

**FAIR BOARD MEETING**  
**November 7, 2024**  
**Meeting Room 2, 7:30 a.m.**

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

*Others Present:*

Kelly Mason – Sales & Events Supervisor, Lane Events Center  
 Becky Kirsch – Office Assistant, Lane Events Center  
 Jeff True – Sales Associate, Lane Events Center  
 Vicki Van Patten – Events Coordinator, Lane Events Center  
 Alyssa Loban – Events Coordinator, 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**

None.

**3. APPROVAL OF MINUTES: October 3, 2024 – ACTION ITEM**

<b>MOTION: René Speer</b>		<b>COMMENTS:</b> René Speer motioned to approve the October 3, 2024 minutes as written. Debra Moulton seconds. No discussion. All in favor.
<b>SECOND: Debra Moulton</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Absent	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

**4. FAIR REPORT REVIEW – ACTION ITEM - To finalize and send to BCC**

Kelly presented the final version of the Fair Report and said that adjustments have been made to expenses to reflect the estimated final numbers from the 2024 Fair. Our staff was successful in working with EPD to get the final invoice adjusted to reflect a number closer to the budget that was discussed prior to the beginning of the Fair. The invoice was originally \$118,622.35 and we were able to work with them to get it down to \$95,493 with a savings of \$23,128.78. Staff are happy that they were willing to work with us in bringing the total down. This brings the final estimate to:

Revenues - \$1,769,505  
 Expenses - \$1,662,846  
 Net - \$106,659 (this includes the \$90,000 grant) - without grant \$16,659

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to finalize the Fair Report as written (with minor typo corrections) and send it to the BCC. René Speer seconds. No discussion. All in favor.
<b>SECOND: Rene' Speer</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Absent	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

**5. OFA CONFERENCE REPORT BACK**

Kelly spoke about staff traveling to Redmond for the Oregon Fairs Association conference in October. It was a great experience for all that went. Staff attended different sessions each day, attended a rodeo and interacted with staff and fair board members from other Fairs all over Oregon. Sessions that staff attended included insurance, Blue Ribbon service, accessibility at Fairs and a dirt clinic.

**6. 2025 FAIR PLANNING UPDATE**

- a. Kelly talked about the staff starting to meet weekly for Fair planning. The Main Stage lineup is an area that is currently being worked on as well as a new seating map and stage setup for concerts. A couple of the artists have been confirmed already. We have several meetings scheduled and will be able to give more updates at the January meeting.
- b. Kelly mentioned the new software that we recently purchased the rights to use called Eventeny. This new software will allow us to streamline our processes and reduce the amount of manual entry needed in areas such as vendor applications and payments, camping, mapping, receiving insurance documents and more. A lot of information can be uploaded into this program which will save time and paper in the future. Kelly said we will start with a 1-year trial.
- c. Kelly discussed another program that staff are learning more about called Placer.ai. Our Fair has had a contract with them for the past couple of years and it was primarily used for tracking the number of patrons attending the Fair. Kelly said our staff learned from other attendees at the OFA Conference that there are more uses for this program that might be helpful to our Fair in areas such as Marketing and for Sponsorship strategies.

**7. 4H/FFA UPDATE**

Elizabeth Gangwer spoke about the grant they received. This grant will go towards a program that teaches life skills such as CPR, cooking & food preservation basics, self-defense, and several other skills within the nine sessions taught. A couple of areas that Elizabeth is starting to work on are updating the rules in their Fair Book, the schedules for Fair and the barn layouts. Elizabeth talked about volunteers and how they go through a yearly orientation and training process as it is a youth development program and a year-round commitment. Volunteers are there to be a positive mentor and guide for the youth.

**8. RETREAT PLANNING**

Kelly spoke about the Consor consultant, Jessica, who has been chosen to facilitate the Fair board retreat. She has provided dates that will work for her schedule in December. Kelly will create a Doodle poll for the Fair Board to choose a date that works best for them.

9. **DECEMBER MEETING – ACTION ITEM**

The proposal is to cancel the December meeting and instead have the retreat.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to skip the December meeting. René Speer seconds. No discussion. All in favor.
<b>SECOND: Rene’ Speer</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Absent	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

10. **2025 PROPOSED MEETING SCHEDULE – ACTION ITEM**

Kelly presented a list of the proposed 2025 Fair Board meeting dates and asked if staying on the first Thursday of every month is preferable. René Speer requested the meeting times are updated to a 9:00am end time.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to approve the 2025 meeting schedule as written. Debra Moulton seconds. No discussion. All in favor.
<b>SECOND: Debra Moulton</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Absent	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Absent	

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

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to adjourn the meeting at 8:29 a.m. René Speer seconds. No discussion. All in favor.
<b>SECOND: Rene’ Speer</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Absent	
Richard Cunningham	Absent	
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.**