



## Board Meeting Minutes

December 6, 2022

### **BOARD MEMBERS PRESENT**

Mike Autio, Chair

Kallie Linder, Vice Chair

Jack Ficken

Brittany Israel

Matt Bellingham

Jason Brim – Interim Manager

**Call to Order** at 5:30 by Mike Autio.

**Roll Call** – all board members in attendance.

**Consideration of past minutes from November 1, 2022 meeting** - Kallie Linder makes motion to approve with second from Jack Ficken. All in favor of accepting as written.

**Public Comment** –None at this time.

### **Business Items - 4H MOU – (Memorandum OF Understanding) with Clatsop County Fair Board.**

Sandra Carlson with OSU Extension has made some proposed changes to the MOU. The MOU from 2010 has fees for the 4-H association was to pay for the facilities for use other than fair. Under this amended MOU there would be no fees to the 4-H association for additional use, with the provision that if we no longer have a bond levy then the 4-H MOU would be readdressed.

Jack Ficken makes motion to approve the revision of 4-H MOU with second from Kallie Linder.

Board Chair Mike Autio request discussion before approval. Jack Ficken questions if MOU contains wording to allow free fair admission to extension groups specifically the Master Gardeners as part of MOU agreement.

- Page 3 under “Other Responsibilities” reads “While Extension staff and volunteers with official responsibility at the Fairgrounds events shall be provided admission and access at no charge, no special admission or parking privileges shall be given to any persons, including family members and friends not exhibiting or participating in the Extension activity.”

Board Chair Mike Autio puts the Revised Memorandum Of Understanding between the 4-H association, the Extension district and the Clatsop County Fair Board up for vote. The new agreement passes unanimous with all board members in favor.

**Fairground Camping Policy** - The interim manager Jason Brim is proposing assigned places for campers. Creating a map for the campground with campers to check in with office or camp host before parking. Thus, creating a system where we know who is camped at specific locations. The list of rules for campground has wording that includes the 4-H association specifically as the users of the campground. Removal of 4-H wording from document. Discussion of no drinking in campground wording on the document. The lack of camp host and lack of capacity in the campground created problems for campers. Kallie Linder request the layout of the map allow for group camping. Discussion on the camping rules and amendments to policy. Wording to state campground use is for exhibitors of fair only. Removal of gate rules on entry or exit. Request of unique entry passes or wristband for entry into campground rather than hang tags. Rules will be amended and sent to board for final approval.

**Fair Board Applicants** – Three positions are open for applications with 5 applicants. Kallie Linder and Britney Israel have applications for renewal with Jack Ficken leaving his position at end of term on December 31, 2022. That leaves three applicants for open position. Mike Autio asks the board to send emails correspondence of selections to himself and fair manager.

**Concert Ticketing and Sponsorships** – Jason Brim reports that Sawyer Brown has accepted offer to perform at fair in 2023. Distribution volume and ticket prices to be determined at Concert Committee meeting following Fair board meeting. Amendments to sponsor packages will reduce the VIP parking. Jack Ficken comments on the meal tickets and meet and greet portion of sponsor packages.

**Fair Line-Up** - Jason Brim reports on the progress of fair entertainment line-up. Effort to establish budget for entertainment and provide major draw daily. Mike Autio suggests adding money to car show based on success of attraction. Britney Israel would like to see the Bighorn Bull Riding. Currently working on deal with carnival company and rodeo contractor.

**Managers Update** – Facility- Interim manager reports that three roofing companies have been out to facility to evaluate roof leaks in Arena and Exhibit hall. Dr. Roof and Weatherguard have provided bids for repair. Repair includes cleaning and removal of previous sealant to ridge cap and pipe flashings and panel termination ends. Then new sealant can be reapplied. The bid from Dr. Roof for arena comes in at \$9792. The exhibit hall repair estimation is \$8912. Total for of \$18,704. Weatherguard bid the exhibit hall at \$12,380 for same scope of work. Weatherguard only bid for one day of work on arena at \$3620. Estimate threes day to complete repair. Total bid is \$16,000. Northwest Roofing has yet to submit proposal.

The board had received a bid in the spring of 2022 for total roof replacement of the exhibit hall only at the cost of \$1.2 million. Both Dr. Roof and Weatherguard gave bids for new roof overlay system. This system leaves current roof on with installation of flute fillers, then adding coverboard and a membrane to protect roof. Matt Bellingham asks if there is a warranty on product. Brim states warranty is 20 years. The building would also be fit with new gutters as part of proposal. DR. Roof bid \$769,360 to install new roof system on exhibit hall and arena. Weatherguard proposal was \$805,000 for same scope of work.

Brim reports the clubhouse is missing a gutter on the south side causing potential water damage. Bids have been submitted by Dr. Roof and Frenches Gutter and Sheet Metal.

Work is set to begin on the kitchen hood suppression system next week.

**Current Events** Manager reports the Holiday Bazaar was a big success over the weekend with over 40 vendors on site to accommodate roughly 300-400 visitors. Clatsopalooza is a new event scheduled for new years eve. Public event with multiple bands performing live. The CMH food drive and Wishing tree foundation will be here this month to organize and distribute food and gifts to families in the community in need of assistance. The schedule for 2023 is filling up. Few dates remain available on the weekend from February to September.

**Financial statements** - Brim points out the increase in revenue from tax levy payments. Timber revenue also increased. Matt Bellingham questions the increase in fuel cost. The statement shows accounts for equipment and vehicles. Only one account is being charged. Consider combining two accounts. Jack Ficken also points out the increase in fuel cost. Mike Audio mentions the beginning balance on statement is counted as revenue budgeted and how this impacts the percent of revenue realized through the year. We show 48% revenue realized with major events already taking place.

**Round Table** - Kallie Linder questions if anyone has applied for the concession stand. Brim states no one has applied and the advertisement is running. She also comments on the changes to sponsor agreement and request expanding the sponsor package further. She recognizes Jack Ficken and thanks him for his service on the Fair Board.

**Britney Israel** – Comments on the current concert committee members and potential members. She also thanks Jack Ficken for his years of service to the Fair Board.

**Matthew Bellingham** –

**Jack Ficken** – Asks of the status of the Fair Manager position.

**Mike Audio** speaks of the hiring panel for Fair Manager to be himself and Kallie Linder. Mike states his intent to resign his position at the end of the year. Mike states the board is to submit their candidates for the open positions by email to himself and fair manager. At the January meeting the board is to hold elections of the members present.

**Adjournment of meeting at 6:22**

**Next Meeting is January 3, 2023**