

FAIR BOARD MEETING
October 3, 2024
Meeting Room 2, 7:30 a.m.

Speer	Moulton	Voorhees	Cunningham	Webber	Crofoot
Present	Present	Present	Present	Present	Present

Others Present:

Corey Buller – Fair Manager/Division Manager, Lane Events Center
 Kelly Mason – Sales & Events Supervisor, Lane Events Center
 Becky Kirsch – Office Assistant, Lane Events Center
 Jeff True – Sales Associate, Lane Events Center
 Erik Elfstrom – Operations Supervisor, Lane Events Center
 Elizabeth Gangwer – Program Coordinator, OSU Extension Office

1. ITEMS FROM THE COMMUNITY

None

2. ANNOUNCEMENTS

- a) Corey spoke about the staff going to the Oregon Fairs Association convention in Redmond this month. He sent the program & schedule to the Fair Board for everyone to look at. He feels they are putting on a good program and recommends discussing it together during the budget season with the hopes of the Fair Board attending future conventions.

3. APPROVAL OF MINUTES: September 5, 2024 – ACTION ITEM

MOTION: Sid Voorhees		COMMENTS: Sid Voorhees motioned to approve the September 5, 2024, minutes as written. Wendee Crofoot seconds. No discussion. All in favor.
SECOND: Wendee Crofoot		
VOTE		
Name	Vote	
Wendee Crofoot	Yes	
Richard Cunningham	Yes	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

4. FAIR REPORT REVIEW

Kelly presented the Fair report. It is still in draft form as numbers & information continues to change. Numbers have been slow to come in for expenses, but we hope to have it finished by late November. Kelly said there is 5 years of data in this report so that board members can see trends over time. She talked about partnering with Bloodworks NW in doing the Pint-for-a-Pass program. Fair patrons who wanted to donate blood received a pass to get into the Fair free. There were 2,663 donors in 2024 with a total of 1,928 whole units of blood donated.

5. **FINANCIAL REVIEW**

Corey presented numbers from the financial report as of September 28, 2024:

1) **Revenue** - Budget \$1,706,352

- Currently we are at \$1,713,613.90 which is over budget on revenue, but we did receive a \$90,000 one-time payment from the State of Oregon to be used in any way. There is still a little revenue outstanding, \$53,167 from the State in the form of the annual payment to all County Fairs along with a little in sponsorships.

Estimated Total Revenue - \$1,769,505

2) **Expenses** - Budget \$1,453,473

This ended up lower than what it should have been because we budgeted back in January and February before we knew many additional costs or how much the cost of goods and services was rising.

Public Safety went up across the board due to many factors including increased cost for services along with adding protocols and procedures that required additional costs.

- Security (T-shirt) 2023 - \$117,603 2024 - \$169,567
- Insurance 2023 - \$49,650 2024 - \$103,394
- Fire Permit 2023 - \$240 2024 - \$1,715
- Tent Costs 2023 - \$75,447 2024 - \$79,451
- EPD 2023 - \$17,969 2024 - \$118,622 (*current invoice*)
- Sheriff's Office 2023 - \$7,250 2024 - \$16,890
- Port-a-Potties 2023 - \$15,653 2024 - \$19,025
- Security Screening 2023 (not used) 2024 - \$20,350

Estimated Total Expenses - \$1,685,974

Estimated Net - \$83,531 (this includes the \$90,000 one-time money from State)

6. **MASTER PLAN UPDATE/PROJECTS UPDATE**

Corey spoke about the current projects. The Wheeler Pavilion is in the early stages of getting HVAC installed. We are exploring options to add a heat pump/cooling unit. Better summer cooling and heating in the winter. Currently it has no cooling options, and the heat is provided by an old boiler & controls which is not very efficient.

We are also exploring some options to improve areas in the Convention Center such as the flooring in the lobby, improving the wayfinding & marketing areas by replacing old backlit signs with digital signs, exploring seating improvements for concession stands and new paint.

Corey talked about starting the next phase of master planning with a focus on Community Engagement and Visioning for the future. There is a new contract that is about to go through the system for Consor Consulting. Staff feel good about partnering with them as they have worked with some good companies in the past. Corey will have more details soon and anticipates the opportunity for all board members to be engaged. There will most likely be a spot on the steering committee for the President of the Board.

7. **NOVEMBER MEETING CONFLICT**

Corey let the Board know that he has a Public Works leadership retreat November 6-8. He asked to either cancel the November meeting or move it to another date. The Board chose to keep it on the scheduled date of November 7th.

8. **RETREAT PLANNING**

Corey spoke about an opportunity with Consor Consulting facilitating the retreat. They have agreed and will send Corey information and costs soon. Corey said we will be looking at a timeframe of 2-3 hours for the retreat. There will be a self-assessment or brief survey sent to each member ahead of time so that Consor can gather information before the retreat. Discussions at the retreat will include our mission and what we envision for the Fair moving forward.

9. **MOTION TO ADJOURN:** Motion to adjourn.

MOTION: Sid Voorhees		COMMENTS: Sid Voorhees motions to adjourn the meeting at 8:30 a.m. Richard Cunningham seconds. No discussion. All in favor.
SECOND: Richard Cunningham		
VOTE		
Name	Vote	
Wendee Crofoot	Yes	
Richard Cunningham	Yes	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

Meeting adjourned.

X _____
Bruce Webber, President

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