

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, January 4, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, January 4, 2012 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
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member
Gary Seidel, Board Member

Andy Duyck, County Commissioner

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

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, January 4, 2012

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

Gary Seidel, Board Member
Andy Duyck, 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. December 2011 Fair Board Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. Fair Planning 2012

F. New Business

1. Fundraising
2. Board Officer Elections – President & Vice-President

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, Dec 7, 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
Board Member Scott Nelson

STAFF:

Leah Perkins-Hagele, Fair Complex Manager
Nancy Karnas, Fair Assistant

Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. and noted that all were present except Board Members Duyck and Logan.

B) Oral Communications 1 – None

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the November minutes as presented. Board Member Bill Ganger asked about the breakdown of the professional services as requested by Board Member Pihl last meeting. Fair Manager Leah Perkins-Hagele stated those details were emailed to the entire board after the last meeting as promised but had extra copies if anyone did not receive the email.

Motion by Board Member Atteberry to approve the November Minutes as prepared. 2nd by Board Member Nelson. Motion Carried 5-0.

D) Reports

- 1) **Financials-** Fair Manager Perkins-Hagele reported that the financials presented this evening had a printing malfunction and did not show the November financials correctly. Board member Pihl stated it appeared some of the rows were not adding up correctly on the forms. Fair Manager Perkins Hagele stated that it's the printing but that information is on the next page, correct financials were emailed. President McCoun asked about the status of the state funds. Perkins-Hagele replied the funds from the Department of Agriculture should be received by January with the full amount of \$54,000 expected this year. Perkins-Hagele also stated that the majority of the revenue has been received with mostly tax dollars trickling in. The only charges are the sponsorship fees and fair portion of daily operations. Deputy County Administrator Rod Rice also updated that after reviewing the revenue streams has found that the trends look to an increase in the Transient and Lodging Tax revenue. County Finance has confirmed that income looks to be doing well and a significant increase in the budget can be expected for the next budget year. Board Member Pihl asked for clarification for the breakdown of the dollars and how they are applied to the budget. Rice stated that in the past the breakdown has been a 65/35 split

between Interim and Fair but that can be reviewed for the future. Discussion ensued regarding the amount of tax collected and how it is distributed between all of the county offices receiving funds.

- 2) **4-H Update** – Pat Willis stated as mentioned previously Multnomah County children are often participating in this county fair. Enrollment is coming in and the estimates are nearly 900 total with the biggest numbers in Horse. Mr. Willis stated that this is the time of year they focus on fundraising. 4H has received a 123,000 grant from the Office of Juvenile Justice and Delinquency Prevention for an after school science program. The National Riffle Association has also offered ten thousand dollars toward merchandise for the shooting program in North Plains. A benefit musical was held the past week and a grant benefiting the Photography programs from Xerox arrived. Mr. Willis also stated they will continue to apply and work on other grants in the coming weeks. Board Member Pihl asked how the grants are dispersed for the 4H program. Mr. Willis stated that much of the funds are used to help programs directly for trips, camps, supplies or materials with the balance going to help fund staff as there are state limits funds allocated for permanent staff. Board Member Ganger asked how many Multnomah County kids are involved in fair. Mr. Willis stated the number isn't very large about 3 clubs in total but the numbers do grow each year.

E) Old Business

- 1) **Fair Planning 2012** –Fair Manager Leah Perkins-Hagele stated that planning is mostly preparing for budget and larger entertainment needs. Quotes are being requested and logistics for layouts are being discussed. The sponsor agent has been diligently meeting with potential sponsors and things are looking good.
- 2) **Board of Commissioners and Fair Board Joint Meeting, December 13th, 2011**– Board President McCoun started by stating the date of the meeting with the Board of Commissioners. Fair Manager Perkins-Hagele stated that the agenda was in the board packet and provided an overview of who would be presenting each topic at the meeting. Perkins-Hagele asked the board to take note of the County Fair Commission Report in the packet as it is the essential item that must be completed to receive the funding from the state. Board Member Nelson asked about the structure of the meeting is it a public meeting, would they be interacting with the commissioners. Deputy County Administrator Rice stated while this is a public meeting the majority of the attendees will be county personnel but yes interaction is common.

F) New Business

- 1) **Board Agenda Protocol Discussion**– Board President McCoun started by stating this was at request of Board Member Pihl. Pihl asked when an action item is to take place is it necessary to be on the agenda first or what the course of action is. Board President McCoun recounted that approximately a year ago it was requested that items be sent in advance to be discussed but that can be adjusted due to emergency issues. Fair Manger Perkins-Hagele stated that she did consult with County Counsel to inquire if any policies existed and was instructed that the board has complete control on what items can or will be acted upon and when they occur. Discussion ensued regarding past experience with action items. Fair Manager Perkins-Hagele and Deputy County Administrator closed with stating ultimately the chair or president presiding over the meeting sets the agenda of the meeting.
- 2) **Board Policies** – Deputy County Administrator Rod Rice wanted to confirm the receipt of the email sent regarding the board policies as requested by Board Member Pihl. Rice stated that in the board packet an updated chart in enclosed to accurately show the policies and actions subsequently taken on those policies. Fair Manager Perkins-Hagele stated this was to clean up some language on the previous actions. Board Member Pihl requested that these be reviewed and discussed prior to a motion to approve

the information as provided. Deputy County Administrator Rice stated this can certainly be reviewed and moved on in the next meeting if necessary but to clarify this does not change any current policies.

G) Other Matter of Information

- 1) **County Administrative Update** –Deputy County Administrator Rod Rice updated that the Floral Building removal is slated to begin Thursday December 8th by a contractor. Rice also stated that due to the black mold the IRT would not be able to assist and other options with the hazardous materials limited who could do the work. Rice provided the logistics of the removal and subsequent improvements to the space. Deputy County Administrator Rice also stated another meeting was held with the Port and City of Hillsboro for a parking solution but discussion is still occurring. Rice also attended the first concept meeting for the Veterans' Plaza site. Board President McCoun asked on the status of the new National Guard building. Rice stated that at this time the federal budget outlook is not good so there are no immediate plans at this time.
- 2) **Other**- Fair Manager Perkins- Hagele asked the board to review the information regarding the Oregon Fairs Convention that occurs in January. Perkins-Hagele asked for the board to contact her with any questions and attendance.

H) Oral Communications 2- None

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:47 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

**Washington County Fair Complex
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Hillsboro, Oregon 97124
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MEMORANDUM

Date: December 29, 2011

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through December 2011 for Fiscal Year 11/12 will be available at the January meeting.