

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, June 5, 2013  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, June 5, 2013 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

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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 34<sup>th</sup> Avenue, Hillsboro, OR 97124

### Fair Board

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

Bill Ganger, Board Member  
Gary Seidel, Board Member

Erin Wakefield, Board Member  
Andy Duyck, County Commissioner

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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.

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All meetings are recorded.

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### 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.

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### 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.

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### 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.

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## **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.

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, June 5, 2013

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

873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## **Fair Board**

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

Bill Ganger, Board Member  
Gary Seidel, Board Member

Erin Wakefield, Board Member  
Andy Duyck, Board Member

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### **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. May Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report for April and May, 2013
2. 4-H Update

### **E. Old Business**

1. County Fair 2013 – Update
2. Educational Fund Board – Update

### **F. New Business**

1. None

### **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, May 1<sup>st</sup>, 2013**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Don McCoun  
Vice President Betty Atteberry  
Board Member Scott Nelson  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Erin Wakefield

**STAFF:**

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

**A) Call to Order**

- 1) President McCoun called the meeting to order at 4:30 p.m. McCoun noted all members and staff were present.

**B) Oral Communications 1-**

- 1) **Sena Leon, Washington County 4H Association-** Ms. Leon presented the board with information about the Dollars for Scholars Walk-A-Thon occurring on June 22nd. Ms. Leon asked the board to consider sponsoring the Walk-A-Thon which funds scholarships for 4H kids. Fair Manager Leah Perkins-Hagele stated she had spoken to Ms. Leon about this event and encouraged the board to consider donating to the event. Board Member Nelson asked if money is given to 4H already, Perkins-Hagele stated yes to their specific programs and support for fair but this is a separate event. Nelson stated that then since this is something specific for Washington County kids in 4H the board should donate the maximum and definitely support it. Board Member Seidel stated he'd support it also. Board Member Ganger moved to donate five hundred dollars toward this cause, a second from Board Member Nelson.

**Motion by Board Member Ganger to donate Five Hundred Dollars to the Washington County 4H Association Dollars for Scholars Walk-A-Thon . 2<sup>nd</sup> by Board Member Nelson. Motion carried 7-0.**

**C) Approval of Minutes –**

- 1) President McCoun called for a motion to accept the April minutes as submitted. Board Member Duyck made the motion; a second was called by Vice President Atteberry

**Motion by Board Member Duyck to approve the April Minutes as submitted. 2<sup>nd</sup> by Vice President Atteberry. Motion carried 7-0.**

**D) Reports**

- 1) **Financials** – Fair Manager Leah Perkins-Hagele stated there were no financials ready at this time due to the end of month being the previous day. Perkins-Hagele stated the report would be submitted the next month.

- 2) **4-H Update** – Fair Manager Leah Perkins-Hagele stated that Pat Willis was not available this evening but she met with him and his staff member Darsy Schaal. Perkins-Hagele stated that she has asked Mr. Willis to create an informational display for the 4H area during fair to help the public understand the 4H program. Willis and his staff have created a Maker Fair that will have the kids of 4H instructing hands on activities for the public each day. President McCoun asked the location of this mini fair, Perkins-Hagele stated in the Main Exhibit Hall South. Board Member Atteberry asked if the presentations are just once a day. Perkins-Hagele stated that they will be from noon until seven Thursday and Friday and also some on the weekend. Perkins-Hagele stated that this program is ideal for those day camps and other centers that are always seen coming by the busloads on the weekdays. President McCoun asked if we had any idea how many of those groups come, Perkins-Hagele stated several dozen as a specific marketing flyer is sent out to those groups to make them aware of fair events. Board Member Nelson noted that having some large tractors to come out for an AG day near the barns would be nice for those groups. Perkins-Hagele stated any help with contacts for obtaining those would be appreciated.

**E) Old Business**

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele introduced the sponsorship coordinator Betsy Rubin to the board for an update on proposals. Ms. Rubin stated her background with a degree in Advertising and Marketing from the University of Wisconsin and has lived in Oregon since 1994. Ms. Rubin asked the board if they had any business or contacts they would like her to pursue as viable sponsors she would be happy to add them to her current list. Rubin presented several handouts of returning and potential sponsors to the board with an update of their current status. Perkins-Hagele directed the board to the media plan handout for review. She stated that Clear Channel Media Group will be the official radio station group for the fair as they provided the premier package among all the proposal received. Perkins-Hagele stated that they will also produce the jingle for the fair at no cost as a bonus. Perkins Hagele also stated that Clear Channel will offer prizes for the canned food drive; patrons will be given tickets when dropping off donations. Perkins-Hagele stated the Boy Scouts will be manning the donation area. Perkins-Hagele continued with an overview of the remaining media outlets contracted for the fair, discussion ensued. Board Member Erin Wakefield provided an update to the development process, she stated there has been significant progress made and their goal is to have code complete by end of month. Wakefield stated that by the June meeting she is hopeful to have an initial test demo available. She stated the only conflict at the moment is having two teams working on separate versions and making sure there is communication on design. Wakefield provided an overview of the many features the application will provide the end user. Perkins-Hagele added that the new website should also be up and running by mid month. Perkins- Hagele stated that she met with the Livestock committee to finalize the schedule and created an ethics document for exhibitors and judges. Board Member Duyck asked if that was a new policy. Perkins-Hagele stated it was something new for this size of fair and advised the board next month she will bring these to consider adopting as policies. Board Member Ganger asked if the schedule was back to a four day fair. Perkins-Hagele stated yes except for certain animals that need to be weighed the night before.
- 2) **Educational Fund Board-** Fair Manager Perkins-Hagele stated that will meet again tonight to come up with plans on how to raise funds. She stated there are no new members at this time but hope to come with more members in the future.

**F) New Business- NONE**

**G) Other Matter of Information**

- 1) **County Administrative Update** –Fair Manager Perkins-Hagele stated the budget is all the county is working on at the moment. She also stated that the IRT arrived today and will be on site for the next two weeks. Perkins-Hagele stated that while the IRT is present the grounds are a Military Base and is not a public facility. Board Member Duyck asked if the facility has lost any revenue by not being able to rent the grounds during this time. Perkins-Hagele stated that the calendar has been blocked off for about a year and yes a lot of business has been turned away unfortunately but in the end lots of nice work will be done on the grounds.
- 2) **Other-** Fair Manager Perkins-Hagele stated she registered the fair in the 4<sup>th</sup> of July Parade this year. Board Member Ganger has a pig that will be part of the parade, with an antique tractor that will make a nice display. Perkins-Hagele asked if any members would like to help participate to contact her.
- 3) **Other-** Board Member Ganger provided an update to the Hillsboro FFA spaghetti dinner that was discussed the previous month. Ganger stated about 110 people showed up to the event and raised nearly three thousand dollars. Ganger presented a plaque to the board for their support of the event. Perkins-Hagele added that the Oregon Fairs Association will also have a fundraiser on June 14<sup>th</sup> that she has information about.

**H) Oral Communications 2-**

- 1) **Kathy Schmidlkofer, Washington County Dairy Women-** Ms. Schmidlkofer thanked the board for their sponsorship of the Dairy Princess program it was very much appreciated. She inquired as to the fair policy to have food vendors accept credit cards. Fair Manager Perkins-Hagele advised her to contact staff for more information.

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:25 p.m.

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**Leah Perkins-Hagele**  
**Recording Secretary**

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**Don McCoun**  
**Board President**



**County of Washington**

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

## **MEMORANDUM**

**Date:** May 31, 2013

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement through May 2013 for Fiscal Year 12/13 will be available at the meeting.