

**Baker County Fair Board  
Minutes of February 3, 2010  
Board Meeting**

**Members Present:** Chair Ron Rowan, Vice Chair Dean Defrees, Rob Ellingson, Tony Britt, Ann Kniesel, Dan Morris

**Members not present:** Mark Johnson

**Advisory Board Members Present:** Chris Dunn

**Advisory Board Members Not Present:** Kristi Harris, Cory Parsons, Janice Cowan

**Guest:** Carl Stiff, Andrew Bryant

**Staff:** Colleen Taylor

Chair Ron Rowan called the meeting to order at 6:10 PM.

**Public Comment Period:** Andrew Bryant and Ann Kniesel presented to the board the procedure for a TLTC grant request for marketing funds in the amount of \$4000.00. The TLTC board has requested that we work in coop with Andrew Bryant, Baker County Marketing Director, on a marketing plan for the Baker County Fair Ground Facilities. This marketing plan will consist of developing a brochure, enhancement of our web page, creating a link with the Baker County Chamber page. Andrew would also like to assist us with marketing by sharing our information to the Boise Convention Organizers, Pendleton Conference Center as well as to event conferences and trade shows. The goal will be to finalize a marketing plan and to start the plan by the first of April. The funds request would be for an annual amount to be budgeted. Dean motion for Andrew and Ann to proceed with the further refinement of the marketing plan for the fairground facilities and the plan to be brought back to the fair board for approval. The motion was seconded by Rob and passed.

**Correspondence:** A letter was received from Rachel Richards resigning from the seasonal position for Fair Assistant. After discussion, Dean motioned to hire another seasonal person with the hours limited to 25 per week from April thru August. Motion was seconded by Ann and passed. Colleen to post the position thru the County channels.

**Minutes:** Ann motioned to approve the minutes to the January 13, 2010, minutes. Motioned seconded by Rob and approved.

**Financials:** Financials were reviewed for January. Colleen explained the larger amount of bills paid, due to December also being paid during January. There were also several billings for the closure of the old Extension Bldg. Colleen also reported the funds available in the 351 account

incorrectly. Correct numbers will be reported at the March meeting. Ann moved that the financials be approved with the corrections to the 351 balance, Rob approved and the motion passed.

### **Old Business:**

**Grants Process:** Grants request for facilities are at a standstill until plans, timing, and estimates are received from Mark Johnson. A small grant for \$500 was submitted to AAUW for shelving in the kitchen. The US Bank and Union Pacific Railroad Grants are smaller amounts and will be completed this spring. Ann is looking at completing a grant request for NW Farm Credit that would help with the purchase of an accordion door for the Event Center to create a smaller room on the East End of the hall if needed.

**Show Barn Sign:** Colleen reported that the "Cockram Arena" letters were up and completed.

**Rodeo Grounds Electrical Needs:** Rob presented the estimate from Outpost Electric for the work that the Bronc and Bull Committee would like to have completed on the Rodeo Grounds. Discussion held on the use of the grounds by the Committee and the agreements that have been in place on the use of the grounds. Colleen is researching thru old files for a written agreement. To date, one has not been found. Colleen shared that the committee has not paid for the use of the arena and has just completed improvements. Chris Dunn shared that when the event began 15 years ago that the agreement was that a fee be collected for the use of the arena. The board would like to see a usage fee reinstated. Colleen is to get the cost numbers for power and water, and research how long since a usage fee has been received and email to the board prior to the March meeting. Colleen is to contact the committee and invite them to the March meeting for further discussion of usage fee and electrical upgrades.

**Community Garden:** Dean and Colleen reported that they meant with Oregon Rural Action on the creation of a community garden. Nella Parks, ORA, shared that the fair board needed to be a member for a continuation of assistance from them. Being a member would give us a great deal of advantage when applying for grant funding to help with the cost of the garden. They would also assist us with those grant applications. The next step is to see how much interest is in the project and the City's thoughts on assistance with water costs, setting up the rules, locating a volunteer facilitator. Jimmy Roberts, Master Gardener, will be assisting with starting and setting up the garden.

**West Entrance:** Ann reported that the plans are being completed. The grade has been shot. Board discussed signage and would like OSU to not place anything on the building at this time.

Colleen to check into signage for Campbell Street and Cedar Street. OSU has budgeted \$500 toward the building signage.

**Beef Barn Workday:** The workday got a lot accomplished. All of the table and chairs have been moved from the old building to the Beef Barn, several things thrown out, and some yard sale items located. The next workday will be closer to the yard sale time to complete moving items for sale. Rob suggested that we move the burnable items out to the dirt area to burn rather than haul to the dump.

**Show Barn Workday:** The inmates have been scheduled for Tuesday, February 9 to start the installation of the plywood in the show barn. There will be 4 inmates for the show barn and two inmates will work in the Event Center. Inmates in the Event Center will be cleaning walls and repainting damaged walls.

**New Business:**

**Office completions:** Colleen reported that the final inspection is to be completed on Thursday, February 4. Blinds have been ordered for the office windows at the price of \$810.00. They will take 5 to 6 weeks to complete. Board suggested that Colleen check with USDA to see if blinds can be part of the grant and email out the response. Colleen presented two bids on office door signage. NeHi had the bid of \$1025 and Bulldog Signs had a bid of \$870.00. The board moved to accept the bid from Bulldog Signs.

**Pepsi Machine:** The Pepsi machine has been relocated to the SW corner of the Hall. The price of the machine has been adjusted to \$.75 to help with electrical costs.

**2010/2011 Budget:** The board went through budget numbers. Colleen to verify with Christena on a need for line to put the 2011 carryover on for this year as an expense, and then finalize the numbers to submit by the February 26 deadline.

**Next Meeting Date:** March 10, 2010, 6 PM, Meeting room of the Community Event Center.

Meeting was adjourned at 8:40 pm.

Respectively Submitted,

Colleen Taylor