

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, OR 97124
Thursday, January 2, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Thursday, January 2, 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building. 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
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.

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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

Thursday, January 2, 2014

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
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. December 2013 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2014
2. Educational Fund Update

F. New Business

1. Board Elections
2. Budget Process for FY 2014/15

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, December 4, 2013

Convened: 4:32 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 4:32 p.m. McCoun noted members Wakefield, Atteberry, Ganger, Nelson, Seidel and himself were present along with staff. Board Member Duyck was unable to attend.

B) Oral Communications 1- None

C) Approval of Minutes –

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

Motion by Vice President Atteberry to approve the November Minutes as submitted. 2nd by Board Member Wakefield. Motion carried 6-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials presented were through November that just concluded. Perkins-Hagele stated that some revenue from the lodging tax was received during the past month. She stated some various expenses included the board approved advertising for the Library calendar, travel for conventions and training costs. Perkins-Hagele stated that she anticipates some of the legal charges are forthcoming as they are typically delayed. Board Member Nelson stated that it seemed the legal costs are under budget as of this date. Perkins-Hagele stated that is the case so far. Board Member Seidel moved to approve the financials as submitted.

Motion by Board Member Seidel to approve the Financials as submitted. 2nd by Board Member Ganger. Motion carried 6-0.

- 2) **4-H Update** –Fairgrounds Manager Leah Perkins-Hagele stated she spoke to Pat Willis this morning and he reports 4H is doing well. Mr. Willis had to attend another meeting this evening and was not able to attend. Board Member Nelson asked if the 4H groups met monthly, Perkins-Hagele stated the clubs meet regularly. Nelson asked if 4H had the foundation raffle tickets. Perkins-Hagele stated they had

some but more would be clarified later in the meeting. President McCoun stated he had a conversation in a recent meeting and wondered what the difference was between FFA and 4H. McCoun stated he believed they did similar things for the children. Perkins-Hagele stated that FFA is a school based program and 4H is separate. Board Member Ganger added that typically FFA kids are also older but many have or do participate in 4H also. Perkins-Hagele added that FFA is a program that is credited in school they learn many things through the program and can continue to college.

E) Old Business

- 1) **County Fair Update** – Fairgrounds Manager Leah Perkins-Hagele stated she met with Alpha Broadcasting on the partnership for concerts produced by them one country and one pop music. Perkins-Hagele stated that their country station just won station of the year which would be beneficial in acquiring talent for the concert. Perkins-Hagele stated they are working on the contractual points that are they only deal breakers for the event. Perkins-Hagele stated she has begun to speak to an act about a motorsports type event that would be free to the public in the arena in smaller segments four times a day. Perkins-Hagele stated that show would alternate with another show possibly a dog show doing six to eight short shows per day. Perkins-Hagele stated that the entertainment would be free to the public but feels the area has lots of sponsorship potential with longer periods of visibility. President McCoun asked if the concerts were on Friday and Saturday. Perkins-Hagele stated that yes and she is suggesting that Alpha partner with some Latino promoter to find something for Sunday but they are hesitant with no radio station in their group that is in that market. Board Member Seidel asked if the Draft Horses would still perform on Thursday night, Perkins-Hagele stated yes it's a reasonable expense. Board Member Nelson asked if local dog agility groups are being considered for the arena. Perkins-Hagele stated that yes that is being considered but many may not be able to perform on Thursday and Friday. Board Member Seidel asked if there is a conflict with the Airshow at this point. Perkins-Hagele stated that as of her last conversation this year no, but possibly for 2015 with the Blue Angels scheduled to return. Perkins-Hagele concluded that she and Board Member Nelson are attending the IAFE convention together and will report back with their findings.
- 2) **Educational Fund Board-** Fairgrounds Manager Perkins-Hagele stated that raffle tickets have all been collected but sales were not going as well. Perkins-Hagele stated that there were approximately 110 tickets with her at the meeting and those need to be sold. She stated as of today the collected amount was \$2580 and the airfare still needed to be purchased for the vacation. President McCoun stated he thought most of the tickets had been sold. Perkins-Hagele stated that many reported they had sold but when she asked for the return of the collected funds tickets came back unsold. President McCoun stated that 4H seemed to have sold many. Perkins-Hagele stated that the horse program did very well and they have offered to sell more tickets over the next couple of weekends and is very grateful. She stated that FFA also has some tickets that they will try to sell at a fundraiser this weekend. Perkins-Hagele asked if anyone has a contact for airfare donations to please contact her. Board Member Ganger stated that the foundation should make some signage that shows the items the fund has acquired for the fairgrounds like the panels. Board Member Seidel stated that he would be willing to donate mileage from his frequent flier plan he just needs to verify they would fly to the destination.

F) New Business- None

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated she attended the Board of Commissioners meeting the previous week, members Nelson, Ganger and Duyck were all reappointed to the board. Perkins-Hagele stated that a public hearing was also held about Gain Share and

the supplemental budget was approved which includes funds for designing the event center. Perkins-Hagele stated that if Gain Share continues the event center according to the county would be complete in 5-7 years. Perkins-Hagele stated that representatives from the WCVA, Veterans, Chamber of Commerce, Board Members Nelson and Atteberry all spoke on behalf of the complex and development of the center. Board Member Nelson stated that there was a lot of positive feedback at the meeting but also some negative. Perkins-Hagele stated that there were several special interest groups present wanting funding for their own projects, but overall most was positive.

- 2) **Other-** President McCoun stated that board elections are typically scheduled for January but the meeting is not being held due to members not being available. McCoun asked what could be done. Perkins-Hagele stated the bylaws state the elections must be done in that month. She proposes in the future the board consider changing that requirement. Board Member Seidel asked about the members whose terms expire at the end of the month. Perkins-Hagele stated that those members have all been reappointed. Perkins-Hagele stated that the board would need to set a date for a meeting in January to hold the elections. Board Member Nelson stated the joint meeting with the Board of Commissioners is January 28th. Perkins-Hagele suggested having the meeting before that. Board Member Wakefield stated she would not be available on that occasion. Board Member Seidel suggested January 2nd for the tentative meeting date. Perkins-Hagele stated she would contact Board Member Duyck about that date and get back to the board.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:17 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
www.faircomplex.com**

MEMORANDUM

Date: December 30, 2013

To: Washington County Fair Board

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

Re: Financial Reports

Due to the holidays and end of year, The financial report for December 2013 for Fiscal Year 13/14 will not be available until the February board meeting.

FY 14/15 Fair Board Budget Timeline

February 5, 2014 – Fair Board review & discuss Proposed Budget at February Board Meeting

February 21, 2014 – Proposed Budget entered in PSB (Public Sector Budget Module)

March 5, 2014 – Fair Board reviews and approves Proposed Budget at March Fair Board Meeting

March 7, 2014 – Budget Packet due to Finance

May 13, 2014 – Budget Committee Meeting

May 22, 2014 – Public Hearing on County Budget

June 24, 2014 – BOCC Adopt Budget