

Marion County Fair Board

To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.

Monthly Meeting

Floral Building, Oregon State Fairgrounds Salem OR

July 10, 2019 5:30 PM

In Attendance

Board Members Present: Mike Adams, Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Ken Outfleet, Pam Zielinski

Guests: Belinda & Randy Hicks, TCB Security; Melanie McCabe, 4H; Jill Ingalls, Ingalls & Associates

Staff: Denise Clark, Tamra Goettsch, Commissioner Colm Willis

I. **Call to Order/Introductions**

II. **Public Comments-** None

III. **Approval of June 26, 2019 Meeting Summary Notes:** Shannon made a motion to approved the meeting summary notes; Ken seconded. Motion passed.

IV. **Financial Report**

- Year to date changes are reflected in yellow
- Revenue is coming in
- It is expected that commercial vendor and sponsor revenue will meet the target amounts.
- Are only going to need one van (instead of two) for big name entertainment, so there will be a cost savings.
- The lodging number is very close to exact.

Ken made a motion to accept the Financial Report as presented; Shannon seconded. Motion passed.

Budget Change Request Form

Denise explained that \$500 is not needed for the Chamber Greeters breakfast as Rich Duncan Construction will be sponsoring the event. Brandi made a motion to accept the budget change request form changing the Greeters event from \$500 to \$0. Shannon seconded the motion. Motion passed. (The allotted money will be moved to "Carry Over.")

Last Minute Items

TCB Security indicated that set-up is going smoothly. Zip ties are keeping the race horse stalls closed in case anyone is trying to stay overnight in the back of the fairgrounds, keeping in mind safety for our fair goers. Internal locks will be placed on the back horse gate. Security will continue to watch back there.

Gray gate is a 24 hour gate; blue gate opens at 6:00 AM with security.

Yellow gate needs to have security there before 10 AM. The Willamette Art Center participants need to have credentials to get in each day of the fair.

Handicap parking will be at blue, gray, yellow, and red gates. Gold gate has some handicap parking, horse judges, and staff parking; signs are posted.

Everyone in a vehicle must have a credential, not just the driver and a handicap sign on the car.

There needs to be a move-in plan for the llama show folks that come in after the fair has started; they need to have Jill's phone number.

Car show participants can have a "plus one" (2 people per car) when entering; Jill will talk with them about it. They can come in as early as 8:00 AM; they will not be able to leave until 6:00 PM. Awards won't be given out until after 5 PM.

Ingalls & Associates:

Most of the set-up issues are from the state fair administration operating as though they didn't know we were coming. However, state fair staff themselves "have been taking good care of us" according to Jill. Repairs are being done on the school house next to the log cabin. There are tree trimmers working on the grounds; pavers are being put in next to the floral building.

The beef barn work was reduced by one full day as the crew didn't have to move the really heavy panels. (The work crew also cleaned it.) There was a nice start on cleaning up the natural resources area; the work crew finished it.

Jill has five staff out currently putting up signs and doing last minute items. State fair swing shift staff will be on grounds tonight, Wednesday. Several of the keys have been changed on the key rings that are kept in storage for the county fair each year.

Columbia Hall will close at 8, the restrooms will remain open. The new floor plan looks like it will work out nicely.

Heidi said that Public Competitions Intake is currently finishing up. The numbers are down in some areas, up in others.

Jackman Long use- Brandi will be using the money room in the building; Flyball will be in there starting with setup on Friday.

Mike said that there are 11 participating teams in the grill-off this year. He is starting the cooks' meeting at 9:30 AM. The gate will be open on Sunday morning early to allow that. (All cars need to be in by 10 AM.) They will be cooking both chicken and ribs this year. The combined score of both will determine the winner.

Pam- commercial vendor check-in is starting out slow; there are still 10 vendors not checked-in.

Pam conducted the food vendor meeting in Brandi's absence; Mike assisted. Judy gave the Garten information. All food vendors were present.

Melanie- All animals are required to be in place by 8 PM tonight. The horse show is going on now. The swine temperatures will be checked daily by a veterinarian; a high temperature may indicate swine flu. Fair goers do not have to step into a bleach bath. The virus has a short incubation period; pigs would be showing signs of the illness by now. A sick animal is removed from the fair utilizing an "early release" form. All 4H youth went through bio-security training. The rule of no eating in the barns will help.

Shannon- The junior market auction starts Saturday at 3:00 PM. People can come to the gate; there will be tickets accounting for them to be scanned. Load-out is the same this year. Buyers are to wait until 12 midnight before hauling an animal out.

Beef fitting stands (a frame that ties an animal in place for grooming) can be taken out of the grounds after the auction; it has to be “walked” out the gate. Melanie authorizes this.

Joel asked as to whether “On the go with Joe,” the TV reporter, was coming to our fair. Answer- no, something else came up. CCTV will be coming tomorrow (Thursday) to film the Board of Commissioners (BOC) weekly board session held at the fair.

Funtastic carnival employees will be camping inside the Sunnyside gate. All employees will need to be wearing wristbands to get in the gates.

Joel said he will have a main stage manager, Joe Ellis, helping him “run” the stage. Joel will be doing a lot of shuttling of the bands in and out of the gates.

Ken indicated that he has confirmation on all of his participants. Flags and flag stands will be supplied by the Oregon National Guard. Ken will be responsible for them. Ken has sent out the schedule of events to everyone. The band will be starting at 5:00 PM with the ceremony starting at 5:45. Footballs will be passed out at the end of the event.

Tamra indicated that for general emergencies we are to call the Marion County Sheriff’s Office as they will have jurisdiction at our fair; that is unless calling 911.

For next year we will make a fillable incident reporting forms; for this year, hard copies will be in the fair office.

BOC Board Session

- Starts tomorrow at 10 AM.
- Llamas will be available to be shown.
- FB members attending- Joel, Mike and Pam will try to be there.
- Those attending from the public will be come through the green gate.
- A clicker counter will be used to count the number of those present.

Tamra indicated that there hasn’t been a response back from the fair foundation (FF) regarding the request for more financial support should the amount of fair premiums increase. Pam said that the FF hadn’t received the document. Tamra gave her another copy to take to the foundation.

Tamra noted that the fair’s operations costs have increased by 60% in the last 5 years. Joel noted that it would be good to see if revenue has gone up accordingly.

A \$1500 sponsorship came in to help with the 4H shavings.

Brandi noted that she is working on getting the gate monies setup and will be meeting with Katie from Afton later tonight.

Ken says that the Thursday veteran’s event attendees will be getting in through the green gate; there will be two people at the gate to meet them.

Once fair starts, fair board members must be wearing a wristband to get through the gates and onto the grounds.

The VIP area will need fair board members in there (when possible) to greet folks.

Meeting Adjourned: 6:37 PM