



Minutes of the Oregon State Fair Council Regular Meeting

February 18, 2016

Oregon State Fair & Exposition Center – Cascade Hall-McKenzie Room

Audio Recorded: Yes

I. Call to Order: The meeting convened at 3:00 p.m. with Chair Craig Smith presiding.

II. Roll Call: The attendance, both in person and by phone, was recorded as shown below:

Present:

Craig Smith, Chair
Jon Chandler, Vice Chair
Vicki Berger, Council Member
Loyal Burns, Council Member
Kevin Cameron, Council Member
Gene Derfler, Council Member
George Jennings, Council Member
Austin McGuigan, Council Member
Leah Perkins-Hagele, Council Member
Anna Peterson, Council Member
Mike Paluszak, CEO

Non-Present:

Kerry Tymchuk, Council Member
Sen. Arnie Roblan, Advisory Council Member
Rep. Mike Nearman, Advisory Council Member
Steve Powers, Advisory Council Member

III. Pledge of Allegiance: The Pledge of Allegiance was made by all parties present.

IV. Presentations: None

V. Approval of Minutes: Chair Smith asked if there were any changes or corrections to the minutes presented for approval. Hearing none, the Full Council Meeting Minutes of 1/21/16 were unanimously approved as presented.

VI. Public Comment on Agenda Items: None

VII. Council Chair's Report:

Chair Smith handed out a schedule of the 2016 Council and Executive Committee meetings. The schedule is tentative and subject to change.

Clarification from the CPA regarding proper naming for the Ending Fund Balance/Retained Balance. The Council can choose an appropriate title for the account. Mr. Paluszak added that it is the CPA's recommendation that it be called Beginning and Ending Available Resources. Chair Smith reported that The Oregon State Fair Council is subject to the Secretary of the State for required audits.

Chair Smith also reports that they have met with a representative of the Foundation and are working on a plan and helping with fundraising for capital projects.

The evaluation of the CEO will be completed by the Executive Committee in March. Once completed, the Executive Committee will report back to the full board.

VIII. CEO’s Report: Mr. Paluszak is proud to report several achievement awards that the State Fair and Expo Center teams received for 2015 from both IAFE and WFA.

Give it your Best Shot	First Place
On-Line Advertising-Single Ad	First Place
Other Fair/Facility Website	First Place
Radio Advertising-Single Ad	First Place
Fair Logo Contest	Second Place
Fairtime Website	Second Place
Television Ad	Second Place
Electronic Newsletter	Third Place

IX. Information Items: None

X. Action Items

a. State Fair Council

- i. Financial Statement 1/1/15 – 12/31/15(Final):** It was moved by Council Member Cameron and seconded by Council Member Berger to accept the financial statement as presented. The motion carried unanimously.
- ii. Financial Statement 1/1/16 -1/31/16:** It was moved by Council Member Jennings and seconded by Council Member Cameron to accept the financial statement as presented. The motion carried unanimously.
- iii. Discussion and possible action regarding 2016 Budget:** Mr. Paluszak started by explaining that there is one correction to the Proposed 2016 Operating Budget that he would like to point out. The correct amount for the Beginning Available Resources for 1/1/16 is \$3,977,730.00. He gave an overview of the proposed 2016 budget, and responded to questions.

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

1. Approve a Calendar Year 2016 Budget of:

Beginning Available Resources	3,977,730
Operating Budget:	
2016 Operating Revenue	5,852,500
2015 Operating Expenses	(6,455,850)
Profit/Loss From Operations	(603,350)

2016 Contingency Budget - General:	(400,000)
2016 Program Investment/Enhancement – Fair	(250,000)
Ending Available Resources:	2,724,380
<i>Minimum Available Resources</i>	1,500,000
Net Available Resources	1,224,380

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 previously approved delegated authority.
3. Authorize the CEO to transfer of funds from the Contingency Budget to the Operating Budget as necessary.
4. Direct the CEO to propose a Deferred Maintenance and Capital Expense Budget to the Council prior to June 30, 2016.

The motion carried unanimously.

b. Committee Reports and Action Thereon

- i. **Governmental Affairs Committee:** None

XI. Public Comments on Non-Agenda items: None

XII. Council Members' Comments: None

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

Meeting Materials:

Agenda

Financial Statement 1/1/15 – 12/31/15 (Final)

Financial Statement 1/1/16 – 1/31/16

Proposed 2016 Budget