

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, October 5, 2011  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, October 5, 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, October 5, 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. September & February 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 for August 2011
2. 4-H Update

### **E. Old Business**

1. Strategic Plan Review & Updating Discussion

### **F. New Business**

1. 2012 Fair Planning Discussion
2. Amendment to Volunteer Policy 302

### **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, September 7, 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  
Nancy Karnas, Fair Assistant

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 Nelson.

**B) Consent Agenda**

- 1) Board Member Duyck moved to adopt the consent agenda as written. 2<sup>nd</sup> by Board Member Atteberry.

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

**C) Oral Communications 1**

- 1) **Clifford Karguss-** Mr. Karguss entered photography into the 2011 County Fair and had several complaints regarding the display and handling of entries. Mr. Karguss felt his entries were not handled properly and damaged. He provided photographs of the display for the board to review and commented the 4H displays would be a better option to use in Open Class.

**D) Reports**

- 1) **Financials-** Fair Manager Perkins-Hagele reported that the June 2011 financial document was for the end of the 2010-2011 fiscal year with a separate 2011-2012 ledger for the July 2011 financial. Board Member Atteberry inquired about the increase in revenue for the budget. Perkins-Hagele replied this was due to the Hotel/Motel Tax income now being computed into the Fair budget.

**Motion by Board Member Atteberry to approve the June 2011 and July 2011 Financial Statements. 2<sup>nd</sup> by Board Member Duyck. Motion Carried 6-0.**

- 2) **4-H Report** – Pat Willis provided a recap of the fair event for the 4H participants, he felt everything went well and the kids had a great experience. The OSU extension office will be moving to the Public Services building this week with an office location on the second floor. Mr. Willis provided documentation on the expenditures the 4H division incurred along with a report on volunteer contributions. Overall there were approximately 147 volunteers donating on average 75 hours over the course of Horse and regular Fair. Mr. Willis expressed concern with the lack of a kitchen facility for the 4H demonstrations and asked if the Cloverleaf kitchen would be an option as it is rarely used during actual fair. Board Member Duyck stated that brainstorming would be needed to come up with an

adequate solution for the 4H department. In conclusion Mr. Willis stated October will be when 4H picks back up with advisory meetings for the upcoming year.

**E) Old Business**

- 1) **2011 Fair Recap** – Fair Manager Perkins-Hagele reported that parking continues to be the biggest issue with Fair and Interim events due to the construction for Veteran’s Way. This issue will need to be resolved immediately; she stated possible solutions are to work with the Port for access to their property for overflow or possibly renting lots from Intel. Board Member Logan asked if the ball fields were a possibility, Deputy County Administrator Rod Rice replied this is an uncertainty due to a new contract needing to be worked out with the City of Hillsboro. Saturday of fair proved this dire issue as the attendants stated they simply ran out of parking, no one was leaving. Perkins-Hagele stated the probable cause being the success of the carnival; the patrons seemed to spend the entire day at the carnival.

**F) New Business**

- 1) **2012 Fair Entertainment** – Fair Manager Leah Perkins-Hagele segued into discussion of the next year’s entertainment. Perkins-Hagele stated that the amphitheater entertainment for 2011 was set to be a substantial loss once all the expenses are taken into account and suggested this was due to the numerous country music festivals occurring in the region. Perkins-Hagele commented that if concerts are to be continued in the amphitheater a genre change would be a better bet but asked the board for direction for 2012. Board member Andy Duyck asked what entertainment would bring in revenue or clients for the fair. Perkins-Hagele stated that rock music may be the way to go or consider the expenses of the concerts to be a loss leader in order to achieve intangible benefits such as an increase in revenue by those patrons spending with vendors or the increased parking revenue. A brief discussion ensued regarding entertainment in the Arena. Board Member Logan stated that the one thing missing from fair, that he heard many comments about, was the Reptile Exhibit. Fair Manager Perkins-Hagele stated that Brad’s Reptile World is booked for 2012 and will according to board direction continue to be a presence every other year. Perkins-Hagele also stated the Super Science Exhibit, sponsored once again by Intel, is also booked.

**G) Other Matter of Information**

- 1) **County Administrative Update** –Deputy County Administrator Rod Rice provided a brief update on the National Guard assistance but not much would be achieved prior to the next Fair Advisory Committee meeting. Deputy County Administrator Rice also updated on the process of removing the berm from the Amphitheater in addition to possibly providing a plaque for the DeMar Amphitheatre. Administrator Rice asked the board to consider amending the volunteer policy and providing a release form for the future.

**H) Oral Communications 2– NONE**

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:35 p.m.

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

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

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, February 2, 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 Board Members Andy Duyck and Scott Nelson were absent. Staff member Fair Manager Leah Perkins-Hagele was also absent.

**B) Consent Agenda**

- 1) Board Member Matt Pihl stated a correction should be made to the minutes under New Business should say "In February." Board member Bill Ganger moved to approve the consent agenda with correction noted, 2<sup>nd</sup> by Board Member Atteberry.

**Motion by Board Member Ganger to approve the Consent Agenda with the correction noted. 2<sup>nd</sup> by Board Member Atteberry. Motion carried 5-0.**

**C) Oral Communications 1 – None.**

**D) Reports**

- 1) Due to the absence of Fair Manager Leah Perkins-Hagele, Deputy County Administrator Rod Rice presented the January Financial statement. Board Member Matt Pihl questioned the process of predicting revenue. Discussion ensued with Deputy Administrator Rice stating that due to the transition with the county the numbers are not as accurate as they will be in the future.

**Motion by Board Member Logan to approve the January 2011 Financial Statement. 2<sup>nd</sup> by Board Member Pihl. Motion carried 5-0.**

- 2) **4-H Report** – Pat Willis was unable to attend due to a schedule conflict, Board President Don McCoun offered up information from an email sent by Mr. Willis. The beef weigh in is scheduled for Saturday February 12<sup>th</sup> from 8 a.m. until 10 a.m. The dog program appears to be growing so much that superintendants are considering two days of judging.

**E) Old Business**

- 1) **Strategic Plan** – Board President McCoun presented information from the Strategic Plan Work Session. He read aloud the Mission Statement and asked the board if they should consider adopting at this time. Deputy County Administrator Rod Rice suggested the board may want to publish the Mission Statement online and request public input prior to adopting. Board Member Atteberry suggested that each goal from the Strategic Plan be assessed and action planned as soon as possible. Board Member Logan agreed public input would be helpful but the pressing matter is Horse Fair. Board Member Matt Pihl inquired if Horse Fair is governed by the Fair Board since the policies appear contradictory to that.

Discussion ensued regarding The Horse Fair event and it's dates to be determined. Deputy County Administrator Rice suggested a presentation from Horse Fair people and to have staff also communicate needs for set up of fair. President McCoun stated that more information is needed in order to act on this subject, best to revisit at a later date.

- 2) **2011 Fair Updates** – Due to absence of Fair Manager Leah Perkins-Hagele, updates were not discussed.
- 3) **Policy Updates** – Deputy County Administrator Rice requested that the board consider five policies.
  - a) **Policy 301- Motion by Board Member Atteberry to adopt Policy 301.2<sup>nd</sup> by Board Member Pihl. Board Member Atteberry for, Board Members McCoun, Ganger, Pihl and Logan against. Motion failed 1-4.**  
Board Member Logan stated language applied to Interim events and must be clarified.  
**Motion by Board Member Bill Ganger to reconsider Policy 301 in March. 2<sup>nd</sup> by Board Member Pihl. Motion carried 5-0.**
  - b) **Policy 304- Motion by Board Member Matt Pihl to rescind Policy 304. 2<sup>nd</sup> by Board Member Atteberry. Motion carried 5-0.**
  - c) **Policy 305- Motion by Board Member Logan. 2<sup>nd</sup> by Board Member Pihl. Motion carried 5-0**
  - d) **Policy 306- Motion by Board Member Atteberry. 2<sup>nd</sup> by Board Member Logan.**  
**Motion carried 5-0.**
  - e) **Policy 307- Motion by Board Member Ganger. 2<sup>nd</sup> by Board Member Atteberry.**  
**Motion carried 5-0.**
- 4) **Other** – Board Member Logan submitted a letter from the Boosters outlining a proposal for a breakfast activity for the exhibitors of Horse Fair and the County Fair. A brief logistics discussion ensued with Board President McCoun suggesting the matter be discussed further in March when more information could be available.

#### **F) New Business**

- 1) **2012 Fair Dates**– Board President McCoun presented the proposed fair dates of Thursday July 26 through Sunday July 29 for the 2012 Fair as per regulations needing to set dates at least 18 months in advance. Board Members Pihl and Ganger each stated an understanding to increase the fair by an additional day. Deputy County Administrator Rice stated that a date needed to be set be it a four or five day event and such changed could be rescinded by a future board motion if needed. A lengthy discussion ensued on the proposal of extending the fair by an additional day and the associated expenses. President McCoun suggested more information was needed from staff to come to a decision. Board Member Logan moved to establish a five day fair with dates of July 25<sup>th</sup> through 29<sup>th</sup>, 2<sup>nd</sup> by Board Member Pihl.

**Motion by Board Member Logan to approve the 2012 Fair Dates of July 25- 29<sup>th</sup>. 2<sup>nd</sup> by Board Member Pihl. Board Members Ganger, Logan and Pihl for , Board President Don McCoun and Board Vice President Atteberry against.Motion Carried 3-2.**

- 2) **2011- 2012 Draft Fair Time Budget**– Board President McCoun directed all present to the Memorandum in packet regarding the Draft 2011-12 Fair-Time Budget. Board Member Logan expressed concern regarding possible cuts in programs if the Lottery funds are reduced. Deputy County Administrator Rice stated that would be addressed if the funds are reduced and only with careful consideration. Board Vice President Atteberry also noted an increase in health insurance that didn't seem to be part of the former budget plan, Administrator Rice stated he would need to look into that figure.

#### **G) Other Matter of Information**

- 1) **County Administrative Update** – Deputy County Administrator Rice stated there were no updates at this time.

- 2) **Other**-Deputy County Administrator Rice introduced County Auditor John Huztler to the fair board. Mr. Huztler observed from the course of the meeting that it would be highly beneficial to have precise language on any policies in the future. Clear language will help distinguish policies for Interim and Fair events in cases where they may or may not overlap as clearly stated.

**H) Oral Communications 2-**

- 1) **Tom Black, Booster Vice President** – Mr. Black provided an update to the proposed Barn Dance to occur the Friday evening of fair July 29<sup>th</sup>. He has been in discussion with a local group The Buckles with others to be arranged. Even though the Armory was an option proposed, Mr. Black would like to use one of the show rings as the location for the dance as that would be a larger presence in the fair. He expects the expenses to be in the three to four thousand dollar range. Mr. Black also commented on The Fairgrounds Advisory Committee needing a wish list of improvements needed for facilities.

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:55 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  
Phone: (503) 648-1416  
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www.faircomplex.com**

## **FAX MEMORANDUM**

**Date:** September 30, 2011

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement for Fiscal Year 11/12 is attached which includes July and August.



Washington County

# Monthly Financial Report

Washington County

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

Account	JUL-11	AUG-11	SEP-11	OCT-11	NOV-11	DEC-11	JAN-12	FEB-12	MAR-12	APR-12	MAY-12	JUN-12	YTD-Actual	Budget	Remaining Budget	% Use
<b>Intergovernmental revenue</b>																
41025 Transient Lodging Tax	\$ -	\$ (5,163.47)												(238,000.00)	(238,000.00)	0%
43156 Dept Agriculture Lottery Funds	\$ -	\$ -											0.00	(36,000.00)	(36,000.00)	0%
<b>TOTAL</b>	<b>0.00</b>	<b>(5,163.47)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(274,000.00)</b>	<b>(274,000.00)</b>	0%
<b>Charges for services</b>																
44511 Camping Fees	\$ (4,115.00)	\$ (705.00)											(4,820.00)	(4,000.00)	820.00	121%
44512 Truck Pull Revenue	\$ (1,080.00)	\$ (17,580.00)											(18,660.00)	(18,000.00)	660.00	104%
44513 Demo Derby Revenue	\$ (3,275.00)	\$ (20,210.00)											(23,485.00)	(34,000.00)	(10,515.00)	69%
44514 Commercial Booth Rentals	\$ (77,435.00)	\$ (10,650.00)											(88,085.00)	(82,500.00)	5,585.00	107%
44515 Parking Fees	\$ (1,065.00)	\$ (82,590.98)											(83,655.98)	(85,000.00)	(1,344.02)	98%
44516 Admission Fees	\$ (7,872.00)	\$ (60,406.53)											(68,278.53)	(135,000.00)	(66,721.47)	51%
44517 Sponsorship Fees	\$ (47,550.00)	\$ (8,950.00)											(56,500.00)	(55,000.00)	1,500.00	103%
44518 Carnival Fees	\$ -	\$ (167,327.40)											(167,327.40)	(110,000.00)	57,327.40	152%
44522 Entry Fees	\$ (2,502.00)	\$ (135.00)											(2,637.00)	(2,500.00)	137.00	105%
44526 Monster Truck Revenue	\$ (7,450.00)	\$ (14,945.00)											(22,395.00)	(30,000.00)	(7,605.00)	75%
44527 Misc Arena Revenue	\$ (920.00)	\$ (5,040.00)											(5,960.00)	(15,000.00)	(9,040.00)	40%
<b>TOTAL</b>	<b>(153,264.00)</b>	<b>(388,539.91)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(541,803.91)</b>	<b>(571,000.00)</b>	<b>(29,196.09)</b>	<b>95%</b>
<b>Miscellaneous revenues</b>																
48195 Reimbursement of expenses	\$ (6,234.85)	\$ (826.82)											(7,061.67)	(2,500.00)	4,561.67	282%
48205 Concessions	\$ (17,050.00)	\$ (132,983.20)											(150,033.20)	(135,000.00)	15,033.20	111%
48225 Other miscellaneous revenue	\$ (20,921.89)	\$ 15,655.74											(5,266.15)	(1,000.00)	4,266.15	527%
49270 PERS Stability Fund	\$ -	\$ (655.50)											(655.50)	(2,662.00)	(2,006.50)	25%
<b>Total</b>	<b>(44,206.74)</b>	<b>(118,809.78)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(162,361.02)</b>	<b>(141,162.00)</b>	<b>21,199.02</b>	<b>115%</b>
<b>Total Revenues</b>	<b>(197,470.74)</b>	<b>(512,513.16)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(704,164.93)</b>	<b>(986,162.00)</b>	<b>(281,997.07)</b>	<b>71%</b>
<b>Personal Services</b>																
51105 Wages & Salaries	\$ 1,852.61	\$ 2,835.61											4,688.22	152,377.00	147,688.78	3%
51110 Temporary salaries	\$ 3,837.78	\$ 6,024.50											9,862.28	17,530.00	7,667.72	56%
51115 Overtime and other pay	\$ -	\$ 1,527.93											1,527.93	3,044.00	1,516.07	50%
51125 FICA	\$ 433.35	\$ 791.79											1,225.14	12,999.00	11,773.86	9%
51130 Workers compensation	\$ 66.92	\$ 88.88											155.80	801.00	645.20	19%
51135 Employer paid work day tax	\$ 7.03	\$ 12.10											19.13	111.00	91.87	17%
51140 Pers Contribution	\$ 226.87	\$ 347.31											574.18	22,933.00	22,358.82	3%
51150 Health Insurance	\$ 603.22	\$ 578.40											1,181.62	43,149.00	41,967.38	3%
51155 Life and long term disability insurance	\$ 6.03	\$ 5.68											11.71	433.00	421.29	3%
51160 Unemployment insurance	\$ 65.14	\$ 93.06											158.20	801.00	642.80	20%
51165 Tri-Met tax	\$ 38.39	\$ 70.36											108.75	1,191.00	1,082.25	9%
51199 Misc Personal Services	\$ -	\$ -											0.00	0.00	0.00	0%

<b>TOTAL</b>	<b>7,137.34</b>	<b>12,375.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,512.96</b>	<b>255,369.00</b>	<b>235,856.04</b>	<b>8%</b>
<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>	
<b>Materials and Supplies</b>																	
51205 Supplies - Office General	\$ 451.47	\$ 410.02											861.49	1,470.00	608.51	59%	
51210 Supplies- General	\$ 14,281.76	\$ 11,501.47											25,783.23	20,000.00	(5,783.23)	129%	
51285 Services -Professional	\$ 65,471.69	\$ 55,407.78											120,879.47	89,000.00	(31,879.47)	136%	
51295 Advertising & Public Notice	\$ 101,670.75	\$ 5,352.50											107,023.25	105,000.00	(2,023.25)	102%	
51305 Communications - Services	\$ 291.96	\$ 1,985.30											2,277.26	3,800.00	1,522.74	60%	
51310 Utilities	\$ 1,095.76	\$ 4,765.78											5,861.54	24,500.00	18,638.46	24%	
51320 Repair & Maint General	\$ 1,287.08	\$ 320.00											1,607.08	1,000.00	(607.08)	161%	
51340 Lease & Rentals - Space	\$ 425.00	\$ -											425.00	5,100.00	4,675.00	8%	
51345 Lease & Rentals - Equipment	\$ -	\$ 37,434.94											37,434.94	36,000.00	(1,434.94)	104%	
51350 Dues and Membership	\$ -	\$ -											0.00	750.00	750.00	0%	
51355 Training and Education	\$ -	\$ -											0.00	1,000.00	1,000.00	0%	
51360 Travel Expense	\$ -	\$ 12.50											12.50	1,500.00	1,487.50	1%	
51365 Private Mileage	\$ -	\$ 96.36											96.36	750.00	653.64	13%	
51390 Permits, Licenses & Fees	\$ -	\$ -											0.00	2,000.00	2,000.00	0%	
51465 - Postage & Freight	\$ -	\$ 68.72											68.72	450.00	381.28	15%	
51475 Printing- Internal	\$ 1,503.72	\$ -											1,503.72	1,500.00	(3.72)	100%	
51495 Telephone Monthly	\$ 422.23	\$ 384.45											806.68	4,000.00	3,193.32	20%	
51550 Other materials and services	\$ -	\$ 906.17											906.17	5,000.00	4,093.83	18%	
<b>TOTAL</b>	<b>186,901.42</b>	<b>118,645.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>305,547.41</b>	<b>302,820.00</b>	<b>(2,727.41)</b>	<b>101%</b>	
<b>Other Expenditures</b>																	
52005 Bank Service Charge	\$ -	\$ 3,270.42											3,270.42	3,000.00	(270.42)	109%	
52130 Other Special Expenditures	\$ -	\$ 27,278.79											27,278.79	20,000.00	(7,278.79)	136%	
52146 Entertainment Expenses	\$ 189,369.65	\$ 57,231.87											246,601.52	245,000.00	(1,601.52)	101%	
52147 Open Class Expenses	\$ 33,224.01	\$ (2,824.35)											30,399.66	28,000.00	(2,399.66)	109%	
52148 4-H Expenses	\$ 16,572.73	\$ 5,412.14											21,984.87	20,000.00	(1,984.87)	110%	
52149 FFA Expenses	\$ 6,319.48	\$ 3,130.49											9,449.97	8,000.00	(1,449.97)	118%	
52150 Truck Pull Expenses	\$ 16,658.98	\$ 613.25											17,272.23	16,000.00	(1,272.23)	108%	
52151 Demo Derby Expenses	\$ 16,846.48	\$ 504.50											17,350.98	18,000.00	649.02	96%	
52152 Monster Truck Expenses	\$ 16,659.00	\$ 737.75											17,396.75	16,000.00	(1,396.75)	109%	
52153 Thursday Arena Event Expenses	\$ 19,692.32	\$ 253.25											19,945.57	16,000.00	(3,945.57)	125%	
53010 Interdpt Chg - Indirect Charges	\$ 2,331.08	\$ 2,331.08											4,662.16	27,973.00	23,310.84	17%	
53015 Interdpt Chg - Legal Services	\$ -	\$ 960.25											960.25	10,000.00	9,039.75	10%	
<b>Total</b>	<b>317,673.73</b>	<b>98,899.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>410,950.76</b>	<b>427,973.00</b>	<b>11,399.83</b>	<b>97%</b>	
<b>Total Expenditures</b>	<b>511,712.49</b>	<b>229,921.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>736,011.13</b>	<b>986,162.00</b>	<b>244,528.46</b>	<b>75%</b>	
<b>TOTAL REVENUES</b>	<b>(197,470.74)</b>	<b>(512,513.16)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(704,164.93)</b>	<b>(986,162.00)</b>	<b>(281,997.07)</b>		
<b>TOTAL EXPENDITURES</b>	<b>511,712.49</b>	<b>229,921.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>736,011.13</b>	<b>986,162.00</b>	<b>244,528.46</b>		
													<b>31,846.20</b>	<b>0.00</b>	<b>(37,468.61)</b>		

# WASHINGTON COUNTY FAIR BOARD

## Policy 302

### Volunteer Policies

#### 1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy and practice of the Washington County Fair Board to ensure equal opportunity and affirmative action during the annual Washington County Fair for volunteers without regard to race, color, gender, religion, national origin, age, handicap, sexual orientation, or veteran status. An exception exists when, after reasonable accommodation has been made, age or handicap substantially limits the volunteer's ability to meet or perform legitimate service standards or poses a safety or security hazard.

#### 2. HARASSMENT

Consistent with the Washington County Fair Board Policy 106- Harassment Free and Violence Free Workplace, the Washington County Fair Board volunteer opportunities are committed to providing a work environment free of harassment.

**Reporting Procedure** - A volunteer who believes he or she has been the subject of harassment during the annual Washington County Fair will immediately report the alleged act to the volunteer's supervisor. If the volunteer is uncomfortable reporting the alleged act to the immediate supervisor, the employee may report the alleged act to the Washington County Fair Manager and/or his/her designee, who are outside the volunteer's own department.

Volunteers are obligated to report alleged acts of harassment where the alleged perpetrator is a coworker, supervisor, volunteer, or non-employee who does business with the annual Washington County Fair.

**Investigation** - In order to protect volunteer rights, the Washington County Fair Manager and/or his/her designee shall investigate and remediate any claims of harassment, whether by other employees, managers, supervisors, board members, or other citizens or visitors.

#### 3. INSURANCE AND INDEMNIFICATION

**The Washington County Fair Board does not provide worker's compensation insurance for volunteers.**

**Indemnification** - Volunteers are indemnified under the Oregon Tort Claims Act ORS 30.260 – 30.300 against any claims that may be made against them arising out of the course and scope of their duties in service to the annual Washington County Fair. This obligation may be rejected by

Washington County if the claim arises from a volunteer's malfeasance in office or willful or wanton neglect of duty.

#### 4. INJURY REPORTING PROCEDURE

If a volunteer is injured while working at the annual Washington County Fair, the volunteer will immediately notify his/her supervisor.

#### 5. VOLUNTEER SERVICE

Volunteers serve at the pleasure of the Washington County Fair Manager and/or his/her designee.

Conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer.

#### 6. VOLUNTEER REPORTING STRUCTURE

Volunteers are responsible to their immediate supervisor on the job. If a problem arises, volunteers are encouraged to discuss the issue with their immediate supervisor. If the issue remains unresolved, the next resource will be the volunteer programs coordinator or Fair Complex staff.

#### 7. ORIENTATION

When feasible, volunteer orientation will occur before volunteer duties begin. Most positions have on-the-job training.

#### 8. CREDENTIALS AND PARKING PASSES

If deemed necessary and appropriate, credentials and parking passes will be provided to volunteers

#### 9. QUALIFICATIONS TO PARTICIPATE

All volunteers must agree in advance of volunteering to background investigations so that the Washington County Fair Board may determine if individuals qualify to participate as volunteers in certain volunteer positions. The Washington County Fair Manager and/or his/her designee shall determine which volunteer positions are subject to background investigation and said investigations will remain confidential as required by State of Oregon and Federal statutes.

#### 10. VOLUNTEER CODE OF CONDUCT AND DRESS CODE

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Volunteers are held to high standards and as such, will conduct and dress themselves according to the **VOLUNTEER CODE OF CONDUCT** and **DRESS CODE** (attached).

**11. IMPLEMENTATION**

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The Washington County Fair Manager and/or his/her designee shall have the authority to carryout the provisions of the policy and to make interpretations as necessary.

**12. NOTIFICATION**

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Volunteers will be notified of these policies by receiving a copy of said policies when the volunteer agrees to provide services to the Fair Complex.

Dated this \_\_\_\_ day of \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board President

# WASHINGTON COUNTY FAIR COMPLEX

## VOLUNTEER CODE OF CONDUCT

- I will conduct myself in the discharge of my duties, and in my relations with the public and Fair Complex staff, in a diplomatic and professional manner in accordance with the laws of the United States, the State of Oregon, the ordinances and policies of Washington County, and the policies of the Washington County Fair Board
- I will be courteous in the performance of my duties and I will not use profane, insolent, or offensive language when conducting business. I understand that as a volunteer I am a member of the public and have no status as an employee of Washington County.
- I will not act beyond the scope of my authority and understand that I may be held personally liable for my actions if I do.
- I will not remove, make copies, divulge, alter, enter false data, or make personal use of any records; reports; letters; documents; audio or video tapes; pictures; files; lists of names, addresses or phone numbers; or any other official business of the annual Washington County Fair. Nor will I utilize any equipment for personal reasons unless authorized by law, or as directed by the Fair Manager and/or his/her designee.
- I will not smoke or use tobacco products when actually engaged in close contact with the public. I will not attend any official event or report for duty with the odor of alcohol on my breath, nor will I consume alcohol while on duty.
- I will not use or illegally possess any controlled substance as defined by Oregon law, except as duly prescribed and necessary for health. I understand my use of a non-prescribed controlled substance or an unauthorized use of a prescribed controlled substance, whether on or off duty, will be cause for dismissal.
- I understand that while on duty, or when acting in an official capacity, or using an official title, or while wearing any annual Washington County Fair identification, I will not: solicit funds or otherwise act to influence, interfere with, or affect the results of a candidate's campaign or election, or the passage of any ballot measure.
- I will not authorize use of, or use for the benefit or advantage of any person or organization, the name, emblem, endorsement, services, or property of the annual Washington County Fair without written permission from the Fair Manager and/or his/her designee.
- I will not accept or seek for myself, or for any other person or organization, any financial advantage or gain from the annual Washington County Fair.
- I understand that I serve solely at the pleasure of the Washington County Fair Manager and/or his/her designee.

# WASHINGTON COUNTY FAIR COMPLEX

## VOLUNTEER DRESS CODE

Volunteers should wear clean clothing that is in good repair. Good judgment should always be used. Examples of attire that may not be deemed appropriate or safe include, but are not limited to:

- Shorts or cutoffs where pant legs are shorter than three inches above the knees
- Halter or tube tops
- Mini skirts
- T-shirts or tank tops (polo shirts with collars, sleeveless blouses, and tank tops underneath shirts or blouses are allowed)
- Gang-related attire
- Clothing bearing commercial or sports team logos.
- Clothing depicting sexual acts or nude body parts, alcohol, tobacco, or other drugs.
- Clothing with offensive language or symbols.
- Clothing that exposes cleavage or an undue amount of flesh on the back, chest, thigh, or mid-section.
- See-through or tight-fitting clothing
- If form-fitting pants are worn, a loose top, with the torso length to the fingertip must be worn over them.