

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, June 1, 2011  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, June 1, 2011 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 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

## 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

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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. 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.

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, June 1, 2011

4:30 p.m. to 6:00 p.m.

873 NE 34<sup>th</sup> 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

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### **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. May 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. Strategic Plan – Goal #8
2. 2011 Fair Update

### **F. New Business**

1. None

### **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, May 4, 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 - Absent

**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 noted that all Board Members were present except for Board Member Nelson.

**B) Consent Agenda**

- 1) Board Member Ganger asked that the April minutes be corrected to reflect that Ganger felt the meeting was under duress due to fair board members threatening to walk out of the meeting. Board Member Duyck stated that the minutes could not be changed to reflect a feeling that was not stated at that meeting but that it would be reflected in the minutes for this meeting.

**Motion by Board Member Duyck to approve the April 2011 Fair Board Minutes. 2<sup>nd</sup> by Board Member Pihl. Motion carried 6-0.**

Board Member Pihl noted that a copy of the tape for February's meeting are not minutes and that they must be transcribed. Discussion ensued. Board Member Duyck asked if they would be transcribed at some point. Fair Manager Perkins-Hagele said that they would be. Discussion ensued regarding why the March 2011 minutes failed to have a motion at the April meeting.

**Motion by Board Member Logan to approve the March 2011 Fair Board minutes. 2<sup>nd</sup> by Board Member Ganger. Motion carried 6-0.**

Board Member Duyck noted that with all the talk around minutes that he would like to see the Boosters be more conscientious regarding the transcribing of their minutes since they reflected that he made a comment at their meeting when he was not in attendance.

**C) Oral Communications 1 – None.**

**D) Reports**

- 1) Fair Manager Perkins-Hagele gave an update on the financial position of the Fair. Discussion ensued about weather to have the financials held for a month for more review time. Board Member Pihl stated that it would be best to see them when they are fresh as long as they are given time at the meeting to review.

**Motion by Board Member Logan to approve the April 2011 Financial Statement. 2<sup>nd</sup> by Board Member Atteberry. Motion Carried 6-0.**

Deputy County Administrator Rice gave the board an Org Unit Budget Overview report and explained how to read it and ask the board if they felt having a balanced budget was important. Board Member Pihl stated that was an odd question to ask and that having a balanced budget is important as it's the only thing left that this board has to do, there is not much else except making sure the Fair has the dollars to put on the Fair programs, everything has been taken away. Pihl further stated that the board is so far removed there is very little reason to be sitting here. There is no input from the board and that is not how it's supposed to be. Board Member Duyck stated that he did not quite agree. The board sets policy which affects how the fair is operated which included the budget. Pihl stated that this board should decide how the money is allocated. Duyck stated that this is a policy board not an operational board, that is what staff is for. Pihl stated that the MOU does not say that and the board is supposed to be operating the fair, doing the contracting and being intimately involved. President McCoun stated that the board would have to be full-time employees to do what Board Member Pihl is asking for. McCoun stated that this board is to provide oversight which includes spending, not day-to-day management. Board Member Atteberry pointed out that this board needs to focus on policy to reflect the type of fair that the board wants to have, which is one that is successful and attracts people. Once those policies are in place the operation and spending needs to be left to the professional staff to do. The board can provide input and advice, this body was not appointed to build a budget. Pihl said that he agrees that this body does not prepare it, but makes the decisions and reviews. Duyck asked Pihl what he wants to see & accomplish. Phil staged that he wants an opportunity to review and deliberate. Duyck stated that it has happened that way. Fair Manager Perkins-Hagele pointed out that Pihl missed the meeting when the budget was presented and reviewed. Pihl noted that the board did not approve it. Perkins-Hagele said that was true but it had to be submitted to the county regardless. Pihl stated their was no process. McCoun asked what he would change. Pihl said review, deliberate and move forward. Board Member Ganger said that it one year under Rich Vial there was a budget committee and they went over the budget line by line. Rice pointed out that this body only meets 16 hours per year. Pihl stated that it would not take more than one hour to review and deliberate. Perkins-Hagele pointed out again that it was done, the budget was presented line by line with the budget justifications and it took about 20 minute, the board chose to not ask a single question and also chose to take no action. Board Member Logan stated he thought there would be one more review and didn't realize that action needed to be taken. Duyck stated that the annual plan presentation to the Board of Commissioners needs to be done. Rice asked that President McCoun and Vice President Atteberry come to a BOC work session on May 24<sup>th</sup> and give them an update and set the annual review for a date in the Fall.

- 2) **4-H Report** – Fair Manager Perkins-Hagele reported that Pat Willis is out of town, but 4-H is busy preparing for the Fair and the MOU with 4-H is being worked on. Board Member Ganger reported that the 4-H/FFA learning clinic had over 100 participants.

**E) Old Business**

- 1) **Strategic Plan** – President McCoun began the discussion around goal #4. Fair Manager Perkins-Hagele reported that for action item #1 the carnival wristbands are being promoted through the Washington County summer reading program and the information regarding carnival wristbands is going to 50,000 school children throughout the county. McCoun explained how the advertising will be changing for the better this year. Perkins-Hagele spoke about the growing grove and the community partners who have come on-board to work with the project. Board Member Duyck noted that the Oregon Food Bank does classes on food preparation. Board Member Atteberry noted that the VIP dinner will be occurring again this year. Board Member Logan stated that having a deadline on the goals seemed to final, this is a living document.
- 2) **Policy Updates, if any** – Deputy County Administrator Rice presented draft policy 301 for board consideration. Board Member Logan noted a correction.

**Motion by Board Member Logan to approve Policy 301 as corrected. 2<sup>nd</sup> by Board Member Pihl**  
**Motion Carried 6-0.**

3) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on the 2011 Fair. Board Member Pihl asked when there could be a discussion about narrowing the gulf between the dates for Horse Fair and Regular Fair. Fair Manager Perkins-Hagele noted that this has been discussed many times before and the information has not changed. Pihl said he would like a strategic discussion and involve the stakeholders. Board Member Duyck stated that stakeholders at the table doesn't change the outcome or the facts. Deputy County Administrator Rice stated that if this discussion is going to happen County Risk and County Legal will be involved.

**F) New Business**

- 1) **Evaluation of the MOU** - Board Member Ganger asked for an evaluation on how the board feels the MOU is operating. Ganger also stated that there needs to be more interface with the FAC. Board Member Duyck pointed out that this has been a transitional year, regular meetings are forthcoming. Duyck again reminded the board that if everyone wants a new exhibit building that actions taken on the side of the Fair for spending affects how much money is available on the new facility side. Deputy County Administrator Rice reported that he is working on a meeting with the Fair Board and the FAC to work on the build out of the revised master plan.
- 2) **Budget Policy Discussion** – Board Member Pihl noted that since this item had already been discussed he asked for assurance that the next budget cycle there would be a budget process.

**G) Other Matter of Information**

- 1) **County Administrative Update** –Deputy County Administrator Rice reported that removal of the floral building and the amphitheater berm will be held off until after the Fair. Rice met with the National Guard, hopefully will have a work plan from them soon. Rice also noted that bricks for the plaza are on-sale.
- 2) Board Member Ganger pointed out our dates on the Oregon Fairs website are incorrect. Board Member Logan reminded the board that we don't have a facility PA system which is needed in case of an emergency and also voiced concerns about the berm not being removed at the amphitheater as that was integral to the success of the concerts.

**H) Oral Communications 2–**

- 1) **Tom Black, Booster Vice President** - Black stated that the fountain is not being maintained and asked the board if they would like them to take over maintaining it again. Black requested under new policy 301 that the Boosters be exempt from paying since the Boosters support and promote the Fair. Black also noted that this would apply to the Dairy Women and the Livestock Association. Black stated that the current budget has \$200,000 for capital outlay and asked the Fair Board to make recommendations to the FAC on how that money should be spent and specifically noted that the insulation in the ME could be repaired. Board Member Logan told Black that there would need to be a discussion about the free use, what will the Boosters do for the Fair in return. Logan specifically stated that youth scholarships were a stretch, needs to be something that supports the Fair and facility.
- 2) **Glenna Dryden** – Stated that she attended the CPO9 meeting where there was a presentation about honoring the military. Dryden stated that the future plaza should be about honoring the volunteers of the Fair. Deputy County Administrator stated that that area has been dedicated to the military.

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:26 p.m.

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**Leah Perkins-Hagele**  
**Recording Secretary**

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**Don McCoun**  
**Board President**

**County of Washington**

**Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
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## **FAX MEMORANDUM**

**Date:** May 19, 2011

**To:** Washington County Fair Board

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

**Re:** May Financial Report

The Year-To-Date Financials for Fiscal Year 10/11, which will include May, will be available for you at the board meeting. If needed, the May financials can be carried over to the July meeting to vote on so board members can have further time to review.

# Washington County Fair Strategic 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.
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**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
2. Develop a plan to integrate the Mission into the event.

**Deadline:**

**Evidenced by:**

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

**Action:** Identify, draft and recommend policy.

1. Staff Recommendation
2. Board Recommendation

**Deadline:**

**Evidenced by:**

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**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

**Deadline:**

**Evidenced by:**

**Goal Four:** Increase attendance to 100,000 +

**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

**Deadline:**

**Evidenced by:**

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**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

**Deadline:**

**Evidenced by:**

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**Goal Six:** Develop local corporate & community partnerships

**Action:** Identify strategies to involve businesses & community

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

**Deadline:**

**Evidenced by:**

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**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

**Deadline:**

**Evidenced by:**

**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

**Deadline:**

**Evidenced by:**

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**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

**Deadline:**

**Evidenced by:**

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**Goal Ten:** Showcase cultural diversity

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

1. Program enhancements
2. Education
3. Participation

**Deadline:**

**Evidenced by:**