

NOTICE OF MEETING

Washington County Fair Board

Washington County Public Services Building Cafeteria

155 N. First Avenue, Hillsboro, OR 97124

Wednesday, September 4th, 2013

4:30 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, September 4, 2013 at 4:30 p.m. at the Washington County Public Services Building Cafeteria, located at 155 N. First 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
Gary Seidel, Board Member

Erin Wakefield, 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 Public Services Building Cafeteria

155 N. First Avenue, Hillsboro, OR 97124

Wednesday, September 4, 2013

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

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

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. July Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

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

F. New Business

1. Future Airshow Dates

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, July 3, 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, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President McCoun called the meeting to order at 4:31 p.m. McCoun noted all members and staff were present.

B) Oral Communications 1- NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the June minutes as submitted. Board Member Nelson made the motion; a second was called by Board Member Wakefield.

Motion by Board Member Nelson to approve the June Minutes as submitted. 2nd by Board Member Wakefield. Motion carried 7-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated that due to end of the fiscal year the financials are not ready until August. Perkins-Hagele stated that at the next meeting there will be the report for the last fiscal year and the preliminary current fair financials.
- 2) **4-H Update** –Pat Willis was not available due to a prior engagement. Fairgrounds Manager Perkins-Hagele provided the update in his place. She stated Horse Fair begins this weekend and the board will be providing the breakfast again on Tuesday and Wednesday. McCoun asked to clarify the dates of both breakfast events, Perkins-Hagele stated that it is the two days mentioned earlier for Horse Fair then the four days of regular fair. Board Member Ganger asked about the Exhibitor meeting and the timing of the breakfast, Perkins-Hagele stated that the meeting will be short but they will be told to come by either before or after to pick up their meals. Perkins-Hagele also stated that Mr. Willis will be moving a 4H office on site this weekend. McCoun asked about the price for the adult plate, Perkins-Hagele stated it would be three dollars again this year and all kids are free.

E) Old Business

- 1) **County Fair Update** – Fairgrounds Manager Leah Perkins stated that for the staff fair is underway, set up has begun, the Arena is being worked up and banners are being placed. Perkins-Hagele stated the app is available for the iPhone with the Android coming shortly. Perkins-Hagele thanked Board Member Wakefield for all her help getting the group and the whole process completed. Board Member Ganger asked if Horse Fair would be included in the app info, Perkins-Hagele stated that it will be a regular fair marketing tool as most advertising is. Board Member Wakefield stated that the developers are signing over permissions for the app so that the fair will be able to update the app in the future. Perkins-Hagele stated the mobile website is also live at this time and the app is available from that location as well. Perkins-Hagele sampled the jingle for the board members. Perkins-Hagele stated that when KPTV heard the jingle they designed a commercial to go with the jingle at no charge with additional air slots. Perkins-Hagele stated the commercial is playing on multiple channels and movie theaters. Board Member Nelson asked the duties expected of the board. Perkins-Hagele directed the board to their packets she handed them earlier that contains information for that. Board Member Ganger asked if there would be signage for the location change of the Steak Fry. Perkins-Hagele replied yes and also printed in the schedule and on the app. Perkins-Hagele said she has been working closely with the Livestock Association to help with marketing of the event. Board Member Ganger stated that sales have been down at the Livestock Auction, Perkins-Hagele stated that it may be due to the lack of information given about the buying process. Board Member Ganger stated that some education must be provided to those potential buyers. Perkins-Hagele stated that she will bring a similar invitation packet to the Board of Commissioners next week. McCoun asked about the panel presentation from Coastal. Perkins-Hagele stated that the panels arrive on July 15th and she is working with the Educational Fund members to have as many volunteers on hand for a promotional opportunity. In closing Perkins-Hagele stated that opening day of fair there is a Rotary lunch where she and Board Member Duyck will speak on the development. Board Member Ganger expressed concern over the resignation of the Hillsboro FFA Advisor and how the kids will be able to participate without an advisor. Perkins-Hagele stated the FFA clerk was working on the situation.
- 2) **Educational Fund Board-** Fairgrounds Manager Perkins-Hagele will print the tickets that the foundation will be selling; approximately 500 are needed to raise ten thousand dollars. Perkins-Hagele added that some FFA clubs might help sell tickets and the foundation may reward the most successful club in some way. Board Member Nelson asked if there was a way to get an update on the number sold. Perkins-Hagele stated that she may have the kids turn in their sheets daily at the customer service office. Perkins-Hagele stated that ideally all tickets should be sold by fair but they can be sold through fall.

F) New Business- NONE

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that Rod Rice will be retiring on July 31st. Perkins-Hagele stated Rice will be returning part time for the foreseeable future and for budgeting season.
- 2) **Other-** Perkins-Hagele reminded the board that the fair has a float entry in the 4th of July parade tomorrow. Perkins-Hagele informed the board of the mascot the fair had for years named Boss Hog that is a wooden figurine that is placed around the fairgrounds. Perkins-Hagele stated that it was an underused mascot but now with the new jingle and website the need has arisen to once again have a

mascot. Board Member Ganger and Loyce Gilpin have generously loaned their pig Miss Lil to be the new mascot of the fair and she will be presented on the float. Perkins-Hagele stated this particular mascot seemed to just fit with the fair as Miss Lil is a very unique hog. Board Member Nelson asked if the shirts are available, Perkins-Hagele stated they have been ordered but are not in yet.

- 3) **Other-** Board Member Ganger requested that the board sponsor one of the pigs at the Pig Scramble as they do each year. McCoun asked how much the sponsorship costs, Board Member Ganger stated it was \$100.

Motion by Board Member Duyck to sponsor an entry in the Pig Scramble as requested. 2nd by Board Member Atteberry. Motion carried 7-0.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:39 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: August 30, 2013

To: Washington County Fair Board

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

Re: Financial Reports

The final YTD report for Fiscal Year 12/13 as well as the YTD report for Fiscal Year 13/14, will be available at the meeting.

WASHINGTON COUNTY FAIR BOARD

In the Matter of Alleviating the Conflicting) RESOLUTION AND ORDER
Dates of the Washington County Fair and) No. 13-02
the Oregon International Air Show)
)

This matter having come before the Washington County Fair Board on September 4, 2013.

WHEREAS, the Washington County Fair is held on the week of the last Friday in July each
year for the last 14 years which provides the Oregon International Air Show May, June, half of
July, August and September as excellent months to hold the Air Show;

WHEREAS, the Washington County Fair has an annual attendance of approximately
100,000 people each year;

WHEREAS, the Oregon International Air Show holds the annual Air Show at the Hillsboro
airport on varying dates in the summer;

WHEREAS, the Oregon International Air Show has an annual attendance of approximately
60,000 each year;

WHEREAS, the two events are held across Cornell Road from each other;

WHEREAS, the Oregon International Air Show held the Air Show on the same weekend as
the Washington County Fair in 2013;

WHEREAS, holding the Oregon International Air Show on the same weekend as the
Washington County Fair creates unnecessary conflict and problems including noise, logistics,
media confusion, traffic congestion, and parking problems;

WHEREAS, holding the Oregon International Air Show on the same weekend as the Fair
causes unnecessary division in the community amongst supporters of each event;

WHEREAS, it harms the business community that depends on both events to hold the

1 events on the same weekend;

2 WHEREAS, the Fair Board had to cancel the small animal exhibitions and some horse
3 exhibits this year because of the noise caused by the planes at the 2013 Oregon International Air
4 Show and may have to cancel such exhibits, and perhaps more exhibits or events, if the Oregon
5 International Air Show schedules its event the same weekend as the Washington County Fair in
6 future years;

7 WHEREAS, holding the Oregon International Air Show on the same weekend as the
8 Washington County Fair means that the two events cannot share resources for each event as when
9 the events are held on separate dates as has been done in previous years; and

10 WHEREAS, this issue could be simply alleviated if the Oregon International Air Show
11 organizers schedules its event on weekend other than the weekend of the last Friday in July.

12
13 NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the Washington
14 County Fair Board requests that, in the spirit of cooperation, the Oregon International Air Show
15 organizers not schedule the Oregon International Air Show on the weekend of the last Friday in
16 July so that the Air Show does not conflict with the Washington County Fair.

17
18 DATED this _____ day of September, 2013.

19 WASHINGTON COUNTY FAIR BOARD

20 _____
21 *CHAIR*

22 _____
RECORDING SECRETARY