

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124  
Wednesday, October 5, 2016  
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday October 5, 2016 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# FAIR BOARD MEETING PROCEDURES

**Washington County Fair Board of Directors  
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124**

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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.

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.

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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.

## Fair Board Calendar

~ October 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Oregon Fairs Association Convention - Albany Oregon	22 Oregon Fairs Association Convention - Albany Oregon
23	24	25	26	27	28	29
30	31	Notes:				

~ November 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 International Association of Fairs and Expos Convention - Las Vegas Nevada	28 International Association of Fairs and Expos Convention - Las Vegas Nevada	29 International Association of Fairs and Expos Convention - Las Vegas Nevada	30 International Association of Fairs and Expos Convention - Las Vegas Nevada	Notes: No Board Meeting this month		

~ December 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes: No Board Meeting this month</b>				<b>1</b> International Association of Fairs and Expos Convention – Las Vegas Nevada	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

~ January 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Fair Board Meeting 4:30 pm to 6:00pm	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b> Western Fairs Association Convention – Reno Nevada	<b>16</b> Western Fairs Association Convention – Reno Nevada	<b>17</b> Western Fairs Association Convention – Reno Nevada	<b>18</b> Western Fairs Association Convention – Reno Nevada	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>Notes:</b>			

~ February 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Fair Board Meeting 4:30 pm to 6:00pm	2	3	4
			5	6	7	8
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	Notes:			

~ March 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Board Meeting this month			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

~ April 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes: No Board Meeting this month</b>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

~ May 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Fair Board Meeting 4:30 pm to 6:00pm	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<b>Notes:</b>		

~ June 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b>				1	2	3
4	5	6	7 Fair Board Meeting 4:30 pm to 6:00pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Horse Fair	27 Horse Fair	28 Horse Fair	29 Horse Fair	30 Horse Fair	

~ July 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 County Fair	28 County Fair	29 County Fair
30 County Fair	31	<b>Notes:</b>				



~ August 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: No Board Meeting this month	

~ September 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Fair Board Meeting 4:30 pm to 6:00pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, October 5, 2016

4:30 p.m.

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

## **Fair Board**

Erin Carroll, President  
Bill Ganger, Vice President  
Gary Seidel, Board Member

Andy Duyck, Board Member  
David Vilalpando, Board Member

David Noyes, Board Member  
Bob Rollinger, 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. September 2016 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2017
2. Board Travel – OFA & WFA
3. Educational Fund Update

### **F. New Business**

1. Scheduling Strategic Planning Session
2. Other, if any

### **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**

# Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, September 7, 2016

4:30 p.m.

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

## Fair Board

Erin Carroll, President

Bill Ganger, Vice President

Gary Seidel, Board Member

Andy Duyck, Board Member

David Vilalpando, Board Member

David Noyes, Board Member

Bob Rollinger, Board Member

All present.

**A. Call to Order.** President Erin Carroll called the meeting to order at 4:02 pm

### **B. Oral Communications I**

There is no audience at this time.

### **C. Approval of Minutes**

1. July 2016 Fair Board Meeting Minutes. Motion to approve the July minutes by Bill Ganger, seconded by Bob Rollinger.

### **D. Reports**

1. Financial Report. Leah reported that the full revenue for the fair will be shown in the October financial report.

2. 4-H Update. Pat Willis, Presented the 2016 Washington County Fair 4-H Report. Numbers for entries for both horse fair and fair. Fashion Review had 150 people there to watch. Breakfast and Bar-B-Q were great.

### **E. Old Business**

1. County Fair 2016 – Recap. Leah presented the 2016 Washington County Fair Report. Revenue from parking, Carnival Concerts, Arena Events, Concessions and Commercial booths Numbers are down in static, livestock and Campground.

2. Educational Fund Update. Leah talked about Costal Farm and Ranch and their donation of Goat and Sheep panels for the barns. They also did parking for the Air Show.

### **F. New Business**

1. County Fair 2017 Issues that are being address are Parking and security. Brads Reptiles will be back, concerts will be book in a couple of months, Radio Station Partnership, changes to Static open class.

2. 4-H Program Policies White Paper. Pat Willis presented the changes that have taken place concerning 4-H members showing outside their counties.

### **G. Other Matters of Information**

1. County Administrative Office Update, if any. Andy Duyck talked about that the LRS Architects have been chosen for the design of the Event Center. Ground breaking should be in late 2017 and completion should be in 2019.

2. Other, if any

### **H. Oral Communications II**

Bill Ganger spoke to us about the difficulty in getting beef farmers to come to the fair to participate. He said that he talked with beef farmers at the state fair about coming to our fair.

Andy Duyck spoke to some of Suzie's concerns at the fair. Gangs on the grounds, Camping costs when the new campground is built., Port-a-potties ran out of toilet paper on Saturday evening.

Suzie Ganger from the audience asked to speak to Livestock barn closer earlier. She asked for 6 or 7 pm on Sunday and stated her reasons. Leah said that 9:00pm on Thursday and Sunday would be reasonable. 10 pm on Friday and Saturday. Payout with paperwork and in envelopes.

Meeting adjourned at 6:32 pm.

**Washington County Fair**  
**873 NE 34<sup>th</sup> Avenue**  
**Hillsboro, Oregon 97124**  
**Phone: (503) 648-1416**  
**Fax: (503) 648-7208**  
**leah\_perkins-hagele@co.washington.or.us**  
**www.bigfairfun.com**

## **MEMORANDUM**

**Date:** September 30, 2016

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The 2016\_2017 YTD Financials through August will be available at the meeting.