



Minutes of the Oregon State Fair Council Regular Meeting

March 19, 2015

Oregon State Fair & Exposition Center – Floral Building

Audio Recorded: Yes

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- I. **Call to Order:** The meeting convened at 1:29 p.m. with Chair Gene Derfler presiding.
- II. **Roll Call:** The attendance, both in person and by phone, was recorded as shown below:
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| Present: | Non-Present: |
| Gene Derfler, Chair | Vicki Berger, Council Member |
| Craig Smith, Vice Chair | Jon Chandler, Council Member |
| Loyal Burns, Council Member | George Jennings, Council Member |
| Kevin Cameron, Council Member | Sen. Arnie Roblan, Advisory Council Member |
| Austin McGuigan, Council Member | |
| Leah Perkins-Hagele, Council Member | |
| Anna Peterson, Council Member | |
| Kerry Tymchuk, Council Member | |
| Linda Norris, Advisory Council Member | |
| Mike Paluszak, CEO | |
- III. **Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.
- IV. **Presentations:** None
- V. **Public Comment on Agenda Items:** None
- VI. **Approval of Minutes:** Chair Derfler asked if there were any changes or corrections to any of the minutes brought for approval. Hearing no objections, the Council Meeting Minutes of 2/19/15 were unanimously approved as presented.
- VII. **Council Chair's Report:** None
- VIII. **CEO's Report:** Mr. Paluszak reported that OSFEC has received another transfer from State Parks in the amount of approximately \$263,000. An additional \$25,000 remains at State Parks to address any outstanding items prior to 1/1/15, which will be reconciled at the end of the current fiscal year.
- IX. **Information Items:**
- a. **Oregon State Fairs Association Day at the Capital:** Chair Derfler invited all Council Members to attend the Oregon Fairs Association Day at the Capital on March 23, 2015.
- X. **Oregon State Fair Arena Improvement Proposal:** Ms. Gay McCabe introduced herself as a current and past user of the Oregon State Fair Equestrian Arenas. Ms. McCabe submitted and discussed past revenues produced from equestrian events held at the Fairgrounds, a brief history of the arenas and a proposal for improvements of the arena for the Council's review. Vice Chair Smith thanked Ms. McCabe for her research but suggested further information is needed to make a sound decisions moving forward. Mr. Paluszak added we need more facts, revenue figures, and hard costs to adequately maintain the area. Mr. Paluszak asked Ms. McCabe to provide letters of commitment from users wanting to return to the Oregon State Fair Equestrian Arena to hold their shows.

It was moved by Vice Chair Smith and seconded by Council Member Peterson to have Mr. Paluszak and his team to do more research and come back with a suggestion for the next Council Meeting. The motion carried unanimously.

XI. Action Items:

- a. Proposed Contract with Eric Marcuse Consulting for 2015 State Fair Entertainment Services;**
- b. Proposed Contract with All Star Tent and Party Rental for the 2015 State Fair Tents, Canopies and Equipment Rental; and**
- c. Proposed Contract with Trooper LLC for 2015 State Fair Marketing Services:**

It was moved by Council Member Cameron and seconded by Council Member McGuigan to approve contracts as presented with Eric Marcuse Consulting for 2105 State Fair Entertainment Services; All Star Tent and Party Rental for 2015 State Fair Tents, Canopies and Equipment Rental; and Trooper LLC for 2015 State Fair Marketing Services. The motion was carried unanimously.

- d. Proposed Letter from Oregon State Fair Council to Personnel Source Guaranteeing Payment of Invoices:**

It was moved by Council Member McGuigan and seconded by Council Member Peterson to authorize Chair Derfler to sign the letter on behalf of the Council guaranteeing payment to Personnel Source within fourteen days of invoice for staffing services provided for the 2015 Oregon State Fair. The motion was carried unanimously.

- e. Recommendation from Chair Derfler Regarding Council and Executive Committee Meetings:**

As explained in the memo to the Council included with the meeting materials, in order to more effectively engage Council Members and accommodate the demands on their time, provide good communication, and also facilitate timely decision making on matters beyond the CEO's delegated authority, Chair Derfler suggests that:

- The Executive Committee meets on behalf of the full Council once a month; and
- The Full Council meets quarterly for regular meetings, and as necessary for Special Meetings called by the Chair, Executive Committee or CEO; and
- The CEO provides Council Members a monthly report of information items, updates on ongoing issues, or issues that are urgent in nature.

It was moved by Council Member McGuigan and seconded by Council Member Tymchuk to adopt the recommendation as presented. Following discussion the motion was amended by Council Member Peterson without objection that:

- The full Council meets six times per year (bi-monthly); and
- The Executive Committee meets on behalf of the full Council during months that the full Council does not meet; and
- The CEO provides Council Members a monthly report of information items, updates on ongoing issues, or issues that are urgent in nature.

The motion carried unanimously.

It was moved by Council Member Paterson and seconded by Council Member McGuigan that:

- An amendment to the bylaws be initiated to require that in order to meet to act on behalf of the full Council, at least four voting members of the Executive Committee are required to constitute a quorum; and when taking action on behalf of the Council, an affirmative vote of at least four Executive Committee Members is required regardless of how many Members are present.

The motion carried unanimously.

- f. **Memorandum of Understanding between Oregon State Fair Council and Oregon Department of Administrative Services Risk Management:** DAS provided an MOU to clarify and provide insurance coverage for OSFEC to avoid unnecessary cost of loss while continuing to provide coverage through the transition period ending June 30, 2015. Council Member McGuigan moved to accept the MOU. Vice Chair Smith seconded the motion. The motion carried unanimously.

XII. Public Comments on Non-Agenda Items

- a. **Oregon State Fair Recycling Efforts:** Judy Skinner, speaking on her own behalf, is concerned about the recycling efforts for the 2015 Fair. She stated she feels the Oregon State Fair needs to contract with someone to increase recycling efforts and went on to state that when Garten took care of the recycling efforts at the Fair the Governor said it was the cleanest he had seen it. Don Hillman, Oregon State Fair Manager, stated there was recycling bins at the 2014 Oregon State Fair but he would be happy to have a conversation with Ms. Skinner and get back to the Council with his recommendations for recycling at the 2015 Fair.

XIII. Council Members' Comments: None

- XIV. Adjourn:** The meeting was adjourned until the next Regular Meeting on April 16, 2015 at 1:30 p.m.

Meeting Materials:

Agenda

Oregon State Fair Arena Improvement Proposal from Gaye McCabe

Proposed Contract with Eric Marcuse Consulting for 2015 Oregon State Fair Entertainment Services

Proposed Contract with All Star Tent and Party Rental for 2015 State Fair Tents, Canopies & Equipment Rental

Proposed Contract with Trooper LLC for 2015 State Fair Marketing Services

Proposed Letter from Oregon State Fair to Personnel Source Guaranteeing Payment of Invoices

Letter of recommendation from Chair Derfler Regarding Council and Executive Committee Meetings

Memorandum of Understanding between OSFEC and Oregon DAS Risk Management