



MINUTES OF THE

Lincoln County Fair Board

Lincoln County Fair Board
225 West Olive Street
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Newport, OR 97365
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REGULAR MEETING OF SEPTEMBER 11, 2025, 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

Vice Chair Todd Butterfield called the meeting to order at 3:31 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

In addition to Vice Chair Butterfield, Fair Manager Heather Tower, Board Member Irma Jimenez, and County Counsel Kristin Yuille attended the meeting in person. Chair Colleen Robert and Board Member Andrea Summerlin appeared virtually. A quorum was established.

III. DECISION/ACTION

A. Lincoln County Fair Board Meeting Minutes 06.12.2025

Andrea Summerlin moved to approve the minutes as presented. Irma Jimenez seconded the motion. The motion carried.

B. ShoWorks Refresher Training Funding

Fair Manager Tower shared information regarding a ShoWorks refresher training course in College Station, Texas on November 12 and 13. Fair Manager Tower and Chair Robert will be attending. Chair Robert requested partial funding from the Fair budget of up to \$600. She and Tower will share a hotel room and expenses. Fair Manager Tower confirmed that there was money in the budget to cover this expense. Summerlin moved to allocate up to \$600 to reimburse Chair Robert for expenses related to this ShoWorks refresher training. Jimenez seconded the motion. The motion carried.

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

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

A. Fair Board Expansion

Fair Manager Tower thanked the Board for taking the time to review the applications for new Board members. Three applicants will be asked to interview within the next month. Chair Robert will recuse herself from the deliberations as she has a relationship with one of the applicants. Andrea Summerlin and Fair Manager Tower will be on the interview panel along with Commissioner Chuck with the goal of having the Board positions filled by the end of the calendar year.

B. OFA Convention - Washington County Fairgrounds 10/16 - 18, 2025

Fair Manager Tower confirmed the arrangements for registration and hotel rooms. She reminded the group that there are award applications on the OFA website. She asked that anyone who had a nomination please coordinate this through Chair Robert. Tower also asked the Board to keep in mind that donated items would be appreciated for the Lincoln County Fair auction basket for the conference by October 15.

C. Fair Board Meeting Dates 2026

The Board agreed to continue holding meetings at 3:30 on the second Thursday of each month for the foreseeable future. Recorder Kathleen Kellay will schedule accordingly.

VI. REPORTS - STAFF & PARTNER

A. Fair Manager

Fair Manager Tower reported that she is still working on locations for the 2026 Fair. She will contact the Chamber of Commerce to ask about the tents typically used for the Chamber's annual food and wine event. Her biggest concern is for the safety of the 4H kids and animals.

She further reported that she attended the Oregon Fairs Association's Board meeting in August at the state fair grounds in Salem. An important topic at that meeting was new legislation passed in June that increases lottery funds allocated to fairs.

4-H starts in October with an open house on October 5th from 1 to 4 p.m. The 4-H clubs will be holding their annual Christmas tree sales this year.

Manager Tower expressed thanks to the Job Corp team that moved all of the pens and panels into the barn on August 28 so that nothing is left out in the winter.

The volunteer appreciation BBQ took place on August 28. Manager Tower expressed thanks for Josh Hector's service as the chef. After securing all the equipment, the Job Corp team stayed for dinner. While the dinner was well-attended, more volunteers would probably be able to attend and be acknowledged if the event took place during the Fair.

B. Committee Reports

There were no committee reports.

VII. ADJOURN

Andrea Summerlin moved to adjourn the meeting. Irma Jimenez seconded the motion. Vice Chair Butterfield adjourned the meeting at 4:03 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

- A. October 9, 2025
November 13, 2025
No meeting in December**