

Baker County Fair Board

Minutes of May 5, 2010

Board Meeting

**Members Present:** Ron Rowan, Dean Defrees, Mark Johnson, Chris Dunn

**Members Absent:** Tony Britt, Dan Morris, Ann Kniesel

**Advisory Board Present:** Janice Cowan, Carl Stiff, Rob Ellingson, Cory Parsons

**Advisory Board Absent:** Krisit Harris

**Staff Present:** Colleen Taylor, Angie Turner

**Guests:** Marv Sumner, Bill Harmon, Bob Whelan

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

**Public Comment Period:** Bronc and Bull Committee members, Bill Harmon, Marv Sumner, and Bob Whelan of Whelan Electric were present to discuss the electric changes for the rodeo arena and the future relationship of the Fair Board and the Bronc and Bull Committee. Bob Whelan submitted a much small project for the electrical service of the Rodeo Arena. The amount is estimated at \$1,015.32. Bob explained that the service provided by OTEC is 510 AMP, this electrical change would add a new 100 amp panel to the existing service, and we currently have 2 200 amp services. There would be a redirecting of some power to balance the power usage out. Outage last year was caused by a bad fuse, Bob suggested that we use 250 AMP Fuses and keep 2 on hand. It was also suggested that the fuses be changed every two years. Chris moved to accept this proposal with the Fair Board covering up to \$1000 of the cost and the Bronc and Bull covering anything in excess of that amount. Mark seconded the motion and the motion was passed. Marv shared that the work plans this year for the arena are to repair some of the boards in the grandstand ramps and walkways. They also will be completing the painting of the fence panels to match the blue of the chute gates. Rent was discussed for the use of the arena Marv shared history of repairs; Colleen shared history of Fair Board contributions to those repairs. After discussion, the Board requested that the Bronc and Bull have planned repairs submitted to the Fair Board by March 1, of each year, the invoices to be presented for credit against rent of the arena. Colleen will begin a formalized agreement for the Committee and Board's approval for usage rent going forward. Discussion was also held on the placing of the storage container in the fair grounds. The container car is 8 ft by 40 ft and the Committee would like to have it placed along the southeast green fence just inside the rodeo arena fenced area. The gray storage building and white storage building will be removed. The storage in the best condition will be moved to the outside of the Rodeo Arena's north fence for use to store the Community Garden supplies. The Fair Board will also include a rent in the formalized agreement with the Committee for the storage unit. The Committee will also provide insurance for the storage unit. The formalized draft will be ready the June 5, Fair Board meeting.

**Minutes:** Dean moved to accept the minutes of April 7, Chris seconded the motion. The motion was passed by the members.

**Financials:** The April financials were reviewed. Colleen shared the changes to the budget that had been proposed. All contingency funds requested were removed from the budget, however, the County Commissioners pledged the sale funds that will be received from the lot located on Walnut and D Street will be allocated to the Fair Board. The lot is currently listed with Mary Jo Grove, and we have not received any offers to date. Chris motioned to accept the financials; the motion was seconded by Mark and passed by members.

**Old Business:**

**Grant Process:** Ann was not present to report on grants in process. Colleen reported that the TRTC did grant us \$3000 for our marketing brochure and enhancement of our website. Northwest Farm Credit has also granted us \$2500 for our West Entrance Project.

**Community Garden:** Colleen reported that the Community Garden is progressing. The area has been tilled up. The first work parties to install the raised beds will be May 11 and 12 from 5:30 to 7:30. The goal is to also begin part of the fencing. The fence will be using up our hog panels in the rodeo grounds and green fence post. It is more to show a barrier for individuals. Rob will be completing the installation of the water prior to the end of May. The City of Baker will be assisting with the cost of water to a maximum amount of \$250 for the season. The garden will begin with 10 beds and 1 bed for handicap.

**Marketing Plan Progress:** Funds have been allocated from the TRTC in the amount of \$3000 to use toward the brochures and web page enhancement. Colleen has been purchasing leads from "Eventective". The leads have a charge of \$5 to \$2.50 a piece. Colleen reported that she has purchased 4 and have secured three receptions from the leads. One of the needs for many of the leads is for wireless internet service in the event center. Bill Lee is working on providing this. There is also a need for a PA system. Chris Dunn stated that he had a wireless router that he would bring us to use to assist with this project.

**Tulip Insurance:** Colleen reported on the two questions the Board had from the April 7, Board meeting. Colleen reported that the premium is an annual premium of \$2000, if it is not totally used, then the remaining portion of the premium is forfeited. A sample of a premium cost that would need to be passed on to the renter would be \$100 for a wedding or \$175 for the 4-H Wacky Ribbon Show. After discussion, the Dean moved that we purchase the Tulip Insurance to start at the beginning of our fiscal year July 1<sup>st</sup>; Chris seconded the motion and the motion passed by the members.

**New Business:**

**2010 Fair Preparations:** Colleen and Angie reported on the current fair preparations. The sponsor and vendor letters have been mailed out. Thus far we have received \$6,852. In sponsor dollars, a pledge amount of \$1,503. We have a Kettle Korn Vendor and Quality Concessions thus far in addition to the 4-

H food booth. We have 5 committed civic vendors for activities. Trail Tenders, Rotary, Baker County Hunter Education, Elkhorn Archers and Shriner 's. The entertainment is being arranged by Cherie again this year and we have added a Talent Contest on Wednesday evening in conjunction with the State Fair Talent Show. The Fair buttons have been ordered and the Premium Book is being worked on. Colleen presented the idea of a belt buckle for the Pee Wee Showmanship. Colleen will try to get a sponsor for the buckle awards. They will cost \$520 for 50 buckles. Discussion was also held on the Small Animal Tent and possible future plans to change it. It is a large expense currently with the cost of \$2000 for Central Tent to bring in the tent, setup and teardown.

**Annual Review:** Ron reported that he and Dean had completed Colleen's annual review with successful marks. Ron requested that Colleen receive the budgeted 2% raise. Colleen is currently at the top of her pay scale and a larger amount is not available. Colleen requested that the raise be withheld and added to other areas of the budget. The Board did not agree.

**Next Meeting Date:** June 2, 2010 – 6 PM – meeting room of the Event Center

Mark moved that the meeting be adjourned and Dean seconded the motion. The Board passed the motion. The meeting was adjourned at 8:15 PM.

Respectively Submitted,

Colleen Taylor

Fair Grounds Manager