

MINUTES
BAKER COUNTY FAIR BOARD MEETING
OF SEPTEMBER 3, 2003

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

Members Not Present: none

Advisory Board Members Present: Nellie Forrester, Dave Noble (new appt.)

AB Members Not Present: Janice Cowan

Others in Attendance: Andi Sexton (staff), Paul Grove (staff), Donna Lowry, Jim Van Duyn

The meeting was called to order by Chair Ron Rowan at 7:05 p.m. Mark Johnson, new Fair Board Member, and Dave Noble, new advisory board member were introduced.

Approval of Minutes: A motion was made by Dean and 2nd by Rob to approve the minutes as edited (spelling of Shella DelCurto). Motion passed.

Community Center Update: Jim Van Duyn thanked the board for a great 2003 fair. For the update, Jim said Mark Johnson has agreed to put some costs together, and Mark would like a copy of Tom Hanley's report. The BCU Economic Development committee met 9/2 and is supportive of the CC renovation; yet see the need for a kitchen. Fred Warner has said if the community is supportive then the project is do-able. Data is needed for a Community Development grant. Bob Borgen has gotten 'the high sign' form the USFS for wood siding (instead of using metal). Lions Club would like to raise money for a reader board for event announcements. Timeline: Jim needs to talk to Jennifer Watkins regarding a Community Development grant. **Next Step:** Winter conditions: recommend preserving the building for 2 more winters – the east end needs to be cleaned up and sheet to stabilize and secure for winter. Mark Johnson recommends prepping the building for 2 winters, and est. needing \$500 in materials (vertical plywood & flashing). Cats also need to be totally out of the crawl space (someone has removed boarding). Labor: Need a 10' swath along east side (scissor lift to be donated). In entirety, should take 2 days of work to complete. Mark Johnson is interested in the project. **Dean made the motion and Bob 2nd for Jim to go forward on getting donations for preserving the building for winter conditions, and that he is to report at the October meeting. Motion carried.** Jim asked who is the single point of contact? Board told him Andi will be the contact. The board also reminded Jim that the criteria for Fair Board endorsement is that the total costs are presented, as well as the funding sources and maintenance sources. Jim said he is waiting on BTU calcs from OTEC as part of the operating costs. Timeline: Give until this time next summer:? For Final Decision board must have: estimates, costs, and secured funding from at least 2 sources. Ron also told Jim that the board needs to know how long the project is going to take, what the cost will be (the project appears to be out 2-3 years); and how much money it will take to operate. Jim said he would have the conceptual design in 3 months as well as costs. At the end of 2003 he would have the drawing finalized, in

March 2004 the cost and performance, and end of 2004 funding in place. **Ron Rown is to send a letter to Jim and Ron Brinton with details lined out and cutoff date.**

Convection Oven Discussion: We are to look into a new or used Convection oven. Mark Johnson will provide assistance. Estimate \$1200 in costs.

Financial Reports:

After reviewing the Accounts Receivable the board agreed to increase the current usage fee by the Baker Valley Church of Christ to \$60 per use, as with other renters. Andi is to send a letter to the Church, with the effective increase of October 1st. Dean made the motion and Rob 2nd to approve the A/P for July, A/P for August, A/P for Sept, and A/R for August. Motion passed.

Correspondence:

Regarding Trails West bill: Andi shared her confusion regarding a bill from Trails West that has 'Contractors Bond' on the invoice, yet when she called to get more info, it is for bonding directors. Andi asked for supportive documentation, and was sent a very outdated listing of board members. Andi is to check with Robin at the commissioners office to see if the County is bonded through a particular agency and if Fair Board members can be covered as well.

Old Business:

Facilities: Rob has received bid information regarding the Hog Barn cement project. One quote from a guy Boise is 3-5K to planer and seal the cement. Discussion changed to need to disinfect pens. Sore mouth was found in sheep at the Halfway Fair, and speculate that the same animals were at our fair. For next year, pens should be disinfected before and after fair. Also, board recommends having Vet Checks. We would like vet checks of animals 10 days before animals come to the fair. Andi is to call the Oregon Fairs Association for more information. Nellie will call Halfway contacts to delay delivery of the borrowed pens, and to see if the pens have been disinfected (confirmed that evening: all pens disinfected).

Fair: We would like to get a small animal tent/pavilion. Dean will look into a 2,500 sq. foot tent - perhaps used.

Extension Building: Roof project. Rob will follow-up on the need for getting the roof sealed. Deadline is by next meeting to have it fixed.

New Business:

Tiny Jones resigned in August. Dave Noble has taken his place.

FAIR: Dave Noble shared the concept of 'FAIR' – Friends of Ag Industry Recreation - a nonprofit organization that he has organized for two other entities, and that can accept grant dollars so public monies are not used. The group is made up of volunteers independent of the Fair Board, but act as a subcommittee. They have info booth at Fairs, have FAIR ambassadors; encourage organizations and businesses to become members – donations of 5-6 thousand dollars. Dave said one of the FAIR groups he was with built stages, fencing, corrals, and is a 501c(3). In most cases an attorney puts

together the paperwork for a 501c(3). We will add the formation of a local FAIR to our business plan.

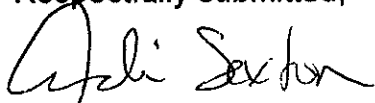
Oktoberfest: Committee will be Mark/Ron/Dean. Mark Johnson will assist Ron and Dean with the straw bale maze. Tyler Brown was concerned about heat. If heat is needed, we will get a backup system. The building is insulated to 55-60 degrees. As part of the capital improvements we will be installing fans to circulate air. The sand area should be disinfected. K-2 school classes will have field trips to the Pumpkin Patch on Oct. 23 & 24. Public event is on October 25 – includes straw bale maze, pumpkin patch, craft and food vendors. Public will pay \$1.00 entry fee, and pumpkins sold by pound. Andi is to find certified scale. Albertson's pumpkins are being sold for 25 cents a pound. Pumpkins get delivered on Oct. 22nd. Final 'count' due Oct. 1 to local grower.

Halfway Fair Report: Nellie reported that 286 livestock were entered, 160 exhibitors and 100 market animals. 2000 buttons were sold. Nellie also reported that she is retiring and the 2003 fair is her last!

Manager's Goals: Andi shared the 'condition' of the office books, and her goal of revamping the office admin procedures (Quickbooks was only used sporadically – the Pioneer Bank Account is not tracked, invoices from 2 years ago are still in the system as not paid, etc.). Business Plan is due 10/31. Andi is to have draft at next meeting. Database design: Andi is working with County Technology Dept. on a events/rental tracking database that can be used online, and that merges with accounting & calendar system. Audit information is due to auditor – Andi is working on.

Meeting adjourned at 9:45 p.m. by Chair Ron Rowan.

Respectfully submitted,



Andi Sexton, Fair Manager