



## Minutes of the Oregon State Fair Council Regular Meeting

April 16, 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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|---------------------------------------|--|
| <b>Present:</b>                       | <b>Non-Present:</b>                        |
| Gene Derfler, Chair                   | Loyal Burns, Council Member                |
| Craig Smith, Vice Chair               | Jon Chandler, Council Member               |
| Vicki Berger, Council Member          | Sen. Arnie Roblan, Advisory Council Member |
| Kevin Cameron, Council Member         |  |
| George Jennings, Council Member       |  |
| Austin McGuigan, Council Member       |  |
| Leah Perkins-Hagele, Council Member   |  |
| Anna Peterson, Council Member         |  |
| Kerry Tymchuk, Council Member         |  |
| Kacey Duncan, 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:**  
Judy Skinner expressed concern regarding the recycling efforts for the 2015 Fair.
- VI. **Approval of Minutes:** Chair Derfler asked if there were any changes or corrections to the minutes presented for approval. Hearing none, the Full Council Meeting Minutes of 3/19/15 were unanimously approved as presented.
- VII. **Council Chair's Report:** Chair Derfler stated that they have been working with legislators on budget and expressing why the money is needed for the Oregon State Fair & Exposition Center. An answer may not be known until the end of May to the first of June. He believes we have made a good business case but is not overly optimistic.
- VIII. **CEO's Report:** Mr. Paluszak stated that the State Fair planning, contracting, hiring, sponsorships and marketing are moving forward in earnest.
- IX. **Information Items**
- a. **Financial Statement:** Mr. Paluszak began by explaining that the financial report included in the meeting materials is the first-quarter 2015 statement. In the future, the Council will receive monthly financial reports in the same format.
- Council Member McGuigan commented that typically when boards receive financial statements they are approved by the board as opposed to being offered as an information item, and asked if that would be the case in the future.

Following discussion it was moved by Council Member McGuigan seconded by Council Member Peterson and amended by Vice Chair Smith that in the future, action be taken by the Council to accept financial statements that are presented. The motion carried unanimously.

It was moved by Council Member McGuigan and seconded by Council Member Jennings to accept the financial statement for the period of 1/1/15-3/31/15 as presented. The motion carried unanimously.

**X. Action Items:**

**State Fair Council:**

**a. Proposed Amendments to Oregon State Fair Council Bylaws regarding Council and Executive Committee meetings and Executive Committee quorum and voting requirements when acting on behalf of the Council:**

The recommended bylaw change will:

- 1) Change the full Council's regular meeting schedule from monthly to bi-monthly, with the Executive Committee meeting and acting on behalf of the full Council each month the full Council does not meet; and
- 2) Specify that when the Executive Committee meets to act on behalf of the full Council, the number of voting members of the Committee required to constitute a quorum shall be four; and
- 3) Specify that when meeting to act on behalf of the full Council, any action by the Executive Committee shall require an affirmative vote of at least four voting members, regardless of the number of Committee Members present at the meeting.

**Recommendations for Council Action:**

**1. Approve the following amendments to the Oregon State Fair Council Bylaws.**

[Note: Text that is **bold and underlined** is new, text that is ~~struck out and in italics~~ is omitted.]

**a. Section 8: Action Without A Meeting:**

No action of the Council shall be taken without a meeting where a quorum of the membership is present, **except as provided for in Section 9: Executive Committee of the Council.**

**b. Section 9: Executive Committee of the Council:**

There shall be an Executive Committee of the Council composed as follows: the Chairperson, Vice-Chair person and immediate past Chairperson plus two at large members selected by the Chairperson. If there is no immediate past Chairperson as a current Council member the Chair will appoint a third voting member of the Council. The Chair may also appoint a non-voting Advisory Member of the Council to the Executive Committee. Executive Committee membership shall not exceed five voting members of the Council. The Executive Committee shall exercise such powers and perform such duties as may be directed by the Council and as may be delegated by the Council from time to time, and the Executive Committee shall be authorized to exercise the powers of the Council when the Council is not in session except for the following powers: The selection of a Director, amendment of the by-laws of the Council, alteration or repeal of any decision of the Council. **When meeting to act on behalf of the Council, at least four voting Executive Committee**

**Members must be present in person or via telephone conference to constitute a quorum. When taking action on behalf of the Council an affirmative vote of at least four voting Executive Committee Members is required, regardless of the number of Committee Members present in person or via telephone conference.**

It was moved by Council Member Jennings and seconded by Vice Chair Smith to approve the amendment to the bylaws as presented. By roll call vote the motion carried unanimously.

**State Fair:**

- b. Proposed Contract with Interactive Ticketing Services for the 2015 State Fair**
- c. Proposed Contract Amusement Consulting Services, Inc. for FunCards Gate Software for the 2015 Oregon State Fair**
- d. Proposed Contract with Crowd Management Services for Security, Crowd Management and Related Services for the 2015 Oregon State Fair**
- e. Proposed Contract with Venue Smart LLC for Grounds Cleaning & Janitorial Services for the 2015 Oregon State Fair:** Discussion by Council Members expressed the importance of hiring local non-profits. Katie Cannon stated that she would have Venue Smart and associated parties look into hiring local non-profits, but it may take some time for this to happen and relationships to be developed. Mr. Paluszak stated that he would send a cover letter with the contract conveying the Council's priority regarding the hiring of local non-profits whenever possible.
- f. Proposed Contract with Personnel Source for Part-Time, Seasonal and Temporary Employees for the 2015 Oregon State Fair**

It was moved by Council Member Jennings and seconded by Council Member McGuigan to approve contract items b. through f. as presented. By roll call vote the motion carried unanimously.

- g. Proposed Oregon State Fair Council Rules and Policies applicable to the 2015 Oregon State Fair:** These policies are the same policies that were in place for the 2014 Fair, and have been updated to change them to be the Council's policies instead of Hillman Consulting policies. The one other change was to add a section making the Fair a pet-friendly event. Council Member Petersen suggested that we do not actively market that we allow dogs into the Fair. Council Member Jennings suggested we look at policies regarding freedom of speech activities prior to the 2016 Fair, and stated he would be happy to work with Mr. Paluszak in this regard for the State Fair as well as Expo Center events.

It was moved by Council Member Jennings and seconded by Council Member Berger to approve the Oregon State Fair Council Rules and Policies for the 2015 Oregon State Fair as presented.

**Expo Center:**

- h. Proposed Agreement Terms with Marion County for use of the Oregon State Fair & Exposition Center facilities for the 2015 – 2017 Marion County Fairs**  
Following discussion it was moved by Council Member Berger and seconded by Council Member McGuigan to approve agreement terms as presented. The motion carried unanimously.

**XI. Public Comments on Non-Agenda Items**

Roger Freeborn stated the indoor racing held in the Forster Livestock Pavilion had a pretty good year. It is hard for them to plan from one year to the next because they don't know if they will be allowed to hold their event on the Fairgrounds. They would like to enter into a 5 + 5 + 5 year contract. Chair Derfler suggested they meet with Mr. Paluszak to discuss their contract going forward.

**XII. Council Members' Comments:**

Council Member Peterson asked where we were with the research of the horse arena footing. Mr. Paluszak stated the issue is still being discussed and researched, and that more information is needed in order to provide the Council with a recommendation.

Council Member Berger wanted to express her thanks to Chair Gene Derfler and Council Member Jon Chandler for all of their hard work on the legislation. She wanted to thank Ms. Skinner for her comments and for reminding everyone how important it is to recycle.

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

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**Meeting Materials:**

Agenda

Proposed Amendments to Oregon State Fair Council Bylaws Regarding Council Meetings, and Executive Committee Quorum and Voting Requirements When Acting on Behalf of the Council

Proposed Contract with Interactive Ticketing for Ticketing Services for the 2015 Oregon State Fair

Proposed Contract with Amusement Consulting Services, Inc. for FunCard Gate Software for the 2015 Oregon State Fair

Proposed Contract with Crowd Management Services for Security, Crowd Management and Related Services for the 2015 Oregon State Fair

Proposed Contract with Venue Smart LLC for Grounds Cleaning & Janitorial Services for the 2015 Oregon State Fair

Proposed Contract with Personnel Source for Part-Time, Seasonal and Temporary Employees for the 2015 Oregon State Fair

Proposed Oregon State Fair Council Rules and Policies applicable to the 2015 Oregon State Fair

Proposed Agreement Terms with Marion County for use of the Oregon State Fair & Exposition Center Facilities for the 2015-2017 Marion County Fairs