

# Oregon State Fair Council Meeting

Meeting Location: **Title of meeting:** Full Council meeting  
**Date:** November 20, 2014  
**Time:** 12:00 p.m. – 2:00 p.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	Leah Perkins-Hagele	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Craig Smith	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Loyal Burns	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Gene Derfler	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	ADV - Linda Norris	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
George Jennings	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	ADV - Rep. Vicki Berger	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Kevin Cameron	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	ADV - Sen. Arnie Roblan	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Jon Chandler	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	CEO - Mike Paluszak	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

1. **Meeting convened** at 12:05 a.m.

## 2. **Approval of minutes:**

Chair Derfler asked if there were any changes or corrections to the 10-02-14 and 10-08-14 Full Council meeting minutes brought for approval. No changes or comments were made.

**Motion:** Moved by Councilmember Tymchuk to approve and accept minutes as written.

**Second:** By Councilmember Perkins-Hagele. Motion carried unanimously.

## 3. **Agenda Items:**

### • **Item #2) Public Comment**

There were no public comments made. Garten Foundation submitted form for Mike to have contact information with the hopes of a future meeting.

### • **Item #4) Action Items**

#### a) **Council Authority Delegated to CEO**

Document is standard language and authority for CEO delegation, without having to come back to the Council for action. They are consistent with what the perception of needs will be moving forward. It was suggested that in the pre-amble, we add; “all actions and decisions need to be within budget and policy guidelines”. This is written so that any decision or action could be done independently. However, anything that would exceed the limits set forth in this document would come to the Council for approval. It also includes that there would be a monthly report to the Council of any decisions and actions made.

**Motion:** Moved by Councilmember Perkins-Hagele to accept with amendments above.

**Second:** By Councilmember Tymchuk. Motion carried unanimously.

#### b) **Vacation/Sick Leave and Paid Holiday Policies for Employees**

For full-time employees, (working over 1560 hours in a year), there has been added language to the end of the holiday section, to amend as: “For holidays falling on a weekend, or an employee’s regularly scheduled day off, the CEO will designate an alternative day”.

**Motion:** Moved by Councilmember Tymchuk to accept as amended.

**Second:** By Councilmember Perkins-Hagele. Motion carried unanimously.

**c) Procedure regarding Public Comment process**

Suggested guidelines and expectations were presented that could be shared and posted on the website, to establish protocol for handling public comment. It was suggested that language be added to address consequences if the public does not adhere to the written guidelines, and that matters involving personnel issues as not appropriate for Council meetings, but should be addressed directly with the CEO. Another suggestion was not to limit the comments to three minutes. Discussion was that there should also be language that the time limit can be at the Chair's discretion. Suggested language would be: "Testimony may be limited, at the discretion of the Chair, if warranted by time constraints."

*Motion:* Moved by Councilmember Tymchuk to have the Communications Committee make final revisions to address and include the above issues, with exact language to be worked out later.

*Second:* By Councilmember Perkins-Hagele. Motion carried unanimously.

**d) Banking Resolution**

Target date of the Council to be fully functioning and operational is January 1, 2015. One requirement for that to happen is to establish bank accounts for business and payroll needs. This resolution will authorize Council officers to enter into banking agreements with the two following locations; 1) OR State Treasury, and 2) MAPS Credit Union. Although the Council is not required to bank with the Treasury, they have the ability to do so if desired. This would be helpful for gaining more interest than a local bank, but also gives us flexibility and ease when/if state funds are transferred or granted to the Council. Discussion brought up that we need to disclose any ties and/or personal relationships with individuals or businesses. It was also stated that no member of the council, has any fiduciary or directorial association with Maps. Craig Smith is currently serving on a subsidiary board of Maps, but it is not a direct relation to Maps, and there is no compensation received. In the second paragraph, under "Information", we also need to change the word "affect" to "effect".

*Motion:* Moved by Councilmember Perkins-Hagele to accept and approve as amended.

*Second:* By Councilmember Burns. Craig Smith abstained from the vote. Motion carried unanimously.

**e) Contract with Hillman Consulting**

Mike Paluszak will focus his attentions on the organizational infrastructure and the Expo center side of the business, and will contract with Don Hillman to run the 2015 Oregon State Fair. It is also his intention to extend a transitional agreement for an additional \$10,000, for the duration about 6 months. An outline of intentions and proposed contract information will be presented at the December meeting.

**• Item #3) Chair and Committee Reports**

➤ Programming (Councilmember Perkins-Hagele)

A report was presented of ideas and confirmations of things for the 2015 Fair. One of the ideas is to move everything around, making things look new and different. For instance, we are going to move all the static exhibits into Columbia Hall, and move the Commercial exhibitors into the Jackman-Long building. More ideas include: moving the 4-H Horse Show into the 11-day event, rather than having a separate event, prior to the fair; expanding the Garden area, making a featured area; move Familyville, Artisan's Village, and vendors. Programming will also include ten concerts, spending the final Sunday as a Hispanic day. Also are brainstorming ways to repurpose Cascade Hall. Food vendors will be different.

➤ Communications (Councilmember Tymchuk)

On December 8<sup>th</sup>, the Council has been invited to meet with the Senate Rural Community Committee. Councilmember Tymchuk will plan to introduce Mike Paluszak other meet-n-greet opportunities throughout the day. They will be meeting with Lisa Van Laanen, the Chamber of Commerce, and a VIP reception at Gerry Frank's Konditorei.

- **Business Operations (Vice-Chair Smith)**  
Various members have been working on different projects, such as IT inventories and needs. Websites include three sites: 1) Oregon State Fair, 2) Oregon Exposition Center, and 3) Fair Council site. Currently, work is being done to enhance and expand the Fair Council site, to include contact emails for each Councilmember.

- **Item #5) Information Items**

- a) **Report from Nominating Committee**

- Council elections will take place at the December meeting. The recommendation is that we keep the current officers. New appointments to the Council are appointed by the Governor. They will also be looking into any potential revisions to the Bylaws. One change needed is to define a quorum.

- 4. **Closing Comments:**

- The current Executive Committee meeting on December 4<sup>th</sup> will be changed to a full-council meeting and the one on December 18, 2014 would be cancelled.

- 5. **Adjournment:** The meeting was adjourned at 1:23 p.m. After a short break, the group moved into a facilitated Strategic Planning Session. Expected outcomes were to: formally approve mission, vision and strategic goals; and add detail to the strategic goals with objectives and first-year action plans. Agenda items included:

- a. Review and approval of mission, vision and strategic goals
  - b. Identify objectives and first-year action plans for each strategic goal
  - c. Clarify roles of council and staff in implementing the strategic plan
  - d. Delineate next steps and assignments

Next Meeting: TBD

**Meeting Materials:**

- Agenda
- October 2, 2014 and October 8, 2014 Full Council meeting minutes
- CEO Delegated Authorities
- Benefit Summary (Employees over 1560 hours)
- Banking Resolution
- Public Comment at Oregon State Fair Council Meetings
- 2015 Oregon State Fair Program Report