

BAKER COUNTY FAIR BOARD

Minutes of August 30, 2006

Board Meeting

(At the Home of Ann Kniesel – prior to Post Fair Dinner)

Members Present: Chairman Ron Rowan, Vice Chair Dean Defrees, Ann Kniesel, Mark Johnson, Tony Britt, Rob Ellingson, Andy Barr

Members Not Present: none

Advisory Board Members Present: none

AB Members Not Present: Bob Borgen, Mary Ellen Anderson, Janice Cowan

Others in Attendance: Andi Sexton (staff); Commissioners Dr. Carl Stiff, Tim Kerns, Fred Warner Jr.

The Meeting was called to order at 5:05 pm by Chairman Ron Rowan.

Guest presentations and related new business items from the agenda were addressed prior to the main business portion of the meeting.

New Exhibit Hall & Community Center (Old Armory Project) – Funding Needs: The board discussed at length with the commissioners the need for significant funding in order for Phase II to be implemented. Small grants will not get us closer to occupancy, and the longer the project is delayed, the higher the costs for construction will be, as well as the cost of operating two facilities. Mark passed out two documents 1. Project Budget, 2. Grant Writing Efforts to date. Phase II will cost \$300,000, and is our next big push. Mark expressed that as a public institution the facility should be finished like a public institution (with public funds) and encouraged the commissioners to tap into state resources for the project.

The commissioners expressed that there are no additional funds available to fund the project and they do not intend to seek out any State funding programs. Yet, certain property sales could be earmarked for the project (Lime Plant, Blue House Property, Corner Property of Campbell and Grove St.). Mark Johnson expressed three issues: Phase II will cost \$300,000, there is a disparity between the land values that the Military Dept. rec'd and the property we rec'd (about \$385,000 according to the appraisal reports), and the latest interest by the Forest Service to add on to the Readiness Center. Concerns include: 1. what is the timing for Forest Service to build and move, and will they be purchasing property from the County for their needs, 2. what is the timeline for the Military Department to complete their parking lot to gain a permit for their facility and how does the timeline affect our need to vacate the Extension Building (rumor is they need to spend dollars for grant within Federal 2007 funding cycle). In summary, the commissioners did not commit any additional resources toward the project. However, Fred said he would go to Senator Ferriolli and Representative Tom Butler with Mark Johnson to resolve the appraisal inequities issues.

Approval of Minutes: A motion was made by Dean and 2nd by Andy to accept the minutes as presented. The motion passed with all in favor.

Financial Documents:

Ann made a motion and Rob 2nd to accept the financial documents as presented. The motion passed with all in favor.

OLD BUSINESS:

Grant Writing Update:

The board discussed the need for getting grants to complete the New Event Hall and Community Building. Andi shared the following grants that she has on her radar:

Leo Adler – Due Oct. 1st – Asking for \$100,000

Myer Memorial – Open. Andi has registered the board online and started the process. Will ask for \$100,000.

M.J. Murdock – Open. We received a letter on July 11th to proceed to the next level. Will ask for \$100,000.

Ford Family Foundation – completed, but advised to resubmit in January 2007. Will ask for \$100,000.

Collins – Not started.

The board discussed the option of hiring an outside grant writer in order to fast-track the project. There is approximately \$20,000 left in the 351 fund, which was going to be used for the canopy project. The board discussed the option of using those dollars for a grant writer instead. The question was asked as to what grant writers are available: Kathleen Chaves, not available due to Carnegie; Brian Cole – last proposal was \$3,000 month regardless of grant success. Not sure who else is 'out there' that is available or has the expertise for capital improvement projects. Question was asked if Brian could be hired to write one of the grants. Andi then shared with the board her preference to have continuity on the project for it's success and that she would prefer to become the Fair Board's outside grant writer effective November 1st (and thus resign from the Fair Manager position). Suggestion was for Andi to present to the board at their next Board Meeting a grant-writing proposal. The board also discussed the steps for filling the Fair Grounds Manager position, and the desire to go back to a 20 hour a week position, since the grant writing will be outsourced.

Construction Update: Mark said there is no new information. The new windows and new entry worked very well during Fair. Next step is to do the canopy with design to mimic the truss and roof design.

NEW BUSINESS:

Recap of Fair 2006 – A review of the 4H leader's meeting was discussed, primarily comments regarding the sale outcome. The entire fair recap was postponed to the next meeting.

Friends of the Fair – Next Meeting – A September meeting will be set by Ann K. and Ron R.

Tractor Problems: Rob reported that the tractor is getting fixed. Our sale options will need to be reviewed as well as how to go about getting a new tractor – county council review? Bid process? To discuss at next meeting.

Administrative Workload: Andi's office workload consists of completing the documents for the auditor of the 2005-2006 year; completing the Oregon Community Foundation 9-Month Grant Review Report; and completing the Report for the Oregon Fair's Commission, in addition to the 'regular' office workload (rentals, phones, A/P and A/R).

Andi's Performance Appraisal: Dean and Ron will be meeting with Andi on September 6th to conduct her annual review.

The meeting was adjourned at 7 pm.

Next Meeting: September 13, 2006; 6pm at the Extension Bldg.

Respectfully submitted,

Andi Sexton, Fair Grounds Manager