



Minutes

Lincoln County Fair Board

Wednesday, May 24, 2023, at 3:37 p.m.

Livestreamed on YouTube at:

https://www.youtube.com/channel/UCwNz5TMyHTN4itpJm_efb9Q

1. **Call to Order/Roll Call** – Present at the meeting were Todd Butterfield, Colleen Robert (via Zoom), Daniel Helfrich (via Zoom), Todd Williver (via Zoom), and Fair Manager Heather Tower. A quorum was established.
2. **Approval of Minutes from March 2, 2023, and April 20, 2023**
Todd Butterfield made a motion to approve the minutes from April and March as presented. Colleen Robert seconded the motion. Motion carried.
3. **Update from Heather Tower** – Fair Manager Tower reported that various fair and rodeo contracts are in motion through DocuSign. The capacity for inside vendors is nearly exhausted. Heather received an inquiry regarding possible outside vendors. There is still room for one or two more food vendors. Heather is working with Environmental Health for restaurant licenses and temporary licenses for the senior, 4-H, and rodeo BBQs. She also reported on the recent Dippity-Ewe event, and speakers for the crow's nest and main stage. The committee discussed food vendor handbooks. Colleen asked about the omission of tribute bands on the music schedule. Heather stated that we did not have enough funding for them this year.
4. **Order Appointing Fair Board Designees – Kristin Yuille**
Counselor Yuille explained the need for appointing signature designees so that Counselor Yuille and/or County Administrator Johnson could sign fair contracts in a timely manner. Todd Butterfield moved to appoint Counselor Yuille and Administrator Johnson as signature designees. Colleen Robert seconded the motion. The motion carries.
5. **Other Business** –

a. Proclamation and/or presentation to the Board of Commissioners at June 21 meeting with overview of activities and events.

Heather Tower will give a short report on the Fair's progress to the Board of Commissioners at the regular meeting on June 21, 2023. She will attend via Zoom.

b. Check #546149 rec'd from Confederated Tribes of Grand Ronde in the amount of \$500.00

c. Check #1347 rec'd from Dale A. Pallin, Oregon Smoke Shack, in the amount of \$325.00.

d. Fair Shirts: All of the fair shirts that were ordered have been delivered except for the small size, which are on back order. The shirts that have been received are at the embroiderers. Ariat and Wilco have specifically requested photos of the crew in their shirts for promotional purposes.

e. Photo IDs: Chair Helfrich asked about the likelihood of creating photo IDs for the Fair Board and staff members. Colleen said she and Heather are working on that project.

f. Ribbon Cutting: Heather state that County Administrator Tim Johnson has proposed a ribbon cutting on Friday, June 30, at the Fair for the new barn. The committee will work this into the opening ceremonies.

g. Metal Purchase: Todd W. reminded the committee that a capital improvement of new metal for the perimeter of the arena was approved under a previous budget and needs to be purchased. He emphasized that the metal needs to be galvanized and not powder coated. He forwarded quotes for the panels to Administrator Johnson. Daniel asked Todd B. to take responsibility for this project. It is anticipated that this would be done in time for the 2024 fair.

h. Tent: Todd W. asked about the status of a tent that had been damaged. Heather has sent an email to Jack Whaley, Facilities Manager, for an update.

i. Posters: Heather can print as many as two dozen posters in-house at the Extension office by tomorrow. Pepsi will print the main order by June 12. Road signs are in the fair office and would go out about the same time. Daniel would like to pick up six posters tomorrow.

j. Quilt Guild: Colleen asked if the quilt guild was recognized on a banner for their donation. Heather will check and add one if we don't have it.

k. Rodeo Sponsor: Colleen has another lead on sponsors for the rodeo. She will send contact info to Daniel to pursue.

l. July Meeting: Daniel asked that County Counsel and/or the County Administrator participate in the July meeting of the Fair Board meeting to discuss the bylaws, etc.

6. Todd Butterfield motioned to adjourn. Colleen Robert seconded. Meeting was adjourned at 4:09 p.m.

The next regular meeting of the Lincoln County Fair Board is scheduled for Thursday, June 15, at 3:30 p.m.