



MINUTES OF THE

Lincoln County Fair Board

Lincoln County Fair Board
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
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REGULAR MEETING OF NOVEMBER 14, 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.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

Chair Helfrich was joined by Board members Irma Jimenez, Todd Butterfield, as well as County Counsel Kristin Yuille and Fair Manager Heather Tower in person. Board members Colleen Robert and Andrea Summerlin appeared virtually, as did Ex-Officio Todd Williver. A quorum was established.

III. DECISION/ACTION

A. Lincoln County Fair Board Minutes 10.10.2024

With no additions or omissions, the minutes were approved as presented.

B. ShoWorks Software Upgrade

Colleen Robert reported on the status of the funding for the ShoWorks software upgrade. Any funds lacking are provided for in the budget and will be dispersal will be authorized by Fair Manager Tower.

C. December Fair Board Meeting

Andrea Summerlin moved to hold a meeting of the Fair Board at 3:30 p.m. on Thursday, December 12. Todd Butterfield 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. OFA Fairgrounds College

The Board discussed the possibility of additional members attending the OFA Fairgrounds College. However, the only person available for all the sessions is Fair Manager Tower. She will share her experience with the Board.

B. Draft 2025 Budget

Fair Manager Tower will email last year's staff report with the budget to the Board members. She advised the Board regarding additional rentals that will be needed due to having to relocate the Fair. She estimated that the Fair will need approximately \$10,000 in additional funding. The rodeo will be budgeted separately. The Fair Board will need to approve the budget and then send it to the Board of Commissioners for review. She will provide a proposed budget at the December 12 meeting.

C. Committees

Fair Manager Tower asked members to commit to leading a committee. Committee chairs are as follows: Irma Jimenez, volunteer committee, Todd Wiliver, rodeo committee, Daniel Helfrich, sponsorship committee, Andrea Summerlin, marketing committee, and Colleen Robert, open class committee. Moving forward, committee reports will be added as an agenda item.

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower reported that the 4-H club will be moving Christmas trees into the barn on the weekend of November 23. Sales will begin on Friday, November 29. She also informed the Fair Board that the Board of Commissioners approved the expansion of the Fair Board to seven members. The applications are available now with the goal of filling the two additional positions by February.

B. Other Reports

Andrea Summerlin reminded the group that they had discussed some sort of shared resource. Counsel Yuille suggested that the Fair Board talk to Public Information Officer Ken Lipp about setting up some sort of account. Chair Helfrich shared a reminder about the terms for the members.

VII. ADJOURN

Todd Butterfield moved to adjourn. Irma Jimenez seconded the motion. The meeting was adjourned at 4:05 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

A. December date TBD

January 9, 2025

February 13, 2025

March 13, 2025

April 10, 2025

May 8, 2025

June 12, 2025