

**BAKER COUNTY
FAIR BOARD MEETING
September 5, 2001**

Attendees:

Chuck Buchanan
Bonnie White
Nellie Forrester
Janice Cowan
Mark Bennett
Paul Grove
Katie Stephens

Curtis Jacobs
Dean Defrees
Allen Hack
Wayne Lewis
Howard Britton
Allen Stephens
Jennifer Stephens

John Leonard
Robert Borgen
Rob Ellingson
Jay Carr
Sue Forrester
Rhonda Stephens

The meeting was called to order at 7:08 p.m. by Curtis Jacobs. Curtis introduced our new fair board member, Dean Defrees. Dean was appointed to complete Fred Cockram's term by the County Commissioners today.

The minutes of the regular July 11, 2001 meeting were presented, Rob moved, Chuck seconded that the minutes be approved, passed unanimously. Minutes of 2 special meetings in August are still out and not yet approved or received for Fair Office Minutes Binder.

2002 Fair Dates were discussed with options being the first full week of August but conflicting with the Shrine Football Game Event. Wayne Lewis commented that 2002 would be their 50th Anniversary, therefore extra festivities would be planned. After more discussion the agreed upon dates would be **July 31, 2002 through August 3, 2002 (Wednesday through Saturday)** with the horse shows being held on July 26, 27 & 28, 2002. Nellie moved, Dean seconded these dates be approved, motion passed unanimously.

Allen moved, Chuck seconded that Mike Cook with Eagle Cap Nursery will take the 2 trees back for winter care, he will pick them up.

Fair funding from the State of Oregon will be more regulated with specific requirements mandatory. All county fairs will have to submit their business plan, detailed budget, proof of liability insurance, open meeting laws, etc. in order to receive this funding.

Bonnie presented her 2001 Fair Critique Report with copies given to each board member. Brief discussion took place with comments for 2002. Other comments about the Fair included as follows; John commented that the Elks had asked if the Demolition Derby people were charged for their event, Bonnie responded and explained that her goal for the 2001 Fair was to bring in as much entertainment, activities and community involvement as possible and not assume major risks, therefore the Thunder Mnt. Sports Club abided by this as it was a "trial run" and they assumed all liability, costs, advertising, prize money, admissions, etc. In the future it will however be re-negotiated as it would be a good income source for the Fair. A Market Livestock Sale report was presented with numbers being up slightly and total dollar amount down from 2000. They discussed the yield grade pay rate for the beef and agreed with the program. Admission gates is one area that needs to be re-organized for 2002, we need to be consistent in charging at the gate, possibly look to the service clubs for additional man-power, etc. Attendance also needs to be consistently counted and not just the adults or paid fair goers. Judge expense is one area that could possibly be re-organized, Bonnie will gather information from other fairs to compare. John would like to send the Master Gardeners a special thank-you for their work on the flowers at the Fairgrounds. Bonnie has already taken care of that.

Fairgrounds 2002 – There will be a “retreat” at the Sundridge on Tuesday, July 11, 2001 at 6:00 p.m. for the fair board and county commissioners to work on the new fairgrounds plan. This meeting will also address the time-line for demolition of the old buildings and construction of the Armory. Mark Bennett stated that there was a last minute appeal of our two conditional use permits filed this afternoon. The filer feels that there were some issues that were not adequately addressed. These include parking and the integration of the new Armory and fairgrounds. County counsel feels that the appeal will not do anything but continue to delay the projects. No one really knows how it is going to go but it does need to be taken seriously. John moved, Nellie seconded that we ask county staff to prepare a detailed response to the appeal of our conditional use permits, passed unanimously. Discussion took place about the Community Connections Bus Barn and relocating, etc. Rob moved, Dean seconded to send a letter to Mary Jo Carpenter at Community Connections stating a deadline date of November 1, 2001 for moving the bus barn.

Mark Bennett discussed dismantling buildings and would like to see that progress right away, even before all the permits are settled. He realized a motion had been passed by the fair board previously in which nothing would happen with the Armory until the fairgrounds plan was complete but with the weather as a major factor he would appreciate moving along with the dismantling phase as soon as possible. It is possible that the county road department could help with the beef barn and / or supervise the inmate crews dismantling the sheep and swine barns. They need to know as soon as possible, this will be further discussed next week at the September 11, 2001 special grounds meeting. Mark will assist with county counsel in completing the bid package for moving the community center. Howard Britton presented the appraisals on the Muncey property on Grove Street and would like the fair board to help purchase the property. The lot is 100' x 200' and will be planned for parking, value of the house is \$65,000.00 but could be purchased for \$61,500.00. This will be decided on at a later date.

Dean stated that Fred's position on the Armory Siting Committee was open and he would like to see another member from the fair board in that position.

Dean also commented on the Leo Adler Grant applications, deadline for all applications is September 7, 2001, this Friday. Brian has sent in an application for funding on behalf of the Fair Board.

Rob nominated Dean to be Vice Chairman of the fair board, Allen seconded, passed unanimously.

Howard stated the new fiscal year budget was in place but we were high in some areas, he would like the fair board and staff to meet with Patrick Smith to discuss these items and to fully understand the process. Comments were made about Bonnie's hours and overtime; Nellie stated we didn't have funds to pay for the overtime or benefits and explained how Annette used to turn in her hours. Howard would like to hold a special budget meeting at 6 p.m. at the next regular board meeting (October 3, 2001) with Patrick Smith attending.

Signature card for Pioneer Bank was presented to update current members. John and Curtis explained some of the Banks policies & procedures, only one signature is recognized on checks and how a board member could go in for a loan against this account, etc. Nellie moved, John seconded that two (2) signatures be required on all checks from the fair office, passed unanimously.

Jay asked about having a key to the fair office, stating they used to but the lock has been changed. Bonnie explained the reason being, things had been taken out of the fair office without her nor Paul knowing about it. Bonnie feels responsible for the office and it's belongings. Rob stated that he was on several boards and did not hold keys to their offices and saw no reason for anyone but Bonnie,

Paul and the Extension Office to have keys to the fair office. The Extension Office will have one key with agreement that no other keys made. Curtis gave Bonnie one key he had.

Wayne Lewis presented a check for \$1,100.14 to the Fair for it's building fund from the Spring Fever Celebration last May. The fair board graciously accepted his donation and thanked him.

Comments were made about the extension building and the New Directions Northwest tenants. Discussion took place that at the time NDNW became a renter the fair board needed more income and that fit the bill.

John stated that we do not have job descriptions for Bonnie or Paul and felt we needed some guidelines regarding their duties. Once again, Bonnie's hours were discussed and John said many fair managers were salaried and not hourly. Bonnie gave each board member a copy of the Jefferson County Fair Policy Manual, stating that she has seen quite a few and this seemed to be the most thorough but straightforward formatted manual. It also includes the needed policies for the fair in general and guidelines for board members as well. Rob suggested we form a committee of 3 to work on the policy manual and job descriptions.

Nellie's daughter, Sue Forrester offered to print out a letter to Community Connections about the moving of the bus barn on her lap-top computer, Bonnie stated she felt it should come from the fair office on fair letterhead so there was a record of correspondence. Nellie proceeded with the letterhead and printed out the letter, Curtis signed it and Nellie will mail it.

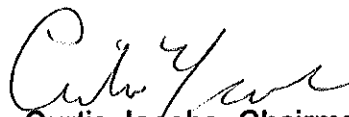
The meeting was adjourned at 9:10 p.m., next meeting will be Wednesday, October 3, 2001.

Submitted by:



Chuck Buchanan, Secretary
Baker County Fair Board

Approved by:



Curtis Jacobs, Chairman
Baker County Fair Board