



Oregon State Fair Council Meeting Notice & Agenda Thursday, May 16th, 2024, at 1:30 P.M.

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

In Person – Cascade Hall

Call in option – Phone number: 267-807-9598 Pin: 324.649.707#

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

Scott Archer Deputy City Manager

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 March 21st, 2024 – motion needed
- **Executive Session** *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).*
- **Reports:**
 - Council Chair Report – Loyal Burns
 - CEO Report – Kim Grewe-Powell
 - Financial Statements 01/01/2024-04-30-2024 – motion needed
 - Fair Foundation Report – Debbie McCune
- **Public Comments**
- **Committee Report:**
 - Executive Committee
 - Governmental Affairs
 - Nominating Committee
- **Adjourn**



Oregon State Fair Council Meeting-May 16th, 2024

Agenda Item: (For Action) Council

Meeting Minutes of March 21st, 2024



Minutes of the Oregon State Fair Council Regular Meeting

March 21st, 2024

Cascade Hall-Oregon State Fair & Expo Center

Audio Recorded: Yes

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- **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
Vicki Berger, Council Member
Austin McGuigan, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Travis Smith, Council Member
Keith Stahley, Advisory Council Member
Kim Grewe-Powell, Director/CEO

Non-Present:

Kevin Cameron, Council Member
Jon Chandler, Council Member
Geoff Hinds, 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 January 25th and February 23rd, 2024:** Chair Loyal Burns stated that there were two sets of minutes; one Regular Council Minutes and one Special Council Minutes. Chair Loyal Burns asked for a motion to approve both minutes. Council Member Craig Smith motioned to approve both sets of minutes, and seconded by Council Member Vicki Berger to approve the minutes as presented. The motion carried unanimously.
 - **Council went into an Executive Meeting – Executive Session under ORS 192.660(2)(h).** The meeting convened at 1:40 pm.
 - **Council resumed Public Meeting –** The meeting reconvened at 2:10 pm.

- **Reports:**

- **Council Chair's Report:** Chair Loyal Burns had nothing to report.
- **CEO's Report:** CEO Grewe-Powell clarified that at times she may have additional staff sit with her at the Council Meetings to provide background or facts to the Council and public. If another staff member gives a report, the CEO is still responsible for ensuring the accuracy and content of each report. CEO Grewe-Powell stated that there would be a change in procedure moving forward, all bank records will be provided to each Council Member at all Council meetings.

A financial summary was provided to the Council. Reflected on the P&L dated February 29, 2024, under the Expo Center Revenue, OSFEC has collected \$39,352.80 in parking fees. Since then, OSFEC has collected additional fees for a total of \$117,000.00. With the funds collected, OSFEC will begin replacing the gravel parking lot on 17th Street prior to the Oregon State Fair. CEO Grewe-Powell stated we will continue to access different areas needing attention.

OSFEC has met with the City of Salem to discuss plans for the 4th of July Spectacular. Vendor recruitment has been posted.

Annual employee reviews were completed last week. Weekly fair planning meetings are underway. OSFEC will be announcing the Fair entertainment line up in May.

- **Financials:** Chair Loyal Burns moved to accept financial statements that were presented to the Council. Council Member Austin McGuigan motioned to accept the financial statements, and seconded by Vice Chair Joel Conder. The motion carried unanimously.
- **Old Business:** CEO Grewe-Powell recommended to the Council to withdraw the media policy while it is under further review. CEO Grewe-Powell anticipates presenting to the Council a revised policy in the near future. Council Member Austin McGuigan made a motion to rescind the media policy. The motion was seconded by Council Member Craig Smith. The motion carried unanimously.

- **Committee Reports:**

- **Executive Committee:** None
- **Governmental Affairs Committee:** None
- **Nominating Committee:** Vicki Berger met with Soraida Cross. Soraida Cross has applied to be on the OSFC.

- **Public Comments on Non-Agenda Items:** Justin Alderman spoke about his hope the Council will be more transparent.

- **Adjourn:** There being no further business, the meeting adjourned at 2:51 P.M.

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

| | Apr 30, 24 |
|---|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10120 · USB - Operating Acct - 5013 | 2,558,286.66 |
| 10121 · USB - Payroll Acct - 3265 | 18,831.30 |
| 10122 · USB - Premium Acct - 5021 | 1,362.00 |
| 10127 · USB - Fair Admission -5088 | 1,137.27 |
| 10128 · USB - Office Expo - 5104 | 59,977.54 |
| 10129 · USB - Show Works - 5120 | 775.05 |
| 10130 · USB - Camp Ground - 5138 | 286.75 |
| 10131 · USB - Office FAIR - 5112 | 1,056.09 |
| 10150 · Petty Cash Box - Fair | 746.49 |
| 10200 · State Treasury Fund Account | 6,014,167.64 |
| Total Checking/Savings | 8,656,626.79 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 464,867.51 |
| Total Accounts Receivable | 464,867.51 |
| 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 | -6,982.01 |
| Total Other Current Assets | -11,059.66 |
| Total Current Assets | 9,110,434.64 |
| Other Assets | |
| 19000 · Capital Investments- SF Council | 1,522,515.64 |
| Total Other Assets | 1,522,515.64 |
| TOTAL ASSETS | 10,632,950.28 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 52,168.35 |
| Total Accounts Payable | 52,168.35 |
| Credit Cards | |
| 20050 · US Bank #7676 | -163.39 |
| Total Credit Cards | -163.39 |
| Other Current Liabilities | |
| 20100 · Deferred Rent Income - MCFair | 180,225.00 |
| 20200 · Deferred Income - Fair | 274,705.00 |

Oregon State Fair Council

Balance Sheet

As of April 30, 2024

| | Apr 30, 24 |
|---|----------------------|
| 20515 · Deferred Income - Expo | 298,978.00 |
| 24000 · Payroll Liabilities | 28,151.69 |
| Total Other Current Liabilities | 782,059.69 |
| Total Current Liabilities | 834,064.65 |
| Total Liabilities | 834,064.65 |
| 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 Posititon | 7,929.02 |
| Net Income | 7,690.53 |
| Total Equity | 9,798,885.63 |
| TOTAL LIABILITIES & EQUITY | 10,632,950.28 |

05/09/24
Accrual Basis

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

| | <u>Jan - Apr 24</u> |
|---------------------------------|---------------------|
| Ordinary Income/Expense | |
| Income | |
| Administration Revenue | 75,483.72 |
| Operations Revenue | 17,056.00 |
| Expo Center Revenue | 757,795.11 |
| State Fair Revenue | 187.05 |
| Total Income | <u>850,521.88</u> |
| Gross Profit | 850,521.88 |
| Expense | |
| Salaries & Wages - Permanent | 254,597.42 |
| Contracted Labor - PT/Snl/Temp | 52,767.49 |
| Employee Benefits - ER Exp | 42,214.72 |
| Payroll Tax - Employer's Share | 22,467.67 |
| Professional Services Exp. | 122,726.00 |
| Council Expense | 123.28 |
| Travel/Training | 10,006.58 |
| Supplies & Expenses | 19,406.66 |
| Dues and Subscriptions | 150.00 |
| Insurance | 2,584.00 |
| Utilities-Elec,Gas,Water, Trash | 285,327.03 |
| Maint. and Repairs of Equipment | 9,875.82 |
| Maint. of Buildings and Grounds | 95,349.82 |
| Special Repairs & Maint. | 899.00 |
| Marketing Expenses | 8,758.56 |
| Vehicle Expenses | 2,465.47 |
| Bank Fees | 3,931.04 |
| Equipment Purchase <\$5k | 3,942.53 |
| Permits, Licenses | 123.20 |
| State Fair Administrative Exp. | 18.99 |
| State Fair Marketing Expenses | 92,804.83 |
| State Fair Operations Expenses | 1,881.52 |
| State Fair Attractions Expenses | 17,770.00 |
| State Fair Exhibits Expenses | 8,515.89 |
| Total Expense | <u>1,058,707.52</u> |
| Net Ordinary Income | -208,185.64 |

05/09/24
Accrual Basis

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

| | <u>Jan - Apr 24</u> |
|-----------------------------|------------------------|
| Other Income/Expense | |
| Other Income | |
| Other Income | 248,793.00 |
| Special Projects Income | 10,000.00 |
| Total Other Income | <u>258,793.00</u> |
| Other Expense | |
| Special Projects Expense | 42,916.83 |
| Total Other Expense | <u>42,916.83</u> |
| Net Other Income | <u>215,876.17</u> |
| Net Income | <u><u>7,690.53</u></u> |

05/09/24
Accrual Basis

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

| | Jan - Apr 24 | Jan - Apr 23 | % Change |
|---------------------------------|---------------------|---------------------|---------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Administration Revenue | 75,483.72 | 39,773.72 | 89.8% |
| Operations Revenue | 17,056.00 | 17,056.00 | 0.0% |
| Expo Center Revenue | 757,795.11 | 433,416.96 | 74.8% |
| State Fair Revenue | 187.05 | 0.00 | 100.0% |
| Total Income | 850,521.88 | 490,246.68 | 73.5% |
| Gross Profit | 850,521.88 | 490,246.68 | 73.5% |
| Expense | | | |
| Salaries & Wages - Permanent | 254,597.42 | 235,227.70 | 8.2% |
| Contracted Labor - PT/Snl/Te... | 52,767.49 | 28,723.41 | 83.7% |
| Employee Benefits - ER Exp | 42,214.72 | 30,354.80 | 39.1% |
| Payroll Tax - Employer's Share | 22,467.67 | 20,512.28 | 9.5% |
| Professional Services Exp. | 122,726.00 | 149,033.38 | -17.7% |
| Council Expense | 123.28 | 0.00 | 100.0% |
| Travel/Training | 10,006.58 | 9,190.68 | 8.9% |
| Supplies & Expenses | 19,406.66 | 19,191.62 | 1.1% |
| Dues and Subscriptions | 150.00 | 150.00 | 0.0% |
| Insurance | 2,584.00 | 2,301.00 | 12.3% |
| Utilities-Elec,Gas,Water, Trash | 285,327.03 | 317,392.92 | -10.1% |
| Maint. and Repairs of Equip... | 9,875.82 | 4,694.10 | 110.4% |
| Maint. of Buildings and Grou... | 95,349.82 | 89,726.69 | 6.3% |
| Special Repairs & Maint. | 899.00 | 223.15 | 302.9% |
| Marketing Expenses | 8,758.56 | 4,932.00 | 77.6% |
| Vehicle Expenses | 2,465.47 | 4,333.12 | -43.1% |
| Bank Fees | 3,931.04 | 10,174.35 | -61.4% |
| Equipment Purchase <\$5k | 3,942.53 | 20,088.48 | -80.4% |
| Permits, Licenses | 123.20 | 309.12 | -60.1% |
| State Fair Administrative Exp. | 18.99 | 0.00 | 100.0% |
| State Fair Marketing Expenses | 92,804.83 | 129,177.49 | -28.2% |
| State Fair Operations Expen... | 1,881.52 | 12,848.49 | -85.4% |
| State Fair Attractions Expen... | 17,770.00 | 40,853.27 | -56.5% |
| State Fair Exhibits Expenses | 8,515.89 | 69,007.86 | -87.7% |
| Total Expense | 1,058,707.52 | 1,198,445.91 | -11.7% |
| Net Ordinary Income | -208,185.64 | -708,199.23 | 70.6% |

05/09/24
Accrual Basis

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

| | <u>Jan - Apr 24</u> | <u>Jan - Apr 23</u> | <u>% Change</u> |
|-----------------------------|------------------------|---------------------------|----------------------|
| Other Income/Expense | | | |
| Other Income | | | |
| Other Income | 248,793.00 | 18,780.00 | 1,224.8% |
| Special Projects Income | 10,000.00 | 0.00 | 100.0% |
| Total Other Income | <u>258,793.00</u> | <u>18,780.00</u> | <u>1,278.0%</u> |
| Other Expense | | | |
| Special Projects Expense | 42,916.83 | 30,454.84 | 40.9% |
| 90700 - Bond Project Exp | 0.00 | 12,508.30 | -100.0% |
| Total Other Expense | <u>42,916.83</u> | <u>42,963.14</u> | <u>-0.1%</u> |
| Net Other Income | <u>215,876.17</u> | <u>-24,183.14</u> | <u>992.7%</u> |
| Net Income | <u><u>7,690.53</u></u> | <u><u>-732,382.37</u></u> | <u><u>101.1%</u></u> |