

Oregon State Fair Council Meeting

APPROVED
FC 05-15-14

Meeting Location: **Title of meeting:** Executive Committee
Date: April 3, 2014
Time: 8:00 a.m. – 9:00 a.m.
Location: Oregon State Fairgrounds, Cascade Hall
Chair: Gene Derfler
Scribe: Brenda Schorr **Audio Recorded:** Yes No

Attendance:

Anna Peterson	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Kerry Tymchuk	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Austin McGuigan	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Larry Tokarski	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Craig Smith	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Leah Perkins-Hagele	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Gene Derfler	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Loyal Burns	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
George Jennings	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Linda Norris, Advisory	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Janet Carlson	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Rep. Vicki Berger, Advisory	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Jon Chandler	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Sen. Arnie Roblan, Advisory	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

1. Meeting convened at 8:02 a.m.

2. Agenda Items:

Update from the Chair:

Chair Derfler stated a Lease still has not been signed yet, but being worked on.

Sub-Committee updates:

- Business Operations (Vice-Chair Smith)
 - There were some questions and discussion about the legal status of the group for tort liability purposes. After some research, we are proceeding with the state level, which has higher liability limits (three times that of the local government). Senator Roblan offered to use one of his bills to assist in clarification.
 - Prevailing Wage: Preliminary report from Legislative Counsel states that they don't it applies because we are exempt from that whole chapter, but advises to get outside counsel.
 - Bylaw changes to cover the change in the fiscal year, and to allow the sub-committee structure.
 - 1) Current Section 9: The committee would like to eliminate the entire Section 9, and then replace it with the three subsequent proposed sections, as handed out in the meeting materials.
 - 2) Current Section 11: Changes made to allow the move to a calendar year, January – December.
 - Need decision about selection process of committee members. Will bring to full Council for approval.
 - Financial: The Council needs to look at specific areas: capital request, start-up costs, and then ongoing maintenance. "Capital" clarification – our request will be for those things that need to be done immediately (emergency request), and then an additional list that shows what also should be addressed. There is a potential of other funding sources as a possibility in the future. We need to first create the "needs" list, and then we can figure out the covering of those needs later.
 - Believe the lease will be signed today. The other two Intergovernmental Agreements (IGAs) will be worked on in the future.
- Facilities (Councilmember Chandler)

Leeland, Rod Markin's and Michael Laughlin's Crossroads Florida have submitted proposals, which have not been reviewed. The Council needs to do some structural exams and assessments. This will inform and affect the overall Business Plan. Once the IGA is finalized between OPRD and the Council, it will clarify

spending abilities and authority. The committee will put together a plan and submit it to the Council, hopefully by the May full Council meeting.

- Programming (Councilmember Perkins-Hagele)
They are working closely with the Facilities sub-committee. Spoke with Steve Johnson, from the Salem Conference Center, who is providing input in regards to moving forward. The 2014 Fair is in good hands with OPRD and Don Hillman. A programming change to the fair this year could be no baby pigs, because of the swine flu epidemic currently happening nationwide. However, it is not currently in Oregon. Chair Derfler requested that a plan be submitted to the full Council by the April meeting.
- Communications (Councilmember Tymchuk)
Once the Council has a lease signed, we will have something to communicate. There are already questions in the public realm, as to whether or not the fair this year is happening or not. The public really needs some reassurance and a press release from the Council would address this. OPRD has created a WordPress website to provide a “go-to” place for the public to see meeting notices and information.

2014 Fair Marketing Update: (MG Dervereux)

For the 2014 fair, OPRD has included most of the marketing piece under the Don Hillman footprint. However, that has not been the focus yet. Information is available, and it is on the horizon. However, the level of public uncertainty is high, simply because of the continued transitions over the past few years, which is why there is a need for constant reassurance. Discussion to follow brought up some ideas about newsletters and email blasts. The WordPress site could be used as a tool to get the word out to folks.

3. Closing comments:

- Chair Derfler mentioned that there are many different ideas how to approach fairs. The Council needs to encourage everyone to share their ideas.
- Andrea Fogue has adjusted the policy to reflect the Council intent to require a minimum of a 4-day meeting notice, and guidelines for a conference call meeting. For now, OPRD will issue the public notice and maintain the Interested Persons list. All committee meetings are being publically noticed as full Council meetings because of the potential quorum issues. OPRD does not have the capacity to staff the sub-committees with the exception of the Executive Committee. Sub-committees other than the Executive Committee need to take their own meeting minutes. OPRD has provided templates for minutes, and news release for the public notice. There is no formal agenda required as long as the public understands meeting content. Per the intent of the Council, sub-committees will not make decisions, unless the full Council has delegated authority to do so. Sub-committees will bring recommendations to the full Council for decision.
- Chair Derfler feels that as a whole, the sub-committees are behind in getting information to the full Council in order to be able to make decisions. He encouraged everyone to think about how to make this a successful and profitable business.

4. Adjournment: The meeting was adjourned at 9:07 a.m.

Meeting Materials:

- Agenda
- Bylaws revisions
- Business Operations committee assignments
- Preliminary financial strategy
- Sub-committee overview
- Template for meeting minutes
- Template for news release

Next Meeting: TBD