



MINUTES OF THE

Lincoln County Fair Board

Lincoln County Fair Board
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
FAX: 541.265.4176

REGULAR MEETING OF AUGUST 8, 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 3:31 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

Chair Helfrich, Vice-Chair Butterfield, Irm Jimenez, Fair Manager Tower, County Counsel Yuille, and County Administrator Johnson attended the meeting in person. Todd Williver, Andrea Summerlin, and Colleen Robert attended virtually. A quorum was established.

III. DECISION/ACTION

A. Approval of Lincoln County Fair Board Minutes 06.20.2024

Vice-Chair Butterfield moved to approve the minutes of June 20, 2024, as presented. Andrea Summerlin seconded the motion. The motion carried.

B. 2026 Fair Dates

Fair Manager Tower and Chair Helfrich stated that the Thursday, Friday, Saturday schedule had worked well. Fair Manager Tower would like to confer with the 4-H parents before making a decision. Andrea Summerlin moved to table this matter until the September 12 meeting. Vice-Chair Butterfield seconded the motion. The motion carried.

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

A. Written Public Comment

The group reviewed public comments. The first regarded county bus services, so would need to be addressed by the County. The second was a comment on inappropriate comments made by the rodeo announcer. Chair Helfrich reported that he has responded to this complaint and that he will have a conversation with the announcer. The third item was in reference to bingo prizes. The bingo games are managed by a sponsor. Chair Helfrich will pass the comment on to them. The last comment was in regard to the age of the event. Recorder Kellay will respond to this comment.

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

A. Upgrade ShoWorks Software

This matter is coming before the group because ShoWorks is offering a discount for upgrading before December 31, 2024. We have two licenses for this software, which is utilized by both 4-H and Open Class. This matter will come before the Board again in September in order to have a decision ready for the proposed budget, which is due in November.

B. OFA Conference Arrangements

Recorder Kellay confirmed registration and hotel arrangements with the group. Chair Helfrich clarified with County Counsel Yuille that the Board would be able to talk freely with each other at the conference as long as they're not making fair board decisions. Counsel Yuille reminded the group that trainings and social events are exempted from public meeting laws.

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower walked the group through the Profit and Loss Statement for the Fair. The main point she wanted to share with the Board is that the event will need more sponsorship if it is going to continue to be offered with no admission. Overall, she felt that this year's fair and rodeo went well. The next, and only, thing on the schedule for the barn is the Christmas tree sale.

B. Board Member Reports

Chair Helfrich and Vice-Chair Butterfield reported that they thought this year's event went very well. Chair Helfrich stated that the event was 100% better than last year. He was surprised that everything was done as quickly and efficiently as it was, and that the group should be extremely proud of how well organized and executed the event was. Vice-Chair Butterfield requested a printed schedule of the fair events with a map both for reference and to hand out to attendees. Chair Helfrich recommended that the team have a meeting every morning of the Fair. Irma Jimenez stated that she was shocked at how much Fair Manager Tower does during the Fair. She requested that Tower share her routine with the Board in writing. Tower asked that the Board give her until January to produce that documentation. She and Todd Williver thanked the new members of the Board for their help. Up until now, there has been no need for documentation as there has been no one to assist with Fair duties.

Vice-Chair Butterfield pointed out that the sponsors need to receive requests in time to factor sponsorships into their various budgets. Fair Manager Tower noted that it will be difficult to request sponsorship until we know what facilities will be available for the 2025 Fair. The group discussed sponsorship for 2025 and 2026.

VII. ADJOURN

Vice-Chair Butterfield moved to adjourn the meeting. Andrea Summerlin second the motion. The motion carried. Chair Helfrich adjourned the meeting at 4:33 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

- A. September 12, 2024**
- October 10, 2024**
- November 14, 2024**
- No meeting in December**
- January 9, 2025**
- February 13, 2025**
- March 13, 2025**
- April 10, 2025**
- May 8, 2025**
- June 12, 2025**