E. Old Business

1. Strategic Plan
2. Policy Updates
3. 2011 Fair Update
4. Other, if any

F. New Business

1. 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

Minutes
Washington County Fair Complex Board
Wednesday, March 3, 2011

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Dan Logan
Board Member Andy Duyck
Board Member Bill Ganger
Board Member Matt Pihl - Absent
Board Member Scott Nelson

STAFF:

Leah Perkins-Hagele, Fair Complex Manager
Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:35 p.m. McCoun noted that all members were present, with the exception of Board Member Pihl.

B) Consent Agenda

- 1) Fair Manager Perkins-Hagele informed the board that there was nothing on the consent agenda since the February board minutes were not available.

C) Oral Communications 1 - President McCoun opened Oral Communications. Hearing none, closed.

D) Reports

- 1) Fair Manager Perkins-Hagele gave an update on the financial position of the Fair
- 2) **4-H Report** – Pat Willis reported that he met with the County about how 4-H will use the Cloverleaf outside of the Fair. The Livestock Auction committee will do payout the same as last year. There will be a showmanship clinic in April. Willis requested to use the south end of the Main Exhibit Hall again this year for Fair. Willis informed the Fair Board that horse fair dates will be Wednesday through Monday to avoid the 4th of July. Gaming will be on Monday. Willis stated that a formal planning process is needed for the future. President McCoun noted that horse fair participants will have to make a choice weather to participate if the event falls near the 4th of July in the future. Will not always be able to accommodate, the event has to be safe. Board Member Ganger noted that 17 steers were at weigh-in and they were all 4-H. There will be 14 for the auction. Board Member Nelson asked Willis if they are aware of the set-up and tear-down needs of the Fair.

- 3) **Other, if any** - None

E) Old Business

- 1) **2011-2012 Fair Time Budget** – Fair Manager Perkins-Hagele presented the Fair-Time budget.
- 2) **Strategic Plan – Motion by Board Member Nelson to accept the Strategic Plan, including the Mission Statement, as presented. Second by Board Member Duyck. Motion Carries 6-0.**
- 3) **Policy Updates, if any** - None
- 4) **Tom Black's Dance Proposal** – Tom Black provided a hand-out with his proposal for a barn dance and presented to verbally to the board. Board Member Logan voiced concerns about the livestock show-ring schedule; this may conflict and need to be adjusted. Present McCoun thanked Black and noted that his proposal was very professional. McCoun explained that more money is needed for advertising the Fair

which would reach more people than this. McCoun stated that he did not see this dance as increasing attendance, but that it would be a pleasant thing. Board Member Nelson suggested sponsorship from the Granges. Board Member Duyck stated that this was a great idea, but voiced concerns about floor safety as well as funding. **Motion by Board Member Duyck to give tentative approval provided funding can be found to cover the costs. 2nd by Board Member Ganger. Motion Carried 6-0.** Board Member Nelson suggested getting donations from the Boosters and the Granges. Board Member Duyck suggested the Farm Bureau.

5) **Booster Breakfast Proposal** – Board Member Logan explained that the Boosters want to hold a exhibitors breakfast from the chuckwagon from 7:00 a.m. to 9:00 a.m. each day during the Fair. Board Member Nelson noted that the chuckwagon is not very professional, is poorly put together and the Boosters made very little money and suggested that a professional vendor do the food, including the arena. President McCoun asked if professional vendors are available. Fair Manager Perkins-Hagele stated that there were two that could do it. Nelson further explained that at the Linn County Fair professional vendors handled all the food and their Booster group did other things. Logan explained that the Boosters would not be doing this to gain revenue; it would be a service to the kids. Booster Member Lyle Speisschaert stated that his chuckwagon has passed fire inspection. Deputy County Administrator Rice suggested that Nelson is looking for a level of professionalism from food sales at the Fair and suggested that the board set standards. Board Member Ganger reported that they would be providing breakfast to the Horse kids as well. Speisschaert stated that the Fair should be a showcase of local groups such as churches and citizen groups. President McCoun asked the Boosters if they have thought about other things that they could do, he has seen activities done by volunteers groups that we don't have and asked how attached they are to doing food sales. Board Member Duyck voiced that he envisions a professional level, but is not inclined to make changes for this year except for allowing them to do the breakfast. Vice President Atteberry stated that she thought the breakfast was supposed to be free. Board Member Ganger reported that it would be free on opening day only. **Motion by Board Member Duyck to accept the Boosters Breakfast Proposal. 2nd by Board Member Ganger. Motion Carried 6-0.**

6) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on planning and entertainment selections to date for the 2011 Fair.

7) **Other, if any**

F) New Business

1) **Amphitheater request to the Board of County Commissioners** – President McCoun explained that with the new larger carnival that needs a bigger footprint and the return of big name entertainment that needs expanded seating to cover the costs, the amphitheater berm and stage need to be removed. Deputy County Administrator Rice requested Fair Board action. Rice explained that then the Facility Advisory Committee will hear the request, then it will go before the Board of County. **Motion by Vice President Atteberry to forward the request to remove the amphitheater berm and stage to the Board of County Commissioners. 2nd by Board Member Nelson. Motion Carried 5-1. Board Member Ganger against.**

2) **2012 Horse Fair dates** - Board Member Logan explained that when Horse Fair is near the 4th of July their participation is down. Fair Manager Perkins-Hagele brought up set-up needs of County Fair and associated risks. Discussion ensued. President McCoun directed staff to offer the Horse Fair the dates of July 5th through the 10th.

3) **Other, if any**

G) Other Matter of Information

1) **County Administrative Update** – Board Member Duyck reported that he will be giving his State of the County address on the 17th. Duyck said he will be issuing a challenge to get a multi-purpose exhibition building. Deputy County Administrator Rice reported that April 14th is the Counties Volunteer

Recognition Dinner. He would like to direct staff to identify 3-4 people to be recognized as Fair Volunteers of the Year and then do it every year.

H) Oral Communications 2-

1) **Tom Black, Booster Vice President** - Black stated that when the Facility Advisory Committee is meeting a cost analysis needs to be done.

I) Adjourn

1) With no further business before the Board, President McCoun adjourned the meeting at 6:47 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

**Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
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FAX MEMORANDUM

Date: April 1, 2011

To: Washington County Fair Board

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

Re: Financial Report

Attached are the Year-To-Date Financials for Fiscal Year 10/11 for the Fair Program.



Washington County

Monthly Financial Report

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	JUL-10	AUG-10	SEP-10	OCT-10	NOV-10	DEC-10	JAN-11	FEB-11	MAR-11	APR-11
Intergovernmental revenue										
43156 Dept Agriculture Lottery Fund	0.00	0.00	0.00	0.00	0.00	(36,030.72)	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	(36,030.72)	0.00	0.00	0.00	0.00
Charges for sevicees										
44511 Camping Fees	(3,660.00)	(30.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44512 Truck Pull Revenue	(1,942.79)	(9,946.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44513 Demo Derby Revenue	(10,000.00)	(24,633.63)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44514 Commercial Booth Rentals	(78,775.00)	(3,500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44515 Parking Fees	(2,555.00)	(81,965.19)	(466.00)	0.00	565.74	0.00	0.00	0.00	0.00	
44517 Sponsorship Fees	(11,833.34)	(3,916.66)	(2,450.00)	0.00	0.00	0.00	0.00	0.00	0.00	
44518 Carnival Fees	0.00	(95,092.35)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44522 Entry Fees	(2,562.00)	(45.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44526 Monster Truck Revenue	(8,412.91)	(21,722.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44527 Motorsports - Misc	(6,179.30)	(4,330.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	(125,920.34)	(245,181.30)	(2,916.00)	0.00	565.74	0.00	0.00	0.00	0.00	0.00
Miscellaneous revenues										
48195 Reimbursement of expenses	(1,990.00)	(646.62)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
48205 Concessions	(14,125.00)	(96,470.13)	(21,962.00)	0.00	(2,505.00)	0.00	0.00	0.00	0.00	
48225 Other miscellaneous revenue	(281.50)	(2,402.66)	(913.65)	(151.76)	0.00	0.00	0.00	0.00	0.00	
Total	(16,396.50)	(99,519.41)	(22,875.65)	(151.76)	(2,505.00)	0.00	0.00	0.00	0.00	0.00
Total Revenues	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)	(1,939.26)	(36,030.72)	0.00	0.00	0.00	0.00
Personal Services										
51110 Temporary salaries	0.00	0.00	0.00	7,849.18	420.51	0.00	0.00	0.00	0.00	
51115 Overtime and other pay	0.00	0.00	0.00	2,693.24	0.00	0.00	0.00	0.00	0.00	
51125 FICA	0.00	0.00	0.00	806.51	32.17	0.00	0.00	0.00	0.00	
51130 Workers compensation	0.00	0.00	0.00	105.00	5.24	0.00	0.00	0.00	0.00	
51135 Employer paid work day tax	0.00	0.00	0.00	11.17	0.33	0.00	0.00	0.00	0.00	
51140 Pers Contribution	0.00	0.00	0.00	412.41	42.29	0.00	0.00	0.00	0.00	
51155 Life and long term disability in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51160 Unemployment insurance	0.00	0.00	0.00	84.60	4.25	0.00	0.00	0.00	0.00	
51165 Tri-Met tax	0.00	0.00	0.00	70.22	2.71	0.00	0.00	0.00	0.00	
51199 Misc Personal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	12,032.33	507.50	0.00	0.00	0.00	0.00	0.00

<i>Account</i>	<i>JUL-10</i>	<i>AUG-10</i>	<i>SEP-10</i>	<i>OCT-10</i>	<i>NOV-10</i>	<i>DEC-10</i>	<i>JAN-11</i>	<i>FEB-11</i>	<i>MAR-11</i>	<i>APR-11</i>
Materials and Supplies										
51210 Supplies- general	18,881.86	0.00	1,627.76	0.00	0.00	0.00	252.23	0.00	0.00	
51285 Services -professional services	36,212.63	48,943.77	0.00	0.00	139.75	0.00	0.00	0.00	0.00	
51295 Advertising and public notice	104,749.42	595.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00	
51305 Communications-services	0.00	1,890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51310 Utilities	0.00	7,595.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51320 Repair & maint services-genera	24.70	2,147.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51345 Lease and rentals - equipment	7,332.00	25,863.95	779.75	65.39	0.00	0.00	0.00	0.00	0.00	
51350 Dues and membership	0.00	0.00	0.00	300.00	0.00	87.50	0.00	95.00	0.00	
51355 Training and education	0.00	0.00	0.00	0.00	0.00	0.00	512.50	520.00	0.00	
51360 Travel expense	0.00	0.00	71.50	0.00	0.00	333.10	520.45	1,003.36	0.00	
51365 Private mileage	0.00	0.00	0.00	0.00	0.00	70.98	97.82	0.00	0.00	
51475 Printing- Internal	1,333.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51550 Other materials and services	300.00	544.05	792.00	218.40	3,580.02	0.00	0.00	502.23	140.00	
TOTAL	168,834.31	87,579.62	3,271.01	583.79	3,719.77	866.58	1,383.00	2,120.59	140.00	0.00
Other Expenditures										
52005 Bank Service Charge	0.00	1,098.46	679.66	0.00	0.00	0.00	0.00	0.00	0.00	
52130 Other Special Expenditures	20,065.50	(8,211.92)	620.40	0.00	0.00	0.00	0.00	0.00	0.00	
52146 Entertainment Expenses	98,595.60	22,020.75	3,117.25	0.00	0.00	0.00	0.00	0.00	0.00	
52147 Open Class Expenses	33,872.81	(5,427.84)	0.10	0.00	(19.00)	0.00	11.17	2,872.78	0.00	
52148 4-H Expenses	15,156.92	4,968.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52149 FFA Expenses	4,825.26	3,436.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52150 Truck Pull Expenses	15,020.50	380.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52151 Demo Derby Expenses	14,473.00	1,137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52152 Monster Truck Expenses	14,482.00	1,202.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52153 Motorsports - Misc	14,199.25	1,164.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	230,690.84	21,769.04	4,417.41	0.00	(19.00)	0.00	11.17	2,872.78	0.00	0.00
Total Expenditures	399,525.15	109,348.66	7,688.42	12,616.12	4,208.27	866.58	1,394.17	4,993.37	140.00	0.00
TOTAL REVENUES	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)	(1,939.26)	(36,030.72)	0.00			
TOTAL EXPENDITURES	399,525.15	109,348.66	7,688.42	12,616.12	4,208.27	866.58	1,394.17			

Washington County Fair Strategic Plan (DRAFT)

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.
-

Strategic Goals:

Goal One: Hold an annual event that reflects the Mission of the Fair Board

Action: Develop a new Mission Statement for the Annual County Fair

1. Reflects current values and needs of the citizens of Washington County
2. Develop a plan to integrate the Mission into the event.

Deadline:

Evidenced by:

Goal Two: Create and review policies that support the mission statement.

Action: Identify, draft and recommend policy.

1. Staff Recommendation
2. Board Recommendation

Deadline:

Evidenced by:

Goal Three: Involve the Community

Action: Involve the community in a variety of areas

1. Seek input
2. Provide ways to volunteer
3. Provide ways to participate

Deadline:

Evidenced by:

Goal Four: Increase attendance to 100,000 +

Action: Program Changes, Promotions, Advertising & Marketing, Outreach

1. Promotion of new Carnival & Carnival Wristbands
2. Promotion of special events & other offerings such as Fair food
3. Advertising and outreach to East County and beyond
4. Retention of existing attendees
5. Involve the community
6. Education - agriculture, nutrition, high tech & other
7. Increase marketing – identify targets & media goals

Deadline:

Evidenced by:

Goal Five: Increase revenue

Action: Identify where higher revenue can be realized or new revenue streams can be implemented

1. Increase Sponsorship – Resource identification, program development
2. Seek grants & grant writer
3. Fee Schedules – review annually

Deadline:

Evidenced by:

Goal Six: Develop local corporate & community partnerships

Action: Identify strategies to involve businesses & community

1. Corporate (Large)
2. Small Business
3. Non-Profit Organizations

Deadline:

Evidenced by:

Goal Seven: Showcase the best of local agriculture, industry & business

Action: Identify & develop ways to involve and educate

1. Local Food System – Markets, Restaurants, Sustainability, Distribution
2. Nurseries, Small Farms, Urban, Fiber, Pests, etc.
3. Innovation/Technology
4. Livestock, including backyard

Deadline:

Evidenced by:

Goal Eight: Pursue sustainability through operations & community awareness

Action: Identify how to improve/implement sustainable practices into operation of the Fair

1. Work with County Sustainability Coordinator
2. Energy Efficiency
3. Food Waste/Other Waste
4. Recycling Efforts
5. Master Gardeners
6. Product Use
7. Showcase where possible

Deadline:

Evidenced by:

Goal Nine: Encourage local and regional jurisdictional relationships

Action: Gain greater community involvement and recognition through involvement with public agencies

1. Involvement/Participation at Fair
2. Seek input
3. Showcase to the Community
4. Service partnerships

Deadline:

Evidenced by:

Goal Ten: Showcase cultural diversity

Action: Recognize and celebrate the unique diversity of the community by:

1. Program enhancements
2. Education
3. Participation

Deadline:

Evidenced by:

WASHINGTON COUNTY FAIR BOARD

Policy 302

Volunteer Policies

1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy and practice of the Washington County Fair Board to ensure equal opportunity and affirmative action during the annual Washington County Fair for volunteers without regard to race, color, gender, religion, national origin, age, handicap, sexual orientation, or veteran status. An exception exists when, after reasonable accommodation has been made, age or handicap substantially limits the volunteer's ability to meet or perform legitimate service standards or poses a safety or security hazard.

2. HARASSMENT

Consistent with the Washington County Fair Board Policy 106- Harassment Free and Violence Free Workplace, the Washington County Fair Board volunteer opportunities are committed to providing a work environment free of harassment.

Reporting Procedure - A volunteer who believes he or she has been the subject of harassment during the annual Washington County Fair will immediately report the alleged act to the volunteer's supervisor. If the volunteer is uncomfortable reporting the alleged act to the immediate supervisor, the employee may report the alleged act to the Washington County Fair Manager and/or his/her designee, who are outside the volunteer's own department.

Volunteers are obligated to report alleged acts of harassment where the alleged perpetrator is a coworker, supervisor, volunteer, or non-employee who does business with the annual Washington County Fair.

Investigation - In order to protect volunteer rights, the Washington County Fair Manager and/or his/her designee shall investigate and remediate any claims of harassment, whether by other employees, managers, supervisors, board members, or other citizens or visitors.

3. INSURANCE AND INDEMNIFICATION

The Washington County Fair Board does not provide worker's compensation insurance for volunteers.

Indemnification - Volunteers are indemnified under the Oregon Tort Claims Act ORS 30.260 – 30.300 against any claims that may be made against them arising out of the course and scope of their duties in service to the annual Washington County Fair. This obligation may be rejected by

Washington County if the claim arises from a volunteer's malfeasance in office or willful or wanton neglect of duty.

4. INJURY REPORTING PROCEDURE

If a volunteer is injured while working at the annual Washington County Fair, the volunteer will immediately notify his/her supervisor.

5. VOLUNTEER SERVICE

Volunteers serve at the pleasure of the Washington County Fair Manager and/or his/her designee.

Conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer.

6. VOLUNTEER REPORTING STRUCTURE

Volunteers are responsible to their immediate supervisor on the job. If a problem arises, volunteers are encouraged to discuss the issue with their immediate supervisor. If the issue remains unresolved, the next resource will be the volunteer programs coordinator or Fair Complex staff.

7. ORIENTATION

When feasible, volunteer orientation will occur before volunteer duties begin. Most positions have on-the-job training.

8. CREDENTIALS AND PARKING PASSES

If deemed necessary and appropriate, credentials and parking passes will be provided to volunteers

9. VOLUNTEER CODE OF CONDUCT AND DRESS CODE

Volunteers are held to high standards and as such, will conduct and dress themselves according to the **VOLUNTEER CODE OF CONDUCT** and **DRESS CODE** (attached).

10. IMPLEMENTATION

The Washington County Fair Manager and/or his/her designee shall have the authority to carryout the provisions of the policy and to make interpretations as necessary.

11. NOTIFICATION

Volunteers will be notified of these policies by receiving a copy of said policies when the volunteer agrees to provide services to the Fair Complex.

Dated this _____ **day of** _____.

ATTEST:

Board Secretary

Board President

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER CODE OF CONDUCT

- I will conduct myself in the discharge of my duties, and in my relations with the public and Fair Complex staff, in a diplomatic and professional manner in accordance with the laws of the United States, the State of Oregon, the ordinances and policies of Washington County, and the policies of the Washington County Fair Board

- I will be courteous in the performance of my duties and I will not use profane, insolent, or offensive language when conducting business. I understand that as a volunteer I am a member of the public and have no status as an employee of Washington County.

- I will not act beyond the scope of my authority and understand that I may be held personally liable for my actions if I do.

- I will not remove, make copies, divulge, alter, enter false data, or make personal use of any records; reports; letters; documents; audio or video tapes; pictures; files; lists of names, addresses or phone numbers; or any other official business of the annual Washington County Fair. Nor will I utilize any equipment for personal reasons unless authorized by law, or as directed by the Fair Manager and/or his/her designee.

- I will not smoke or use tobacco products when actually engaged in close contact with the public. I will not attend any official event or report for duty with the odor of alcohol on my breath, nor will I consume alcohol while on duty.

- I will not use or illegally possess any controlled substance as defined by Oregon law, except as duly prescribed and necessary for health. I understand my use of a non-prescribed controlled substance or an unauthorized use of a prescribed controlled substance, whether on or off duty, will be cause for dismissal.

- I understand that while on duty, or when acting in an official capacity, or using an official title, or while wearing any annual Washington County Fair identification, I will not: solicit funds or otherwise act to influence, interfere with, or affect the results of a candidate's campaign or election, or the passage of any ballot measure.

- I will not authorize use of, or use for the benefit or advantage of any person or organization, the name, emblem, endorsement, services, or property of the annual Washington County Fair without written permission from the Fair Manager and/or his/her designee.

- I will not accept or seek for myself, or for any other person or organization, any financial advantage or gain from the annual Washington County Fair.

- I understand that I serve solely at the pleasure of the Washington County Fair Manager and/or his/her designee.

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER DRESS CODE

Volunteers should wear clean clothing that is in good repair. Good judgment should always be used. Examples of attire that may not be deemed appropriate or safe include, but are not limited to:

- Shorts or cutoffs where pant legs are shorter than three inches above the knees
- Halter or tube tops
- Mini skirts
- T-shirts or tank tops (polo shirts with collars, sleeveless blouses, and tank tops underneath shirts or blouses are allowed)
- Gang-related attire
- Clothing bearing commercial or sports team logos.
- Clothing depicting sexual acts or nude body parts, alcohol, tobacco, or other drugs.
- Clothing with offensive language or symbols.
- Clothing that exposes cleavage or an undue amount of flesh on the back, chest, thigh, or mid-section.
- See-through or tight-fitting clothing
- If form-fitting pants are worn, a loose top, with the torso length to the fingertip must be worn over them.