



Minutes of the Oregon State Fair Council Regular Meeting

January 25, 2018

Oregon State Fair & Exposition Center – Floral Building

Audio Recorded: Yes

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- I. **Call to Order:** The meeting convened at 1:30 p.m. with Chair Jon Chandler presiding.
- II. **Roll Call:** The attendance, both in person and by phone, was recorded as shown below:
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| Present: | Non-Present: |
| Jon Chandler, Chair | Craig Smith, Council Member |
| Kevin Cameron, Vice Chair | Steve Powers, Advisory Council Member |
| Vicki Berger, Council Member | |
| Loyal Burns, Council Member | |
| Gene Derfler, Council Member | |
| Leah Perkins-Hagele, Council Member | |
| George Jennings, Council Member | |
| Austin McGuigan, Council Member | |
| Kerry Tymchuk, Council Member | |
| Sen. Arnie Roblan, Advisory Council Member | |
| Rep. Mike Nearman, Advisory Council Member | |
| Mike Paluszak, Director/CEO | |
- III. **Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.
- IV. **Presentations:** None
- V. **Approval of Minutes:** Chair Chandler asked if there were any changes or corrections to the minutes presented for approval. Hearing none, it was moved by Council Member McGuigan and seconded by Council Member Berger to approve the minutes as presented. The motion carried unanimously.
- VI. **Public Comment on Agenda Items:** None
- VII. **Council Chair's Report:** None
- VIII. **CEO's Report:** Mr. Paluszak wished everyone a Happy New Year. Mr. Paluszak reported that bond projects are on track and will be doing proposal solicitations in February and plan for work to begin in March with project completion anticipated by November-December.
- IX. **Information Items:**
- a. **State Fair Report:** Mr. Hillman introduced Kim Grewe-Powell, Director of Marketing and Eric Marcuse, Entertainment Coordinator for the Oregon State Fair. Mr. Hillman reported that there will be changes in the footprint for 2018 to enhance the guest experience including moving Kiddie Land, ADA parking in the Armory lot on the southwest side of L.B. Day Amphitheatre, and programming on the lawn on the west side of the Pavilion.
- X. **Action Items**
- a. **State Fair Council**
- i. **Preliminary Financial Statement 1/1/17-12/31/17:** Mr. Paluszak commented that the preliminary year-end financial report doesn't reflect all of the biennium funding from the state, our capital

investment for 2017, and other year-end adjustments. A final year-end financial statement will be available at the March Council meeting.

Information only, no action necessary or taken.

- ii. **2018 Council Committees:** Chair Chandler discussed Council Committees appointments and/or changes to those Committees. Chair Chandler recommended that the Collaboration Committee be eliminated since it has never met and staff is already engaged in those activities. If/when needed, a Task Force of Council Members could be formed at the request of staff.

A motion was made by Council Member McGuigan and seconded by Council Member Berger to eliminate the Collaboration Committee. The motion carried unanimously.

Chair Chandler recommended adding Council Member McGuigan to the Nominating Committee; and Council Members Berger and Burns to the Executive Committee.

A motion was made by Council Member Berger and seconded by Vice Chair Cameron to accept the following Committees for 2018:

Executive Committee

Jon Chandler (Chair)
Kevin Cameron (Vice-Chair)
Craig Smith (Past Chair)
Vicki Berger
Loyal Burns

Governmental Affairs Committee

Vicki Berger (Chair)
Jon Chandler
Gene Derfler
Kevin Cameron
Kerry Tymchuk
Sen. Roblan
Rep. Nearman

Nominating Committee

Gene Derfler (Chair)
George Jennings
Leah Perkins-Hagele
Austin McGuigan

The motion carried unanimously.

- iii. **Discussion and Action Regarding 2018 Operating Budget:** Mr. Paluszak explained that the revised budget reflects the biennium funding that we will receive this calendar year. Mr. Paluszak reports that the proposed 2018 operating budget is consistent with the strategic financial goals adopted by

Council with regard to contingency funds and minimum ending reserves. This operating budget does not include capital investments.

Following discussion, it was moved by Vice Chair Cameron and seconded by Council Member Berger to:

1. Approve a Calendar Year 2018 Operating Budget of:

Beginning Available Resources (Projected)	4,200,551
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Operating Budget:

2018 Operating Revenue	6,895,095
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2018 Operating Expenses	(7,485,095)
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Profit/Loss From Operations	(590,000)
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Contingency Budget

2018 Contingency Budget – General:	(250,000)
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2018 Contingency Budget – Program Investment/Enhancement – Fair:	(150,000)
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Total 2018 Contingency Budget	(400,000)
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Ending Available Resources: (Projected)	3,210,551
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<i>Minimum Available Resources</i>	<i>1,500,000</i>
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Ending Available Resources In Excess of Minimum (Projected)	1,710,551
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2. Authorize the CEO to conduct the activities of the Oregon State Fair & Exposition Center within the approved Operating Budget without further action by the Council, subject to approved delegated authority.

The motion carried unanimously.

3. It was moved by Council Member Berger and seconded by Council Member McGuigan to authorize the CEO to transfer of funds from the Contingency Budget to the Operating Budget as necessary.

The motion carried unanimously.

iv. Discussion and Action Regarding Director/CEO’s Delegated Authority:

Chair Chandler explained that this is the time of year that we are renewing and entering into a variety of contracts; some that will exceed the CEO’s delegated authority. Since the Council will only

meet every other month, the recommendation is to delegate contracting authority to the Director/CEO for entertainment contracts of up to \$150,000 per contract.

It was moved by Council Member McGuigan and seconded by Vice Chair Cameron to approve the delegated contracting authority to the Director/CEO for entertainment contracts not to exceed \$150,000. The motion carried unanimously.

b. Committee Reports and Action Thereon

- i. **Executive Committee:** Chair Chandler reported that the Executive Committee will be performing the CEO's performance evaluation and review in the near future.
- ii. **Governmental Affairs Committee:** Council Member Berger reported that Senate Bill 1501 regarding the Council Members' staggered terms has moved on to the Senate Committee on General Government and Accountability for approval.
- iii. **Nominating Committee:** No Report

XI. Public Comments on Non-Agenda items: None

XII. Council Members' Comments: Council Member Derfler asked if the fair has a plan for the future of where the fair be five years from now. Mr. Paluszak indicated that long-range planning is a high priority now that the mandate to be profitable three out of every five years has been initially met, which until now has been our priority.

XIV. Adjourn: There being no further business the meeting was adjourned.

Meeting Materials:

Agenda

Preliminary Financial Statement 1/1/17 – 12/31/17

2018 Operating Budget

Senate Bill 1501