

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124
Main Exhibit Hall South
Wednesday, December 8, 2010
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, December 8, 2010 at 4:30 p.m. at the Washington County Fair Complex Main Exhibit Hall South, 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
Andy Duyck, Board Member

Dan Logan, Board Member
Matt Pihl, Board Member

Bill Ganger, Board Member
Scott Nelson, Board Member

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. 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
Main Exhibit Hall South
Wednesday, December 8, 2010
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

Matt Pihl, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Consent Agenda – Action Required

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the President will indicate when it will be discussed in the regular agenda. Consent Agenda items are:

1. November 2010 Fair Board Minutes
2. Other, if any – None

C. 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.

D. Reports

1. 4-H Report
2. Financial Report
3. Other, if any

E. Old Business

1. Strategic Plan/Fair Plan
2. 2011 Fair Update
3. Policy Updates
4. Other, if any

F. New Business

1. Other, if any

G. Other Matters of Information

1. County Administrative Office Update
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, November 3, 2010

Convened: 4:30 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 Matt Pihl - Absent
Board Member Scott Nelson

STAFF:

Leah Perkins-Hagele, Fair Complex Manager
Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:30 p.m. and welcomed guests. McCoun introduced the Fair Board and staff and noted that Board Member Pihl is excused.

B) Consent Agenda

- 1) **Board Member Duyck moved to approve the Consent Agenda. 2nd by Board Member Nelson. Motion carried 6-0.**

C) Oral Communications 1 - President McCoun opened Oral Communications. Hearing none, closed.

D) Reports

- 1) **4-H Report** – Pat Willis gave recap of 2010 4-H Fair Budget. Willis asked the Fair Board to donate the use of the Cloverleaf Building for a Chemo Bag project in February. Fair Complex Manager Perkins-Hagele noted that interim use of the facilities falls outside of the Fair Boards prevue and reminded Willis that he needs to work with staff. Board Member Logan asked who has oversight on Interim Use. Perkins-Hagele reported that Washington County does. Willis continued his report by recapping the Livestock Auction. Board Member Ganger asked if small animals could be added to the auction. Willis reported that the Livestock Committee is reluctant to do so. Discussion ensued.
- 2) **Financial Report** – Fair Manager Perkins-Hagele gave an update on the financial position of the Fair. Board Member Ganger asked what the bank fees were. Perkins-Hagele reported that they are credit card fees.
- 3) **Other, if any** - None

E) Old Business

- 1) **Fair Plan** – Deputy Administrator Rod Rice reported that he has received responses from the survey and that Betty has crafted a new one for all the chambers. Could send it to other groups such as CPO's. Rice asked the Fair Board to identify who else they would like the survey to go to. Rice updated on the December 14th meeting with the Board of County Commissioners and the Veteran's dedication that immediately follows. Rice also noted that there has been confusion with the name Fair Plan and it's now going to be called the Strategic Plan. Rice further explained that the Strategic Plan will be a template that will guide you in your annual event planning. Perkins-Hagele noted that the Board of County Commissioners does not expect the strategic plan to be complete on December 14th. Rice requested that a couple members consider meeting with himself and Perkins-Hagele to assist in developing the

Strategic Plan. Rice noted that the Fair Board would have a draft in two weeks so it can be considered at the December 8th meeting. Rice suggested that the board may want to consider holding a work session.

- 2) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on sponsorship and marketing as well as the Oregon is Indian Country exhibit that has been secured. Discussion on rates for vendors for 2012. Perkins-Hagele recapped the results of the carnival RFP. Discussion ensued.

Motion by Board Member Duyck to select Butler Amusements as the Carnival Contractor. 2nd by Board Member Ganger. Motion Carries 6-0

- 3) **Other, if any** – None

F) New Business

- 1) **Policies and Draft By-Laws** – Deputy County Administrator Rod Rice explained that with the MOU not all Fair Board policies are applicable or some at least need to be modified. Rice requested the Fair Board to consider the by-laws first then consider rescinding the policies. President McCoun asked for a discussion on the by-laws. Vice President Atteberry noted that in article 4, section 2 needs word of after the word vote and an s needs to be added to the word meeting. Atteberry asked that on the quorum and voting that 51% be changed to the majority. Board Member Logan asked what constitutes excused under section 7 item B. Rice recommended that article C becomes article D and a new article C is inserted that says an absence by be excused by notifying the President. Board Member Duyck stated that he didn't like section 7 item B as it's already defined by State Law. Rice recommended that article B removed altogether and that article C becomes B. Logan requested that the Fair Board be given copies of all statues that are referenced in article 9 section 1. Rice stated that the Fair Board will be provided access to all relevant statues.

Motion by Vice President Atteberry to adopt by-laws as corrected. 2nd by Board Member Duyck. Motion Carries 6-0.

President McCoun noted that the board needs to consider each policy individually. Rice explained why each policy needs to be rescinded.

Motion by Board Member Nelson to rescind Policy Resolution 101. 2nd by Vice President Atteberry. Motion Carries 6-0.

Motion by Board Member Duyck to rescind Policy Resolution 102. 2nd by Board Member Nelson. Motion Carries 6-0.

Motion by Vice President Atteberry to rescind Policy Resolution 104. 2nd by Board Member Duyck. Motion Carries 6-0.

Motion by Board Member Nelson to rescind Policy Resolution 204. 2nd by Vice President Atteberry. Motion Carries 6-0.

Motion by Board Member Duyck to rescind Policy Resolution 105. 2nd by Vice President Atteberry. Motion Carries 6-0.

Motion by Board Member Nelson to rescind Policy Resolution 401. 2nd by Board Member Duyck. Motion Carries 6-0.

Motion by Board Member Duyck to rescind Policy Resolution 501. 2nd by Vice President Atteberry. Motion Carries 6-0.

Rice explained that in two weeks another matrix will be provided which will include modifying existing policies.

2) **Booster Proposal** – Board Member Ganger explained that the Boosters would like to do a breakfast for exhibitors each day from 6:00 a.m. to 9:00 a.m. Board Member Duyck asked who the cost would be covered by. Ganger reported that the Boosters would charge the exhibitors and affordable rate. Duyck noted that it's not a free breakfast. Fair Manager Perkins-Hagele said this would fall under the Booster Food Vendor License and requested that the Boosters work with staff. Board Member Logan asked about a food vendor for 4-H Horse Fair. Perkins-Hagele reported that anyone with a concession stand for fair or horse fair must apply for space and be charged the vendor fee and pay the percentage.

3) **Other, if any** – None

G) Other Matter of Information

1) County Administrative Update – Deputy County Administrator Rice reported that the Main Exhibit Hall may need a structural inspection and that at the request of staff, the amphitheater berm may be removed to allow for greater flexibility, especially with a new carnival.

H) Oral Communications 2–

1) **Tom Black, Booster Vice President.** Mr. Black thanked the Fair Board for the payment of the fence. Black stated that as improvements are being made, he sees a need for a covered arena. President McCoun interrupted and explained that the Fair Board handles the Fair and that the new Facilities Advisory Board will handle facility needs and asked Black to keep his comments to the annual County Fair. Black stated that he has freedom of speech and can talk about whatever he wants during his time. Black continued by saying that the horse fair shouldn't use the Yamhill County facilities and that a covered arena is cheap to build initially and can be placed where the footprint for the arena is in the Master Plan.

I) Adjourn

1) With no further business before the Board, President McCoun adjourned the meeting at 6:21 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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FAX MEMORANDUM

Date: December 7, 2010

To: Washington County Fair Board

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

Re: Financial Report

Attached are the Year-To-Date Financials for Fiscal Year 10/11 for the Fair Program.

Please note that we have not yet received the funds from the State of Oregon. Release of the check was approved on November 17th; we expect to receive the check any time.



Washington County

Monthly Financial Report

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

<i>Account</i>	<i>JUL-10</i>	<i>AUG-10</i>	<i>SEP-10</i>	<i>OCT-10</i>	<i>NOV-10</i>	<i>DEC-10</i>	<i>JAN-11</i>	<i>FEB-11</i>	<i>MAR-11</i>	<i>APR-11</i>	<i>MAY-11</i>	<i>JUN-11</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Intergovernmental revenue																
43156 Dept Agriculture Lottery Funds	0.00	0.00	0.00	0.00	0.00								0.00	(36,000.00)	(36,000.00)	0%
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36,000.00)	(36,000.00)	0%
Charges for sevicees																
44511 Camping Fees	(3,660.00)	(30.00)	0.00	0.00	0.00								(3,690.00)	(4,000.00)	(310.00)	92%
44512 Truck Pull Revenue	(1,942.79)	(9,946.00)	0.00	0.00	0.00								(11,888.79)	(22,000.00)	(10,111.21)	54%
44513 Demo Derby Revenue	(10,000.00)	(24,633.63)	0.00	0.00	0.00								(34,633.63)	(28,000.00)	6,633.63	124%
44514 Commercial Booth Rentals	(78,775.00)	(3,500.00)	0.00	0.00	0.00								(82,275.00)	(78,500.00)	3,775.00	105%
44515 Parking Fees	(2,555.00)	(81,965.19)	(466.00)	0.00	565.74								(84,420.45)	(80,500.00)	4,486.19	106%
44517 Sponsorship Fees	(11,833.34)	(3,916.66)	(2,450.00)	0.00	0.00								(18,200.00)	(60,000.00)	(41,800.00)	30%
44518 Carnival Fees	0.00	(95,092.35)	0.00	0.00	0.00								(95,092.35)	(90,000.00)	5,092.35	106%
44522 Entry Fees	(2,562.00)	(45.00)	0.00	0.00	0.00								(2,607.00)	(3,700.00)	(1,093.00)	70%
44526 Monster Truck Revenue	(8,412.91)	(21,722.47)	0.00	0.00	0.00								(30,135.38)	(28,000.00)	2,135.38	108%
44527 Motorsports - Misc	(6,179.30)	(4,330.00)	0.00	0.00	0.00								(10,509.30)	(22,000.00)	(11,490.70)	48%
TOTAL	(125,920.34)	(245,181.30)	(2,916.00)	0.00	565.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(373,451.90)	(416,700.00)	(42,682.36)	90%
Miscellaneous revenues																
48195 Reimbursement of expenses	(1,990.00)	(646.62)	0.00	0.00	0.00								(2,636.62)	(2,000.00)	636.62	132%
48205 Concessions	(14,125.00)	(96,470.13)	(21,962.00)	0.00	(2,505.00)								(135,062.13)	(110,000.00)	22,557.13	121%
48225 Other miscellaneous revenue	(281.50)	(2,402.66)	(913.65)	(151.76)	0.00								(3,749.57)	(1,000.00)	2,597.81	360%
Total	(16,396.50)	(99,519.41)	(22,875.65)	(151.76)	(2,505.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(141,448.32)	(113,000.00)	25,791.56	123%
Total Revenues	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)	(1,939.26)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(514,900.22)	(565,700.00)	(52,890.80)	91%
Personal Services																
51110 Temporary salaries	0.00	0.00	0.00	7,849.18	420.51								8,269.69	21,259.00	21,259.00	0%
51115 Overtime and other pay	0.00	0.00	0.00	2,693.24	0.00								2,693.24	2,000.00	2,000.00	0%
51125 FICA	0.00	0.00	0.00	806.51	32.17								838.68	1,627.00	1,627.00	0%
51130 Workers compensation	0.00	0.00	0.00	105.00	5.24								110.24	234.00	234.00	0%
51135 Employer paid work day tax	0.00	0.00	0.00	11.17	0.33								11.50	25.00	25.00	0%
51140 Pers Contribution	0.00	0.00	0.00	412.41	42.29								454.70			
51155 Life and long term disability insu	0.00	0.00	0.00	0.00	0.00								0.00	46.00	46.00	0%
51160 Unemployment insurance	0.00	0.00	0.00	84.60	4.25								88.85	187.00	187.00	0%
51165 Tri-Met tax	0.00	0.00	0.00	70.22	2.71								72.93	148.00	148.00	0%
51199 Misc Personal Services	0.00	0.00	0.00	0.00	0.00								0.00	531.00	531.00	0%
TOTAL	0.00	0.00	0.00	12,032.33	507.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,539.83	26,057.00	26,057.00	0%

<i>Account</i>	<i>JUL-10</i>	<i>AUG-10</i>	<i>SEP-10</i>	<i>OCT-10</i>	<i>NOV-10</i>	<i>DEC-10</i>	<i>JAN-11</i>	<i>FEB-11</i>	<i>MAR-11</i>	<i>APR-11</i>	<i>MAY-11</i>	<i>JUN-11</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51210 Supplies- general	18,881.86	0.00	1,627.76	0.00	0.00								20,509.62	20,000.00	(509.62)	103%
51285 Services -professional services	36,212.63	48,943.77	0.00	0.00	139.75								85,296.15	80,000.00	(5,156.40)	106%
51295 Advertising and public notice	104,749.42	595.00	0.00	0.00	0.00								105,344.42	105,000.00	(344.42)	100%
51305 Communications-services	0.00	1,890.00	0.00	0.00	0.00								1,890.00	1,500.00	(390.00)	126%
51310 Utilities	0.00	7,595.35	0.00	0.00	0.00								7,595.35	10,000.00	2,404.65	76%
51320 Repair & maint services-general	24.70	2,147.50	0.00	0.00	0.00								2,172.20	2,200.00	27.80	99%
51345 Lease and rentals - equipment	7,332.00	25,863.95	779.75	65.39	0.00								34,041.09	34,000.00	24.30	100%
51350 Dues and membership	0.00	0.00	0.00	300.00	0.00								300.00	1,000.00	1,000.00	0%
51355 Training and education	0.00	0.00	0.00	0.00	0.00								0.00	1,500.00	1,500.00	0%
51360 Travel expense	0.00	0.00	71.50	0.00	0.00								71.50	4,000.00	3,928.50	2%
51365 Private mileage	0.00	0.00	0.00	0.00	0.00								0.00	500.00	500.00	0%
51390 Permits, licenses and fees	0.00	30.00	(30.00)	0.00	0.00								0.00	0.00	0.00	
51475 Printing- Internal	1,333.70	0.00	0.00	0.00	0.00								1,333.70	1,000.00	(333.70)	133%
51550 Other materials and services	300.00	544.05	792.00	218.40	3,580.02								5,434.47	1,000.00	(636.05)	164%
TOTAL	168,834.31	87,609.62	3,241.01	583.79	3,719.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	263,988.50	261,700.00	2,015.06	99%
Other Expenditures																
52005 Bank Service Charge	0.00	1,098.46	679.66	0.00	0.00								1,778.12	250.00	(1,528.12)	711%
52130 Other Special Expenditures	20,065.50	(8,211.92)	620.40	0.00	0.00								12,473.98	10,000.00	(2,473.98)	125%
52146 Entertainment Expenses	98,595.60	22,020.75	3,117.25	0.00	0.00								123,733.60	125,000.00	1,266.40	99%
52147 Open Class Expenses	33,872.81	(5,427.84)	0.10	0.00	(19.00)								28,426.07	32,000.00	3,554.93	89%
52148 4-H Expenses	15,156.92	4,968.66	0.00	0.00	0.00								20,125.58	20,000.00	(125.58)	101%
52149 FFA Expenses	4,825.26	3,436.68	0.00	0.00	0.00								8,261.94	7,500.00	(761.94)	110%
52150 Truck Pull Expenses	15,020.50	380.25	0.00	0.00	0.00								15,400.75	18,000.00	2,599.25	86%
52151 Demo Derby Expenses	14,473.00	1,137.00	0.00	0.00	0.00								15,610.00	18,000.00	2,390.00	87%
52152 Monster Truck Expenses	14,482.00	1,202.25	0.00	0.00	0.00								15,684.25	18,000.00	2,315.75	87%
52153 Motorsports - Misc	14,199.25	1,164.75	0.00	0.00	0.00								15,364.00	18,000.00	2,636.00	85%
Total	230,690.84	21,769.04	4,417.41	0.00	(19.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,858.29	266,750.00	9,872.71	96%
Total Expenditures	399,525.15	109,378.66	7,658.42	12,616.12	4,208.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533,386.62	554,507.00	37,944.77	93%
TOTAL REVENUES	(142,316.84)	(344,700.71)	(25,791.65)	(151.76)	(1,939.26)								(514,900.22)	(565,700.00)	(52,890.80)	
TOTAL EXPENDITURES	399,525.15	109,378.66	7,658.42	12,616.12	4,208.27								533,386.62	554,507.00	37,944.77	
													18,486.40	(11,193.00)	(14,946.03)	

Washington County Fair Strategic Plan (DRAFT)

Mission Statement: (1999) The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:

- Preserve the annual County Fair & Rodeo and its' heritage.
- Promote the “World-Class” agriculture of the county.
- Provide a welcoming environment for all volunteers.
- Commitment to life-long learning with a special emphasis on youth.
- Promote year-round facilities for consumer trade shows, public exhibitions, & special gatherings.
- Promote a sense of community among residents of Washington County.

Purpose:

The purpose of the Washington County Fair Board is:

1. To oversee the planning, preparation and production of the County Fair through the Fair Manager implements a variety of activities, educational opportunities, entertainment, and special events
2. Promotes the annual County Fair to the citizens of Washington County and Oregon.
3. Reflects the varied interests, resources, economic strengths, natural resources and growing diversity and culture of Washington County.

Strategic 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 (The current mission statement is out of date and no longer applies with the implementation of the MOU in 2009).
2. Develop a plan to integrate the Mission into the event.

Deadline:

Evidenced by:

Goal Two: Have Policies that provide direction to the event

Action: Identify, draft and recommend policy that directs the path of the annual County Fair

1. Staff Recommendation
2. Board Recommendation

Deadline:

Evidenced by:

Goal Three: Involve the Community by seeking their input regarding the Fair

Action: Seek input from the Community

1. Website Survey
2. Fair-Time Survey
3. Public Meetings

Deadline:

Evidenced by:

Goal Four: Increase Marketing and Sponsorship

Action: Develop and implement a three-year marketing and sponsorship plan

1. Resource development and identification
2. Identify new sponsors
3. Identify media goals & reach
4. Budget

Deadline:

Evidenced by:

Goal Five: Increase attendance to 100,000 +

Action: Program Changes, Promotions, Advertising & Outreach

1. Promotion of new Carnival & Carnival Wristbands
2. New & better promotion of arena events & other offerings
3. Advertising and Outreach to East County as well as into Multnomah County

Deadline:

Evidenced by:

Goal Six: Increase revenue

Action: Identify where higher revenue can be realized or new revenue streams can be implemented

1. Seek alternate funding such as grants
2. Grant Writer
3. Fee Schedules

Deadline:

Evidenced by:

Goal Seven: Develop local corporate business partnerships

Action: Identify strategies to involve local businesses

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

Deadline:

Evidenced by:

Goal Eight: Showcase the best of local agriculture

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

Deadline:

Evidenced by:

Goal Nine: Increase sustainability

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

Deadline:

Evidenced by:

Goal Ten: Increase community education

Action: Identify the areas that the Fair can be used as a vehicle to education the community

1. Health
2. Food & Agriculture
3. Diversity
4. Sustainability

Deadline:

Evidenced by:

Goal Eleven: Develop local and regional government 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

Deadline:

Evidenced by:

Goal Twelve: Showcase cultural diversity

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

1. Program enhancements
2. Education
3. Participation

Deadline:

Evidenced by:

To: Washington County Fair Board
From: Rod Rice
Re: Fair Board Policies

Dear Fair Board members:

Here are the policies we recommend your Board consider for review at your December meeting. Existing resolutions and draft amended policies are included, along with documents relating to the County's Harassment and Violence in the Workplace policies and a draft Mission Statement. Please contact me if I may be of assistance.

Rod Rice
503 846-8823

Policy Review-December 2010 Fair Board Meeting

Policy 103- Fair Board Travel Policy

- Rescind recitals, amend to:
 1. *For travel outside of Washington County by Fair Board members that is related to the County Fair, staff shall make all travel arrangements.*
 - a. *In the event that Fair Board members are required to use their personal vehicles to travel outside of the County for matters related to the County Fair, they may be reimbursed for mileage at the current County mileage reimbursement rate.*
 - b. *If Fair Board members incur other reasonable travel expenses for matters related to the County Fair, they may be reimbursed for those expenses per County reimbursement policy.*
- Adopt amended policy by Board action.

Policy 106- Harassment Free and Violence Free Policy

- Rescind recitals, amend to:
 - *The Washington County Fair Board shall adhere to the Washington County Harassment Free Policy and the Washington County Violence in the Workplace Policy.*
 - Adopt amended policy by Board action.

Policy 205- Animal Welfare Policy

- Rescind recitals, amend to:
 - *Change Washington County Fair to Washington County Fair Board in item #2, first and last sentences.*
 - Adopt amended policy by Board action.

Policy 206- Environmental Issues Policy

- Rescind recitals, amend to:
 - *Change item #2 to The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.*
 - Adopt amended policy by Board action.

Policy 207- Professional Development Policy

- Rescind recitals, amend to:
 - *Change item #4 to The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.*
 - Adopt amended policy by Board action.

Policy 208- Americans with Disabilities Act Policy

- Rescind recitals, amend to:
 - *Delete as well as the construction and renovation of facilities from item #1, change item #3 to The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.*
 - Adopt amended policy by Board action.

Draft Mission Statement

The Washington County Fair Board works collaboratively with the community to produce annual County Fair events that reflect the values, heritage and future of Washington County.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 208

Americans with Disabilities Act Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to the Federal Americans with Disabilities Act, as amended;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. It shall be the policy of the Washington County Fair Board to comply with the provisions of the Americans with Disabilities Act, as amended, with regards to the activities and programs offered by the Washington County Fair as well as the constructions and renovation of facilities.
- 2. The cost of compliance with the Americans with Disabilities Act shall be provided in the annual budget.
- 3. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

Dated this ___ day of _____, 2009.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 208

Americans with Disabilities Act Policy

1. It shall be the policy of the Washington County Fair Board to comply with the provisions of the Americans with Disabilities Act, as amended, with regards to the activities and programs offered by the Washington County Fair.
2. The cost of compliance with the Americans with Disabilities Act shall be provided in the annual budget.
3. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

Approved this ____ day of _____.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 205

Animal Welfare Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to animal welfare;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. It shall be the policy of the Washington County Fair Board to ensure the humane handling, treatment, housing and transportation of all animals on the fairgrounds.
- 2. In application of this policy, the Washington County Fair shall work directly with the following agencies and organizations, as appropriate:
 - a. American Veterinary Medical Association;
 - b. Oregon State University Extension Service;
 - c. Oregon Department of Agriculture;
 - d. International Association of Fairs and Expositions;
 - e. Professional Rodeo Cowboy Association;
 - f. United States Department of Food and Agriculture; and
 - g. Western Fairs Association.

The Washington County Fair shall reference the Animal Enterprise Protection Act of 1992 for purposes of information and where applicable, to situations as noted by law.

- 3. For the purpose of the Annual Washington County Fair, the Washington County Fair Board shall direct staff to appoint an Animal Welfare Committee as an advisory group comprised of Washington County Fair staff, board members, exhibitors, volunteers and if appropriate, contractors. The committee will also work directly with a designated Doctor of Veterinarian Medicine familiar with the activities and

operation of the annual County Fair to review animal-related welfare matters at the fairgrounds.

4. While following industry practices, it is the responsibility of the Animal Welfare Committee to:
 - a. Develop rules and procedures regarding the handling and care of all animals residing on the fairgrounds;
 - b. Provide educational programs which promote public understanding of livestock breeding, care and training;
 - c. Establish protocol regarding animal welfare inquires, public health issues and/or demonstrations.
5. Prior to the opening of the Washington County Fair to the public, each animal and animal exhibit will be inspected by a designated Animal Welfare Committee representative and Doctor of Veterinarian Medicine.
6. This policy is intended to be inclusive to all animals and animal exhibits at the annual County Fair including those animals being exhibited for competitive purposes as well as those animals used in exhibits such as petting zoos, pony rides and entertainment or educational activities.

Dated this ____ day of _____, 2009.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 205

Animal Welfare Policy

1. It shall be the policy of the Washington County Fair Board to ensure the humane handling, treatment, housing and transportation of all animals on the fairgrounds.
2. In application of this policy, the Washington County Fair Board shall work directly with the following agencies and organizations, as appropriate:
 - a. American Veterinary Medical Association;
 - b. Oregon State University Extension Service;
 - c. Oregon Department of Agriculture;
 - d. International Association of Fairs and Expositions;
 - e. Professional Rodeo Cowboy Association;
 - f. United States Department of Food and Agriculture; and
 - g. Western Fairs Association.

The Washington County Fair Board shall reference the Animal Enterprise Protection Act of 1992 for purposes of information and where applicable, to situations as noted by law.

3. For the purpose of the Annual Washington County Fair, the Washington County Fair Board shall direct staff to appoint an Animal Welfare Committee as an advisory group comprised of Washington County Fair staff, board members, exhibitors, volunteers and if appropriate, contractors. The committee will also work directly with a designated Doctor of Veterinarian Medicine familiar with the activities and operation of the annual County Fair to review animal-related welfare matters at the fairgrounds.
4. While following industry practices, it is the responsibility of the Animal Welfare Committee to:
 - a. Develop rules and procedures regarding the handling and care of all animals residing on the fairgrounds;
 - b. Provide educational programs which promote public understanding of livestock breeding, care and training;
 - c. Establish protocol regarding animal welfare inquires, public health issues and/or demonstrations.
5. Prior to the opening of the Washington County Fair to the public, each animal and animal exhibit will be inspected by a designated Animal Welfare Committee representative and Doctor of Veterinarian Medicine.

6. This policy is intended to be inclusive to all animals and animal exhibits at the annual County Fair including those animals being exhibited for competitive purposes as well as those animals used in exhibits such as petting zoos, pony rides and entertainment or educational activities.

Approved this ____ day of _____.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 103

Fair Board Travel Policy

1. For travel outside of Washington County by Fair Board members that is related to the County Fair, staff shall make all travel arrangements.
 - a. In the event that Fair Board members are required to use their personal vehicles to travel outside of the County for matters related to the County Fair, they may be reimbursed for mileage at the current County mileage reimbursement rate.
 - b. If Fair Board members incur other reasonable travel expenses for matters related to the County Fair, they may be reimbursed for those expenses per County reimbursement policy.

Approved this ____ day of _____.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 103

Fair Board Travel Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board believes that it will benefit the Fair Complex to establish a Fair Board Travel Policy;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. Effective January 1, 1999, Washington County Fair Board Members will be reimbursed for travel related to business matters or events they attend on behalf of the Washington County Fair Complex as follows:
 - a. For business matters or events related to the Fair Complex and held in Washington County, Board Members shall receive a travel reimbursement of \$20. The travel reimbursement includes mileage to and from the meeting or event. Business matters or events include, but are not limited to, meetings of the Fair Board; meetings of the Rodeo Committee or Fair Boosters; Washington County Board of Commissioner Meetings; Chamber of Commerce meetings or activities; or attendance at the annual County Fair.
 - b. For business matters or events related to the Fair Complex and held outside Washington County, Board Members shall receive a travel reimbursement based upon actual mileage traveled using the current Washington County mileage rate and the mileage to and from the business matter or event measured from the Washington County Fair Complex. Business matters or events include, but are not limited to, Oregon Fairs Association meetings; Oregon State Legislative meetings or hearings; or meetings with State Legislators.
- 2. Washington County Fair Board Members shall be reimbursed for actual and reasonable travel expenses, meals and lodging associated with conferences and conventions related to their position as Fair Board Members. Reimbursement of such travel expenses shall be based upon the current Washington County travel allowances.

Adopted this 8th day of January 2002.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 206

Environmental Issues Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to environmental issues;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. It shall be the policy of the Washington County Fair Board to comply with all applicable city, county, state and federal statutes, rules and regulations, including but not limited to, waste management, lighting, noise, dust and all other environmental issues applicable to the operations and activities associated with the annual County Fair.
- 2. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

Dated this ___ day of _____, 2009.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 206

Environmental Issues Policy

1. It shall be the policy of the Washington County Fair Board to comply with all applicable city, county, state and federal statutes, rules and regulations, including but not limited to, waste management, lighting, noise, dust and all other environmental issues applicable to the operations and activities associated with the annual County Fair.
2. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

Approved this ____ day of _____.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 106

Harassment Free and Violence Free Policy

The Washington County Fair Board shall adhere to the Washington County Harassment Free Policy and the Washington County Violence in the Workplace Policy.

Approved this _____ day of _____.

ATTEST:

Recording Secretary

Board Chair

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 106

Harassment Free and Violence Free Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the Washington County Fair Complex;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the Washington County Fair Complex;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex;
- D. WHEREAS, the Washington County Fair Board finds it appropriate to adopt policies related to the organization and function of the Board; and
- E. WHEREAS, the Washington County Fair Board adopts policies and resolutions conducive to the promotion of standard business practices including a violence free and harassment free property for county and Fair Complex employees, Fair Complex visitors, and Fair Board members.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. Harassment Free Policy.
 - a. The Washington County Fair Board shall adopt the Washington County Harassment Free Policy dated August 19, 1998.
 - b. Pursuant to the adoption the Washington County Harassment Free Policy, the Fair Board and Fair Complex Staff expects every person to be treated with fairness, respect, and dignity. Accordingly, any form of harassment related to an individual's race, color, sex, religion, national origin, age, sexual orientation, marital status or disability is a violation of the aforementioned Washington County Harassment Free Policy.
 - c. In addition to harassment as defined in 1B, harassment is also defined as racial, ethnic, gender or other slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct.

- d. Implementation of the Harassment Free Policy is immediate upon adoption by the Fair Board and is implemented as a zero tolerance policy.
- e. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

2. Violence on Fair Complex Property Policy.

- a. The Washington County Fair Board shall adopt the Washington County Violence in the Workplace Policy dated June 15, 1999.
- b. The Violence on Fair Complex Property Policy is intended to provide a Fair Complex environment free from violent acts or threats against a person's life, health, well-being, family, property, or mental state.
- c. Violence may occur between one Fair Complex employee and another, between any member of the public and a Fair Complex employee or Fair Board Member, or any combination thereof.
- d. Violence is defined as any act, threat, implied actions of violence by physical act, words, gestures, or symbols. Any and all of these activities are unacceptable and violate the Washington County Violence in the Workplace Policy.
- e. This policy applies to all persons involved in the Fair Complex's operation and those visiting the Fair Complex for any reason.
- f. Pursuant to the County Policy on Violence, the violation of this policy directive by a Fair Complex employee, Fair Board member, or member of the public may lead to legal action as provided by County policies and agreements. This policy and any related sanctions are to be deemed supplemental to existing County rules and applicable State and Federal laws.
- g. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

3. Enforcement.

- a. The primary authority to insure compliance with these policies is vested with Fair Complex Executive Director and his/her delegate.
- b. The Fair Board may also direct the Fair Complex Executive Director to enforce these policies by a majority vote of the Fair Board.
- c. Enforcement of these policies is based upon a Zero Tolerance approach; the execution of actions pursuant to the policies outlined above are to comply with

all applicable Washington County, State and Federal laws, Washington County rules and procedures.

4. Policy Renewal

- a. The Fair Complex Executive Director shall review all Washington County Violence, Harassment, and related policy actions on a yearly basis with appropriate recommendations to this Resolution made to the Fair Board each September.

Dated this 4th day of October 2006.

ATTEST:

Recording Secretary

Board Chair

WASHINGTON COUNTY FAIR BOARD

Policy 207

Professional Development Policy

1. It shall be the policy of the Washington County Fair Board to provide professional development opportunities to Board members on an on-going annual basis.
2. Such professional development opportunities include, but are not limited to, attendance at activities coordinated and/or offered by the Oregon Fairs Association, Western Fairs Association, International Association of Fairs and Expositions and departments of Washington County and the State of Oregon.
3. The cost of professional development activities shall be provided in the annual budget.
4. The authority to insure compliance with this policy is vested with the Washington County Fair Complex Manager and/or his/her designee.

Approved this ____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 207

Professional Development Policy

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to professional development activities;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. It shall be the policy of the Washington County Fair to provide professional development opportunities to staff and Board members on an on-going annual basis.
- 2. Such professional development opportunities include, but are not limited to, attendance at activities coordinated and/or offered by the Oregon Fairs Association, Western Fairs Association, International Association of Fairs and Expositions and departments of Washington County and the State of Oregon.
- 3. The cost of professional development activities shall be provided in the annual budget.
- 4. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

Dated this ___ day of _____, 2009.

ATTEST:

Recording Secretary

Board President