

**MINUTES
BAKER COUNTY FAIR BOARD MEETING
Of JANUARY 14, 2004**

Members Present: Chair Ron Rowan, Vice Chair Dean Defrees, Mark Johnson, Andy Barr, Rob Ellingson, Bob Borgen, Lynn Perkins

Members Not Present: All Present

Advisory Board Members Present: Dave Noble, Janice Cowan

AB Members Not Present: Nellie Forrester

Others in Attendance: Andi Sexton (staff), Jim Van Duyn, Tiny Jones, Bob Savage, Ron Brinton

The meeting was called to order by Chair Ron Rowan at 7:05 p.m.

Approval of Minutes: A motion was made by Rob and 2nd by Dean to approve the minutes as submitted. Motion passed.

Discussion Regarding the Community Center: Ron Brinton reported that he and Jim are at an impasse, they are waiting for information from Mr. Hanley. Tiny Jones approached the board and suggested that the Community Center be put onto the May ballot for community members to decide if it should be torn down or not. Andi shared a recent discussion with Commissioner Warner in regard to the same subject: Fred said the board can put it on the ballot, yet some logistics in terms of cost, timing. He suggested having specific language, i.e., what costs are. If the board wants it on the May ballot it would cost the board \$3,000 (according to Tammi Green) and need to go before commissioners. Deadline to get wording to Tammi would be March 11. Bob Savage said the board has had a number of meetings to get community support and that the board needs to step up and make a decision on all the buildings and asked if the CC is in the Master Plan. Jim Van Duynn reported that Lois Gates and Katherine Chaves are not available for grant writing. That he feels discouraged and not getting support from the community. Ron Brinton said his experience is the silence is not an indication of lack of support – some projects done by just a few. Chairman Rowan said the board made the decision to support the project, and the agreement with Jim and Ron B. was that no Fair Board resources would be used and a timeline was presented at the last meeting and to go with the timeline. Options other than a ballot were discussed such as a survey via mail or phone, letters of support, press releases and articles. Ron Brinton said he would like to see the Board offer some of Andi's time. Chairman Rowan again reminded Brinton that fair Board resources and staff are not available to assist with the project. Rowan will be giving Jim another grant writing contact that is out of the area.

CC Timeline: The project performa will be available from Jim in late February, which the board will review and then determine if having a ballot is feasible. Dean recommended that the performa go into the Master Plan. The Finance Committee will be meeting with Fred Warner, Jr. and sharing the big picture and determining Counties

involvement with Fair Grounds. A grant writer is to be selected by end of January, and reported at the February 4th board meeting.

Financial Documents: Dean made the motion and Rob 2nd to accept the financial documents as discussed. Motion passed. Discussion included: utilities costs are extremely high for the Extension Building. Andi is to contact OTEC to request an energy audit and see if any grants are available for retrofit projects.

Policy Items

- A. The board determined that when users wish to rent tables/chairs they will be billed for the days of use. (Haines Rodeo Association request to be billed for 1 day instead of 2).

Fair Themes:

Board members voted on Fair Themes presented by the manager. The top three are:

1. Hot Days and FAIR Nights
2. Somethin' to Crow About
3. Where East Meets West (to coincide with Shrine events)

Next Step: Janice will take these to the 4H clubs and have them vote on the above 3. The one with the most votes will be the 2004 theme.

OFA Convention Review:

Andi presented a written report that she put together regarding the OFA convention. The board heard about the Economic Analysis to be done by OSU, a success story regarding fair foundations, and organizational structures of boards (refer to Andi's report for more details – separate document). Andi shared a policy book that she copied from one of the other Counties. Andi is to put together a similar binder for the Fair Board, with the intent of the binder being kept in the office and brought to Fair Board meetings. The binder will contain: Bylaws, Policies, to-do lists, Master Plan, Business Plan. **Mark Johnson made the following motion ' I make the motion to form a 501c(3) for the intent of aiding the Fair Board in securing funds for Master Plan Projects'.** **Dean 2nd the motion. The motion passed.** Andi is to contact Alan Schmeits to see if he could provide legal assistance.

Ron Rowan will assist with this project. Our goal is to have a 501c(3) in place in 90 days, which would also coincide with the CC timeline.

Home and Garden Show: Dates are set for April 30 and May 1. Andi is the lead; Mark Johnson will assist with any 'day of' setup, etc.

Walk-In Freezer Donated from Baker Wholesale: Andi rec'd a statement from Baker Wholesale of a walk-in freezer being donated to the Fair Board. The value is \$6,000. The freezer is in sections at the Coors Distribution center. No one has seen the freezer. The size is 12' x 18' x 12'. Discussion on cost to install: \$5,000 for cement slab, plus ? The unit also came with a condensing unit and blower coil. Location of where to put it will be discussed as part of Master Plan.

Signage for the Baker County Fairgrounds: Andi shared her idea of having signs for the Baker County Fairgrounds along interstate 84 and Campbell. Other counties have them and they usually are attached to an existing sign (i.e., Fair Grounds next exit). Both locations would need ODOT approval. Ron Rowan will work with ODOT to find out what would be needed to get the signs in place.

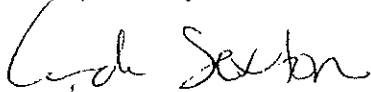
Master Plan for Fairgrounds: Andi shared with the board the discussion at OFA convention regarding the need for a Master Plan when applying for a 501c(3), grants, and for the community and County's information. Discussion was that a Master Site Plan had been done by Doug Macey, and there are Armory Drawings that were done by Barrentine. What we would need are electronic forms of any maps out there, that show the existing fair buildings, the new armory, Leo Adler field, the new Fair buildings and Old Armory. Rob Ellingson will contact Barrentine and Macey. Andi will contact Gary Smith of the County Maintenance dept. to get any blueprints on the Extension Building. These documents will be used for a **Master Plan workshop, set for Feb. 4th right after the Fair Board meeting (the board meeting will be short, starting at 6:00 p.m.).**

Budget for 2003/2004: The Finance Committee has been gathering data for preparation of the upcoming budget. Andi is to contact Christina Cooke to find out the history of how long the Fair Board has been receiving \$21,000 in exchange for the Extension Office rent. Andi shared a conversation and letter she rec'd from Ruth Whitnah of the County Health Dept. Ruth has several employees in the Extension Building as well, and was informed that the Board wants to collect rent. Ruth's letter states her square footage usage, number of employees, request for space for the Silver Sage Council of Girl Scouts. The Girl Scouts could pay \$50/month. Ruth would like to know what the rent would be for her employees – no money is available now but it can be built into future grants. All of these things will be taken into consideration during the finance committee's budget prep work. (Note: The next meeting of the Finance committee has been set for January 30th. Members are to meet at the Fair Office first, then go over to the Old Armory.)

The **next board meeting** is set for Wednesday February 4th, beginning at 6:00 p.m. The board business will be limited to 30 minutes followed by a Master Plan workshop.

The meeting was adjourned at 10:00 p.m by Chairman Ron Rowan.

Respectfully submitted,



Andi Sexton, Fair Manager