



MINUTES OF THE

Lincoln County Fair Board

Board of Commissioners
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
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REGULAR MEETING OF JANUARY 18, 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 3:33 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

In attendance were Chair Daniel Helfrich, Vice-Chair Todd Butterfield, Board members Colleen Robert (via Zoom) and Todd Williver (via Zoom), Fair Manager Heather Tower, and County Counsel Kristin Yuille. A quorum was established.

A. Appointing Chair and Vice Chair of the Lincoln County Fair Board

Chair Helfrich moved to appoint Todd Butterfield for the office of Board Vice-Chair for 2024. Colleen Robert seconded the motion. Motion carried.
Colleen Robert moved to appoint Daniel Helfrich as Board Chair for 2024. Todd Butterfield seconded the motion. Motion carried.

III. DECISION/ACTION

A. Lincoln County Fair Board Minutes 11.30.2023

Vice-Chair Butterfield moved to approve the November 30 minutes as written. Colleen Robert seconded the motion. Motion carried.

B. Set 2024 Meeting Schedule

The dates of the third Thursdays in 2024 were reviewed. Vice-Chair Butterfield moved to adopt the schedule of third Thursday meetings with the exception that the Board will not meet in July or December. Chair Helfrich seconded the motion. Motion carried. The 2024 Fair Board dates will be:
January 18
February 15
March 21
April 18
May 16
June 20
No meeting in July
August 15
September 19
October 17
November 21
No meeting in December

C. Bylaws

The draft bylaws were reviewed, and two deletions were agreed upon. Vice Chair Butterfield moved to adopt the bylaws with the two deletions. Chair Helfrich seconded the motion. Motion passed.

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

No members of the public were present, and there was no public comment.

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

A. Board Member Ethics and Rules

Counselor Yuille will present a 30-minute training on Board member ethics and rules at the February meeting.

B. Future Fair Dates

After discussion of the pros and cons of various days of the week for the fair, the Board agree to remain flexible to set fair dates in accordance with which day of the week the 4th of July falls on and what limitations and opportunities are presented with the renovation of the Lincoln County Commons. The Board will decide on the 2025 dates at the August 2024 meeting.

The question was brought up as to which day in 2024 would be designated as "Celebrating Seniors Day." After discussion, it was decided that "Celebrating Seniors Day" 2024 would remain on the Friday of the Fair.

C. Vendor Application Form

Fair Manager Tower reported that, while the vendor applications and fees are outdated, she recommends that they be left as is until the renovations to the Commons are completed and we have a better understanding of the logistics.

VI. REPORTS

Fair Manager Tower reported that all four sets of mobile bleachers are now licensed. Two have completed maintenance and two are in process. She also reported that the 4-H Christmas tree sale was a success. The trees sold out, and she wanted to thank the community for its support. The 4-h club produced 300 centerpieces in four hours to distribute to Meals on Wheels recipients. She will be hosting the Oregon Fair Association's Area managers on January 22 and is planning on taking them on a tour of the present facilities.

Chair Helfrich reported that the Sponsorship and Marketing Committee met two times and will be meeting on Monday, January 22, 2024 at the Depoe Bay Community Center.

VII. ADJOURN

Vice-Chair Butterfield moved to adjourn. Colleen Robert seconded the motion. Chair Helfrich adjourned the meeting at 4:37 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD