



Oregon State Fair Council Meeting Notice & Agenda Thursday, July 18th, 2024, at 1:30 P.M.

State Fair & Expo Center
2330 17th Street NE Salem, OR 97301

The meeting will be conducted solely through Zoom.

Zoom Meeting Link:

<https://us06web.zoom.us/join/zoom/register/tZModelvqDovG9SIsAgYb8oNauUVYfEpRTle>

Meeting ID# 875 2176 1510

Passcode# 038931

Council Members

Loyal Burns, Chair

Joel Conder, Vice Chair

Vicki Berger

Jon Chandler

Soraida Cross

Geoff Hinds

Austin McGuigan

Arnie Roblan

Craig Smith

Travis Smith

Advisory Members

Senator Bill Hansell

Representative Paul Evans

Deputy City Manager Scott Archer

Our Mission

The Mission of the Oregon State Fair & Exposition Center is to provide a reason and a place for all people to gather, connect, and Learn, embrace excellence in all forms, and celebrate the achievements of Oregonians.

Our Vision

We envision a relevant Oregon State Fair & Exposition Center that embodies good stewardship of the public's trust and serves as a self-sustaining asset for Oregonians to treasure long into the future.

Public Comments

The Oregon State Fair Council values the input of citizens in making important decisions that affect the Oregon State Fair and Exposition Center. The Oregon State Fair Council also believes in the right for interested parties to observe Oregon State Fair Council meetings. Working to ensure the general public has the opportunity to attend Council meetings and offer public comment, to ensure that the Council can conduct its business, the following guidelines apply to all public comment.

- The Council will have two sign-up sheets at a table in the meeting room 15 minutes before the scheduled meeting for those wishing to speak on agenda items or non-agenda subjects. Individuals may sign up in person, or in advance or on our website, <https://oregonstatefaircouncil.org/meetings-1>, in advance of the meeting via email. Email requests should include the date the requester wishes to speak, the requester's name, phone number, and the agenda item or topic of their comments.
- Public comment on agenda items before the Council: individuals on the list will be called to testify before actions on these items are taken. On the sign-up sheet, list your name, address, and the agenda item upon which you wish to be heard.
- Public Comment on Non-Agenda items during Oregon State Fair Council Meetings: list your name, address, and the subject matter upon which you wish to be heard.
- You will have 3 minutes to testify.
- When you are called to come forward to speak, state and spell your name for the recorded record of the meeting.
- Council members may ask questions to clarify your testimony but will not engage in a discussion with you. Public Comment allows the Council and CEO to hear issues that interest our citizens but does not allow an opportunity for dialogue between the speaker, Council, or Administrators.
- If the Council determines that follow-up is necessary, you may be referred to the CEO or an item may be placed on a future Council agenda.
- If you wish to submit written testimony before or at the meeting, please provide 15 copies.
- The public may not use videos or PowerPoint presentations to accompany their testimony without prior approval by the Council Chair.
- Speakers are expected to address the Council without yelling, name calling, using abusive or foul language or other behavior or speech that negatively impact the efficiency of the Council meeting.



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Agenda

1:30 pm – Public Session

- Call to Order
- Roll Call
- Pledge of Allegiance
- Minutes:
 - Council Meeting of May 16, 2024 – motion needed
- **Executive Session** The Oregon State Fair Council will now meet in executive session pursuant to ORS 192.660(2)(i) to discuss the performance evaluation of its Chief Executive Officer. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience will be placed in a Zoom waiting room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the Zoom waiting room audience back into the meeting.
- **Action Item:** Review and approval of the CEO compensation.
- **Reports:**
 - Council Chair Report – Loyal Burns
 - CEO Report – Kim Grewe-Powell
 - Financial Statements 01/01/2024-06/30/2024 – motion needed
 - Bradley Bingenheimer, Partner, Assurance & Advisory – 2023 Audit Report
 - Fair Foundation Report – Debbie McCune
- **Public Comments**
- **Committee Report:**
 - Executive Committee
 - Governmental Affairs
 - Nominating Committee
- **Adjourn**



Oregon State Fair Council Meeting-July 18th, 2024

Agenda Item: (For Action) Council

Meeting Minutes of May 16, 2024



Minutes of the Oregon State Fair Council Regular Meeting

May 16th, 2024

Cascade Hall-Oregon State Fair & Expo Center

Audio Recorded: Yes

- **Call to Order:** The meeting Convened at 1:30 PM with Chair Burns presiding.
- **Roll Call:** The attendance, both in person and by phone, was recorded as shown below:

Present:

Loyal Burns, Chair
Joel Conder, Vice Chair
Jon Chandler
Soraida Cross
Geoff Hinds
Austin McGuigan, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Travis Smith, Council Member
Scott Archer, Advisory Council Member
Kim Grewe-Powell, Director/CEO

Non-Present:

Vicki Berger, Council Member
Rep. Paul Evans, Advisory Council Member
Sen. Bill Hansell, Advisory Council Member

Other-Present:

Deborah Hall, Accounts Payable & Office Lead

- **Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.
- **Approval of Minutes:**
 - **Council Meeting of March 21st, 2024:** Chair Loyal Burns stated that the Council will review the minutes from March 21st, 2024 Council meeting. Chair Loyal Burns asked for a motion to approve the minutes. Hearing none, Council Member Austin McGuigan motioned to approve the minutes, and seconded by Council Member Craig Smith to approve the minutes as presented. The motion carried unanimously.
 - **Council went into an Executive Meeting –** *The Council will enter into an Executive Session under ORS 192.660(2)(h) to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The Council will return to open session after this discussion, which is anticipated to take approximately 30 minutes. No final decisions will be made in executive session. No media members who have filed actions against the Council will be allowed into this executive session, as permitted under ORS 192.660(5).*
The meeting convened at 1:36 pm.
 - **Council resumed Public Meeting –** The meeting reconvened at 1:55 pm

- **Reports:**

- **Council Chair's Report:** None

- **CEO Report:** CEO Grewe-Powell stated the Fair tickets went on sale yesterday to OSF loyalists and today to the general public. CEO Grewe-Powell asked the Council members to look at the print-out in front of them for this year's entertainment line-up. The 4th of July Spectacular tickets will go on sale Monday, May 20th. This year will include a demo derby in the Pavilion, bands, Bouncy houses, lawn games, food carts, and end with an amazing firework show, thanks to the City of Salem.

We are currently working on sprucing up the Floral building with new flooring and paint. We are happy to give this tired building a facelift. The 17th Street parking lot has been upgraded with better drainage and gravel. CEO Grewe-Powell thanked Council Member Joel Conder for coming out to look at the progress. The blue parking lot roads are almost finished, they were in pretty bad shape.

OSFEC has applied for the Resilient Hub and Network Grant. With an ask of \$1.7 million dollars. The ask included a new electronic reader board, a new HVAC system for the Pavilion, a UTV, and portable restroom/shower trailer. CEO Grewe-Powell stated all of these items will allow us to be better prepared for the next emergency. We should hear back by the end of June. OSFEC has been diligently working on our DAS Biennium with an ask of \$21 million dollars. The ask includes major construction projects, emergency evacuation needs and capital improvements. We should hear back by the end of June as well.

- **Financials:** Chair Loyal Burns asked if there were any questions regarding the financial statements that were presented to the Council. Hearing none, Council Member Austin McGuigan moved to accept the financial statements, and seconded by Council Member Arnie Roblan. The motion carried unanimously.

- **Public Comments on Non-Agenda Items:** None

- **Committee Reports:**

- **Executive Committee:** None
- **Governmental Affairs Committee:** None
- **Nominating Committee:** None

- **Adjourn:** There being no further business, the meeting adjourned at 2:05 pm



Financial Overview Summary

The Balance Sheet is through June 30, 2024 reflecting our current financial position of our Assets \$11,687,523.43 in balance with our Liabilities/Equity and the Net Income of \$662,722.81 year to date.

The Profit & Loss YTD (January 1, 2024 – June 30, 2024) is broken down with our revenue sources identified in five categories. Our total income year to date is \$2,275,865.62 and total expenses year to date \$1,818,932.59. The Net Ordinary Income \$456,933.03 and the Net Other Income \$205,789.78 for a Total Net Income of \$662,722.81 year to date.

Two additional reports you will find is the Profit & Loss Budget vs Actual as of June 30, 2024. Keep in mind our Annual budget is for 12 months and divided equally over the year. The Budget column is reflecting only 6 months of the annual budget. Our monthly income will vary each month with the different activities of Expo and Fair. Evaluating the first six months of the year we are confident we are on track with projections.

The final report is the Profit & Loss Current and Prior Year comparison to last year during the same time period for your review.

Oregon State Fair Council
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10120 · USB - Operating Acct - 5013	1,608,347.11
10121 · USB - Payroll Acct - 3265	19,834.90
10122 · USB - Premium Acct - 5021	1,362.00
10127 · USB - Fair Admission - 5088	1,056,033.49
10128 · USB - Office Expo - 5104	104,341.36
10129 · USB - Show Works - 5120	1,313.21
10130 · USB - Camp Ground - 5138	122.50
10131 · USB - Office FAIR - 5112	48,230.09
10150 · Petty Cash Box - Fair	746.49
10200 · State Treasury Fund Account	6,594,454.99
Total Checking/Savings	<u>9,434,786.14</u>
Accounts Receivable	
11000 · Accounts Receivable	742,292.39
Total Accounts Receivable	<u>742,292.39</u>
Other Current Assets	
12004 · Prepaid Rent	500.00
12005 · Prepaid FCC 10 Yr License	980.00
12030 · Prepaid FSA Funding	270.00
12051 · Insurance Claim Receivable	-5,827.65
13000 · Prepaid Contracts	-7,993.09
Total Other Current Assets	<u>-12,070.74</u>
Total Current Assets	<u>10,165,007.79</u>
Other Assets	
19000 · Capital Investments- SF Council	1,522,515.64
Total Other Assets	<u>1,522,515.64</u>
TOTAL ASSETS	<u><u>11,687,523.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	15,307.94
Total Accounts Payable	<u>15,307.94</u>
Credit Cards	
20050 · US Bank #7676	-68.40
20040 · US Bank #4238	-4,052.22
Total Credit Cards	<u>-4,120.62</u>
Other Current Liabilities	
20100 · Deferred Rent Income - MCFair	180,225.00
20200 · Deferred Income - Fair	768,530.00

Oregon State Fair Council
Balance Sheet
As of June 30, 2024

	Jun 30, 24
20515 • Deferred Income - Expo	227,553.00
24000 • Payroll Liabilities	46,110.20
Total Other Current Liabilities	1,222,418.20
Total Current Liabilities	1,233,605.52
Total Liabilities	1,233,605.52
Equity	
25000 • State Parks Opening Bal	3,014,804.40
25020 • State Biennium Fund 2015-2017	1,015,299.00
32000 • Retained Earnings	6,007,900.68
32001 • Ret Earn - Facility Assess Cost	-254,738.00
32050 • Restricted Net Position	7,929.02
Net Income	662,722.81
Total Equity	10,453,917.91
TOTAL LIABILITIES & EQUITY	11,687,523.43

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through June 2024

	Jan - Jun 24
Ordinary Income/Expense	
Income	
July Spectacular Revenue	15,765.00
Administration Revenue	156,283.30
Operations Revenue	25,584.00
Expo Center Revenue	1,021,183.87
State Fair Revenue	1,057,049.45
Total Income	2,275,865.62
Gross Profit	2,275,865.62
Expense	
Salaries & Wages - Permanent	380,350.60
Contracted Labor - PT/Snl/Temp	82,180.15
Employee Benefits - ER Exp	64,108.60
Payroll Tax - Employer's Share	34,880.41
Professional Services Exp.	194,602.60
Council Expense	148.28
Travel/Training	10,293.57
Supplies & Expenses	28,159.53
Dues and Subscriptions	150.00
Insurance	2,584.00
Utilities-Elec,Gas,Water, Trash	402,160.16
Maint. and Repairs of Equipment	15,285.37
Maint. of Buildings and Grounds	289,976.06
Special Repairs & Maint.	899.00
Marketing Expenses	13,332.31
Vehicle Expenses	3,944.88
Bank Fees	8,740.12
Equipment Purchase <\$5k	6,032.43
Permits, Licenses	306.69
State Fair Administrative Exp.	1,558.66
State Fair Marketing Expenses	209,446.20
State Fair Operations Expenses	7,173.00
State Fair Attractions Expenses	17,852.99
State Fair Exhibits Expenses	44,766.98
Total Expense	1,818,932.59

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through June 2024

	Jan - Jun 24
Net Ordinary Income	456,933.03
Other Income/Expense	
Other Income	
Other Income	248,793.00
Special Projects Income	10,000.00
Total Other Income	258,793.00
Other Expense	
Special Projects Expense	48,496.83
90700 - Bond Project Exp	4,506.39
Total Other Expense	53,003.22
Net Other Income	205,789.78
Net Income	662,722.81

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss Budget vs. Actual
January through June 2024

	Jan - Jun 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
July Spectacular Revenue	15,765.00	200,000.02	-184,235.02	7.9%
Administration Revenue	156,283.30	149,799.98	6,483.32	104.3%
Operations Revenue	25,584.00	25,584.00	0.00	100.0%
Expo Center Revenue	1,021,183.87	928,695.18	92,488.69	110.0%
State Fair Revenue	1,057,049.45	3,889,575.36	-2,832,525.91	27.2%
Total Income	2,275,865.62	5,193,654.54	-2,917,788.92	43.8%
Gross Profit	2,275,865.62	5,193,654.54	-2,917,788.92	43.8%
Expense				
Salaries & Wages - Permanent	380,350.60	431,400.00	-51,049.40	88.2%
Contracted Labor - PT/Snl/Te...	82,180.15	65,000.02	17,180.13	126.4%
Employee Benefits - ER Exp	64,108.60	66,900.06	-2,791.46	95.8%
Payroll Tax - Employer's Share	34,880.41	40,000.04	-5,119.63	87.2%
Professional Services Exp.	194,602.60	367,600.16	-172,997.56	52.9%
Council Expense	148.28	125.02	23.26	118.6%
Travel/Training	10,293.57	20,400.06	-10,106.49	50.5%
Supplies & Expenses	28,159.53	40,350.12	-12,190.59	69.8%
Dues and Subscriptions	150.00	3,100.04	-2,950.04	4.8%
Insurance	2,584.00	95,000.02	-92,416.02	2.7%
Utilities-Elec,Gas,Water, Trash	402,160.16	444,750.18	-42,590.02	90.4%
Maint. and Repairs of Equip...	15,285.37	15,500.02	-214.65	98.6%
Maint. of Buildings and Grou...	289,976.06	457,250.20	-167,274.14	63.4%
Special Repairs & Maint.	899.00	1,750.04	-851.04	51.4%
Marketing Expenses	13,332.31	26,000.08	-12,667.77	51.3%
Vehicle Expenses	3,944.88	10,500.00	-6,555.12	37.6%
Bank Fees	8,740.12	74,000.02	-65,259.90	11.8%
Doubtful Debt Expense	0.00	250.04	-250.04	0.0%
Equipment Purchase <\$5k	6,032.43	12,500.08	-6,467.65	48.3%
Permits, Licenses	306.69	750.00	-443.31	40.9%
State Fair Administrative Exp.	1,558.66	25,250.02	-23,691.36	6.2%
State Fair Marketing Expenses	209,446.20	449,325.06	-239,878.86	46.6%
State Fair Operations Expens...	7,173.00	947,000.44	-939,827.44	0.8%
State Fair Attractions Expens...	17,852.99	1,004,750.26	-986,897.27	1.8%
State Fair Exhibits Expenses	44,766.98	363,750.36	-318,983.38	12.3%

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss Budget vs. Actual
January through June 2024

	Jan - Jun 24	Budget	\$ Over Bud...	% of Budget
Total Expense	1,818,932.59	4,963,202.34	-3,144,269.75	36.6%
Net Ordinary Income	456,933.03	230,452.20	226,480.83	198.3%
Other Income/Expense				
Other Income				
Other Income	248,793.00	399,361.40	-150,568.40	62.3%
Total Other Income	258,793.00	399,361.40	-140,568.40	64.8%
Net Other Income	205,789.78	399,361.40	-193,571.62	51.5%
Net Income	662,722.81	629,813.60	32,909.21	105.2%

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss Current & Prior Year
January through June 2024

	Jan - Jun 24	Jan - Jun 23	% Change
Ordinary Income/Expense			
Income			
July Spectacular Revenue	15,765.00	36,250.00	-56.5%
Administration Revenue	156,283.30	61,903.30	152.5%
Operations Revenue	25,584.00	25,584.00	0.0%
Expo Center Revenue	1,021,183.87	821,662.62	24.3%
State Fair Revenue	1,057,049.45	610,165.00	73.2%
Total Income	2,275,865.62	1,555,564.92	46.3%
Gross Profit	2,275,865.62	1,555,564.92	46.3%
Expense			
Salaries & Wages - Permanent	380,350.60	355,912.98	6.9%
Contracted Labor - PT/Snl/Te...	82,180.15	45,707.60	79.8%
Employee Benefits - ER Exp	64,108.60	44,165.13	45.2%
Payroll Tax - Employer's Share	34,880.41	31,782.20	9.8%
Professional Services Exp.	194,602.60	563,984.85	-65.5%
Council Expense	148.28	119.88	23.7%
Travel/Training	10,293.57	17,595.88	-41.5%
Supplies & Expenses	28,159.53	34,629.12	-18.7%
Dues and Subscriptions	150.00	182.99	-18.0%
Insurance	2,584.00	2,301.00	12.3%
Utilities-Elec,Gas,Water, Trash	402,160.16	406,105.47	-1.0%
Maint. and Repairs of Equip...	15,285.37	7,961.80	92.0%
Maint. of Buildings and Grou...	289,976.06	133,045.99	118.0%
Special Repairs & Maint.	899.00	2,657.03	-66.2%
Marketing Expenses	13,332.31	11,243.75	18.6%
Vehicle Expenses	3,944.88	7,205.76	-45.3%
Bank Fees	8,740.12	26,673.41	-67.2%
Equipment Purchase <\$5k	6,032.43	18,940.80	-68.2%
Permits, Licenses	306.69	309.12	-0.8%
State Fair Administrative Exp.	1,558.66	2,613.71	-40.4%
State Fair Marketing Expenses	209,446.20	240,804.85	-13.0%
State Fair Operations Expen...	7,173.00	19,499.21	-63.2%
State Fair Attractions Expen...	17,852.99	54,353.27	-67.2%
State Fair Exhibits Expenses	44,766.98	107,191.73	-58.2%
Total Expense	1,818,932.59	2,134,987.53	-14.8%

07/11/24
Accrual Basis

Oregon State Fair Council
Profit & Loss Current & Prior Year
January through June 2024

	Jan - Jun 24	Jan - Jun 23	% Change
Net Ordinary Income	456,933.03	-579,422.61	178.9%
Other Income/Expense			
Other Income			
Other Income	248,793.00	265,352.00	-6.2%
Special Projects Income	10,000.00	0.00	100.0%
Total Other Income	258,793.00	265,352.00	-2.5%
Other Expense			
Special Projects Expense	48,496.83	164,176.62	-70.5%
90700 - Bond Project Exp	4,506.39	16,826.44	-73.2%
Total Other Expense	53,003.22	181,003.06	-70.7%
Net Other Income	205,789.78	84,348.94	144.0%
Net Income	662,722.81	-495,073.67	233.9%