

# MARION COUNTY FAIR

Fair Board Meeting  
June 4, 2025 5:30 PM  
Commissioners' Board Room

<https://us02web.zoom.us/j/88207991115?pwd=EEXfCwDhE73oMqoKopUiuh5WMdMqTo.1>

Meeting ID: 882 0799 1115

Passcode: 743642

## Call to Order/Introductions

I.	<b>Public Comments</b>	
II.	<b>Approval of May 7, 2025 Meeting Summary Notes</b>	
III.	<b>Financial Report-</b> Brandi Crandall	
IV.	<b>4H/FFA Reports</b>	
V.	<b>Items of Special Interest</b>	
	<ul style="list-style-type: none"><li>• Policy Review- "Waiving the fee on a Commercial Vendor Booth"- <i>Denise Clark</i></li></ul>	
VI.	<b>Ingalls' Report</b>	
VII.	<b>Strategic Plan Items-</b> June	
2.2.7	Create activities schedule to help with public awareness and ensure coordination. (Working schedule master list of specials, daily printout.)	EC, Staff
3.1.2	Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them	EC, 4H/FFA Staff
3.2.11	Submit Fire Permit Application for Special Event/Trade Show to the Salem Fire Dept.	EC
3.2.12	Submit Tent or Canopy Permit Application to Salem's Building and Safety Division/Permit Application Center.	EC
3.3.1	Maintain two information booth notebooks- <i>In process.</i>	FB Member, Staff
3.3.2	Improve "signage" throughout fairgrounds- directing people to commercial exhibits, posting prices at ticket booths, etc.	EC
3.3.4	Review Emergency Plan mid-June- <i>Scheduled for June 17</i>	EC, Staff, FB
3.3.6	Schedule date for Volunteer Appreciation Night in Sept. Give "Save the date" notices out during fair.- <i>Not currently occurring.</i>	FB, EC, Staff, Vol. Coord.,
3.3.7	Identify a Management Update meeting date to provide post fair gate numbers and revenue.	Treasurer, Staff
4.5.1	Maximize commercial space in exhibit hall and outside. <i>Done</i>	EC
4.5.2	Commercial vendor coordination (communication, application, payment)- <i>On-going</i>	Staff, Zielinski
4.5.3	Food vendor coordination (communication, application, payment)- <i>On-going</i>	Staff, Buxton

5.2.7	Prepare upcoming fair presentation (Fair Highlights) for a BOC session- N/A	Staff, BOC
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VIII. **Other**

IX. **Adjourn**

**Next Meeting:** Tuesday June 17 Emergency Plan Mtg.