

**Oregon State Fair Council Temporary
Executive Committee Meeting
Wednesday, February 12, 2014**

Oregon State Fair and Exposition Center – Cascade Hall
2330 17th St NE Salem, OR 97301

MEETING MINUTES

Approved 3-20-14

Council Members in attendance:

Those unable to attend:

Rep. Vicki Berger, Advisory, Temp Co-Chair	X		All members attended
Sen. Arnie Roblan, Advisory, Temp Co-Chair	X		
Jon Chandler	X		
Leah Perkins-Hagele	X		
Craig Smith	X		
Kerry Tymchuk	X		

1. Convene Meeting at 1:10 p.m.

Temporary Co-Chairs noted that they really appreciate the work and conversations that have been taking place and want to encourage sharing information with each other and keeping communications with the Executive Committee and full Council open to ensure that the Council can develop the trust and relationships needed to work together to solve the issues before them.

2. Budget Overview

Tanya Crane with the Oregon Parks and Recreation Department (OPRD) provided an overview of the state budgeting process and historical cash flow for the state fair and exposition center.

Parks recommended that the Council have an audit at the point that the transfer occurs from Parks to the Council to close the books.

For the full Council meeting on February 24 the Council asked Parks staff to provide additional information about revenues and expenses for the 2013 State Fair, what is obligated for the 2014 State Fair and exposition center activities and begin looking at projections for the remainder of the 2013-2015 biennium.

3. Issues for Consideration Framework

Craig Smith walked the Council through a framework comprised of three documents: 1) Overview that includes a list of issues that the Council needs to consider in the transition from Parks to a public corporation; 2) Those issues broken out into suggested sub-committees; and 3) Narrowing of priority issues with suggested timelines for Council consideration.

It was noted that there were some issues that were not included in the overview because they are outside the scope of the initial charge of the Council. One issue discussed is possibly moving the location of the annual state fair event. The Committee noted that Senate Bill 7 requires the state fair to be held in its current location in Salem. Possibly moving the state fair to another location is a topic that the Council may want to take up but it is not a priority at this time.

The question was posed to the Committee as to whether a recommendation should be made to continue the service of the Temporary Executive Committee to become a permanent Executive Committee. The Committee wants to provide members of the Temporary Executive Committee with the option of continuing their service on an Executive Committee. The Committee proposes that the Executive Committee be comprised of Chairs of the sub-committees and that Temporary Executive Committee members be asked if they would like to Chair a sub-committee and subsequently serve on the Executive Committee. Council members will be asked for their preference for which sub-committees they would like to serve on, where needed for balance members would be appointed.

Under the current bylaws procedurally the new Chair would need to be selected by the Council and then the Chair would appoint sub-committees and their members. Under the bylaws decision-making authority to the Chair and sub-committees would need to be formally granted by the full Council. The Committee asked that an agenda item for the 2/24 meeting be consideration of issues to possibly grant authority to the Executive Committee from the full Council.

The Committee discussed potential changes to the bylaws to address the governance structure of the Council, defining the role of officers and formalizing the Executive Committee within the bylaws. The Committee recommends that no changes be proposed to the bylaws at this time. The Committee recommends that the Council move forward with appointing an Executive Committee to serve for one year and then evaluate whether changes need to be made to the bylaws to reflect what the Council has learned over the year about its governance structure. In general the Committee recommends that over the next year the Council should keep track of possible changes to the bylaws.

The Committee asked that the discussion on timing for when to hire an Executive Director be moved up from the April 1 timeline to an agenda item for the next meeting of the full Council on February 24. The Committee also suggested that legal counsel be secured before the proposed May 1 timeline. The Committee recognized that the Council does not have the authority to hire an Executive Director or secure legal counsel until the lease agreement is signed with the Department of Administrative Services (DAS).

With the exception of the timing of hiring an Executive Director and legal counsel, the Committee did not see any additional items that need to be added to the list for consideration by the Council and recommends that the proposed sub-committees and timeline of prioritized issues be forwarded to the full Council. The Committee acknowledged that the list of issues that needs to be considered by the Council is extensive and that they envision their role as a policy oversight board with the need to secure expertise to execute the transition.

The Committee suggested that an immediate conversation occur to better understand what Parks has learned in taking over the state fair and exposition center so that lessons can be learned can be applied to inform Council decisions.

During this agenda item the Committee asked to talk about the status of the negotiation of the lease agreement with DAS. Shannon Ryan with the Department of Administrative Services was available to answer questions. The Council asked DAS to clarify information about Sponsorships within the lease agreement and directed Parks to continue working with DAS on the agreement to bring an update to the full Council at their 2/24 meeting.

4. Nomination of Officers

The Committee noted that it is important that the Chair and Vice-Chair set the tone for the work of the Council that they keep a statewide perspective and are committed to putting the time and effort needed into the roles. It was noted that there will be pressure from the legislature and stakeholders who are watching the work of the Council closely to ensure there is a statewide focus. The Committee encouraged open, transparent communication and process to ensure the Council is moving forward together. The Committee acknowledged the need for local leadership to get the Council off the ground in the next year and recommended revisiting the need for statewide leadership at the next elections.

Action:

Kerry Tymchuk moved that Sen. Gene Derfler be nominate for the position of Chair and Craig Smith for the position of Vice-Chair. Leah Perkins-Hagele seconded the motion. The motion passed unanimously.

Senator Derfler was present. He accepted the nomination and asked that nominations also be open from the floor at the Council meeting on February 24th. Craig Smith also accepted the nomination for Vice-Chair.

The Committee thanked Sen. Derfler and Craig Smith for their willingness to serve and recommended that the officers serve one year terms until January. The first meeting of the year in January would be an organizational meeting where Council officers are selected. A One year term for officers is consistent with the bylaws. Because their terms will begin in February, in this case the motion to elect the Chair and Vice-Chair will need to be specific that they serve until January of 2015.

5. Agenda and Action Items for 2/24 Oregon State Fair Council Meeting

Proposed agenda and action items for the 2/24 meeting were based on the discussions during the meeting and priority issues in the proposed timeline to bring back to the Council at their February meeting.

6. Wrap-up

The Committee asked Parks to work on proposed sub-committee membership to bring to the 2/24 meeting of the full Council for the Council Chair to make appointments. The Committee also asked Parks to work with the Temporary Executive Committee and Chair nominee Sen. Derfler to finalize the agenda for the meeting and work in between on the sub-committee assignments.

7. Adjourn - Meeting adjourned at 2:56 p.m.

Meeting Materials:

- Agenda
- State Fair Council Minutes Draft 01-14-14
- Oregon State Fair Council Timelines

Minutes submitted by Andrea Fogue, Oregon Parks and Recreation Department