



# Oregon State Fair Council Meeting Notice & Agenda Thursday, October 26, 2023 at 1:30 P.M.

State Fair & Expo Center

2330 17<sup>th</sup> 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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## *Agenda*

### *1:30 pm - Public Session*

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes
  - a. Council Meeting of July 20, 2023
- V. Council Chair's Report
- VI. CEO's Report
  - a. CEO Kim Grewe-Powell
  - b. Tom Wood – Project Update
  - c. Debbie McCune – Kim Grewe-Powell, CEO, will be presenting the report.
- VII. Action Items
  - a. State Fair Council
    - i. Financial Statement's 1/1/2023-9/30/2023
    - ii. Review and approval of Media Policy and Public Record Procedure
  - b. Committee Reports and Action Thereon
    - i. Executive Committee
    - ii. Governmental Affairs Committee
    - iii. Nominating Committee
- VIII. Council Members' Comments
- IX. Public Comments
- X. Adjourn



**Oregon State Fair Council Meeting – October 26, 2023**

Agenda Item: IV.a. [For Action] Council  
Meeting Minutes of July 20, 2023



## Minutes of the Oregon State Fair Council Regular Meeting

July 20, 2023

Cascade Hall- Oregon State Fair & Expo

Center Audio Recorded: Yes

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I. **Call to Order:** The meeting convened at 1:30 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  
Austin McGuigan, Council Member  
Arnie Roblan, Council Member  
Jon Chandler, Council Member  
Craig Smith, Council Member  
Joel Conder, Council Member  
Kim Grewe-Powell, Director/CEO  
George Jennings, Council Member  
Sen. Bill Hansel, Advisory Council Member

**Non-Present:**

Leah Perkins-Hagele, Council Member  
Rep. Bill Evens, 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 July 20th, 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 Cameron to approve the minutes as presented. The motion carried unanimously.

V. **Council Chair's Report:** Chair Berger stated that there was nothing to report.

VI. **CEO's Report:**

**CEO Kim Grewe-Powell:** CEO Kim Grewe-Powell stated that we have a new mascot, Sunny the Sunflower. Sunny will be at the Oregon State Fair next week for everyone to meet. She also shared good news about the flash sale, which is something we do every year. The flash sales tickets were only \$1.85. 136,521 pre-sale admission tickets were sold in 1 day. This is the most pre-sale flash sale admission tickets ever sold. She thanked her staff for all of the hard work that they did to make the flash sale so successful. She feels she has a really good team right now. She also thanked the Executive Council for increasing the staff benefits. Kim thanked Jean Wheat-Palm for the amazing job she is doing in getting the financials in order.

- a. **Tom Wood Report:** Tom had the Council Members look over a progress update placed before them. Tom stated the first three buildings are known as the Capital Improvement Projects and money may be shifted between all three buildings, (Columbia Hall, Cascade Hall and the Jackman Long Building). The Historic Poultry Building is locked in at budget dollar as is the stadium. Chair Berger stated that the budget is horribly restrained. Tom stated that we started at over ten million dollars estimated

cost for the Historic Poultry Building and Historic Horse Stadium projects. We are now estimating five hundred under budget on the Historic Poultry Building and fourteen thousand under budget on the Historic Horse Stadium. Tom stated that we are now within budget. Chair Berger asked if the buildings are still useable. Tom stated absolutely, the Historic Poultry Building will get a complete exterior renovation. Tom stated, that we have an end date of March 31, 2024 with a one-year grace period should we need it. CEO Kim Grewe-Powell stated that Tom has done a very good job getting us where we are now.

- b. **Foundation Report:** Debbie McCune, Chair of the Fair Foundation Board, stated that the Oregon State Fair Foundation raised money to create a memorial for the Santiam Canyon Fires. The Foundation is working on the signage to let everyone know what the beautiful rocks are for. The Foundation raised five thousand dollars and Green Acres Landscape had a private fundraiser where they raised four thousand dollars for the memorial. Debbie stated that the Foundation is working on board recruitment. The Foundation has had some resignations, however, they have added two new board members; Chrissy Bertsch, who is the General Manager of the Salem Convention Center, and Soraida Cross, who is with Hotel Salem. The Foundation is working on its strategic plan. The next Oregon State Foundation meeting is August 9<sup>th</sup> at OSFEC.
- c. **4<sup>th</sup> Of July Event:** CEO Kim Grewe-Powell stated that OSFEC was excited to partner with the City of Salem and Capital City Live, however, it was not as successful as hoped due to excessive heat. The whole OSFEC team came together and worked really hard on this event. Kathleen Swarm from the City of Salem was very happy with how it turned out. That being said, the attendance and revenue were not where we wanted it to be. Sponsorships were low. Rich and CEO Kim Grewe-Powell talked and may go with a different sponsorship next year. Marion County earned additional revenue from the carnival and pre-fair promotional opportunities. Council Member Cameron stated that he did not hear anything negative about the 4<sup>th</sup> of July event. CEO Kim Grewe-Powell feels like the 4<sup>th</sup> of July event brought back Community attention to OSFEC. Rich Schultz stated that the Fair staff was excellent during the 4<sup>th</sup> of July event.

## VII. Action Items:

- a. **State Fair Council**
  - i. **Financial Statement - Audit 1/1/2022-12/31/2022:** Brad Bingenheimer, Partner Assurance & Advisory, stated that his firm has completed the audit for the year ended for December 31, 2022. They have issued an unmodified report to the Oregon State Fair Council. In their opinion, the financial statements are represented fairly in all materials presented with respect to the financial position of the operations for the year ending December 31, 2022. Overall, the Oregon State Fair Council had an increase in their net position. Chair Berger stated that this was very good news since coming out of Covid, this was the conjecture we were looking for. Brad stated that the Oregon State Fair Council had good financial results. He also stated that they did not find any weakness in the Oregon State Fair Council's internal controls. Overall, it was a good year for OSFEC.
    - a. Chair Berger moved to accept the financial reports as presented. A motion was made by Council Member Cameron and was seconded by Council Member Jennings. The motion carried unanimously.

ii. **Financial Statement 1/1/2023 – 5/31/2023**

- a. 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.

b. **Committee Reports and Action Thereon**

- i. **Executive Committee:** Chair Berger stated that CEO Kim Grewe-Powell asked to increase medical coverage cost to \$1,000.00 per month for each full-time OSFEC employee. This was approved by the Executive Committee.
- ii. **Governmental Affairs Committee:** None
- iii. **Nominating Committee:** Chair Berger stated that Oregon State Fair Council has three candidates' that she thinks will get approved to join the Oregon State Fair Council. Chair Berger and Council Member Jennings would like to see the Council review every year who will going off Council and who will be joining the Council. Chair Berger would like CEO, Kim Grewe-Powell to set up a strategic plan with the new Council Members to discuss where the Council has been and where they are headed for the future.

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

- IX. **Council Members' Comments:** Chair Berger stated that as far as the bylaws are concerned, the Governor's office is starting up a standard bylaw for state groups to work with. Instead of getting out ahead of it, Chair Berger said, we should wait for the model from the governor's office.

- X. **Adjourn:** There being no further business, the meeting adjourned at 2:43 P.M.

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**Meeting Materials:**

Agenda

Council Meeting Minutes July 20, 2023

Financial Statements 1/1/2023- 9/30/2023

Balance sheet, profit and loss-total

Profit and loss by class-Exclude non-cash



**Oregon State Fair Council Meeting – October 26, 2023**

Agenda Item: VIII.a.i. [For Action]

Financial Statements 1/1/2023 - 9/30/2023

Review and approval of Media Policy and Public Record Procedure

**Oregon State Fair Council**  
**Balance Sheet**  
As of September 30, 2023

Sep 30, 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	1,557,833.42
10121 · USB - Payroll Acct - 3265	24,885.88
10122 · USB - Premium Acct - 5021	609.00
10125 · USB - Mrchnt Pre-Sales - 2438	1,500.00
10127 · USB - Fair Admission -5088	3,060,106.33
10128 · USB - Office Expo - 5104	220,108.35
10129 · USB - Show Works - 5120	37,520.73
10130 · USB - Camp Ground - 5138	42,415.61
10131 · USB - Office FAIR - 5112	564,682.58
10150 · Petty Cash Box - Fair	502.04
10156 · Petty Cash - Presales Fair	5,300.00
10200 · State Treasury Fund Account	3,396,399.30
10300 · Cash Fund - Money Room	-69,069.75

**Total Checking/Savings** 8,852,405.84

**Accounts Receivable**

11000 · Accounts Receivable	222,081.83
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**Total Accounts Receivable** 222,081.83

**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	526.00
12051 · Insurance Claim Receivable	-2,632.66
13000 · Prepaid Contracts	-3,443.23

**Total Other Current Assets** -5,427.81

**Total Current Assets** 9,069,059.86

**Other Assets**

19000 · Capital Investments- SF Council	1,522,515.64
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**Total Other Assets** 1,522,515.64

**TOTAL ASSETS** 10,591,575.50

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payable	242,979.60
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**Total Accounts Payable** 242,979.60



**Oregon State Fair Council**  
**Balance Sheet**  
As of September 30, 2023

	Sep 30, 23
<b>Credit Cards</b>	
20021 · US Bank - Kim (2)	1,724.49
20055 · US Bank - Jean	2,306.81
20050 · US Bank - Danette	325.00
20045 · US Bank - Ronda	5.99
20040 · US Bank - Mike	4,446.75
20020 · US Bank - Kim	1,995.19
	10,804.23
<b>Total Credit Cards</b>	10,804.23
<b>Other Current Liabilities</b>	
20100 · Deferred Rent Income - MCFair	223,000.00
20200 · Deferred Income - Fair	2,707,538.95
20515 · Deferred Income - Expo	205,648.00
20530 · Direct Deposit Liabilities	-3,037.82
24000 · Payroll Liabilities	42,606.35
	3,175,755.48
<b>Total Other Current Liabilities</b>	3,175,755.48
<b>Total Current Liabilities</b>	3,429,539.31
<b>Total Liabilities</b>	3,429,539.31
<b>Equity</b>	
25000 · State Parks Opening Bal	3,014,804.40
25020 · State Biennium Fund 2015-2017	1,015,299.00
32000 · Retained Earnings	4,838,247.61
32001 · Ret Earn - Facility Assess Cost	-254,738.00
32050 · Restricted Net Posititon	7,929.02
Net Income	-1,459,505.84
	7,162,036.19
<b>Total Equity</b>	7,162,036.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,591,575.50</b>

10/20/23  
Accrual Basis

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

	<u>Jan - Sep 23</u>
Ordinary Income/Expense	
Income	
Administration Revenue	99,135.54
Operations Revenue	25,584.00
Expo Center Revenue	1,350,703.19
State Fair Revenue	3,151,799.41
Total Income	<u>4,627,222.14</u>
Gross Profit	4,627,222.14
Expense	
66900 - Reconciliation Discrepancies	-0.20
Salaries & Wages - Permanent	545,118.31
Contracted Labor - PT/Snl/Temp	77,261.04
Employee Benefits - ER Exp	74,059.02
Payroll Tax - Employer's Share	61,206.01
Professional Services Exp.	656,714.41
Council Expense	119.88
Travel/Training/Relocation - EE	21,937.88
Supplies & Expenses	54,720.31
Dues and Subscriptions	4,631.98
Insurance	26,960.00
Utilities-Elec,Gas,Water, Trash	593,552.97
Maint. and Repairs of Equipment	9,878.87
Maint. of Buildings and Grounds	206,793.91
Special Repairs & Maint.	4,492.56
Marketing Expenses	20,115.51
Vehicle Expenses	14,437.12
Bank Fees	67,763.11
Doubtful Debt Expense	650.00
Equipment Purchase <\$5k	29,683.73
Permits, Licenses	1,156.80
State Fair Administrative Exp.	60,088.16
State Fair Marketing Expenses	587,019.62
State Fair Operations Expenses	1,089,405.46
State Fair Attractions Expenses	1,574,377.55
State Fair Exhibits Expenses	431,740.26
Total Expense	<u>6,213,884.27</u>

10/20/23  
Accrual Basis

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

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	<u>Jan - Sep 23</u>
Net Ordinary Income	-1,586,662.13
Other Income/Expense	
Other Income	
Other Income	<u>417,647.00</u>
Total Other Income	417,647.00
Other Expense	
Special Projects Expense	273,441.77
90700 · Bond Project Exp	<u>17,048.94</u>
Total Other Expense	<u>290,490.71</u>
Net Other Income	<u>127,156.29</u>
Net Income	<u><u>-1,459,505.84</u></u>



The Oregon State Fair and Exposition Center (OSFEC) recognizes the importance of media coverage in promoting our events, non OSFEC produced events and activities. This media policy is established to ensure fair and equitable access for all media representatives while maintaining the safety and integrity of our events and facilities.

**Media Representative Definition:** Individuals or organizations engaged in the dissemination of news and information, including but not limited to journalists, reporters, photographers, videographers, and bloggers.

**Licensee Events:**

OSFEC often leases their facilities for non OSFEC produced events. The Event Lessor have their own policies and procedures separate from OSFEC that must be followed. Media representatives should contact the event producer prior to covering a public event to learn their media protocol. This information can be found at [oregonstateexpo.org](http://oregonstateexpo.org).

**Media Access:**

- Reporters and media personnel must request accreditation from the OSFEC media relations department or Event Lessor in advance of the event.
- Accreditation will be granted at the discretion of the OSFEC staff or Event Lessor.
- These credentials must be prominently displayed at all times while on the fairgrounds.

**Conduct and Professionalism:** Media representatives are expected to conduct themselves professionally at all times. This includes respecting fairgoers, exhibitors, staff, event attendees and fellow media representatives. Any disruptive or unethical behavior may result in the revocation of media credentials.

- Strive for accuracy and fairness in their reporting. OSFEC reserves the right to correct any inaccuracies reported about our events or facilities.
- Respect the privacy and rights of event attendees, participants, and staff.
- Do not disrupt event activities and follow instructions from staff and security personnel.

**Video and Photography:** Photography and video are allowed within designated areas unless otherwise specified or directed by Event Lessor.

- Special access may be required for specific areas or sessions; obtain necessary permissions in advance.
- Respect copyright and intellectual property rights of others.
- Commercial photography, videography, or filming is prohibited without prior written consent from OSFEC or Event Lessor.



#### Interviews:

- Prior to conducting interviews, reporters should seek permission from individuals or organizations they wish to interview.
- Ensure that interviews do not impede the flow of event activities.

#### Safety and Security:

- Media representatives must adhere to OSFEC's or Event Lessor's security protocols. Follow the instructions of security personnel and cooperate during security checks.
- Do not obstruct emergency exits, fire lanes, or restricted areas.

#### Equipment and Gear:

- Reporters are responsible for their own equipment and gear.
- Ensure that equipment does not pose a safety hazard or disrupt event activities.

#### Social Media and Online Content:

- When posting content related to the event on social media, use official event tags @OregonStateFair and hashtags #OregonStateFair and #OregonStateExpo, and mention the Oregon State Fair and Exposition Center where appropriate.
- Do not share sensitive or confidential information without authorization.

#### Non-Compliance:

- Violations of this media policy may result in the revocation of accreditation and removal from the events.
- Legal action may be taken if applicable laws are violated.

#### Media Relations Contacts:

For media inquiries and accreditation requests, please contact:

- Exposition Center Events: Danette Ficken - [dficken@oregonstatefair.org](mailto:dficken@oregonstatefair.org)
- Oregon State Fair: Kimberly Jacobsen - [media@oregonstatefair.org](mailto:media@oregonstatefair.org)

The Oregon State Fair and Exposition Center reserves the right to amend this media policy as needed. Reporters will be informed of any changes in advance.

By participating in our events, reporters and media personnel agree to abide by this media policy.



## PUBLIC RECORDS REQUESTS

### Making a Public Records Request

A request for public records that are maintained by the State Fair Council may be made by submitting a written request to:

Kim Grewe-Powell  
Oregon State Fair and Exposition Center  
2330 17th Street NE  
Salem, OR 97301  
[KGrewe-Powell@OregonStateFair.org](mailto:KGrewe-Powell@OregonStateFair.org)  
971-701-6566

The request may be submitted in person, by mail, or by email.

At a minimum, requests must include: (1) the name and contact information of the person requesting the public record; (2) the date of the request; and (3) a detailed description of the record(s) requested to allow the State Fair Council to search for and identify responsive records.

### Fees

The State Fair Council may charge fees reasonably calculated to reimburse the State Fair Council for the actual cost of making public records available. Actual costs include those associated with summarizing, compiling, or tailoring public records, either in organization or media, to fulfill the request. Fees may also include those associated with the cost of time spent by an attorney for the State Fair Council to review records, redact materials, or segregate the public records into exempt and nonexempt records.

If a fee estimate exceeds \$25.00, the State Fair Council will first provide the requester with a written estimate. If the requester desires the request to be completed, the State Fair Council will require prepayment of its estimated charges before taking further action on a request. If the requester fails to pay the estimated charges within 60 days of the date on which the State Fair Council informed the requester of the estimated charges, the State Fair Council shall close the request. Any overpayment of estimated charges will be refunded promptly.



### Calculation of Fees

The State Fair Council calculates fees for responding to public records requests in the following manner:

- No charge to a requester for the first 30 minutes of staff time. After 30 minutes of staff time, actual staff fees that include researching, locating, compiling, editing, or otherwise processing information and records;
- Multiple requests from the same requester will be charged after exceeding 30 minutes of staff time devoted to responding to any request.
- Fees for staff time may include but are not limited to:
  - Clerical tasks: \$35.00 hour
  - Administrative tasks: \$75.00 hour
- Photocopies of public records - \$0.20/page
- Postage and media – Actual costs incurred by the State Fair Council
- Actual attorney fees charged to the State Fair Council for the cost of time spent by an attorney in reviewing public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt record