MINUTES OF THE
Lincoln County Fair Board

Board of Commissioners
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
FAX: 541.265.4176

REGULAR MEETING OF MARCH 21, 2024, AT 3:30 PM
This meeting was audio and video recorded and a link is available at
co.lincoln.or.us/meetings

I. CALL TO ORDER

Chair Helfrich called the meeting to order at 3:30 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

Chair Helfrich, Vice Chair Butterfield, Colleen Robert, and Fair Manager Tower attended in person. Todd Williver attended virtually. A quorum was established.

III. DECISION/ACTION

A. Approval of Lincoln County Fair Board Minutes 02.15.2024

There were no corrections or changes to the minutes. Vice-Chair Butterfield moved to approve the minutes as presented. Colleen Robert seconded the motion. The motion carried.

B. Approval of Reimbursement to Colleen Robert for ShoWorks Training and Travel

The documentation for this training was reviewed. Colleen Robert stated that the purpose of the training is to learn additional techniques, tips and processes to better utilize the ShoWorks software purchased last year. Co-chair Butterfield moved to approve reimbursement of these expenses. Chair Helfrich seconded the motion. Colleen Robert abstained from the vote. The motion carried.

C. Fair Vests - Discussion to Order

The Board discussed ordering vests or jackets instead of shirts for the rodeo and how to pay for them. After discussion, the Board agreed that they would like the option of purchasing a vest or jacket at each individual's expense, but would have the embroidery expense come from the Fair budget. Colleen Robert will research in the next two weeks and send out options on jackets. Vice-Chair Butterfield moved to allocate $100 from the fair shirt budget for embroidery for these items. Colleen Robert seconded the motion. The motion carried.

IV. PUBLIC COMMENT (please limit comments to no more than 3 minutes)

There was no public comment.

V. DISCUSSION/INFORMATION (Note the Board could act on the following topics)

A. Board Expansion

The Board discussed the need to expand its membership. The County's expectation is to eventually have seven members on the Board with various relevant backgrounds. It would be optimal to bring on two new members this year and two next year. Potential qualifications for new members were discussed. The County is asking that the Board members recruit these potential new members. The

Board of Commissioners would then need to approve the candidates. County Administrator Johnson reminded the Board that there is a residence requirement for Board members.

B. Budget/Financials

Fair Manager Tower explained that the proposed budget is based on several years of Profit and Loss statements. The Board discussed various aspects of the budget. County Administrator Johnson informed the Board that an application for a one-time, lost-revenue grant with the State has been submitted on the Fair's behalf.

C. Status of Trailer

County Administrator Johnson announced to the Board that they have a new trailer registered and taken care of sitting on the fair grounds. He suggested that the Board should consider branding the trailer and should think about future plans for use. Chair Helfrich asked Administrator Johnson for a quote for getting the trailer "wrapped". The Board discussed options for repairing the hinge on the trailer door.

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower reported that she and Colleen Robert had assessed the current status of vendor reservations. We are surprisingly light on indoor vendors, so she will make another push for vendors. The food court is filling up. Only a few more spots are available on the food court. She will reach out to OMSI to get them on the list. The Senior BBQ is coming together. Contracts are starting to come in. Most of the headliners and bigger contracts are slated already.

B. Fair Board Member Reports

Chair Helfrich reported that the marketing committee met the previous evening. He reported on the progress of procuring sponsorships. The group discussed other possible sponsors.
County Administrator Johnson gave an update on the redevelopment at the Commons. He reported on the study of the infrastructure on the property and on changes in plans for the Harney building.
Todd Williver reported on the history of the easement on Harney Street and expressed concern that there is not a formal agreement with the City to give the Fair the right to close Harney Street during the Fair.

VII. ADJOURN

Chair Helfrich made a motion to adjourn the meeting. Vice-Chair Butterfield seconded the motion. The motion carried. The meeting was adjourned at 5:05 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

A. Upcoming Fair Board Meetings for 2024:

April 18, 2024
May 16, 2024
June 20, 2024
No meeting in July 2024
August 15, 2024
September 19, 2024
October 17, 2024
November 21, 2024
No meeting in December 2024