



Oregon State Fair Council Meeting Notice & Agenda

Thursday, May 28, 2020

By Conference Call Only Due To COVID-19 Restrictions On Gatherings

Executive Session Begins at 1:30 pm – Not Open To The Public

Public Session Begins at 2:30 pm

Call-In Information For Public Session (515) 604-9099 – Mtg ID 324-649-707

Council Members

Kevin Cameron, Chair

Vicki Berger, Vice Chair

Loyal Burns

Jon Chandler

Gene Derfler

George Jennings

Dayna Jung

Austin McGuigan

Leah Perkins-Hagele

Craig Smith

Advisory Members

Senator Arnie Roblan

Representative Mike Nearman

Salem City Manager Steve Powers

Our Mission

The mission of the Oregon State Fair & Exposition Center is to provide a reason and a place for all people to gather, connect and learn, embrace excellence in all forms and celebrate the achievements of Oregonians.

Our Vision

We envision a relevant Oregon State Fair & Exposition Center that embodies good stewardship of the public's trust and serves as a self-sustaining asset for Oregonians to treasure long into the future.

Public Comments

The Oregon State Fair Council values the input of citizens in making important decisions that affect the Oregon State Fair and Exposition center. We also believe in the right of citizens to observe Council meetings. To ensure citizens have an opportunity to attend Council meeting and offer citizen comment and to ensure that the Council can conduct its business, the following guidelines apply to all public comment.

- The Council will have two sign-up sheets at a desk in the meeting room 15 minutes before the scheduled meeting for those wishing to speak on agenda items or non-agenda subjects. Individuals may sign up in person, or in advance of the meeting via email. Email requests should include the date requester wishes to speak, requester's name, phone number and the agenda item or topic of their comments.
- Public Comment on Agenda Items before the Council: individuals on this list will be called to testify before actions on these items are taken. On the sign-up sheet list your name, address and the agenda item upon which you wish to be heard.
- Public Comment on Non-Agenda Items during Board Meetings: list your name, address and the subject matter upon which you wish to be heard.
- You will have 3 minutes to testify, unless otherwise stated.
- When you are called to come forward to speak state and spell your name for the recorded record of the meeting.
- Council members may ask questions to clarify your testimony but will not engage in a discussion with you. Public Comment allows the Council and CEO to hear issues that interest our citizens, but does not allow an opportunity for dialogue between the speaker, Council or Administrators.
- If the Council determines that follow-up is necessary you may be referred to the Chief Executive Officer or an item may be placed on a future Council agenda.
- If you wish to submit written testimony before or at the meeting, please provide 15 copies.
- The Public may not use videos or PowerPoint presentation to accompany their testimony without prior approval by the Board Chair.
- Individuals offering citizen comment are not permitted to make personal attacks on any Council employee, Council member, other testifier, or member of the public.



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Agenda

1:30 - Executive Session (Not Open To The Public)

Pursuant to ORS 192.660(2)(a) to Consider Employment of a Director/CEO

2:30 - Public Session

- I. Call To Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Report Out Regarding Executive Session
- V. Possible Public Comment and Action Regarding Employment of a Director/CEO
- VI. Approval of Minutes
 - a. Council Meeting of April 23, 2020
- VII. Public Comment on Agenda Items
- VIII. Council Chair's Report
- IX. CEO's Report
- X. Information Items
 - a. State Fair Report
- XI. Action Items
 - a. State Fair Council
 - i. Financial Statement 1/1/20-4/30/20
 - b. State Fair
 - c. Expo Center
 - d. Committee Reports and Action Thereon
 - i. Executive Committee
 - ii. Governmental Affairs Committee
 - iii. Nominating Committee
- XII. Public Comments on Non-Agenda Items
- XIII. Council Members' Comments
- XIV. Adjourn



Oregon State Fair Council Meeting – May 28, 2020

Agenda Item: VI.a. [For Action]
Approval of Minutes of Council Meeting of April 23, 2020



Minutes of the Oregon State Fair Council Regular Meeting

April 23, 2020

By Phone Due to COVID-19 and Social Distancing requirements

Audio Recorded: Yes

I. Call to Order: The meeting convened at 2:30 p.m. with Chair Kevin Cameron presiding.

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

Present:

Kevin Cameron, Chair
Vicki Berger, Vice Chair
Loyal Burns, Council Member
Jon Chandler, Council Member
Austin McGuigan, Council Member
Leah Perkins-Hagele, Council Member
Sen. Arnie Roblan, Advisory Council Member
Craig Smith, Council Member
Mike Paluszak, Director/CEO

Non-Present:

Gene Derfler, Council Member
George Jennings, Council Member
Dana Jung, Council Member
Rep. Mike Nearman, Advisory Council Member
Steve Powers, Advisory Council Member

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

IV. Report Out Regarding Executive Session

Chair Cameron reported that an Executive Session was held prior to this meeting pursuant to ORS 192.660(2)(a) to consider employment of a Director/CEO. The Council will not be hiring a new Director/CEO at this time due to COVID-19. Given the uncertainty of the current situation, the Council feels that now is not the right time to bring on someone new, and we will not be moving forward in the immediate future. Mr. Paluszak will stay on in his current capacity on a month-to-month basis to assist with the transition as we move forward.

V. Possible Public Comments and Action Regarding Employment of a Director/CEO: None

VI. Approval of Minutes:

a. Council Meeting of March 19, 2020: Chair Cameron 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 Chandler to approve the minutes as presented. The motion carried unanimously.

VII. Public Comment on Agenda Items: None

VIII. Council Chair's Report:

Chair Cameron reiterated that we will not be moving forward with hiring a new Director/CEO at this time. Vice Chair Berger added that we are in a holding pattern at this point and awaiting better guidance from officials about the future. We don't want to get ahead of anybody, will continue planning and keep our options open.

IX. CEO's Report:

Combining agenda Items IX. and X. – The temporary hospital is set and ready to go but has not been activated yet. It will stay in place until the Oregon Health Authority no longer believes it will be needed. In the meanwhile, we have cancelled 39 Expo Center events due to gathering limitations due to COVID-19. We are working closely with renters to reschedule or postpone their events until next year if all possible. Regarding the 2020 State Fair,

we are planning as usual for and 11-day Fair ending on Labor Day, while keeping an eye on the opening of Oregon and how that will roll out and reacting appropriately. We plan on rolling out public announcements of concerts early June along with beginning ticket sales. Fair staff that usually works this time of year is largely working remotely doing a great job planning a great fair.

X. Information Items:

a. **State Fair Report:** See Item IX. above

XI. Action Items

a. **State Fair Council**

i. Financial Statement 1/1/20-3/31/20

Mr. Paluszak explained that this represents the point in time that we shut down. Until we are in the position of resuming Expo Center events again or have the Fair, this is what revenue we will have, and there has been little activity since then. Although there will be some expenses going forward, we have reduced staffing of both year-round and temporary employees and made other expense adjustments.

Chair Cameron asked if there were any changes or corrections to the Financial Statement presented for approval. Hearing none, a motion was made by Council Member Chandler and seconded by Council Member Burns to approve the minutes as presented. The motion carried unanimously.

b. **State Fair:** None

c. **Expo Center:** None

d. **Committee Reports and Action Thereon**

i. Executive Committee: None

ii. Governmental Affairs Committee:

Sen. Roblan reported on the Legislature’s Emergency Board meeting during which they took up eleven items totaling \$32 million, mostly having to do with worker relief, small business relief, preparing for firefighting season, and funding for public defenders. As the Chair of the Corona Virus Committee they have been following the Governor’s recommendations and executive orders, and Oregon is being a leader in flattening the curve and number of deaths. We should be seeing a slow reopening soon. Sen. Roblan expressed his appreciation to the Council for taking care of the business of OSFEC to keep us moving forward during this unusual time.

iii. Nominating Committee: None

XII. Public Comments on Non-Agenda items: None

XIII. Council Members’ Comments: Vice Chair Berger gave thanks and appreciation to the staff working from home in these uncertain times. She expressed her disappointment that we are not moving forward with hiring a new

Director/CEO, but thinks it is the right thing to do under the current circumstances. Chair Cameron added that the entire Council would echo those remarks and reminded everyone that we are all in this together. The next meeting will be May 28th, 2020. We will determine if in person or by phone again as we get closer.

XIV. Adjourn: There being no further business the meeting was adjourned at 2:49pm

Meeting Materials:

Agenda

Council Meeting Minutes March 19, 2020

Financial Statement 1/1/20-3/31/20



Oregon State Fair Council Meeting – May 28, 2020

Agenda Item: XI.a.i. [For Action]
Financial Statement 1/1/20-4/30/20

Oregon State Fair Council
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · Maps Checking Account	4,586.21
10100 · Maps Savings Account	5,024.42
10120 · USB - Operating Acct - 5013	62,473.91
10121 · USB - Payroll Acct - 3265	15,241.24
10125 · USB - Mrchnt Pre-Sales - 2438	8,121.93
10127 · USB - Fair Admission -5088	5,961.89
10128 · USB - Office Expo - 5104	4,752.78
10129 · USB - Show Works - 5120	15,238.12
10130 · USB - Camp Ground - 5138	5,754.64
10131 · USB - Office FAIR - 5112	5,527.11
10150 · Petty Cash Box - Fair	323.87
10200 · State Treasury Fund Account	4,602,052.98
Total Checking/Savings	4,735,059.10
Accounts Receivable	
11000 · Accounts Receivable	129,433.33
Total Accounts Receivable	129,433.33
Other Current Assets	
12004 · Prepaid Rent	250.00
12005 · Prepaid FCC 10 Yr License	1,960.00
13000 · Prepaid Contracts	3,424.02
Total Other Current Assets	5,634.02
Total Current Assets	4,870,126.45
Other Assets	
19000 · Capital Investments- SF Council	1,836,339.56
Total Other Assets	1,836,339.56
TOTAL ASSETS	6,706,466.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	148,966.50
Total Accounts Payable	148,966.50
Credit Cards	
20015 · U S Bank Credit Card - Mike	1,470.74
20025 · US Bank Credit Card - Wayne	77.58
20030 · US Bank Credit Card - Jim	395.00
Total Credit Cards	1,943.32
Other Current Liabilities	
20100 · Deferred Rent Income - MCFair	240,000.00
20200 · Deferred Income - Fair	55,000.00

Oregon State Fair Council
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
20515 · Deferred Income - Expo	26,310.00
24000 · Payroll Liabilities	22,050.27
Total Other Current Liabilities	<u>343,360.27</u>
Total Current Liabilities	<u>494,270.09</u>
Total Liabilities	494,270.09
Equity	
25000 · State Parks Opening Bal	3,014,804.40
25020 · State Biennium Fund 2015-2017	1,015,299.00
32000 · Retained Earnings	2,813,696.07
32050 · Restricted Net Posititon	8,760.02
Net Income	<u>-640,363.57</u>
Total Equity	<u>6,212,195.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,706,466.01</u></u>

Oregon State Fair Council
Profit & Loss - Total
January through April 2020

	<u>Jan - Apr 20</u>
Ordinary Income/Expense	
Income	
Administration Revenue	32,950.73
Operations Revenue	15,792.00
Expo Center Revenue	300,153.75
State Fair Revenue	56.00
Total Income	<u>348,952.48</u>
Gross Profit	348,952.48
Expense	
Salaries & Wages - Permanent	207,074.14
Contracted Labor - PT/Snl/Temp	39,446.76
Employee Benefits - ER Exp	23,459.95
Payroll Tax - Employer's Share	17,547.62
Professional Services Exp.	58,629.05
Council Expense	163.87
Travel/Training/Relocation - EE	7,932.81
Supplies & Expenses	39,430.50
Dues and Subscriptions	1,535.00
Insurance	25,854.50
Utilities-Elec,Gas,Water, Trash	196,803.83
Maint. of Buildings and Grounds	123,621.51
Marketing Expenses	8,971.08
Vehicle Expenses	1,269.66
Bank Fees	8,876.18
Equipment Purchase <\$5k	1,500.00
Permits, Licenses	123.20
State Fair Administrative Exp.	9,407.76
State Fair Marketing Expenses	94,913.46
State Fair Operations Expenses	6,161.35
State Fair Attractions Expenses	268.88
State Fair Exhibits Expenses	21,679.64
Total Expense	<u>894,670.75</u>
Net Ordinary Income	-545,718.27
Other Income/Expense	
Other Income	
Special Projects Income	595.50

05/21/20
Accrual Basis

Oregon State Fair Council
Profit & Loss - Total
January through April 2020

	<u>Jan - Apr 20</u>
Total Other Income	595.50
Other Expense	
Special Projects Expense	93,665.80
90700 · Bond Project Exp	1,575.00
Total Other Expense	<u>95,240.80</u>
Net Other Income	<u>-94,645.30</u>
Net Income	<u><u>-640,363.57</u></u>

Oregon State Fair Council
Profit & Loss by Class - Exclude NonCash
January through April 2020

	Admin	Operations	Expo	Fair	TOTAL
Ordinary Income/Expense					
Income					
Administration Revenue	32,950.73	0.00	0.00	0.00	32,950.73
Expo Center Revenue	0.00	0.00	300,153.75	0.00	300,153.75
State Fair Revenue	0.00	0.00	0.00	56.00	56.00
Total Income	<u>32,950.73</u>	<u>0.00</u>	<u>300,153.75</u>	<u>56.00</u>	<u>333,160.48</u>
Gross Profit	32,950.73	0.00	300,153.75	56.00	333,160.48
Expense					
Salaries & Wages - Permanent	46,234.52	51,768.54	57,302.54	51,768.54	207,074.14
Contracted Labor - PT/Snl/T...	6,887.05	9,134.48	23,425.23	0.00	39,446.76
Employee Benefits - ER Exp	20,116.87	3,343.08	0.00	0.00	23,459.95
Payroll Tax - Employer's Sha...	3,731.73	4,328.80	4,582.63	4,904.46	17,547.62
Professional Services Exp.	34,432.85	4,957.13	19,239.07	0.00	58,629.05
Council Expense	163.87	0.00	0.00	0.00	163.87
Travel/Training/Relocation - ...	7,573.77	0.00	0.00	359.04	7,932.81
Supplies & Expenses	2,262.41	36,497.67	670.42	0.00	39,430.50
Dues and Subscriptions	1,535.00	0.00	0.00	0.00	1,535.00
Insurance	8,240.74	3,522.74	7,045.51	7,045.51	25,854.50
Utilities-Elec,Gas,Water, Trash	53.17	196,750.66	0.00	0.00	196,803.83
Maint. of Buildings and Grou...	0.00	107,829.51	0.00	0.00	107,829.51
Marketing Expenses	0.00	0.00	8,971.08	0.00	8,971.08
Vehicle Expenses	0.00	1,269.66	0.00	0.00	1,269.66
Bank Fees	3,482.48	0.00	3,648.14	1,745.56	8,876.18
Equipment Purchase <\$5k	0.00	1,500.00	0.00	0.00	1,500.00
Permits, Licenses	0.00	123.20	0.00	0.00	123.20
State Fair Administrative Exp.	0.00	0.00	0.00	9,407.76	9,407.76
State Fair Marketing Expenses	0.00	0.00	0.00	94,913.46	94,913.46
State Fair Operations Expen...	0.00	0.00	0.00	6,161.35	6,161.35
State Fair Attractions Expen...	0.00	0.00	0.00	268.88	268.88
State Fair Exhibits Expenses	0.00	0.00	0.00	21,679.64	21,679.64
Total Expense	<u>134,714.46</u>	<u>421,025.47</u>	<u>124,884.62</u>	<u>198,254.20</u>	<u>878,878.75</u>
Net Ordinary Income	-101,763.73	-421,025.47	175,269.13	-198,198.20	-545,718.27
Other Income/Expense					
Other Income					
Special Projects Income	0.00	595.50	0.00	0.00	595.50
Total Other Income	0.00	595.50	0.00	0.00	595.50

05/21/20
Accrual Basis

Oregon State Fair Council
Profit & Loss by Class - Exclude NonCash
January through April 2020

	<u>Admin</u>	<u>Operations</u>	<u>Expo</u>	<u>Fair</u>	<u>TOTAL</u>
Other Expense					
Special Projects Expense	0.00	93,665.80	0.00	0.00	93,665.80
90700 - Bond Project Exp	0.00	1,575.00	0.00	0.00	1,575.00
Total Other Expense	0.00	95,240.80	0.00	0.00	95,240.80
Net Other Income	0.00	-94,645.30	0.00	0.00	-94,645.30
Net Income	<u><u>-101,763.73</u></u>	<u><u>-515,670.77</u></u>	<u><u>175,269.13</u></u>	<u><u>-198,198.20</u></u>	<u><u>-640,363.57</u></u>

05/21/20
Accrual Basis

Oregon State Fair Council
Profit & Loss by Class - NonCash Trade Only
January through April 2020

	<u>NonCash-Trade</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
Operations Revenue	15,792.00	15,792.00
Total Income	15,792.00	15,792.00
Gross Profit	15,792.00	15,792.00
Expense		
Maint. of Buildings and Gro...	15,792.00	15,792.00
Total Expense	15,792.00	15,792.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00