



FAIR BOARD MEETING MINUTES

Tuesday, February 6, 2024

Clatsop County Fair & Expo (Exhibit Hall), 92937 Walluski Loop, Astoria, OR 97103

FAIR BOARD MEMBERS

Kallie Linder, Chair
Brittany Israel, Vice Chair
Matt Bellingham
Sarah Finn
Mallory Litehiser

WORK SESSION 5:00 PM

Fair Board Roles

Fairgrounds Manager, K.Sharpsteen: Fair Board Meeting Packet for Feb. 6, 2024 is following the Clatsop County format and may appear different. Fair Board discussed in previous meetings to have longer work sessions. The work session for Feb. 6, 2024 is one-hour vs 30 minutes. Fair Board given the opportunity to discuss Fair Board roles and the roles of the chair and vice chair. Fairgrounds Manager suggested to update the by-laws and pulled up the by-laws on the shared screen. Fair Board are involved with committees this year. Chair is to work with Fairgrounds Manager to create the Fair Board Meeting and Work Session agendas, facilitates meetings, and helps keeps the Fair Board informed. Fair Board added that the Chair acts as a liaison and "sets the tone" when communicating with other organizations and community groups.

2024 F&E Budget Development

Budget projections are due Feb. 16, 2024. The submission deadline for the budget requested is March 1, 2024. K. Sharpsteen to confirm when the current levy ends. Fair Board looked over and discussed Revenue and Expenditure Projections handouts. Brief discussion to hire or adjust staff schedules to work weekends during events to avoid overtime expenses or charge the events to pay for the staffing/temp hire(s), if needed.

K. Sharpsteen requested a date from the Fair Board to meet at the end of the month to go over what the actual budget request will be. Date proposed to meet is Feb. 27. K. Sharpsteen to look into adjusting the budget for advertising, training and education, Fair premiums, and separating concert entertainment from the Fair entertainment line item.

2024 Exhibitor Camping

K. Sharpsteen expressed the need to stress to Exhibitor campers that the camping deadline is a firm deadline. Exhibitor campers will need to pay the transient room tax. Wristbands were required in 2023 to access the camping area and security checked for wristbands. Fair Board suggested to not have security check for camping wristbands this year and instead continue to have someone at Gate 4 (camping access road) to check vehicles for camping passes. Only those with a camping pass can drive through the gate and drive into the camping area.

4-H Association side by side was driven into the camping area in the past, creating issues and causing others to ask to also have their side by side in the camping area. Fair Board stressed that the guidelines need to clearly state that side by sides are not permitted in the camping area and

the 4-H Association may park their approved side by side near the shop in the evening.
M. Bellingham volunteered to act as the Camp Host during the 2024 Fair.

Auction Time Input

Sandra Carlson, OSU 4-H Coordinator requested the Fair Board to provide input by Friday, Feb. 9 in favor of change or in support of the current auction time. Market Animal Auction took place at 2:00 p.m. in 2023. Fair Board discussed the timing of scheduling other events (and locations) after the auction – taking into consideration the loading of animals. Fair Board decided that each Fair Board member will send an email to K. Sharpsteen, Fairgrounds Manager. K. Sharpsteen will then compile the input received from each Fair Board member and will submit it by the deadline.

Lower Columbia Radio Control Society

The Lower Columbia Radio Control Society submitted payment for renewal of the agreement to continue to use the lower field of the property. K. Sharpsteen asked for input from the Fair Board regarding the “Letter of Agreement” signed by a former Fairgrounds Manager. An actual agreement needs to be reviewed by County Council and signed by the County Manager. Document states “This agreement is yearly and renews each January. It can be canceled or renegotiated at that time with 30-day notice.” K. Sharpsteen to give the organization 30-day notice and the agreement will be renegotiated. K. Linder added that the shape of the area used by the organization should be a rectangle for field mowing purposes.

Work Session Adjournment at 6:09 pm

FAIR BOARD MEETING 6:00 PM

Call to Order

Meeting called to order at @ 6:09 pm by Chair, Kallie Linder.

Roll Call

All board members in present.

Designation of Chair and Vice Chair

Matt Bellingham and Sarah Finn were reappointed to the Fair Board in January 2024 by the County Commission.

Motion to nominate Matt Bellingham as Fair Board Chair (B. Israel). Second (S. Finn).

Matt Bellingham accepted nomination. All in favor. Motion carried. Matt Bellingham is elected Fair Board Chair.

Motion to nominate Sarah Finn as Fair Board Vice Chair (M. Bellingham). Second (K. Linder).

Sarah Finn accepted nomination. All in favor. Motion carried. Sarah Finn is elected Fair Board Vice Chair.

Agenda Approval

Motion (K. Linder) to approve February 6, 2024 agenda. Second (S.Finn). Motion carried.

Agenda approved.

Public Comment

No public comment.

Consent Calendar

Motion (K. Linder) to approve January 2, 2024 Fair Board Meeting Minutes. Second (B. Israel).
Motion carried. Minutes approved.

Board Member/Committee Reports

K. Linder and S. Finn - Met with K. Sharpsteen. Working on getting local entertainers and reached out to Seth Howard, Magician to do roaming magic and teach classes during Fair. Getting pricing. Suggested partnering with the Clatsop County Food Bank and offer a food drive on the Tuesday of Fair and also partnering with the Wildlife Center and ask Fair patrons to bring in supplies. Fair patrons to receive an admissions discount if they bring in food/supplies to donate to these organizations. Buck Trout Fair Ambassador (contractor).
Sheep wrangling.
K. Sharpsteen spoke with a motorsport BMX company.

M. Bellingham and B. Israel – Review of proposed Fair handicapped parking map. People Mover and mini bus drop-off at top of Main Gate entrance with approx. 16 spots. Approx. 10 handicapped spots by horse arena (intended for individuals to park before hours and who are staying onsite all day). Additional handicapped parking area at the base of the pedestrian bridge.
Suggested more signage on the property.

K. Linder suggested to announce before the Fair that if retirement centers want to bring a bus load of people to Fair need to pre-arrange the drop-off in advance to Fair so that security can be informed ahead of time.
K. Sharpsteen mentioned that Astoria School District handicapped accessible van is available to operate during Fair. Waiting on estimated price. Add an “Accessibility” tab on the Fair website.
Waiting to hear back from Romeo Entertainment re: Fair concert act.
An RFP is out for security and K. Sharpsteen sent the RFP to several security companies. The deadline is Feb. 14.

B. Israel – Wants to meet with 4-H, Friends of the Fair, OET for the March Board Meeting to talk about horse stalls.
Looking at May 10 or 11 to bring in a tribute band in the Indoor Arena while the floor is down.

Manager’s Report

- Meeting with Katrina and Colleen Robert (Linn County & Lincoln County Community Competitions) to talk about using ShoWorks and support during the 2024 Fair Community Competitions.
- Would like to get committee monthly meetings on the schedule to get the volunteers engaged.
- OFEA (Oregon Festivals & Events) Annual Conference is the end of the month in Seaside.
- Ethics training is the end of the month (Feb. 28).

Business Agenda

Use of General Entertainment funds:

Tribute band budget is around \$10,000. Ideal stage size for bands is 24’x16’ (the current stage is 24’x12’). K. Sharpsteen suggested to purchase 3 sections to extend the stage.

Would like to have a Mud Bog event before Crab, Seafood & Wine Festival.

Motion (B. Israel) to use the General Entertainment funds to move forward with scheduling a tribute band and mud bogs and to purchase additional sections of stage. Second (M. Litehiser).
Motion carried.

Financial Report

- Future Financial Reports will include up to the month prior that is fully completed due to Fair Board meetings taking place early in the month and the Fair Board meeting packet getting prepared in the month prior before the month is even completed.
- January Financials were looked over during the work session 2024 F&E Budget Development.

Good of the Order

- K. Linder: Asked for status update of MOUs for 4-H and FFA and would like to get them wrapped-up. K. Sharpsteen provided an update and said FFA would like to add another event and needs talk with FFA to clarify their needs. OSU MOU was provided to Fair Board for input/suggestions. Need to make it clear in the MOU the type of value they are getting as part of telling the Fair & Expo story and what we are doing for the community.
- K. Linder: Voiced that FFA Banquet (nonpaying event) should not have been bumped to the Indoor Arena due to another event (paying event). The FFA event will need: heat, projection, music, tables, chairs, and the stage. K. Linder referred to an email from Tess (FFA) and would like for these things to be taken care of.
- M. Bellingham: Thanked K. Linder for being Fair Board Chair this past year.

Adjournment at 6:45 pm

Approved By: _____

