

NOTICE OF MEETING

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

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, May 4, 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, Cloverleaf Building

Wednesday, May 4, 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. April 2011 Fair Board Minutes
2. February 2011 Minutes (complete audio copy provided on CD)

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 #4
2. Policy Updates
3. 2011 Fair Update

F. New Business

1. Evaluation of MOU discussion
2. Budget Policy discussion

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, April 6, 2011

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun - Absent
Vice President Betty Atteberry - Absent
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) Board Member Duyck, who presided over the meeting due to the absence of the President and Vice President, called the meeting to order at 4:30 p.m.

B) Consent Agenda

- 1) Board Member Ganger asked about the February minutes. Fair Manager Perkins-Hagele reported that due to her absence at the February meeting, no-one took written minutes at the meeting and she had not had the time to listen to the two tapes and type out the minutes. Board Member Duyck asked that they be provided via tape or CD. Duyck asked for a motion to approve the consent agenda which consists of the March 2011 board meeting minutes. **Motion failed for lack of a motion.**

- C) Oral Communications 1** – None. Board Member Pihl asked when the opportunity to add an agenda item would be. Duyck reported that agenda items need to be set in advance. Pihl reported that it would not be an action item, just discussion. Duyck said that was fine and could have a discussion under new business.

D) Reports

- 1) Fair Manager Perkins-Hagele gave an update on the financial position of the Fair. Board Member Nelson asked how revenue and expenses are booked and where the hotel/motel revenue is booked. Fair Manager Perkins-Hagele explained how the finance system works and a discussion ensued. Board Member Duyck reminded the Fair Board on saving money for a new Exhibit Hall.

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

- 2) **4-H Report** – Pat Willis reported that on June 2nd, 3rd & 4th the 4-H Horses would be having an event where they all come out and practice. Willis inquired if this would be approved by the Fair Board. Fair Manager Perkins-Hagele reported that this was not under the purview of the Fair Board and was directed to work with Lisa DuPre at the office to see if the facility is available. Willis then requested that the Fair Board form a committee and have a meeting about the campground being moved so people can participate on the plan. Perkins-Hagele reported that the campground was not being moved and if it is determined that it has to be at a later date that staff will make the determination based upon logistics and safety. Willis gave the Fair Board a handout regarding the Growing Grove and expressed concern about the OSU nutrition program being outside in this area. Willis also asked for better signage over the walkway at the south end of the Main Exhibit Hall. Willis requested July 11th through the 16th or the 8th

through the 14th for the 2012 Horse Fair. Board Member Duyck asked if they were being affected by state budget cuts. Willis reported that it's not affecting them at the county level. Willis also reported that they will be moving the County PSB on September 30th.

3) **Other, if any** - None

E) Old Business

1) **Strategic Plan** – It was agreed that next month goal number 4 would be specifically discussed and that a goal would be picked for discussion each month in the future.

2) **Policy Updates, if any** – Deputy County Administrator Rice presented draft policy 302 for board consideration and reported that next month he would ask them to consider policy 301.

Motion by Board Member Nelson to approve Board Policy 302. 2nd by Board Member Logan. Motion Carried 5-0.

3) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on the 2011 Fair.

4) **Other, if any**

F) New Business

1) **Budget** - Board Member Pihl asked questions regarding the budget planning timeline and requested that a discussion on implementation of a budget policy be added to next months meeting. Board Member Ganger asked that an evaluation of the MOU also be added to the agenda for next month.

2) **Other, if any**

G) Other Matter of Information

1) **County Administrative Update** –Deputy County Administrator Rice reported that the dirt berm of the amphitheater will be moved and taken to Shadybrook park and that the electrical at the amphitheater site will be relocated. Rice also reported that the Floral building is being tested for asbesotos.

H) Oral Communications 2–

1) **Tom Black, Booster Vice President** - Black stated asked what contractor is remodeling the washrack and at what cost. Black said the cost of renting bleachers and moving the dirt in the amphitheater will be expensive, where is the money coming from, where is it in the budget. Black also stated that only two months of management wages should be applied to the Fair. Black told the board that the Farm Bureau donated \$1000 to his barn dance. Black asked why the board was not covering the cost of the barn dance since there is plenty of money.

I) Adjourn

1) With no further business before the Board, Board Member Duyck adjourned the meeting at 6:17 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: (503) 648-7208
lperkins@faircomplex.com
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FAX MEMORANDUM

Date: April 28, 2011

To: Washington County Fair Board

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

Re: April Financial Report

The financials for April will not be available until after the month ends. The Year-To-Date Financials for Fiscal Year 10/11, which will include April, will be available for you at the board meeting. If needed the April financials can be carried over to the June meeting to vote on so board members can have further time to review.

Washington County Fair Strategic Plan (DRAFT)

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.
-

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:

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:

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:

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:

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:

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:

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:

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:

WASHINGTON COUNTY FAIR BOARD

Policy 301

Non-Paid Use of Fair Complex Facilities During the County Fair

1. Organizations requesting non-paid usage of Fair Complex facilities and/or equipment during the annual Washington County Fair are limited to those non-profit organizations whose activities directly support the annual Washington County Fair.
 - a. Fair Board approval to an organization to use its facilities and/or equipment during the annual Washington County Fair on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Board may charge for material expenses including, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extend event hours, etc.
 - b. Non-paid usage of Fair Complex facilities and/or equipment shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties.
 - c. Use of Fair Complex facilities and/or equipment by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair.
 - d. Organizations allowed to use Fair Complex facilities and/or equipment at no charge shall not use such facilities and/or equipment for the purpose of raising funds unless said funds directly support the annual Washington County Fair.
 - e. Approval by the Fair Board for non-paid usage shall be based upon availability of facilities and/or equipment.
 - f. The Fair Board may withdraw its permission to permit an organization to use its facilities and/or equipment under this policy should said facilities and/or equipment be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the annual Washington County Fair.
 - g. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better condition than received from the Fair Complex. Should the Fair Complex finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.

2. Organizations requesting non-paid use of Fair Complex facilities and/or equipment during the annual Washington County Fair shall submit to the Fair Board, on or before the February Fair Board Meeting preceding each annual Washington County Fair, a written request that states:
 - a. the organization's non-profit status
 - b. the organization's planned activities at the annual Washington County Fair
 - c. the organization's support for and/or connection to the annual Washington County Fair
 - d. how funds, if raised by the organization during the annual Washington County Fair, would directly support the annual Washington County Fair.
3. The Fair Board shall, by Board action, approve or deny requests for non-paid use of facilities and/or equipment as part of the Board's planning for annual Washington County Fair events.
4. For the annual Washington County Fair immediately following the adoption of this policy, the Fair Board may, by Board action, review and approve or deny non-paid use of facilities and/or equipment for organizations granted said approval prior to the approval of this policy without requiring written requests.
5. Following each annual Washington County Fair, organizations shall file a report with the Fair Board noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President