

FAIR BOARD REGULAR MEETING
 May 3rd, 2018
 Lane Events Center, Meeting Room #2, 7:30 am

Thwing	Harris	Cosio	Deedon	Speer
Present	Present	Present	Present	Present

Others Present:

Corey Buller – Division Manager/Fair Director, Lane Events Center

Rachel Bivens – Marketing Manager/Assistant Fair Manager, Lane Events Center

Layne Pendleton – Office Assistant, Lane Events Center

1. ITEMS FROM THE COMMUNITY:

None

2. ANNOUNCEMENTS:

Staff announced they hired a new Events Coordinator, Jennifer O'Rourke. Jennifer will be focusing on Fair duties and will move into the Fair Coordinator position after the 2018 Fair. Emily Bol, Events Coordinator and current Fair Coordinator, will move into a newly created sales-oriented position after the 2018 Fair, but will remain a resource for Exhibits moving forward.

ACTIONS/DIRECTIONS:

None.

3. APPROVAL OF MINUTES – April 5th 2018

MOTION: Randy Thwing		COMMENTS: Randy Thwing moved to approve the April 5 th minutes as written. Brett Deedon seconds. No discussion. All in favor.
SECOND: Brett Deedon		
VOTE		
Name	Vote	
Randy Thwing	Yes	
Jack Harris	Yes	
Sascha Cosio	Yes	
Brett Deedon	Yes	
René Speer	Yes	

4. TICKET SALES UPDATE:

2018 Fair concert tickets opened for online sale on Tuesday, May 1. About 500 tickets sold in the first day; this figure includes a short presale that occurred for Melissa Etheridge Fan Club members. Staff informed board this is the highest first-day sales in the last three years. Staff attributes part of this success to the new ad agency who has been working diligently to promote the Fair. The only other difference is that staff trickled out performer announcements instead of announcing all five acts at once. Short discussion surrounding concert tickets, past trends with sales, and VIP tents.

ACTIONS/DIRECTIONS:

None.

5. MOU 4-H / LIVESTOCK ASSOCIATION:

Staff passed out the updated 4-H Memorandum of Understanding (MOU) to board and explained the edits/changes from the previous version emailed prior to the meeting. Board asked questions regarding veterinarian services available during Weigh-In and Fair. Staff explained some veterinarian information will not be in the MOU, but in a separate contract. Board asked questions regarding FFA involvement and who they will fall under during the Fair. Staff informed board FFA is currently operating under 4-H; should FFA not end up rolling under 4-H, they will become part of Open Show this year.

ACTIONS/DIRECTIONS:

Staff will email board with updates regarding veterinarian services and FFA involvement.

6. CONTRACTS UPDATE:

Staff provided board with a snapshot of current contracts:

- Lane Events Center is in year two of three with the alcohol beverage provider, Oregon Beverage Services.
- Lane County Fair is in year two of three with the carnival provider, Funtastic
- Lane County Fair is in year three of three for the security provider, District Security. After Fair, staff will go out to bid for this service.
- The contract with Bigfoot Beverages, Lane Events Center's nonalcoholic, carbonated and non-carbonated, beverage provider, expires this year. Staff is currently working on the RFQ for this.
- After the 2018 Fair, staff will work on getting an equipment provider on contract for Fairs 2019-2021.
- Staff is currently working on a year-round landscaping contract.

ACTION/DIRECTION:

None

7. **PROJECTS UPDATE:**

Staff informed board about the upcoming projects at the Lane Events Center:

- The parking lot, specifically the areas near the tap house beer tent and the carnival area, is going to receive a four-inch overlay to fix some of the potholes; this work is going to be provided by Public Works Road Maintenance.
- Public Works is going to restripe the parking lot this fall.
- Expo Hall #2 roof is currently being repaired.
- Carpet in the Gleason Atrium and two of the Meeting Rooms is being replaced before Fair.
- The windows on the west side of the Gleason Atrium will receive tinting.
- Blinds in all of the Meeting Rooms will be replaced to blackout roller shades.
- The overhead powerlines that provide electricity to the Wheeler Pavilion are being moved underground.
- Power has been added to camping areas and the east side of the stalls for the Fair.

ACTION/DIRECTION:

Staff will update board as new projects occur.

8. **DATE CONFLICT:**

Staff informed board they received word that the 2018 Fair dates overlap with Bohemia Mining Days (BMD); staff reached out to the BMD coordinator after hearing about this. The 2019 Fair dates will not overlap with BMD and there is discussion about working together in the coming years. Staff also informed board that the 2018 Fair dates overlap with Relay for Life.

9. **OTHER:**

- a. Staff reminded board that signups for awards will happen at the next Fair Board Meeting.
- b. Short discussion surrounding the future of a Public Works grant writer and county funds.

Meeting adjourned.

X_____

Jack Harris, President

MINUTES ARE DRAFT AND SUBJECT TO CHANGE UNTIL APPROVED BY THE FAIR BOARD AT THE NEXT REGULAR SCHEDULED MEETING