

Baker County Fair Board

Minutes of April 7, 2010

Board Meeting

Members Present: Ron Rowan, Ann Kniesel, Mark Johnson, Dean Defrees, Rob Ellingson

Members Absent: Tony Britt, Dan Morris

Advisory Board Present: Janice Cowan

Advisory Board Absent: Chris Dunn, Cory Parsons, Krisit Harris, Carl Stiff

Chair Ron Rowan called the meeting to order at 6:11 PM

Public Comment Period: none

Correspondence: Thank you card from AAUW, letter from Baker County Chamber of Commerce sharing there would not be a carnival this year on our 5-acre field, and Spring Conference Agenda and the decision not to attend.

Minutes: Mark moved to accepted the minutes of March 10, Dean seconded the motioned. The motioned was passed by the members.

Financials: The March financials were reviewed. Ann motioned to accepted the financials, the motioned was seconded by Dean and passed by members.

Old Business:

Grant Process: Ann reported that we were waiting to hear from NW Farm Credit. We had received a small \$450 grant from AAUW for use in purchasing shelves for the kitchen. Rob reported that John Leonard and Elweyn Justus (last remaining members of the old roping club) had funds in excess of \$2500 for the Friends of the Fair. They would like these funds to be put toward improvements in the rodeo arena. During the grant report, discussion was held on the start date for the West Entrance. After discussion, the members felt that it was important to wait until we heard from NW Credit grant prior to putting the job out for bid. Colleen will be visiting with USDA on the possibility of the signage being processed thru that grant. Colleen will meet with Cory to look at different signage designs to possibly present at the next meeting. Colleen is also working on completing the grant process thru the Oregon Dept of Energy for the lighting change in the Event Hall. This grant amount would be approximately \$1,020. The hope is to have this completed within the next 6 weeks.

Rodeo Grounds: Rob reported that he had visited with OTEC about the power and was informed that if there was a need to change the translator that OTEC would take care of it without charge to the Fair Grounds. Discussion was held on the three bids solicited by the Baker Bronc & Bull Committee for the upgrade of the electrical. At this time there are no funds in the budget for the project, however, Rob suggested that a portion of the funds we are set to receive from John Leonard maybe used. The project

can be completed by the Committee, and gifted to the Fair Grounds. If the Fair Board was to do the projects, the bids would need to be disallowed and the process started over under the correct bidding process. A formal proposal is needed from the Committee to the Fair Board prior to proceeding with the project. Lengthy discussion was also held on the Committee's proposal to place a container car within the fence line of the Rodeo Arena, and the use of the Fair Grounds for storage. From discussion, the consensus reached was that the Fair Board needed to create an agreement on the use of the Rodeo Grounds with the Baker Bronc and Bull Committee. Rob will visit with Marv and Ken about an agreement. Colleen will begin a draft of an agreement for the Fair Board and the Committee. Ann and Ron will assist with the draft. The agreement is to cover rent cost for the arena use, storage cost, and improvement process guidelines.

Community Garden: Colleen reported that there had been two meetings of individuals interested in the Community Garden. Items are being donated and Dr Robt McKim has volunteered to donate the rotatilling of the area. This will be completed on the 26th of April. The construction of the beds will begin then. The next meeting of those interested will be April 28 at 5:30 with a tour of the site. Discussion was held on running of water to the location and the coinciding of that work with the replacement of stand water pipes in the Rodeo Arena. The water will need to be completed by mid-May for the beginning of planting. Rob Ellingson will assist in completing this project. The hope of the Fair Board is to get the garden up and going and then to turn the operation of the garden over to a coordinator. Michelle Owen is working on the possibility of getting some of the water cost donated by the City.

Marketing Plan Progress: Ann reported on the progress of the grant request of \$3500 from the TRTC for marketing of the Event Center. Currently we are waiting for a meeting to be schedule to present the revised plan. Ann's goal is to have the funds granted directly to the Fair Board for use in marketing and not to have the funds incorporated into the marketing budget of Andrew Bryant. Colleen has visited with Kevin of Aspen Digital about creating a logo/brand for the Fair Grounds. Kevin shared that we would need to decide what we would like that logo to say. Do we want to advertise the Fair or the Grounds? The cost would begin at \$250 and could be as high as \$500 depending on the number of versions we would like. Kevin did complete the graphic design of our button after the artwork was completed by one of the Powder River Inmates. The button design was very well received.

New Business:

Tulip Insurance: Colleen shared with the board members the County's wish for us to purchase Tulip Insurance to assist with providing liability insurance for events. This insurance would be for the use of renters that do not have insurance purchased. The board would like to have an estimate of what a wedding would cost for information purposes and what would happen to the premium if it was not used entirely during the calendar year. Ann moved that we purchase the insurance with the new budget year, with the review of our rental charges to cover the cost of the insurance. Mark seconded the motion, and it was passed by the members.

New Employee: Colleen announced the hiring of our new seasonal office assistant. Angela Turner will begin on April 12. She has a background in retail sales and management. Angie is looking to stay long term, and has a clear understanding of the seasonal hours of the assistant's job.

Next Meeting Date: May 5, 2010 – 6 PM – meeting room of the Event Center

The meeting was adjourned at 8:02 PM

Respectively Submitted,

Colleen Taylor

Fair Grounds Manager