

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, July 6, 2011
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, July 6, 2011 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
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, North Main Exhibit Hall

Wednesday, June 6, 2011

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. June 2011 Fair Board Minutes

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. Financial Report
2. 4-H Report, if any

E. Old Business

1. 2011 Fair Overview

F. New Business

1. Booster Letter Requesting Non-Paid Use
2. August Work Session

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, June 1, 2011

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

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 4:35 p.m. and noted that all Board Members were present except for Board Member Logan.

B) Consent Agenda

- 1) Board Member Atteberry moved to adopt the consent agenda with one correction to the minutes on the bottom of page 1, should read whether not weather. 2nd by Board Member Ganger. Board Member Pihl stated that the consent agenda cannot be done that way, the minutes have to be pulled in order to make the correction and voted on separately. Board Member Nelson requested that the minutes be pulled from the consent agenda.

Motion by Board Member Nelson to approve the May 2011 Fair Board Minutes with the correction noted. 2nd by Board Member Atteberry. Motion carried 5-0.

C) Oral Communications 1 – None.

D) Reports

- 1) Fair Manager Perkins-Hagele reported that there was no revenue for the month of May and one expense of \$75.00.

Motion by Board Member Ganger to approve the May 2011 Financial Statement. 2nd by Board Member Atteberry. Motion Carried 5-0.

Board Member Logan joined the meeting in progress

- 2) **4-H Report** – Pat Willis reported that he sent the MOU to OSU. 4-H exhibits will be in the south end of the Main Exhibit Hall again this year. 4-H kids and their parents will have 4-H stickers. The 4-H daily mandatory meeting will be held at the Booster breakfast each day. Willis stated that Open Class should have their own campground to protect the 4-H & FFA children.

E) Old Business

- 1) **Strategic Plan** – President McCoun asked Fair Manager Perkins-Hagele and Deputy County Administrator Rice to talk about sustainability. Perkins-Hagele reported that during the Fair recycling efforts were started a couple years ago, but will need more support in the future. Rice spoke about the County's sustainability coordinator and the possibility for food recycling in the future. Board Member Pihl said that trees are important for sustainability and understands that trees need to be located in smart places for events. Perkins-Hagele stated that trees and landscaping are part of the master plan and

design. Pihl asked when that would happen. Rice explained that LRS is going to do the design Pro-Bono, but it wouldn't be now. Pihl asked if there was something that could be done now in places that would work, although he understands that it's hard when they would have to be taken down later. Board Member Ganger stated that trees need to be planted now in a few places to show ownership and soothe feelings. Board Member Nelson asked about funding for the master plan and asked if the Fair Board should put together a proposal. Board Member Duyck stated that it would be the FAC that will work on the master planning and there is no funding right now. Nelson suggested that there are companies who would be willing to sponsor a new facility. Ganger stated that the master plan needs to concentrate on keeping the facility instead of turning it into a shopping center.

- 2) **2011 Fair Updates** – Fair Manager Perkins-Hagele introduced Terry Amato to provide an overview for sponsorships. Amato explained to the board that he had been doing the sponsorship and advertising for the Fair for 21 years and that he was retiring after this Fair. Amato said that in the 21 years he has brought in 1.4 million in sponsorship dollars. Amato told the board that the down economy for the last couple years has been hard on sponsorships. For this year will have right about ninety thousand in sponsorships. Spirit Mountain is back, they were very impressed with last years VIP night. They felt very welcomed and it brought them back to the title from a supporting role. Amato then spoke about each sponsor for this year. Amato concluded by telling the Fair Board that the number of attendees, the free admission along with the location in the market place and the amount of money spent on media makes the Fair very attractive for a sponsor. President McCoun explained to the board that Terry also took part in the advertising planning for this year and thanked him for his years of service. McCoun asked Board Member Atteberry to give an update on the VIP dinner. Atteberry explained that she has a letter prepared and was making a list of invitees and asked the board to provide any names to her.

F) New Business

- 1) **Other** – Board Member Ganger submitted a letter from the Boosters requesting free use under new board policy 301. President McCoun stated that it can go on the agenda for next month. Board Member Nelson asked for a list of what the Boosters have given in the past. Board Member Duyck asked if they would donate labor or dollars, needs to be specific. Duyck requested a wish list from staff for next month.

G) Other Matter of Information

- 1) County Administrative Update –Deputy County Administrator Rice gave an update on Veteran's Way.
- 2) Fair Manager Perkins-Hagele gave President McCoun two certificates from the WFA for completing courses on board training and consumer protection.

H) Oral Communications 2–

- 1) **Carolyn Ganger** – Noted that the lighting in the parking lots are bad.
- 2) **Tom Black, Booster Vice President** - Black stated that the complex budget is decreasing capital outlay to \$68,000 from \$200,000 in the previous year. Wants to know if the \$200,000 is still available or does it roll into the general fund. Black stated the Fair Board needs to provide a wish list to the FAC. Black also stated that personal services are high. Deputy County Administrator Rice noted that the general fund has nothing to do with the Fair or Fair Complex budget.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:55 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**

FAX MEMORANDUM

Date: June 28, 2011

To: Washington County Fair Board

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

Re: June Financial Report

The Year-To-Date Financials for Fiscal Year 10/11, which will include June, will be available for you at the board meeting.

2011 Washington County Fair Overview

Dates & Times – Thursday July 28th through Sunday July 31st. Gates open daily at 10:00 a.m. and close at 11:00 p.m. Re-Entry is not allowed after 10:00 p.m.

Parking - \$5.00

Ticket Sales – Clint Black tickets as well as Carnival Wristbands and Motorsports tickets are all on-sale on our website.

Clint Black – Concert is presented by Larry Miller Honda of Hillsboro

Latino Music Festival – Tickets will be \$20 for adults and \$10 for kids 12 and under.

Arena Seating – Bleacher capacity for each show in the Arena is 3600

Knights of the Realm – Thursday night at 7:00 p.m. New event for this year.

Truck Pull – Friday night at 7:00 p.m. Sponsored by Taco Del Mar and Toyota.

Monster Trucks and Mud Drags – Saturday night at 7:00 p.m. Sponsored by Sea-Port Auto Wholesale

Demo Derby & Xtreme Moto-X – Sunday night at 7:00 p.m. Sponsored by Baker Rock.

Draft Horse Show – Saturday at 12:00 p.m.

Carnival – The new all-day, every-day ride wristband is being heavily promoted throughout our advertising. The discounted price from our website is \$23 and the regular price is \$28 at the gate. Baxter Auto Parts is the sponsor and they are offering discount tickets for carnival games and food at their area stores. Please visit our website for the list that includes pictures of each ride.

The Growing Grove – This new addition to the fair includes an area for parents to relax as the kids take part in a variety of hands-on activities that promote nutrition and childhood wellness, and are all designed to point out the connection between agriculture with nutrition. Presented by Albertson's and The Oregon Wheat Commission

Super Science Fun with Physics Exhibit – This exhibit will be located across from the entrance to the arena. The whole family will discover a wide variety of interactive science fun, from the "Mind Boggling" where you can test your ability to solve brain-racking challenges, to optical illusions, magnetic walls, experience "Newton's Laws of Motion" and much more. Over 30 different activities are featured. Presented by Intel.

The K-9 Kings – Located in the Plaza, the K9 Kings, a group of 4-legged tail-wagging dogs, led by their trainer J.D. Platt. Crowds will be delighted by everything from daredevil dog agility, to the fastest Frisbee dog in the world! It's a fun mix of music, comedy, audience participation, and high-flying trick dogs. The highlight of each performance comes at the conclusion of the show, with a special "Meet and Greet" area where the audience gets to pet the dogs and talk with J.D. Presented by Banfield Pet Hospital

Oregon is Indian Country Historical Exhibit – On loan from the Oregon Historical Society and located in the North End of the Main Exhibit Hall. Oregon Is Indian Country represents a groundbreaking

project bringing all nine Oregon tribes together to present information never-before-assembled in one exhibit on contemporary indigenous cultures. Oregon's Indian traditions will be illuminated by many art forms including native voices, historical artifacts, photographs and more, producing a powerful exhibition.

Mother Goose's Barnyard Fun – Children's "Agri-Tainment" and "Agri-Education" at it's finest, with 8 hours of continuous activities for young Fair-goers to take part in. They'll get hands-on lessons in Butter Churning and Wheat Grinding, make "Dirt Babies" at a planting station where they get to take their project home, they'll dig for potatoes, participate in an old-fashion hand water-pumping duck race and much more, plus magic shows with Mother Goose will be presented during the day. Presented by West Coast Bank.

Wild West Stage – This themed stage features western style family stage acts all day, such as the Let's Pretend Wild West Show where kid's get to the stars of the show, Matt the Maverick featuring his riverboat comedy and magic, Marty Davis and the Legends of the Pioneers Show. In the evening, Portland's Rockin' Country Band Flexor T will take to the stage.

Rock' N Blues Stage – During the day this stage features Alice in Wonderland children's theater show from Bag & Baggage, The Carnival of Chaos comedy show as well as local Blues artists and Rock –n- Roll Tribute bands in the evenings.

Cosmo the Balloon Wizard – Cosmo has been providing balloon creations for children at the Washington County Fair for over 20-years. Cosmo will be located near the main gate.

Barn Dance – The Barn dance will take place Friday July 29th in the Large Covered Show-Ring. The dance will begin with the first performance at 5:30, the FFA pig scramble will take place in-between acts from 6:30 to 7:00 and The Buckles will begin at 7:30 p.m.

Steak Fry – The Washington County Livestock Association Steak Fry is Saturday afternoon beginning at 4:00 p.m. Located on the Westside of the Main Exhibit Hall.

Youth Livestock Auction – Saturday evening beginning at 5:45 p.m. in the Auction Ring.

Friendship Square – This community stage features performances by community groups throughout the day, an interactive performance of The Three Little Pigs plus three evening performances by hypnotist Terry Stokes and Oregon's own piano vocalist Brady Goss.

Static Exhibits – The Open Class Static departments, which is made up of Baked Goods, Food Preservation, Beverages, Textiles, Grange Exhibits, Photography, Paintings & Drawings, Crafts, Land Products and Floral. Land Products and Floral will be in a tent to the south of Friendship Square and all other exhibits will be in the Cloverleaf Building

4-H & FFA – Will be located in the South End of the Main Exhibit Hall again this year.

Livestock Exhibits – The livestock committee has been working hard all year long to provide great shows and exhibits for our customers.

Commercial Exhibits – As of the writing of this report, most of the Commercial Exhibit space has been sold.

Food & Beverage – All the food vendors have been selected, we have a few new ones this year including one featuring Gluten-Free food options. We will continue our partnership with Coca-Cola and provide low cost bottled beverages for our customers. Beverage stations will be located around the grounds.

Information Booth – Community News will be sponsoring the Information Booth this year again and is located near the main entrance gate.

Service Groups – The Multnomah County Search & Rescue program will be providing parking services again this year. The Westview High School Ladies Volleyball Team will be providing garbage and table-washing services, The Century High School Dance Team will be providing services for the Open Class Static departments, the Liberty High School Band Boosters will be our gate greeters and the Forest Grove High School Girls Basketball Program will be selling bottled beverages. Combined they will volunteer over 6000 hours for their group during the 4-days of the Fair.

Last but not least, Board Members while on site are encouraged to direct all but the most mundane questions from exhibitors to staff and questions from the general public to the Information Booth near the main gate or the Customer Service window located just inside the main gate.

Washington County Fairground
BOOSTERS

Protecting the Public Trust

May 31, 2011

Washington County Fair Board
873 NE 34th Avenue
Hillsboro, OR 97124

Attn: Mr. Don McCoun
Fair Board President

Re: Follow-up request regarding Fair Board Policy #301 - Fair Boosters Organization
"Non-Paid" Use of the Fair Complex during 2011 Annual Washington County Fair

Dear President McCoun,

This letter is a formal request and follow-up to Mr. Tom Black's, Fair Boosters Vice President, request during the last Washington County Fair Board meeting held on Wednesday, May 6th, 2011, regarding the Washington County Fair Boosters (Fair Boosters) Non-Paid Use of the Fair Complex and the Fair Board's Policy #301, titled "Non-Paid Use of Fair Complex Facilities During the County Fair", recently revised and approved by the Washington County Fair Board (Fair Board) at that same meeting.

The Washington County Fairground Boosters (Fair Boosters), a decades old Washington County non-profit 501(c)3 civic organization, which is dedicated solely to the promotion of the Annual Washington County Fair and the Fair Complex facilities that support the Fair event, has provided a variety of volunteer services over the past 60+ years of its existence, which have directly benefited the Annual County Fair and the Fair Complex facility for as many years.

One of the main volunteer services which the Fair Boosters are proud of and have performed regularly at the Annual County Fair has been serving as one of the few remaining volunteer food vendor services at the Annual Fair. The Fair Boosters serve a variety of hot and cold foods exclusively from their food booth at the Rodeo Arena during the Fair's Rodeo Arena evening events.

The Fair Boosters therefore, formally request that the Fair Board, as allowed by their Policy #301, consider the Fair Boosters volunteer organization for "Non-Paid Use" status of the Fair Complex Facility during the 2011 Annual County Fair, at their next Fair Board meeting, to be held on Wednesday, June 1st, 2011.

May 31, 2011

Washington County Fair Board

Attn: Mr. Don McCoun,
Fair Board President

Re: Follow-up request regarding Fair Board Policy #301 - Fair Boosters Organization
"Non-Paid" Use of the Fair Complex during 2011 Annual Washington County Fair

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Also, as clarified per the Fair Board's Policy #301, Paragraph 1d., the Fair Boosters organization, if allowed by the Fair Board a "Non-Paid Use" status of the Fair Complex during the 2011 Annual Washington County Fair, propose to donate any "net profit" from any food sales during the Annual Fair, to be donated towards specific facilities improvements at the Fair Complex, which specifically support the Annual Fair Event (See Attachment "A" - Fair Boosters Fair Complex Facilities Improvements Project Donations List).

Please feel free to contact me at your earliest convenience if you should have any questions.

Sincerely,



Bill Ganger

Washington County Fairground Boosters President

Washington County Fair Board Member

Ph. (503) 849-7057

E-Mail: bill.ganger@pgn.com

Attachment: - Attachment "A" - Fair Boosters Fair Complex Facilities Improvements Project
Donations List

cc: Betty Atteberry, Washington County Fair Board – Vice President
Matt Pihl, Washington County Fair Board Member
Dan Logan, Washington County Fair Board Member
Andy Duyck, Washington County Fair Board Member
Scott Nelson, Washington County Fair Board Member
File

Washington County Fairground
BOOSTERS

Protecting the Public Trust

May 31, 2011

ATTACHMENT "A"

Re: Fair Boosters Organization "Non-Paid" Use of the Fair Complex during
2011 Annual Washington County Fair
Fair Boosters Fair Complex Facilities Improvements Project Donations List

- 1.) Volunteer Fountain Improvements
- 2.) New Wash Rack Improvements
- 3.) Barns Building Improvements
- 4.) Rodeo Arena Improvements
- 5.) Mobile Planter Boxes & Flowers/Plants

- END -