

# MARION COUNTY FAIR

Fair Board Meeting

June 5, 2024

5:30 PM

Board of Commissioners Board Room

## Zoom Information

<https://us02web.zoom.us/j/85117680393?pwd=VXU3MW1yMzNvTG14Zzg2Tk1SM2tEUT09>

**Meeting ID:** 851 1768 0393

**Passcode:** 779263

- I. **Call to Order/Introductions**
- II. **Public Comments**
- III. **Approval of May 1, 2024 Meeting Summary Notes**
- IV. **4H/FFA Reports**
- V. **Financial Report- Brandi Crandall**
- VI. **Items of Special Interest**
  - a. Budget Change Request Form- Security Storage Rental; Food Vendor Sales Form- *Denise Clark*
  - b. Updated Commercial Exhibits Policy- *Denise Clark*
  - c. Mcfair Website Domain Update- *Denise Clark*
  - d. Fair Partners' On-site Camping Update- *Jill Ingalls*
- VII. **Ingalls' Reports**
- VIII. **Strategic Plan Items- June**

2.2.7	Create activities schedule to help with public awareness and insure 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 18</i> )	EC, Staff, FB
3.3.6	Schedule date for Volunteer Appreciation Night in Sept. Give "Save the date" notices out during fair. <i>N/A; will be presenting volunteers with a gift(s) at fair time.</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>In process</i>	EC

4.5.2	Commercial vendor coordination (communication, application, payment) <i>In process through Eventhub</i>	Staff, Zielinski
4.5.3	Food vendor coordination (communication, application, payment) <i>In process through Eventhub</i>	Staff, Buxton
5.2.6	Prepare upcoming fair presentation (Fair Highlights) for a BOC session- <i>In Process</i>	Staff, BOC

IX. **Other**

X. **Adjourn**

**Next Meeting:** Emergency Plan Review **June 18, 2024** 5:30 PM.