



Oregon State Fair Council Meeting Notice & Agenda Thursday, July 21, 2022 at 2:30 p.m.

State Fair & Expo Center

2330 17th Street NE Salem, OR 97301

In person Cascade Hall or Call in option

Phone number: 267-807-9598 Pin: 324-649-707#

Council Members

Vicki Berger, Chair

Loyal Burns, Vice Chair

Kevin Cameron

Jon Chandler

Leah Hagele- Perkins

George Jennings

Dayna Jung

Austin McGuigan

Arnie Roblan

Craig Smith

Advisory Members

Representative Paul Evans

Senator Bill Hansell

Salem City Manager Steve Powers

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. We also believe in the right of citizens to observe Council meetings. To ensure citizens have an opportunity to attend Council meeting and offer citizen comment and 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 desk 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 of the meeting via email. Email requests should include the date requester wishes to speak, requester's name, phone number and the agenda item or topic of their comments.
- Public Comment on Agenda Items before the Council: individuals on this 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 Board Meetings: list your name, address and the subject matter upon which you wish to be heard.
- You will have 3 minutes to testify, unless otherwise stated.
- 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 Chief Executive Officer 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 presentation to accompany their testimony without prior approval by the Board Chair.
- Individuals offering citizen comment are not permitted to make personal attacks on any Council employee, Council member, other testifier, or member of the public.



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Agenda

2:30 pm - Public Session

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **Approval of Minutes**
 - a. Council Meeting of May 19, 2022
- V. **Council Chair's Report**
- VI. **CEO's Report**
- VII. **Foundation Report by Debbie McCune**
- VIII. **Action Items**
 - a. **State Fair Council**
 - i. Financial Statements 1/1/2022-6/30/2022
 - ii. New Hire Introduction: Gilda Muro, Administrative Assistant
 - iii. SingerLewak Accountants & Consultants - 2021 Audit Report-Presented by Brad Bingenheimer.
 - b. **Committee Reports and Action Thereon**
 - i. Executive Committee
 - ii. Governmental Affairs Committee
 - iii. Nominating Committee
- IX. **Council Members' Comments**
- X. **Public Comments**
- XI. **Adjourn**



Oregon State Fair Council Meeting – July 21, 2022

Agenda Item: IV.a. [For Action]
Council Meeting Minutes of May 19, 2022



Minutes of the Oregon State Fair Council Regular Meeting

May 19, 2022

Cascade Hall- Oregon State Fair & Expo Center

Audio Recorded: Yes

I. **Call to Order:** The meeting convened at 1:33 pm with Vice-Chair Burn presiding.

II. **Roll Call:** The attendance, both by Zoom and by phone, was recorded as shown below:

Present:

Vicki Berger, Chair
Loyal Burns, Vice Chair
Kevin Cameron, Council Member
Austin McGuigan, Council Member
Leah Perkins-Hagele, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Kim Grewe-Powell, Director/CEO

Non-Present:

Jon Chandler, Council Member
George Jennings, Council Member
Dana Jung, Council Member
Rep. Paul Evans, Advisory Council Member
Sen. Bill Hansel, Advisory Council Member

III. **Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.

IV. **Approval of Minutes:**

a. **Council Meeting of March 17, 2022:** Vice-Chair Burns asked if there were any changes or corrections to the minutes presented for approval. Hearing none, a motion was made by Council Member McGuigan and seconded by Council Member Roblan to approve the minutes as presented. The motion carried unanimously.

V. **Council Chair's Report:** Chair Berger shared that she sent in Letters of Nomination to the Executive Appointment Office for Joel Condor and Rich Shultz.

VI. **CEO's Report:** CEO Kim Grewe-Powell reported that the OSFEC website has been revamped to include a better style and ease of use and promotional opportunities for our clients. There is now a "contact us" option to make it more convenient for people to reach out. There have been 9200 recent visitors to the new site. Also, added a green helper icon, this icon allows users tools to more easily use our sites. The concert lineup was revealed on Friday, April 29th, and went on sale on May 5th. The Oregon State Fair website has been viewed 341,106 times by 56,665 users. The Facebook page has reached 247,070 people and our Instagram reached 51,435. The Family four-pack and 11-day pass have gained a lot of social media engagement. Our email promotion for Pre-sale to enroll in our newsletter drove 4,049 new subscribers, marking a total of 59,715 email subscribers. Our media coverage includes local broadcasting and news. In the first week of ticket sales, we almost sold 6,000 tickets to 7 concerts with gross revenue of \$342,773. Concerts sales are up by 22%, sales to date are at \$376,940 worth of concerts, fair admission, and fair lift in 13 days. We have received \$233.00 in donations to the Fair Foundation thus far. Sold sponsorships are currently at \$315, 500, pending sponsorship proposals are at \$271,000. We have new sponsors such as Providence and Wilde Mike's. Also, sponsorships are projected to exceed last year's amount. The Pavillion weekend programming will return. Hispanic programming will be amped up to include a Jaripeo Rodeo in the Pavilion Sunday, August 28th, Dia de la Familia Festival on both Sundays August 28th, and a big-name Hispanic Concert in the L.B. Day Sunday, September 4th. The Garden will be transformed to include Artisans Village, Oregon Food Trucks, an Oregon Beer and Wine bar, and local daily Oregon Focused entertainment. We will be opening a new gate near the Garden. There will be new attractions including, A

Daredevil Motorsports Act, IFlip Acrobatics, a longhorn steer show, and the fire finale. One of CEO Kim Grewe-Powell's goals this year is to provide a more diversified concert line-up and programming.

VII. Foundation Report: Debbie McCune, Chair, of the Fair Foundation Board, shared that they have four positions on the board to fill. They currently have eight members and are wanting twelve members total. They are working on strategic planning, that will not begin until they have a full board. After some discussion the Oregon State Fair Council Ms. McCune will share the Fair Foundation about expanding the Wild Fire Memorial to encompass all of Oregon, and not only Marion County.

VIII. Action Items

a. State Fair Council

i. Financial Statement 1/1/2022-3/31/2022:

Council Member Smith moved to accept the Financial Statements as presented, and Council McGuigan seconded the motion. The motion carried Unanimously.

ii. Discussion and action regarding Intergovernmental Agreement for the 2022 Oregon State Fair Security by Oregon State Police- Presented by Greg Olson

CEO Grewe-Powell shared that when originally presented with the proposal from Oregon State Police it was \$42,000 over last years contract. With keeping the safety of the Oregon State Fair Patron in mind, CEO Grewe-Powell went back and asked Oregon State Police to fine-tune the proposal. They found \$20,000 worth of savings. The contract for 2022 will now be \$219,000. Oregon State Police's reasoning for such an increase was the rise in crime in Marion County, and an increase in salaries for the officers.

Council Member Smith moved to approve the Contract for Oregon State Police as presented, and Council Roblan seconded the motion. The motion carried Unanimously.

iii. Discussion and action regarding 2022 Oregon State Fair Contract for Crowd Management and Guest Services by Starplex Corporation

CEO Grewe-Powell shared that they did look at other companies to provide security, but the proposals came in \$2.00-\$3.00 higher per person. At this time it did not seem reasonable to make the change for this year. In 2021 there was a staffing shortage that didn't allow Starplex to provide all of the beverage monitors needed. A second company was utilized which did not provide acceptable services so they will not be invited back for the 2022 State Fair. Oregon Beverage Company pays for this service and they will be looking for another company to utilize.

Council Member Smith moved to approve the Contract for Starplex as presented, and Council Member McGuigan seconded the motion. The motion carried Unanimously.

- iv. Discussion and action regarding 2022 Oregon State Fair Contract for Janitorial Services by Jani-King

Council Member McGuigan moved to approve the Contract for Jani-King as presented, and Council Member Cameron seconded the motion. The motion carried Unanimously.

b. Committee Reports and Action Thereon

- i. **Executive Committee:** None
- ii. **Governmental Affairs Committee:** Council Member Roblan shared that he is planning on meeting with the Emergency Board to ask for funding for the Oregon State Fair and Expo Center, to better prepare for any futures Emergency.
- iii. **Nominating Committee:** None

IX. Public Comments on Non-Agenda Items: None

X. Council Members' Comments: None

XI. Adjourn: There being no further business, the meeting adjourned at 2:10 pm.

Meeting Materials:

Agenda

Council Meeting Minutes March 17, 2022

Financial Statements 1/1/2022- 3/30/2022

Intergovernmental Agreement for the 2022 Oregon State Fair Security by Oregon State Police

2022 Oregon State Fair Contract for Crowd Management and Guest Services

2022 Oregon State Fair Contract for Janitorial Services by Jani-King

Oregon State Fair Public Relations Report



Oregon State Fair Council Meeting – July 21, 2022

Agenda Item: VIII.a.i. [For Action]
Financial Statements 1/1/2022 - 6/30/2022

Oregon State Fair Council
Balance Sheet
As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Maps Checking Account	4,586.21
10100 · Maps Savings Account	5,026.14
10120 · USB - Operating Acct - 5013	451,291.33
10121 · USB - Payroll Acct - 3265	16,512.40
10122 · USB - Premium Acct - 5021	1,778.00
10125 · USB - Mrchnt Pre-Sales - 2438	1,500.00
10127 · USB - Fair Admission -5088	990.25
10128 · USB - Office Expo - 5104	42,201.15
10129 · USB - Show Works - 5120	1,814.39
10130 · USB - Camp Ground - 5138	6,838.65
10131 · USB - Office FAIR - 5112	93,125.04
10150 · Petty Cash Box - Fair	500.00
10156 · Petty Cash - Presales Fair	200.00
10200 · State Treasury Fund Account	3,961,933.21
Total Checking/Savings	4,588,296.77
Accounts Receivable	
11000 · Accounts Receivable	653,193.50
Total Accounts Receivable	653,193.50
Other Current Assets	
12004 · Prepaid Rent	500.00
12005 · Prepaid FCC 10 Yr License	1,470.00
12030 · Prepaid FSA Funding	867.20
13000 · Prepaid Contracts	4,139.87
Total Other Current Assets	6,977.07
Total Current Assets	5,248,467.34
Other Assets	
19000 · Capital Investments- SF Council	1,703,685.64
Total Other Assets	1,703,685.64
TOTAL ASSETS	6,952,152.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	50,930.64
Total Accounts Payable	50,930.64
Other Current Liabilities	
20100 · Deferred Rent Income - MCFair	255,500.00
20200 · Deferred Income - Fair	573,218.00
20515 · Deferred Income - Expo	77,634.50
24000 · Payroll Liabilities	33,627.68
Total Other Current Liabilities	939,980.18
Total Current Liabilities	990,910.82
Total Liabilities	990,910.82

Oregon State Fair Council
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
Equity	
25000 · State Parks Opening Bal	3,014,804.40
25020 · State Biennium Fund 2015-2017	1,015,299.00
32000 · Retained Earnings	2,656,451.47
32001 · Ret Earn - Facility Assess Cost	-254,738.00
32050 · Restricted Net Posititon	7,929.02
Net Income	-478,503.73
	<hr/>
Total Equity	5,961,242.16
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>6,952,152.98</u></u>

07/14/22
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through June 2022

	<u>Jan - Jun 22</u>
Ordinary Income/Expense	
Income	
Administration Revenue	12,005.44
Operations Revenue	24,636.00
Expo Center Revenue	990,393.44
State Fair Revenue	1,394.32
Total Income	<u>1,028,429.20</u>
Gross Profit	1,028,429.20
Expense	
80810 - Bank Service Charges	0.00
Salaries & Wages - Permanent	354,747.24
Contracted Labor - PT/Snl/Temp	43,168.31
Employee Benefits - ER Exp	52,416.00
Payroll Tax - Employer's Share	30,229.10
Professional Services Exp.	139,152.34
Council Expense	232.73
Travel/Training/Relocation - EE	9,868.73
Supplies & Expenses	16,553.41
Dues and Subscriptions	3,585.00
Insurance	184,915.50
Utilities-Elec,Gas,Water, Trash	285,753.51
Maint. and Repairs of Equipment	3,807.52
Maint. of Buildings and Grounds	186,011.78
Special Repairs & Maint.	10,732.19
Marketing Expenses	88,291.47
Vehicle Expenses	3,199.38
Bank Fees	12,758.22
Doubtful Debt Expense	-25.00
Equipment Purchase <\$5k	4,028.69
Permits, Licenses	123.20
State Fair Administrative Exp.	1,506.75
State Fair Marketing Expenses	267,892.94
State Fair Operations Expenses	5,593.22
State Fair Attractions Expenses	16,209.00
State Fair Exhibits Expenses	24,631.04
Total Expense	<u>1,745,382.27</u>

07/14/22
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through June 2022

	<u>Jan - Jun 22</u>
Net Ordinary Income	-716,953.07
Other Income/Expense	
Other Income	
Other Income	246,573.00
Total Other Income	246,573.00
Other Expense	
Special Projects Expense	5,319.91
90700 · Bond Project Exp	3,055.28
Total Other Expense	8,375.19
Net Other Income	238,197.81
Net Income	<u><u>-478,755.26</u></u>

07/14/22
Accrual Basis

Oregon State Fair Council
Profit & Loss by Class - Exclude NonCash
January through June 2022

	<u>Admin</u>	<u>Operations</u>	<u>Expo</u>	<u>Fair</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
Administration Revenue	12,005.44	0.00	0.00	0.00	12,005.44
Expo Center Revenue	45,590.51	627.53	618,675.40	325,500.00	990,393.44
State Fair Revenue	0.00	0.00	0.00	1,394.32	1,394.32
Total Income	<u>57,595.95</u>	<u>627.53</u>	<u>618,675.40</u>	<u>326,894.32</u>	<u>1,003,793.20</u>
Gross Profit	57,595.95	627.53	618,675.40	326,894.32	1,003,793.20
Expense					
80810 · Bank Service Charges	0.00	0.00	0.00	0.00	0.00
Salaries & Wages - Permanent	50,079.09	79,690.63	127,030.51	97,547.01	354,347.24
Contracted Labor - PT/Snl/Te...	0.00	11,385.38	31,782.93	0.00	43,168.31
Employee Benefits - ER Exp	25,004.68	15,897.95	2,600.33	2,600.33	46,103.29
Payroll Tax - Employer's Share	2,986.95	8,247.98	10,106.10	8,861.83	30,202.86
Professional Services Exp.	29,987.48	63,799.65	45,332.25	32.96	139,152.34
Council Expense	232.73	0.00	0.00	0.00	232.73
Travel/Training/Relocation - ...	9,627.19	0.00	0.00	0.00	9,627.19
Supplies & Expenses	5,645.07	9,156.73	1,326.85	414.77	16,543.42
Dues and Subscriptions	1,435.00	0.00	0.00	2,150.00	3,585.00
Insurance	32,541.75	30,474.75	60,949.50	60,949.50	184,915.50
Utilities-Elec,Gas,Water, Trash	627.34	284,991.66	133.33	1.18	285,753.51
Maint. and Repairs of Equip...	0.00	3,807.52	0.00	0.00	3,807.52
Maint. of Buildings and Grou...	0.00	158,101.08	2,541.50	733.20	161,375.78
Special Repairs & Maint.	0.00	10,732.19	0.00	0.00	10,732.19
Marketing Expenses	0.00	0.00	5,831.50	82,459.97	88,291.47
Vehicle Expenses	0.00	3,199.38	0.00	0.00	3,199.38
Bank Fees	9,250.48	0.00	2,024.16	1,483.58	12,758.22
Doubtful Debt Expense	0.00	0.00	-25.00	0.00	-25.00
Equipment Purchase <\$5k	920.00	3,108.69	0.00	0.00	4,028.69
Permits, Licenses	0.00	123.20	0.00	0.00	123.20
State Fair Administrative Exp.	0.00	0.00	0.00	1,506.75	1,506.75
State Fair Marketing Expenses	0.00	0.00	0.00	267,892.94	267,892.94
State Fair Operations Expen...	0.00	0.00	0.00	5,593.22	5,593.22
State Fair Attractions Expen...	0.00	0.00	0.00	16,209.00	16,209.00
State Fair Exhibits Expenses	0.00	0.00	0.00	24,631.04	24,631.04
Total Expense	<u>168,337.76</u>	<u>682,716.79</u>	<u>289,633.96</u>	<u>573,067.28</u>	<u>1,713,755.79</u>
Net Ordinary Income	-110,741.81	-682,089.26	329,041.44	-246,172.96	-709,962.59

07/14/22
Accrual Basis

Oregon State Fair Council
Profit & Loss by Class - Exclude NonCash
January through June 2022

	<u>Admin</u>	<u>Operations</u>	<u>Expo</u>	<u>Fair</u>	<u>TOTAL</u>
Other Income/Expense					
Other Income					
Other Income	123,287.00	0.00	123,286.00	0.00	246,573.00
Total Other Income	123,287.00	0.00	123,286.00	0.00	246,573.00
Other Expense					
Special Projects Expense	0.00	4,780.65	539.26	0.00	5,319.91
90700 · Bond Project Exp	-1,920.00	4,975.28	0.00	0.00	3,055.28
Total Other Expense	-1,920.00	9,755.93	539.26	0.00	8,375.19
Net Other Income	125,207.00	-9,755.93	122,746.74	0.00	238,197.81
Net Income	14,465.19	-691,845.19	451,788.18	-246,172.96	-471,764.78

07/14/22
Accrual Basis

Oregon State Fair Council
Profit & Loss by Class - NonCash Trade Only
January through June 2022

	<u>NonCash-Trade</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
Operations Revenue	24,636.00	24,636.00
Total Income	24,636.00	24,636.00
Gross Profit	24,636.00	24,636.00
Expense		
Maint. of Buildings and Gro...	24,636.00	24,636.00
Total Expense	24,636.00	24,636.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00