



Oregon State Fair Council Meeting Notice & Agenda Thursday, January 25th, 2024 at 1:30 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

Austin McGuigan

Arnie Roblan

Craig Smith

Joel Condor

Advisory Members

Representative Paul Evans

Senator Bill Hansell

Salem City Manager Keith Stahley

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 meetings 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 the 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 presentations to accompany their testimony without prior approval by the Board Chair.
- Individuals offering citizen comments are not permitted to make personal attacks on any Council employee, Council member, other testifier, or member of the public.



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

Agenda

1:30 pm - Public Session

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Minutes
 - a. Council Meeting of December 14, 2023 – *motion needed*
- V. Reports
 - a. Council Chair Report – Vicki Berger
 - b. CEO Report - Kim Grewe-Powell
 - c. Fair Foundation Report - Debbie McCune
- VI. Financials – Jean Wheat-Palm, Financial Manager
 - a. Financial Statement 01/01/2023-12/31/2023 – *motion needed*
 - b. Proposed 2024 Amended Budget – *motion needed*
- VII. Committee Reports
 - a. Executive Committee
 - b. Governmental Affairs Committee
 - c. Nominating Committee
 1. Chair & Vice Chair appointment – *motion needed*
- VIII. Old Business
 - a. Amend October 26, 2023 Minutes – *motion needed*
 - b. Marion County Fair
- IX. Public Comments
- X. Adjourn



Oregon State Fair Council Meeting – January 25, 2024

Agenda Item: IV.a. [For Action] Council
Meeting Minutes of December 14, 2023



Minutes of the Oregon State Fair Council Regular Meeting

December 14, 2023

Cascade Hall- Oregon State Fair & Expo

Center Audio Recorded: Yes

I. **Call to Order:** The meeting convened at 1:31 PM with Chair Berger presiding.

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

Present:

Vicki Berger, Chair
Loyal Burns, Vice Chair
Kevin Cameron, Council Member
Jon Chandler, Council Member
Austin McGuigan, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Joel Conder, Council Member
Keith Stahley, Salem City Manager
Kim Grewe-Powell, Director/CEO
Kathy Martin-Wills, *Chief of Staff to Paul Evens, Advisory Council Member*

Non-Present:

George Jennings, Council Member
Leah Perkins-Hagele, Council Member
Rep. Paul Evens, 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 December 14, 2023:** Chair Berger 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. **Reports:**

- a. **Council Chair's Report:** We are seeing some progress in filling the Council positions. Chair Berger thinks the Governor's Office will start making some appointments. Chair Berger stated that she has reached out to the Governor's Office and feels she got things moving in the right direction. Oregon State Fair Council is still looking for a County and City Elected Official. Chair Berger stated that the Council Chair's report also covers the Nominating Report.
- b. **CEO's Report:** CEO Kim Grewe-Powell reported that the Expo Business has been brisk and running smoothly. She re-iterated that OSFEC will be instituting a charge to park for public-facing events starting January 2024. Magic of lights is being well received. The community seems to be embracing their event at our facility. OSFEC has added a holiday-themed concession stand at the end of the drive-thru. Sales have been going well. Fair planning meetings will start in January, but we are in full planning mode. Several big-name acts have been secured. Kim is excited for the direction we are heading. The Agricultural Programs Manager position has been filled. Andrea Kuenzi will start January 2nd.

- c. **Project Report:** Tom Wood shared that the Columbia Hall's upper roof is completed, the lower roof west is complete and the lower roof on the south is 95% complete. Columbia Hall's exterior paint has been completed. The doors for Columbia Hall have been framed, sheeted and should be delivered on 1/2/2024. Tom stated that the south restrooms 128, 129 & 135 had been completed. CEO, Kim Grewe-Powell said that "we have added a family restroom as well as more ADA restrooms."
- d. **Foundation Report:** CEO Kim Grewe-Powell shared the Fair Foundation's report on behalf of Debbie McCune. The Foundation is researching working with CTEC on a fundraising project for 2024. They are working on securing new tile behind the Santiam Canyon Memorial. The Foundation is working on recruiting for the BOD. They have turned in an application to apply for TOT (Transient Occupancy Tax) grant funds. Jean and CEO, Kim, also presented to the Cultural Tourism Promotion Advisory Board on last Tuesday night. Kim and Jean are hopeful to use the funds to purchase an electronic reader board.

VI. Financials:

- a. **Financial Report:** Jean Wheat-Palm, Financial Manager reported on the Financial Condition stating Assets at \$10,393,245.95 in balance with our Liabilities/Equity and Net Income of \$1,196,846.83 year to date as of November 30, 2023. The Profit & Loss (P&L) Totals is broken down with our revenue sources identified in five categories. Our total income YTD is \$9,246,922.14 and total expenses YTD \$8,291,734.69. The net ordinary Income \$955,187.45 and the net other Income \$241,659.38. Our P&L Budget -vs- Actual is reflecting as of December 7, 2023 with overall total income is \$109,254.14 above projected budget and total expenses are under project budget by \$158,620.26.
The P&L by Class was reported focusing on the Fair revenues \$7,592,628.76 and expenses \$5,672,584.01. The 2023 Fair net income was \$1,899,320.09 being the highest return on record. We still have a few items not accounted for with our final figures. This Fair year attendance was down about 10% from 2022. We did incur higher than anticipated expenses in Public Safety with the metal detectors, utilities, temp hiring including our change in business partners and triple the merchant fees for debit/credit card transactions. Council members asked for clarification in several areas of the reports given, which were addressed to the council's satisfaction. Chair Berger asked if there were any questions regarding the financial statements. Council Member McGuigan moved to accept the financial reports as presented, the motion seconded by Council Member Conder. Motion carried unanimously.

VII. Committee Reports

- a. **Executive Committee:** None
- b. **Governmental Affairs Committee:** None
- c. **Nominating Committee:** Please see Council Chair's Report.

- VIII. **New Business:** Council Member Cameron thanked the Oregon State Fair for all the support and what it has done for the Marion County Fair. Council Member Cameron said that in the new contract between the Marion County Fair and the Oregon State Fair, the patrons of the Marion County Fair will have to start paying \$5.00 for parking. He asked if the Council would consider not charging the patrons during the Marion County Fair. Chair Berger said that the Council will take his request under consideration. CEO Kim Grewe-Powell has reached out to Marion County Fair to start a discussion with them about possible opportunities.

- IX. **Public Comments on Non-Agenda Items:** Justin Alderman from Equestrian Media Group spoke about his concerns about OSFEC's Media Policy and Procedures again. Mr. Alderman said that he traveled three and half hours to get to the OSFC meeting and would like five minutes instead of three. Chair Berger granted the extra two plus minutes.

X. **Adjourn:** There being no further business, the meeting adjourned at 2:31 P.M.

Meeting Materials:

Agenda

Council Meeting Minutes December 14,2023

Financial Summary Overview Summary

Balance Sheet December 31, 2023

Profit and Loss December 31, 2023

Profit and Loss Budget vs Actual YTD

Profit and Loss by Class YTD

Proposed 2024 Amended Budget



Oregon State Fair Council Meeting – January 25, 2024

Agenda item: Via.i. [For Action]



December 2023 Financial Overview Summary

The **Balance Sheet** through December 31, 2023 reflects our current financial condition with Assets \$10,244,535.98 in balance with our Liabilities/Equity and the Net Income \$1,114,698.77 Year to Date.

The **Profit & Loss** Total January 1, 2023 through December 31, 2023 is broken down with our revenue sources identified in five sub categories with total income \$9,460,078.68. Total Expenses for the same time period \$8,579,709.29. The Net Ordinary Income \$880,369.39 Year to Date with the Net Other Income/Expenses total \$1,114,698.77 Year to Date.

The **Profit & Loss Budget vs. Actual** for Year ending December 31, 2023 overall Total Net Income \$322,410.68 above projected budget and total expense are over projected budget by \$26,474.29.

The **Profit & Loss by Class** for Year ending December 31, 2023 provides additional information in the five sub categories (July Spectacular, Administration, Operations, and Expo) of our Income/Expense for each part of our business.

Approved 2024 Projected Budget Proposed Amendments January, 2024

As reported at the December council meeting the Approved Projected 2024 Budget is presented with amendments following a very extensive review of the past year. Many areas were re-evaluated based on the cost of doing business increasing significantly in 2023, and more increases we have been notified of for 2024.

We were able to identify and amend our total income/expenses in many areas to better project this year.

There are several areas we used our best estimate for projections, and we know we will need clarification from DAS regarding the cost of our insurance that is billed to us every two years, this may be a line item that we may need to change once we have the information made available.

As stated previously, our utilities, maintenance of buildings and grounds including parking safety upgrades, merchant fees, and costs of temporary fair personnel have increased overall in our expenses to name a few. We were able to identify several key areas that need to be reallocated to better reflect our costs moving forward.

When reviewing this report, the first column was the 2023 approved budget, second column is Actual Year to Date Preliminary Financials for 2023, third column is the 2024 Approved Budget and the fourth column is the proposed amendments to the 2024 Projected Budget.

Oregon State Fair Council
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Maps Checking Account	4,586.21
10100 · Maps Savings Account	5,026.14
10120 · USB - Operating Acct - 5013	3,733,813.58
10121 · USB - Payroll Acct - 3265	500.00
10122 · USB - Premium Acct - 5021	1,362.00
10125 · USB - Mrchnt Pre-Sales - 2438	1,500.00
10127 · USB - Fair Admission -5088	501,308.02
10128 · USB - Office Expo - 5104	292,055.55
10129 · USB - Show Works - 5120	35,848.02
10130 · USB - Camp Ground - 5138	42,120.05
10131 · USB - Office FAIR - 5112	552,054.53
10150 · Petty Cash Box - Fair	746.49
10200 · State Treasury Fund Account	3,424,557.44
Total Checking/Savings	8,595,478.03
Accounts Receivable	
11000 · Accounts Receivable	136,937.73
Total Accounts Receivable	136,937.73
Other Current Assets	
2120 · Payroll Asset	-1,357.92
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	-4,959.85
Total Other Current Assets	-10,395.42
Total Current Assets	8,722,020.34
Other Assets	
19000 · Capital Investments- SF Council	1,522,515.64
Total Other Assets	1,522,515.64
TOTAL ASSETS	10,244,535.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	17,040.20
Total Accounts Payable	17,040.20
Credit Cards	
20055 · US Bank - Jean	1,220.51
20050 · US Bank - Danette	-224.18
20040 · US Bank - Mike	3,163.82
Total Credit Cards	4,160.15
Other Current Liabilities	
20100 · Deferred Rent Income - MCFair	223,000.00
20200 · Deferred Income - Fair	18,727.32

Oregon State Fair Council
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
20515 · Deferred Income - Expo	247,206.00
20530 · Direct Deposit Liabilities	-3,037.82
24000 · Payroll Liabilities	3,763.90
Total Other Current Liabilities	<u>489,659.40</u>
Total Current Liabilities	<u>510,859.75</u>
Total Liabilities	510,859.75
Equity	
25000 · State Parks Opening Bal	3,014,804.40
25020 · State Biennium Fund 2015-2017	1,015,299.00
32000 · Retained Earnings	4,835,683.04
32001 · Ret Earn - Facility Assess Cost	-254,738.00
32050 · Restricted Net Posititon	7,929.02
Net Income	1,114,698.77
Total Equity	<u>9,733,676.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,244,535.98</u></u>

01/20/24
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
July Spectacular Revenue	369,415.60
Administration Revenue	128,031.21
Operations Revenue	51,168.00
Expo Center Revenue	1,327,351.11
State Fair Revenue	7,584,112.76
Total Income	<u>9,460,078.68</u>
Gross Profit	9,460,078.68
Expense	
Salaries & Wages - Permanent	722,182.25
Contracted Labor - PT/Snl/Temp	116,946.78
Employee Benefits - ER Exp	105,357.63
Payroll Tax - Employer's Share	75,774.75
Professional Services Exp.	777,400.37
Council Expense	119.88
Travel/Training	37,343.16
Supplies & Expenses	70,455.31
Dues and Subscriptions	6,181.88
Insurance	26,960.00
Utilities-Elec,Gas,Water, Trash	803,477.65
Maint. and Repairs of Equipment	11,423.29
Maint. of Buildings and Grounds	348,179.46
Special Repairs & Maint.	6,121.56
Marketing Expenses	20,152.09
Vehicle Expenses	21,472.68
Bank Fees	146,827.60
Doubtful Debt Expense	220.00
Equipment Purchase <\$5k	26,456.58
Permits, Licenses	1,156.80
State Fair Administrative Exp.	55,407.90
State Fair Marketing Expenses	766,991.82
State Fair Operations Expenses	1,779,592.99
State Fair Attractions Expenses	1,952,881.80
State Fair Exhibits Expenses	<u>700,625.06</u>

01/20/24
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through December 2023

	<u>Jan - Dec 23</u>
Total Expense	8,579,709.29
Net Ordinary Income	880,369.39
Other Income/Expense	
Other Income	
Other Income	540,934.00
Total Other Income	540,934.00
Other Expense	
Special Projects Expense	284,745.68
90700 - Bond Project Exp	21,858.94
Total Other Expense	306,604.62
Net Other Income	234,329.38
Net Income	<u>1,114,698.77</u>

Oregon State Fair Council
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
July Spectacular Revenue	369,415.60	0.00	369,415.60	100.0%
Administration Revenue	128,031.21	40,000.00	88,031.21	320.1%
Operations Revenue	51,168.00	51,168.00	0.00	100.0%
Expo Center Revenue	1,327,351.11	1,453,000.00	-125,648.89	91.4%
State Fair Revenue	7,584,112.76	7,593,500.00	-9,387.24	99.9%
Total Income	<u>9,460,078.68</u>	<u>9,137,668.00</u>	<u>322,410.68</u>	<u>103.5%</u>
Gross Profit	9,460,078.68	9,137,668.00	322,410.68	103.5%
Expense				
Salaries & Wages - Permanent	722,182.25	719,000.00	3,182.25	100.4%
Contracted Labor - PT/Snl/Te...	116,946.78	105,000.00	11,946.78	111.4%
Employee Benefits - ER Exp	105,357.63	135,570.00	-30,212.37	77.7%
Payroll Tax - Employer's Share	75,774.75	80,200.00	-4,425.25	94.5%
Professional Services Exp.	777,400.37	242,075.00	535,325.37	321.1%
Council Expense	119.88	500.00	-380.12	24.0%
Travel/Training	37,343.16	29,400.00	7,943.16	127.0%
Supplies & Expenses	70,455.31	90,100.00	-19,644.69	78.2%
Dues and Subscriptions	6,181.88	5,000.00	1,181.88	123.6%
Insurance	26,960.00	350,000.00	-323,040.00	7.7%
Utilities-Elec,Gas,Water, Trash	803,477.65	675,000.00	128,477.65	119.0%
Maint. and Repairs of Equip...	11,423.29	26,000.00	-14,576.71	43.9%
Maint. of Buildings and Grou...	348,179.46	640,800.00	-292,620.54	54.3%
Special Repairs & Maint.	6,121.56	16,000.00	-9,878.44	38.3%
Marketing Expenses	20,152.09	53,500.00	-33,347.91	37.7%
Vehicle Expenses	21,472.68	16,000.00	5,472.68	134.2%
Bank Fees	146,827.60	67,000.00	79,827.60	219.1%
Doubtful Debt Expense	220.00	1,500.00	-1,280.00	14.7%
Equipment Purchase <\$5k	26,456.58	5,000.00	21,456.58	529.1%
Permits, Licenses	1,156.80	2,000.00	-843.20	57.8%
State Fair Administrative Exp.	55,407.90	79,750.00	-24,342.10	69.5%
State Fair Marketing Expenses	766,991.82	885,000.00	-118,008.18	86.7%
State Fair Operations Expen...	1,779,592.99	1,671,685.00	107,907.99	106.5%
State Fair Attractions Expen...	1,952,881.80	1,977,155.00	-24,273.20	98.8%
State Fair Exhibits Expenses	<u>700,625.06</u>	<u>680,000.00</u>	<u>20,625.06</u>	<u>103.0%</u>

01/20/24
Accrual Basis

Oregon State Fair Council
Profit & Loss Budget vs. Actual
January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total Expense	8,579,709.29	8,553,235.00	26,474.29	100.3%
Net Ordinary Income	880,369.39	584,433.00	295,936.39	150.6%
Net Income	<u>1,114,698.77</u>	<u>584,433.00</u>	<u>530,265.77</u>	<u>190.7%</u>

01/20/24
Accrual Basis


Oregon State Fair Council
Profit & Loss by Class
January through December 2023


	July Spect...	Admin	Operations	Expo	Fair	TOTAL
Ordinary Income/Expense						
Income						
July Spectacular Revenue	369,415.60	0.00	0.00	0.00	0.00	369,415.60
Administration Revenue	0.00	128,031.21	0.00	0.00	0.00	128,031.21
Expo Center Revenue	0.00	5,269.77	5,951.94	1,316,129.40	0.00	1,327,351.11
State Fair Revenue	0.00	0.00	0.00	0.00	7,584,112.76	7,584,112.76
Total Income	<u>369,415.60</u>	<u>133,300.98</u>	<u>5,951.94</u>	<u>1,316,129.40</u>	<u>7,584,112.76</u>	<u>9,408,910.68</u>
Gross Profit	369,415.60	133,300.98	5,951.94	1,316,129.40	7,584,112.76	9,408,910.68
Expense						
Salaries & Wages - Permanent	0.00	112,714.99	185,384.65	226,118.67	197,963.94	722,182.25
Contracted Labor - PT/Snl/Temp	0.00	0.00	1,960.34	98,275.49	16,710.95	116,946.78
Employee Benefits - ER Exp	0.00	49,292.44	55,647.87	208.66	208.66	105,357.63
Payroll Tax - Employer's Share	0.00	8,546.10	18,426.86	18,244.76	30,557.03	75,774.75
Professional Services Exp.	424,309.74	69,991.47	122,181.84	145,620.37	15,296.95	777,400.37
Council Expense	0.00	119.88	0.00	0.00	0.00	119.88
Travel/Training	0.00	37,080.71	36.95	31.86	193.64	37,343.16
Supplies & Expenses	0.00	15,578.56	30,224.66	13,541.00	11,111.09	70,455.31
Dues and Subscriptions	0.00	6,151.89	29.99	0.00	0.00	6,181.88
Insurance	0.00	6,410.83	4,109.83	8,219.67	8,219.67	26,960.00
Utilities-Elec,Gas,Water, Trash	0.00	5,537.81	778,759.53	0.00	19,180.31	803,477.65
Maint. and Repairs of Equipm...	0.00	0.00	10,032.30	1,390.99	0.00	11,423.29
Maint. of Buildings and Groun...	0.00	0.00	277,901.22	5,564.69	13,545.55	297,011.46
Special Repairs & Maint.	0.00	0.00	4,712.44	1,409.12	0.00	6,121.56
Marketing Expenses	0.00	0.00	0.00	19,694.18	457.91	20,152.09
Vehicle Expenses	0.00	500.00	12,643.77	0.00	8,328.91	21,472.68
Bank Fees	0.00	12,773.26	140.00	9,494.96	124,419.38	146,827.60
Doubtful Debt Expense	0.00	0.00	0.00	0.00	220.00	220.00
Equipment Purchase <\$5k	0.00	1,430.40	22,069.11	1,552.92	1,404.15	26,456.58
Permits, Licenses	0.00	0.00	695.55	0.00	461.25	1,156.80
State Fair Administrative Exp.	0.00	0.00	0.00	0.00	55,407.90	55,407.90
State Fair Marketing Expenses	0.00	0.00	0.00	1,914.35	765,077.47	766,991.82
State Fair Operations Expenses	0.00	0.00	0.00	0.00	1,779,592.99	1,779,592.99
State Fair Attractions Expenses	0.00	0.00	0.00	0.00	1,952,881.80	1,952,881.80
State Fair Exhibits Expenses	0.00	0.00	0.00	0.00	700,625.06	700,625.06
Total Expense	<u>424,309.74</u>	<u>326,128.34</u>	<u>1,524,956.91</u>	<u>551,281.69</u>	<u>5,701,864.61</u>	<u>8,528,541.29</u>
Net Ordinary Income	-54,894.14	-192,827.36	-1,519,004.97	764,847.71	1,882,248.15	880,369.39
Other Income/Expense						
Other Income						
Other Income	0.00	540,934.00	0.00	0.00	0.00	540,934.00
Total Other Income	0.00	540,934.00	0.00	0.00	0.00	540,934.00


Oregon State Fair Council
Profit & Loss by Class
 January through December 2023


01/20/24
 Accrual Basis


	<u>July Spect...</u>	<u>Admin</u>	<u>Operations</u>	<u>Expo</u>	<u>Fair</u>	<u>TOTAL</u>
Other Expense						
Special Projects Expense	0.00	0.00	284,745.68	0.00	0.00	284,745.68
90700 · Bond Project Exp	0.00	12,273.14	0.00	9,585.80	0.00	21,858.94
Total Other Expense	<u>0.00</u>	<u>12,273.14</u>	<u>284,745.68</u>	<u>9,585.80</u>	<u>0.00</u>	<u>306,604.62</u>
Net Other Income	<u>0.00</u>	<u>528,660.86</u>	<u>-284,745.68</u>	<u>-9,585.80</u>	<u>0.00</u>	<u>234,329.38</u>
Net Income	<u>-54,894.14</u>	<u>335,833.50</u>	<u>-1,803,750.65</u>	<u>755,261.91</u>	<u>1,882,248.15</u>	<u>1,114,698.77</u>

 OREGON STATE FAIR & EXPOSITION CENTER PROJECTED BUDGET 2023 AND 2024		2023 Proposed and Approved Budget	Actual Year to Date 12/31/2023 Preliminary YTD Financials	2024 Approved Budget	Amended Approved 2024 Budget Proposed 01/2024
ORDINARY INCOME/EXPENSES					
Administration Revenue					
40010 • State Treasury Income	40,000.00	127,293.68	40,000.00	296,000.00	
40020 • Interest Income	0.00	737.53	0.00	3,600.00	
Total Administration Revenue	40,000.00	128,031.21	40,000.00	299,600.00	
Operations Revenue					
41010 • Sponsorship - Operations	51,168.00	51,168.00	51,168.00	51,168.00	
Total Operations Revenue	51,168.00	51,168.00	51,168.00	51,168.00	
Expo Center Revenue					
45010 • Camping Fees	15,000.00	20,875.00	15,000.00	20,000.00	
45020 • Event Services	32,000.00	19,173.44	35,000.00	19,000.00	
45030 • Concessions Contracts	200,000.00	159,250.79	245,000.00	175,175.00	
45040 • Concessions Alcohol	200,000.00	237,507.59	245,000.00	261,250.00	
45050 • Equipment Rental - Event	60,000.00	97,051.34	65,000.00	96,000.00	
45060 • ATM Revenue	5,000.00	2,424.00	5,000.00	2,500.00	
45070 • Facility Rent - Event	750,000.00	598,320.92	865,000.00	750,000.00	
45090 • Parking Fees	90,000.00	43,437.05	110,000.00	0.00	
45100 • Facility Parking Fees	30,000.00	65,678.00	30,000.00	453,465.00	
45110 • Utility Fees	50,000.00	79,575.46	60,000.00	79,000.00	
45115 • Sponsorship - Expo Revenue	20,000.00	0.00	40,000.00	0.00	
45120 • Miscellaneous Revenue	1,000.00	4,057.52	1,000.00	1,000.00	
Total Expo Center Revenue	1,453,000.00	1,327,351.11	1,716,000.00	1,857,390.00	
State Fair Revenue					
47010 • Admissions Revenue	2,200,000.00	1,593,058.66	2,300,000.00	1,672,650.00	
47020 • Commercial Exhibits Revenue	600,000.00	675,630.00	600,000.00	675,000.00	
47030 • Food & Beverage Revenue	1,400,000.00	1,469,097.95	1,500,000.00	1,500,000.00	
47053 • Creative Living Entry Fees	0.00	514.00	0.00	500.00	
47037 • Art Sales	0.00	5,875.50	0.00	5,000.00	
47039 • Pavilion Revenue	30,000.00	34,250.00	30,000.00	35,000.00	
47040 • Carnival Revenue	1,400,000.00	1,375,381.00	1,400,000.00	1,375,000.00	
47041 • Fairlift Revenue	45,000.00	88,443.80	45,000.00	45,000.00	
47043 • Special Attractions Revenue	8,500.00	26,885.70	8,500.00	27,000.00	
47045 • Horse Show	25,000.00	31,836.00	25,000.00	30,000.00	
47050 • Livestock Entry Fees	30,000.00	45,417.58	30,000.00	40,000.00	
47060 • Amphitheatre Revenue	650.00	1,080,415.97	700.00	1,000,000.00	
47062 • Amphitheatre Ticketing Fees	50,000.00	0.00	50,000.00	0.00	
47070 • Parking Revenue	250,000.00	345,023.55	250,000.00	345,000.00	
47080 • Camping/RV Revenue	50,000.00	47,709.00	50,000.00	50,000.00	
47090 • Sponsorship - Fair Revenue	400,000.00	486,500.00	450,000.00	500,000.00	
47095 • In-Kind Revenue (Non-Cash)	200,000.00	0.00	200,000.00	200,000.00	
47100 • ATM Revenue	5,000.00	5,984.00	5,000.00	6,000.00	
47110 • Picnic Revenue	5,000.00	2,600.00	5,000.00	3,000.00	
47120 • Ticket Fees	90,000.00	0.00	90,000.00	0.00	
47130 • Other (OSF Merchandise, Reimb., Refunds)	0.00	4,997.00	0.00	5,000.00	
47140 • Carnival Expense Reimbursement	155,000.00	264,493.05	155,000.00	265,000.00	
Total State Fair Revenue	6,944,150.00	7,584,112.76	7,194,200.00	7,779,150.00	
July Spectacular Revenue					
45075 • Facility - 4th of July	0.00	369,415.60	0.00	400,000.00	
Total July Spectacular Revenue	0.00	369,415.60	0.00	400,000.00	
TOTAL INCOME	8,488,318.00	9,460,078.68	9,001,368.00	10,387,308.00	
Salaries & Wages - Permanent					
60010 • Regular Employees	719,000.00	722,182.25	733,000.00	862,800.00	
Total Salaries & Wages - Permanent	719,000.00	722,182.25	733,000.00	862,800.00	
Contracted Labor - PT/Snl/Temp					
60030 • Temporary Labor	95,000.00	116,946.78	120,000.00	130,000.00	
60035 • Temporary Labor for Projs. <\$5K	10,000.00	0.00	10,000.00	0.00	
Total Contracted Labor - PT/Snl/Temp	105,000.00	116,946.78	130,000.00	130,000.00	
Employee Benefits - ER Exp					
60110 • Med/Dent/Life Ins.	96,000.00	90,070.40	96,000.00	110,000.00	
60120 • Retirement Exp	21,570.00	13,377.53	21,570.00	21,600.00	
60130 • Worker's Comp. Insurance	15,500.00	626.00	15,700.00	700.00	
60140 • Co Pd Flexible Spending Fees	2,500.00	1,283.70	2,500.00	1,500.00	
Total Employee Benefits - ER Exp	135,570.00	105,357.63	135,770.00	133,800.00	
Payroll Tax - Employer's Share					
60210 • Employer Taxes, Assessments	79,900.00	75,774.75	79,900.00	80,000.00	
60215 • Direct Deposit Fee	300.00	0.00	300.00	0.00	
Total Payroll Tax - Employer's Share	80,200.00	75,774.75	80,200.00	80,000.00	

 OREGON STATE FAIR & EXPOSITION CENTER PROJECTED BUDGET 2023 AND 2024		2023 Proposed and Approved Budget	Actual Year to Date 12/31/2023 Preliminary YTD Financials	2024 Approved Budget	Amended Approved 2024 Budget Proposed 01/2024
Professional Services Exp.					
60380 · 4th of July Event Expenses (New)	0.00	424,309.74	0.00	325,000.00	
60305 · Legal Fees	1,500.00	12,735.00	1,500.00	20,000.00	
60310 · Human Resources Fees	3,000.00	5,780.85	3,000.00	6,200.00	
60320 · Janitorial Services	72,000.00	84,408.57	94,000.00	90,000.00	
60325 · Office Admin. Services	40,000.00	36,308.50	40,000.00	40,000.00	
60330 · Printing - Admin	600.00	0.00	600.00	0.00	
60345 · Other Services	475.00	1,567.04	950.00	1,500.00	
60350 · Security & Protection Services	24,500.00	14,064.39	45,000.00	22,500.00	
60360 · Prof & Personal Serv Contracts	100,000.00	198,226.28	120,000.00	230,000.00	
Total Professional Services Exp.	242,075.00	777,400.37	305,050.00	735,200.00	
Council Expense					
61010 · Council Expense	500.00	119.88	500.00	250.00	
Total Council Expense	500.00	119.88	500.00	250.00	
Travel/Training/Relocation - EE					
62010 · Ground Transportation	200.00	275.04	200.00	300.00	
62015 · Mileage Reimbursement	200.00	0.00	200.00	500.00	
62020 · Training	11,000.00	15,477.44	11,000.00	16,000.00	
62025 · Meetings/Conferences - Services	18,000.00	21,590.68	18,000.00	24,000.00	
Total Travel/Training/Relocation - EE	29,400.00	37,343.16	29,400.00	40,800.00	
Supplies & Expenses					
63005 · Janitorial Supplies	30,000.00	28,382.12	45,000.00	30,000.00	
63010 · Kitchen Supplies	6,000.00	2,456.61	6,000.00	3,000.00	
63015 · Office Administration Supplies	3,600.00	5,154.18	3,600.00	5,500.00	
63017 · Office Admin Miscellaneous	1,500.00	2,161.31	1,500.00	2,500.00	
63020 · Rent/Lease Other Equip/Uniforms	40,000.00	23,619.64	45,000.00	30,000.00	
63030 · Safety Supplies	2,500.00	4,317.21	2,500.00	4,700.00	
63040 · Shop & Field Supplies	6,500.00	4,364.24	6,500.00	5,000.00	
Total Supplies & Expenses	90,100.00	70,455.31	110,100.00	80,700.00	
Dues and Subscriptions					
63505 · Dues/Memberships	5,000.00	6,181.88	5,000.00	6,200.00	
Total Dues and Subscriptions	5,000.00	6,181.88	5,000.00	6,200.00	
Insurance					
64005 · Insurance	350,000.00	26,960.00	350,000.00	190,000.00	
Total Insurance	350,000.00	26,960.00	350,000.00	190,000.00	
Utilities-Elec,Gas,Water, Trash					
64510 · Electrical KSH Svc - Usage	300,000.00	336,846.76	300,000.00	398,000.00	
64520 · Natural Gas - Equipment	0.00	0.00	0.00	0.00	
64525 · Natural Gas - Utilities	85,000.00	164,843.10	85,000.00	173,000.00	
64535 · Propane Gas	2,000.00	2,245.02	2,000.00	2,500.00	
64545 · Telcom/Network Services	30,000.00	17,442.91	30,000.00	19,000.00	
64555 · Telecom/Voice Usage	13,000.00	13,225.06	13,000.00	14,000.00	
64560 · Waste Disposal Services	25,000.00	28,225.26	25,000.00	30,000.00	
64565 · Water Utilities	220,000.00	240,649.54	220,000.00	253,000.00	
Total Utilities-Elec,Gas,Water, Trash	675,000.00	803,477.65	675,000.00	889,500.00	
Maint. and Repairs of Equipment					
65005 · Maintenance of Equipment	20,000.00	5875.99	25,000.00	25,000.00	
65006 · Repairs of Equipment	6,000.00	5,547.30	6,000.00	6,000.00	
Total Maint. and Repairs of Equipment	26,000.00	11,423.29	31,000.00	31,000.00	
Maint. of Buildings and Grounds					
65505 · Building & Grounds Maint. Supplies	25,000.00	24,905.60	25,000.00	25,000.00	
65510 · Building & Grounds Maint/Repairs/Service	250,000.00	126,333.18	250,000.00	250,000.00	
65512 · Maint Bldgs & Grounds Proj <\$5K	3,500.00	3,600.00	3,500.00	3,500.00	
65515 · Grounds & Landscape Supplies	3,300.00	1,356.72	3,300.00	2,500.00	
65520 · Grounds & Landscape Services	175,000.00	152,413.72	175,000.00	175,000.00	
65530 · Inspection & Test Services	30,000.00	21,753.28	30,000.00	53,000.00	
65535 · Road /Trail/Parking Lot Maint & Repair	2,500.00	12,511.48	3,000.00	250,000.00	
65540 · Miscellaneous Maint. - Supplies	1,500.00	5,305.48	1,500.00	5,500.00	
65545 · Depreciation Expense	150,000.00	0.00	150,000.00	150,000.00	
Total Maint. of Buildings and Grounds	640,800.00	348,179.46	641,300.00	914,500.00	
Special Repairs & Maint.					
66005 · System/Structures-Maint Service	15,000.00	302.72	15,000.00	2,500.00	
66006 · Equipment and Facilities Damage	1,000.00	5,818.84	1,000.00	1,000.00	
Total Special Repairs & Maint.	16,000.00	6,121.56	16,000.00	3,500.00	
Marketing Expenses					
67005 · Marketing Expense	50,000.00	20,152.09	60,000.00	50,000.00	
67008 · Marketing Expense - Temp labor	0.00	0.00	0.00	0.00	
67010 · Print - Reprod/Duplica Services	2,000.00	0.00	2,000.00	1,000.00	
67016 · Horse & Poultry Restoration	1,500.00	0.00	2,000.00	1,000.00	

 OREGON STATE FAIR & EXPOSITION CENTER PROJECTED BUDGET 2023 AND 2024		2023 Proposed and Approved Budget	Actual Year to Date 12/31/2023 Preliminary YTD Financials	2024 Approved Budget	Amended Approved 2024 Budget Proposed 01/2024
Total Marketing Expenses		53,500.00	20,152.09	64,000.00	52,000.00
Vehicle Expenses					
67505 · Vehicle Expenses		16,000.00	21,472.68	16,000.00	21,000.00
Total Vehicle Expenses		16,000.00	21,472.68	16,000.00	21,000.00
Bank Fees					
69005 · Merchant Fees		55,000.00	133,914.35	55,000.00	135,000.00
69015 · Bank Service Fees		12,000.00	12913.25	12,000.00	13,000.00
Total Bank Fees		67,000.00	146,827.60	67,000.00	148,000.00
Coronavirus Relief Fund Grant					
Doubtful Debt Expense					
69021 · Uncollected Checks or Counterfeit Funds		0.00	220.00	0.00	500.00
69026 · Other Doubtful Debt		1,500.00	0.00	1,500.00	0.00
Total Doubtful Debt Expense		1,500.00	220.00	1,500.00	500.00
Equipment Purchase <\$5k					
70005 · Sml Tools & Equip Non-IT <\$5k		2,500.00	21,771.80	2,500.00	20,000.00
70007 · IT Equipment Purchased <\$5k		2,500.00	4,684.78	2,500.00	5,000.00
Total Equipment Purchase <\$5k		5,000.00	26,456.58	5,000.00	25,000.00
Permits, Licenses					
70505 · Permits, Licenses, Fees		2,000.00	1,156.80	2,000.00	1,500.00
Total Permits, Licenses		2,000.00	1,156.80	2,000.00	1,500.00
State Fair Administrative Exp.					
80010 · Paper Room/Audit Expenses		250.00	9,347.25	250.00	3,000.00
80015 · Paper Room/Audits Temp Labor		70,000.00	25,060.65	35,000.00	28,000.00
80016 · Paper Room/Audits Employee		9,500.00	21,000.00	9,500.00	19,500.00
Total State Fair Administrative Exp.		79,750.00	55,407.90	44,750.00	50,500.00
State Fair Marketing Expenses					
80105 · Advertising/Marketing Expenses		775,000.00	649,397.83	815,000.00	775,000.00
80107 · SF Mrkt Exp. - Temp Labor		0.00	10,169.06	0.00	11,650.00
80110 · Sponsorships Expenses		25,000.00	25,364.93	30,000.00	27,000.00
80115 · Sponsorships Coord		85,000.00	82,060.00	85,000.00	85,000.00
Total State Fair Marketing Expenses		885,000.00	766,991.82	930,000.00	898,650.00
State Fair Operations Expenses					
Administrative Overhead					
80205 · SF- Customer Service - Other		1,500.00	272.39	1,500.00	500.00
80206 · SF Customer Service - Employee		8,000.00	0.00	8,000.00	0.00
80207 · SF Customer Service-Temp Labor		6,500.00	7,595.25	7,000.00	7,500.00
80208 · SF - Front Office - Temp Labor		20,000.00	584.25	20,000.00	4,000.00
80209 · SF - Admin. - Other		15,000.00	6,654.42	15,000.00	7,500.00
Total Administrative Overhead		51,000.00	15,106.31	51,500.00	19,500.00
Admissions Expenses					
80213 · SF - Box Office - Employee		5,000.00	5,000.00	5,500.00	5,500.00
80214 · SF - Box Office - Temp Labor		7,500.00	14,883.03	7,500.00	16,000.00
80215 · SF - Box Office - Other		15,000.00	13,179.00	15,000.00	15,000.00
80216 · SF - Admissions - Employee		11,500.00	0.00	11,500.00	0.00
80217 · SF - Admissions - Temp. Labor		135,000.00	263,705.25	135,000.00	265,000.00
80219 · SF - Admissions - Other		160,000.00	119,652.54	160,000.00	130,000.00
Total Admissions Expenses		334,000.00	416,419.82	334,500.00	431,500.00
Public Safety Expenses					
80221 · PS - Employees		10,000.00	22,000.00	12,000.00	27,000.00
80222 · PS - State Police		234,330.00	230,000.00	258,000.00	255,000.00
80223 · PS - Security		175,000.00	199,616.71	200,000.00	217,000.00
80224 · PS - EMT		72,355.00	97,635.00	80,000.00	107,500.00
80229 · PS - Other		68,000.00	66,997.26	128,000.00	70,000.00
Total Public Safety Expenses		559,685.00	616,248.97	678,000.00	676,500.00
Fair Cleanup / Janitorial					
80225 · SF - Grounds Clean Up Expenses		200,000.00	194,461.50	214,000.00	200,000.00
80227 · SF - Janitorial - Temp Labor		0.00	0.00	0.00	0.00
80230 · SF - Restroom Cleanup Supplies		40,000.00	34,699.02	40,000.00	38,000.00
Total Fair Cleanup / Janitorial		240,000.00	229,160.52	254,000.00	238,000.00
Parking Expenses					
80235 · Camping Expense		17,398.00	18,619.44	17,398.00	20,500.00
80236 · PKG - Employee		42,171.00	43,700.00	42,171.00	45,000.00
80237 · PKG - Temp Labor		197,382.00	233,321.73	211,200.00	234,000.00
80239 · PKG - Other		30,049.00	29,747.70	32,200.00	34,000.00
Total Parking Expenses		287,000.00	325,388.87	302,969.00	333,500.00
80245 · Utilities (SF)		55,000.00	55,389.04	55,000.00	60,000.00
Fair Operations General					
80252 · SFO - Temp Labor		25,000.00	2,942.22	25,000.00	5,000.00
80253 · SFO - Other		60,000.00	70,050.33	70,000.00	75,000.00

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Total Fair Operations General		85,000.00	72,992.55	95,000.00	80,000.00
Fair Setup					
80257 · SF Set up - Temp Labor		30,000.00	8,218.44	30,000.00	10,000.00
80258 · SF Set up - Other		20,000.00	26,508.74	20,000.00	35,000.00
Total Fair Setup		50,000.00	34,727.18	50,000.00	45,000.00
80299 · Other - State Fair Operations		10,000.00	14,159.73	10,000.00	10,000.00
Total State Fair Operations Expenses		1,671,685.00	1,779,592.99	1,830,969.00	1,894,000.00
State Fair Attractions Expenses					
80305 · LB Day Amphitheatre Expenses		1,056,645.00	1,210,890.77	1,105,604.00	1,250,000.00
80310 · Stage Ent. (Garden/Spirit)		0.00	164,410.27	0.00	170,000.00
80311 · Grounds Entertainment		516,002.00	36,616.95	536,106.00	38,000.00
80315 · Specialty/Grounds Acts		0.00	34,074.10	0.00	35,000.00
80320 · Familyville		0.00	224,621.06	0.00	228,000.00
80325 · Hispanic Culture Day		65,000.00	73,891.94	70,000.00	75,000.00
80330 · Carnival Expense		46,707.00	10,750.00	48,527.00	11,000.00
80335 · Pairings		5,560.00	0.00	5,777.00	0.00
80337 · Picnic Expense		5,560.00	2,016.68	5,777.00	2,500.00
80350 · Pavilion Events		265,000.00	173,078.00	265,000.00	175,000.00
80399 · Other - State Fair Attractions		16,681.00	22,532.03	17,331.00	25,000.00
Total State Fair Attractions Expenses		1,977,155.00	1,952,881.80	2,054,122.00	2,009,500.00
State Fair Exhibits Expenses					
Non-Competitive Fair Exhibits					
80400 · Commercial Exhibits Expenses		50,000.00	65,112.65	50,000.00	65,000.00
80450 · Food Concessions Expenses		45,000.00	43,882.26	45,000.00	45,000.00
80470 · Artists Village Expenses		25,000.00	23,111.50	25,000.00	25,000.00
Total Non-Competitive Fair Exhibits		120,000.00	132,106.41	120,000.00	135,000.00
Competitive Exhibits Expenses					
Creative Living					
80525 · Creative Living Premiums		4,000.00	2,473.00	4,000.00	3,000.00
80547 · CL - Employee		35,000.00	77,584.00	40,000.00	71,000.00
80548 · CL Temp Labor		7,000.00	6,402.55	7,500.00	13,000.00
80549 · CL Other		50,000.00	43,890.40	55,000.00	45,000.00
80550 · STREAM		10,000.00	352.39	15,000.00	5,000.00
Total Creative Living		106,000.00	130,702.34	121,500.00	137,000.00
Animal Exhibits, FFA, & 4-H					
80551 · Livestock		150,000.00	157,910.80	160,000.00	160,000.00
80552 · Small Animals		9,000.00	16,060.24	9,000.00	17,000.00
80553 · Horse Show		60,000.00	49,736.12	65,000.00	55,000.00
80554 · FFA		20,000.00	10,356.54	20,000.00	13,000.00
80555 · 4-H		30,000.00	38,535.03	30,000.00	40,000.00
80561 · Livestock Premiums		70,000.00	55,453.00	70,000.00	56,000.00
80563 · Horse Show Premiums		0.00	15,960.00	0.00	17,500.00
80587 · AE - Employee		50,000.00	20,450.00	50,000.00	22,000.00
80588 · AE - Temp Labor		55,000.00	61,838.58	55,000.00	63,000.00
80589 · AE Other		10,000.00	11,516.00	10,000.00	12,000.00
Total Animal Exhibits, FFA, & 4-H		454,000.00	437,816.31	469,000.00	455,500.00
Total Competitive Exhibits Expenses		560,000.00	568,518.65	590,500.00	592,500.00
Total State Fair Exhibits Expenses		680,000.00	700,625.06	710,500.00	727,500.00
TOTAL EXPENSES		8,553,235.00	8,579,709.29	8,968,161.00	9,926,400.00
Profit/Loss From Operations		-64,917.00	880,369.39	33,207.00	460,908.00
Contingency		-400,000.00	0.00	-400,000.00	-400,000.00
Profit/Loss From Operations Including Contingency		-464,917.00	880,369.39	-366,793.00	60,908.00
Other Revenue					
90120 · Allocation Income - DAS		493,000.00	540,934.00	493,000.00	571,500.00
					227,222.84
Total Other Revenue		493,000.00	540,934.00	493,000.00	798,722.84
Other Expenses					
90678 · Marion County Grant Funds			227,222.84		
90645 · Office Upgrades			120.00		
90646 · Equestrian Facilities Project			987.84		
90647 · Equip Purchase >\$5000			7,275.00		
90664 · LB Day Amphitheatre			14,400.00		
90666 · Project Admin - Employee			34,740.00		
90669 · Expo Event Equipment Purchased			0.00		
Sub total Other Expenses		0.00	284,745.68	0.00	0.00
90710 · Bond Project Expenses			7,590.45		
90711 · Bond Project 21-23 Biennium			14,109.74		
90700 · Bond Project Exp - Other			158.75		

 OREGON STATE FAIR & EXPOSITION CENTER PROJECTED BUDGET 2023 AND 2024	2023 Proposed and Approved Budget	Actual Year to Date 12/31/2023 Preliminary YTD Financials	2024 Approved Budget	<i>Amended</i> Approved 2024 Budget Proposed 01/2024
Sub total Other Expenses	0.00	21,858.94	0.00	0.00
Net Other Revenue/Expense	493,000.00	234,329.38	493,000.00	798,722.84
TOTAL NET INCOME	28,083.00	1,114,698.77	126,207.00	859,630.84



Oregon State Fair Council Meeting – October 26, 2023

Agenda Item: IV.a. [For Action] Council
Meeting Minutes of October 26, 2023



Minutes of the Oregon State Fair Council Regular Meeting
October 26th, 2023
Cascade Hall- Oregon State Fair & Expo
Center Audio Recorded: Yes

- I. **Call to Order:** The meeting convened at 1:33 PM with Chair Berger presiding.
- II. **Roll Call:** The attendance, both in-person and by phone, was recorded as shown below:

Present:

Vicki Berger, Chair
Loyal Burns, Vice Chair
Leah Perkins-Hagele, Council Member
George Jennings, Council Member
Austin McGuigan, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Joel Conder, Council Member
Rep. Bill Evens, Advisory Council Member
Sen. Bill Hansel, Advisory Council Member
Kim Grewe-Powell, Director/CEO

Non-Present:

Kevin Cameron, Council Member
Jon Chandler, Council Member
Keith Stahley, Salem City Manager

- III. **Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.
- IV. **Approval of Minutes:**
 - a. **Council Meeting of October 26, 2023:** Chair Berger asked if there were any changes or corrections to the minutes presented for approval. Hearing none, a motion was made by Council Member Smith and seconded by Council Member Jennings to approve the minutes as presented. The motion carried unanimously.
- V. **Council Chair's Report:**

The Executive Council has not met this round. Council Member Jennings asked how we are doing with new members. Chair Berger stated that she will be reaching out to find new Council members to replace the Council Members who are terming out this year.
- VI. **CEO's Report:**

CEO Kim Grewe-Powell: CEO gave an Oregon State Fair Recap Presentation. OSF had about 308,000 people visit the fair this year. The 2023 Fair attendance was down about 10% from 2022. Revenue was up, alcohol sales were up, as well as food. OSF did not have any issues due to alcohol this year. Carnival was extremely successful this year. Sales were up about 52% adding more rides and the layout was really great this year. Concert revenue was up 23%, the public loved our concert lineup this year. OSF's concert lineup was very diverse for 2023. The programming budget was \$500,000 this year, which provided about 250 hours of programming. OSF had Rodeo, Motorsports in the Pavilion and about 31 attractions throughout the Fair. Livestock entries were up about three hundred and twenty-five. OSF was very proud to provide 5,642 meals to Marion Polk Food Share through Canstruction. OSF had almost 10,000.00 digital impressions this year. OSF introduced Sunny, our new mascot. This was a really fun

addition to the fair. OSF had 232 Commercial Exhibitors, 60 Food Concessioners and 18 Artesian Village Exhibitors. OSF had very few complaints this year. Sponsorship was up this year. 85% are going to renew next year and 99% of the remarks were nothing but positive from our sponsors. CEO Kim Grewe-Powell stated that she will present the Fair P&L at the December 14th Council Meeting. OSF is already getting ready for the 2024 Fair.

CEO Kim Grewe-Powell stated that the Media Policy and Public Record Procedures are now on all three websites; Oregon State Fair and Exposition Center, Oregon State Fair and the Oregon State Council so that the media can easily access them. In addition, the Media Policy has been sent out to all of our Exposition clients.

- a. **Tom Wood Report:** Tom Wood stated that our Capital Improvement projects budget is about 91% spent. We generally have four projects at Columbia Hall; new restrooms, painting of the exterior, expo floor lighting and the roof. The roof is 95% complete. Columbia Hall's new restrooms on the south end will be complete by the 5th of November 2023. This will open up two completely code-compliant restrooms plus a family restroom. We will do the North side restrooms next, then the SE side. The Columbia Hall expo floor lighting project will immediately commence. In Jackman Long, the expo floor lighting project is complete and will be highly energy efficient. OSFEC will see reduced utility bills and the quality of lighting for our customers will be improved. The exterior painting project is complete, and sectional overhead doors have been installed. Cascade Hall has three completed projects; new carpet, new painting and new roofing on section A, the lower roofs on South and East sides. Next, we will soon be receiving a cost proposal for the Historical Poultry Barn and the Historic Horse Stadium. Council Member Jennings stated that Tom is doing an excellent job, and that the Council has seen the improvements.
- b. **Jim Krieger – Public Safety:** Jim stated alcohol was not the problem at OSF 2023. What was the problem was youth criminal behavior, "gang activity". OSP's ability to investigate criminal behavior and make criminal arrests outside the traffic environment has been instrumental in this year's Fair. When OSP is present at OSF it can be a deterrent of bad behavior. There were no sexual assaults or minor assaults this year at 2023 OSF. Jim stated that the metal detectors were a clear deterrent. CEO Kim Grewe-Powell was integral in getting the Department of Justice to give OSF the legal justification to ask the public for their concealed carry permit before entering the metal detectors and OSF. Council Member Conder stated that he came to the Fair three times, and he interacted with OSP, and he was impressed with them.
- c. **Foundation Report:** CEO Kim Grewe-Powell shared the Fair Foundation's report on behalf of Debbie McCune. The Foundation's next meeting will be Wednesday, December 6th at OSFEC. They are researching tile design and installation for the Santiam Canon Memorial project which is outside by the flagpole. Due to recent resignations, their focus is on board recruitment. They are working on updating their by-law and implementing a strategic plan for 2024 -2025.

VII. Action Items:

a. State Fair Council:

i. Financial Statement November 30, 2023

- a. Chair Berger asked if there were any questions regarding the financial statements. Council Member Conder moved to accept the financial reports as presented, the motion seconded by Council Member Smith.

b. Committee Reports and Action Thereon

- i. **Executive Committee:** None
ii. **Governmental Affairs Committee:** None
iii. **Nominating Committee:** Chair Berger stated she will reengage with the Governor's office.

VIII. Public Comments on Non-Agenda Items: Justin Alderman from Equestrian Media Group spoke on his concerns about OSF's Media Policy. Brian Carlson came to speak about OSF's Public Record Policy.

IX. Council Members' Comments: The Executive Council has not met this round. Council Jennings asked how we are doing on new members. Chair Berger stated that she will be reaching out to find new Council members.

X. Adjourn: There being no further business, the meeting adjourned at 2:30 P.M.

Meeting Materials:

Agenda

Council Meeting Minutes October 26, 2023

Financial Summary Overview Summary

Balance Sheet November 30, 2023

Profit and Loss November 30, 2023

Profit and Loss Budget vs Actual YTD

Profit and Loss by Class YTD