

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, October 3, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, October 3, 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

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, October 3, 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. September Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair
2. Fundraising/Foundation

F. New Business

1. Update of Strategic Plan
2. BOCC/Fair Board Annual Joint Meeting

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, September 5th, 2012

Convened: 4:32 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 Gary Seidel
Board Member Scott Nelson

STAFF:

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

A) Call to Order

- 1) President McCoun called the meeting to order at 4:32 p.m. noting all were present except Board Member Gary Seidel.

B) Oral Communications 1 –

- 1) **Ruth Warren, 5093 NE Stable Ct, Hillsboro-** Ms. Warren expressed her disappointment regarding board members not being informed of previous negotiations with the Airshow representatives. Ms. Warren also stated her annoyance of the Air Show event that disturbs her pets and neighbors. Ms. Warren stated that the Air Show occurring the same weekend as the fair will lead to her not attending the fair. Ms. Warren expressed her grave concern for the animals exhibiting at the fair and knows firsthand the dangers of spooked livestock and the damage and injury they can cause. Ms. Warren concluded her remarks with the request that the Air Show not be allowed to hold their event on the same weekend of the Fair.
- 2) **Linda Peters, 25440 NW Dairy Creek Rd, North Plains-** Ms. Peters suggested to the Fair Board they should request the Air Show change their date. Ms. Peters stated that there is a longstanding implied contract between the Air Show, City of Hillsboro and the surrounding community that the Air Show takes the responsibility to do no harm. Ms. Peters would like the Fair Board to find ways to sound proof the areas of the Fair to prevent the Air Show disturbance from affecting the Fair. Ms. Peters also stated she will follow up with appropriate staff to determine who is liable for the damage that will be done by the Air Show coinciding with the Fair.
- 3) **Ellen Saunders, 47950 NW Dingheiser Rd, Banks-** Ms. Saunders introduced herself as a long term equestrian activity participant and also against Airport Expansion. Ms. Saunders stated that the Air Show has requested that horses be moved to another area during their event. Ms. Saunders stated that the combination of livestock and the Air Show is exceedingly dangerous putting the lives of all the youth in danger. Saunders feels the children have worked very hard prepping their animals for the event and the Air Show should never be allowed to occur during the Fair. Ms. Saunders asked who will pay for the liability insurance and who will be responsible for the potential fatalities of livestock or humans. Ms. Saunders closed her comments with requesting the Air Show change it's dates.

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the July minutes as submitted. Vice President Atteberry made note that the motion detailed an incorrect second by Member Logan when in fact it was Atteberry that made the second. President McCoun requested the immediate change. Board Member Dan Logan made the motion to approve the corrected minutes with a second by Vice President Betty Atteberry.

Motion by Board Member Logan to approve the July Minutes as corrected. 2nd by Board Member Atteberry. Motion carried 6-0.

- 2) President McCoun called for a motion to approve the August Special Meeting minutes. Board Member Dan Logan made the motion with a second by Board Member Andy Duyck.

Motion by Board Member Logan to approve the July Minutes. 2nd by Board Member Duyck. Motion carried 6-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele presented the closing report for fiscal year 2011-2012. Perkins-Hagele stated that the current financials for 12-13 were not available at this time due to a database issue. Perkins-Hagele noted that in the final 11-12 report charges relating to the 2012 fair incurred as has happened in the past resulting in going over budget for last fiscal year. President McCoun asked for a motion for the approval of the 11-12 fiscal year report, Vice President Atteberry made the motion and the second was made by Board Member Duyck. Perkins-Hagele stated that the 12-13 financials will be emailed to the board as soon as the Wisard program was up and running again.

Motion by Board Member Atteberry to approve receipt of the 11-12 Financials. 2nd by Board Member Duyck. Motion carried 6-0.

- 2) **4-H Update** – Pat Willis presented the board with an expense report for the 2012 4H Fair portion and a results breakdown of their participants in their various divisions. Mr. Willis stated that much of the expense report is similar to the prior year with a slight variation which is typical each year. Mr. Willis wanted to point out the large amount of hours donated by volunteers. President McCoun asked for a count of the number of youth participants; Mr. Willis referred the board to the results breakdown sheet which totaled 927 total participants across all divisions. Board Member Duyck asked if there was anything that could be changed for the future. Mr. Willis stated that as a whole only increased awareness to the community could be improved. Mr. Willis stated the goal is positive adult role models working with children on a regular basis to develop life long skills, confidence and character. Mr. Willis also stated that a new procedure for Herdsmanship was implemented to ensure the youth participants were not being aided by their parents or others so a true judge of the child's progress could be made. Mr. Willis continued that enrollment will begin in October and will have more information next month. Mr. Willis also invited the board to the 4H awards ceremony on the evening of November 17th in the Cloverleaf building that is produced by the kids. Mr. Willis also informed the board that the horse fair dates for 2013 would be July 8- 12th. Board Member Bill Ganger asked about the livestock payout date. Mr. Willis stated that would be Monday September 10th at the Cloverleaf building. He added that the livestock committee also will be more involved in the process for market animals in regards to training for tracking the food chain, filling out required documentation and all other aspects for the process. Board Member Nelson added a deep appreciation for allowing his participation in the judging of the Herdsmanship competition, he stated it was a very educational experience. Fair Manager Perkins-Hagele added that the Fair Board is encouraged to participate in any competition or process of exhibitors. Mr. Willis stated that the kids enjoyed having the board present during many of their activities.

E) Old Business

- 1) **Fair Update** – Fair Manager Leah Perkins-Hagele provided a recap of the 2012 Fair event detailed in the board packet. She stated that the weather was mild with another record breaking attendance of 109,000 patrons. Perkins-Hagele stated that even with increased attendance it appears that Thursday has continued to decline in attendees for the fifth year in a row. Perkins-Hagele stated that some brainstorming should start soon to entice attendees for Thursday. Board Member asked if there is a discount that can be done, Perkins-Hagele replied with the gate already free and \$5 discounts on ride bracelets already in effect there may not be another option. Board Member Nelson added that it appears lots of schools and daycare facilities seem to attend on Thursday and Friday. Perkins-Hagele stated that the carnival did well again this year up 7% from 2011. She continued with the Arena events overall were close to 2011 levels with the exception of the Demolition Derby which was down 21%. Perkins-Hagele stated unfortunately the Miranda Cosgrove concert was a large loss and advised not contemplating national acts for the near future based on the past performance on the grounds. Perkins-Hagele stated that the livestock auction did well up 26% with total sales at \$191,034. Perkins-Hagele stated she is still waiting on numbers for the participation for Open Class and FFA, 4H participation was discussed earlier. Perkins-Hagele stated that the numbers for alcohol sales just came in with an increase of 32% in total sales over 2011. She stated that the new provider did an excellent job and provided a better selection for the patrons. Perkins-Hagele also stated that the beverage stands were down 7% but still profitable. Perkins-Hagele stated that unfortunately parking was down nearly 25% but according to Trimet the ridership for the Fair Complex stop was up 202% which proved the marketing campaign to increase ridership worked. Board Member Ganger asked if shuttle busses were offered, Perkins-Hagele stated that yes 3 busses are ordered each year. Perkins-Hagele also stated the property leased for overflow was not utilized this year but that may still be needed in the future. President McCoun added to the report by offering information regarding a zip code collection that was done at the gates to obtain an origination report for attendees. McCoun stated nearly half of the zip codes collected were from the Hillsboro area, with the nearby surrounding cities making up the remainder. McCoun stated that a number of the zip codes originating from Multnomah and Clackamas counties seem to be because of the Miranda Cosgrove concert. President McCoun noted that the attendance number in reality should be higher as in some instances the large influx of people pushed through the center of the turnstiles and made it difficult to count. Perkins-Hagele stated that there are several instances that the volunteer high school groups lose control of the gates and unfortunately that means the turnstiles are not counting every person but they will work on that. Board Member Nelson stated that this was a great idea even though not scientific it did provide feedback on what advertising worked to bring in more patrons for outlying area. Board Member Ganger stated he received some feedback for the carnival, with patrons complaining of long wait times again. Perkins-Hagele stated that the carnival brought out more rides to prevent the wait but they are increasing in popularity each year. Perkins-Hagele stated that the carnival will continue to bring in more and more rides to help alleviate the long wait times. Board Member Nelson asked about a possibility of a Mexican Rodeo to appease those requesting a Rodeo event. Perkins-Hagele stated that yes that is an option and is popular but that would not satisfy those patrons requesting a full Rodeo event.

- 2) **Fundraising /Foundation-** Fair Manager Perkins-Hagele stated that the attorney has filed the foundation has been filed and in place as of July 6th. The attorney is developing the bylaws currently and will have those soon. Perkins-Hagele stated that once the bylaws have been completed the attorney would be attending board meetings and begin training on the procedures. Board Member Duyck asked about the training process and who would be trained. Perkins-Hagele replied the Foundation Members along with the Board would take part as the Foundation reports directly to the Board.

F) New Business

- 1) **2013 Airshow/County Fair-** Fair Managers Leah Perkins-Hagele stated that a joint committee will be forming comprised of members of the Airshow, Fair Board, County, Sheriff, City and other local agencies. Perkins-Hagele stated that the committee will meet shortly and she will report back with the findings. Perkins-Hagele also added that the livestock committee has met already to begin strategizing on a plan for the handling of the animals during the event such as paneling on the barns and care to calm the animals during loud events. Perkins-Hagele stated that the livestock committee consensus is to have no animal showing during any flight events and to schedule some activities on Wednesday. Board Member Logan asked what this committee hoped to accomplish. Perkins-Hagele replied that the main committee itself is quite large and will need to be split into subgroups to resolve issues. Perkins-Hagele concluded that this group is ultimately a tool to finalize a plan for the event.

- 2) **Policy Updates** –Fair Manager Leah Perkins-Hagele requested that the board consider four policies that must be readopted every two years.
 - a) **Policy 205 Animal Welfare-** Perkins-Hagele stated that Oregon Fairs Association was added to the language under Item 2.
Motion by Board Member Logan to adopt Policy 205 with stated change. 2nd by Board Member Ganger. All in favor. Motion carried 6-0.

 - b) **Policy 206 Environmental Issues-**
Motion by Board Member Andy Duyck to readopt Policy 206. 2nd by Board Member Atteberry. All in favor. Motion carried 6-0.

 - c) **Policy 207 Professional Development-**
Motion by Board Member Nelson to readopt Policy 207. 2nd by Board Member Duyck. All in favor. Motion carried 6-0

 - d) **Policy 208 Americans with Disabilities Act-**
Motion by Board Member Ganger to readopt Policy 208. 2nd by Board Member Nelson. All in favor. Motion carried 6-0.

G) Other Matter of Information

- 1) **County Administrative Update** – Fair Manager Perkins-Hagele informed the board that per the MOU it is time for the annual joint meeting of the Fair Board and Board of Commissioners. Perkins-Hagele stated that the time of that meeting is still being worked out. Perkins-Hagele updated the board that the FAC has added a new member Carolyn McCormick and will introduce her at their next meeting on October 2nd. Perkins-Hagele stated that the article regarding Veteran's Way that was recently published was inaccurate and to clarify the project is a priority but is weather dependent and no start date has been announced. Perkins-Hagele also stated the IRT will be arriving in the spring and currently the budget is being looked at to discover what funds are available for materials to be used for projects the IRT could complete. Board Member Ganger asked if the board has input on the projects, Perkins-Hagele replied the projects will be reviewed by the FAC of which the board has a liaison as a member who may provide input.
- 2) **Other-** Fair Manager Perkins-Hagele informed the board that the Oregon Fair Convention will take place January 11-13, 2013 which the board will be invited to attend as usual. Perkins-Hagele added that she is president of that organization for the next two years.
- 3) **Other-** Board Member Logan addressed comments in the 1st oral communication by Linda Peterson regarding the Airshow accepting responsibility for the harm the Airshow will cause for landing on the

fair dates. Board Member Ganger asked how the fair would be able to prove any loss or damage and be compensated. Fair Manager Perkins-Hagele stated that County Legal and Risk have been consulted but ultimately the Fair is responsible for proving another party is at fault for any damage or loss. Perkins-Hagele stated at this point it is mostly speculation and very hard to prove. Board Member Atteberry asked about the safety of attendees with planes flying overhead. President McCoun stated that the planes can flyover but can not perform over crowds directly. Board Member Duyck stated that it appears the Airshow is doing what is in the best interest of their event.

H) Oral Communications 2-

- 1) **Greg Malinowski, Washington County Commissioner** –Commissioner Malinowski inquired as to whether anyone had inquired to any restrictions to these planes flying over larger crowds that attend the fair. Perkins-Hagele stated that yes she did inquire and was informed the fairgrounds are not part of the sterile corridor that the FAA maintains. Malinowski stated he would look into the matter and see if anything can be done.
- 2) **Tom Black, 870 NW Garibaldi St, Hillsboro-** Mr. Black stated that no votes were made during the August special meeting regarding the formation of the joint committee regarding the Airshow and Fair event. President McCoun stated that the county is in charge of that, Black replied the MOU gives authority to the Fair Board in his opinion. Black addressed the agendas lack of notice regarding the policy updates voted upon and requested that the public have access to those items that will be voted on during the meetings. Black stated that his main concern is the conflict of the Airshow and the possibility of a crash. Black requested that the Risk Manager for the county attend the meetings and evaluate the event for safety issues. Black concluded by referencing a poll done on the Oregon Live website regarding the choice of attending the fair, Airshow, both or neither event with a large number choosing neither.
- 3) **UNIDENTIFIED FEMALE VOICE-** A inquiry from the audience from a female member asked why there were no citizens appointed to the Joint Committee. Board Member Duyck stated that it was an administrative decision he suggested to begin dialogue with the groups involved with both events. Board Member Logan asked if the new committee is going to have advisory capabilities. Fair Manager Perkins-Hagele stated that the group is a fact finding committee used to gather information for operational plans of the fair event. Perkins-Hagele stated ultimately the information gathered will be regarding the Police, Fire and other team’s plans for trying to accommodate both events.
- 4) **Jim Lubischer, 22720 NW Quatama, Hillsboro-** Ms. Lubischer began by stating that he comes to the fair every year and enjoys it very much. Mr. Lubischer asked who runs the airshow and who gives them the permit to hold their event. Fair Manager Perkins-Hagele stated the Airshow is a non-profit entity that operates with their own directors and they must get their permits from the city as most events do. Mr. Lubischer concluded that he feels the Fair Board and County should take a strong stance and prevent the Airshow from ruining the fair. Board Member Logan stated that it would be very helpful if the public voiced their concerns directly to the Airshow directors or other agencies as well.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:10 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: September 28th, 2012

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through August 2012 for Fiscal Year 12/13 are attached.

Washington County Fair Board

Strategic Business Plan

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.

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.

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

Action: Identify, draft and recommend policy.

1. Staff Recommendation
2. Board Recommendation

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

Goal Four: Increase attendance to 110,000 +

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

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

Goal Six: Develop local corporate & community partnerships

Action: Identify strategies to involve businesses & community

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

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
-

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
-

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
-

Goal Ten: Showcase cultural diversity

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

1. Program enhancements
 2. Education
 3. Participation
-

Goal Eleven: Improve Parking and Access to the Event

Action: Maximize Access to the event by:

1. Improve parking, including providing additional parking space
2. Utilization of new Veteran's Drive
3. Increase Tri-Met ridership

County of Washington

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lperkins@faircomplex.com
www.faircomplex.com**

MEMORANDUM

Date: September 28th, 2012

To: Washington County Fair Board

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

Re: Annual Joint Meeting with the Board of County Commissioners

The Annual Joint Meeting between the Fair Board and the Board of County Commissioners has been scheduled for Tuesday December 11th, 2012 at 12:00 p.m. at Washington Street Center Room 102/103.