



Minutes of the Oregon State Fair Council Regular Meeting

July 22, 2021

By Zoom Due to COVID-19 and Social Distancing requirements

Audio Recorded: Yes

I. Call to Order: The meeting convened at 1:30 p.m. with Chair Cameron presiding.

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

Present:

Kevin Cameron, Chair
Vicki Berger, Vice Chair
Jon Chandler, Council Member
Dana Jung, Council Member
Austin McGuigan, Council Member
Arnie Roblan, Council Member
Craig Smith, Council Member
Rep. Paul Evans, Advisory Council Member
Sen. Bill Hansel, Advisory Council Member
Kim Grewe-Powell, Director/CEO

Non-Present:

Loyal Burns, Council Member
Leah Perkins-Hagele, Council Member
George Jennings, Council Member
Steve Powers, Advisory Council Member

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

IV. Presentation: None

V. Approval of Minutes:

- a. Council Meeting of June 17, 2021:** Chair Cameron asked if there were any changes or corrections to the minutes presented for approval. Hearing none, a motion was made by Vice-Chair Berger and seconded by Council Member Roblan to approve the minutes as presented. The motion carried unanimously.

VI. Public Comment on Agenda Items: None

VII. Council Chair's Report: Chair Cameron shared about the successes of Marion County Fair and shared some ideas with the council and CEO Grewe-Powell of their experiences at their fair. Chair Cameron official welcomed Council Member Roblan, and Advisory Council Members Evans and Hansel to the Council. CEO Grewe-Powell welcomed Council Member Chandler.

CEO's Report: Salem Health will be closing down their Covid Vaccination Center on July 24th. OSFEC has started having events at the facility again. OSFEC is primarily booked for the upcoming weekends moving forward. Marion County Fair, Linn County Fair and other local festivals that have already occurred were very busy, hitting records. OSF ticket Pre-Sales have been brisk. Jon Pardi and Chicago are close to being sold out. The OSFEC team has been extremely busy preparing for the Oregon State Fair. Shawnnell will be sending the Council Members a calendar of events in the next few weeks. CEO Grewe-Powell shared the 2021 commercial that will be played on network tv and radio.

Chair Cameron asked if there would be a conflict with the Celebration of Oregon Harvest event and Chicago being on the same night. Kim assured them there would be no conflict.

Vice-Chair Berger asked if there have been any issues with obtaining Commercial Vendors. CEO Kim Grewe-Powell reported that it is anticipated to be down 20%. But that sponsorships are up.

VIII. Information Items:

- a. **Fair Foundation Report:** Debbie McCune reported the Foundation was going ahead with planning the Oregon Harvest Celebration. Tickets are on sale. Event will be August 27th, 2021 at 5:00 pm. There will be a dedication to the Canyon Fires.
- b. **State Fair Report:** None
- c. **Expo Report:** None

IX. Action Items

a. State Fair Council

- i. **Financial Statement 1/1/2021-4/30/2021:** Charlene Ewing, OSFEC Administrative Supervisor, discussed with The Council that the April 2021 Financial Statements were now complete and reviewed by Accur accounts. She asked what would the council like to do with if invoices were to come in which would change the figures in the Financial Statement. Council Member Smith stated that it should be shared with the Council if the adjustments were over \$10,000.

- ii. **Financial Statement 1/1/2021-5/30/2021:**

Council Member McGuigan moved to accept Financial Statements (FS 1/1/2021-4/30/2021, and FS 1/1/2021-5/30/2021) as presented, and Council Member Smith seconded the motion. The motion carried Unanimously.

- iii. **Boldt Carlisle Smith 2020 Audit Report- Presented by Brad Bingenheimer:** Boldt Carlisle and Smith have released their Annual Report, this is an unmodified report for 2020. Revenues were down 90%, with a loss of 1.4 million dollars. General Administrative expenses were about the same as 2019. Operation expenses were down about \$300,000. Expo expenses were down about \$250,000. 2020 had only \$380,000 of Fair expenses. Auditor did not encounter any issues during the audit. A couple journal entries were suggested for a non-cash transaction, and a journal for a depreciation adjustment. The audit did not identify any internal controls that needed to be addressed by the Council.

Council Member Smith motioned to accept the 2020 Audit Report. Vice-Chair Berger seconded the motion. The motion carried unanimously.

b. State Fair

- i. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Tents, Canopies, and Fencing by All Star Tents:** CEO Grewe-Powell shared that the individual prices of items have increased since 2019, but that the fair will be ordering less items so it should be a wash in the end.
- ii. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Janitorial Services by Jani-King:** CEO Grewe-Powell shared that Jani-King will provide

the janitorial services for Fair for the first time. OSFEC staff were very impressed by the janitorial services they provided for the Covid Vaccination Center. They provide service for other large events such as those held at U of O Autzen Stadium. Their proposal is very competitive with the other proposal's they have received. CEO Grewe-Powell is hopeful that the partnership goes well so they can utilize them for year-round needs. 2021 contract for Janitorial services is not to exceed \$159,525.

- iii. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Landscaping by Green Acres Landscape, Inc:** CEO Grewe-Powell shared that Green Acres has been a terrific partner over the years. Again, they are willing to trade 40% of their landscape maintenance charge in the amount of \$47,376.

Council Member Smith motioned to accept all three action items. Council Member Chandler seconded the motion. The motion carried unanimously.

X. Committee Reports and Action Thereon

- i. **Executive Committee- Report on Executive Committee Meeting 7/6/2021:** Chair Cameron share that at the meeting it was voted on to carry out Budget A, that was proposed in April 2021. The Executive Committee passed a motion during that meeting that would allow CEO Grewe-Powell to work from proposed Budget A.
- ii. **Governmental Affairs Committee:** None
- iii. **Nominating Committee:** None

XI. Public Comments on Non-Agenda items: None

XII. Council Members' Comments: None

Adjourn: There being no further business the meeting was adjourned at 2:02 pm.

Meeting Materials:

Agenda

Council Meeting Minutes June 17, 2021

Financial Statement 1/1/2021-4/30/2021

Financial Statement 1/1/2021-5/30/2021

Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Tents, Canopies, and Fencing by All Star Tents

Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Oregon State Fair Janitorial Services by Jani-King

Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Landscaping by Green Acres Landscape, Inc