

**FAIR BOARD MEETING**  
**September 7, 2023**  
**Meeting Room 2, 7:30 a.m.**

Speer	Moulton	Voorhees	Cunningham	Webber	Crofoot
Present	Present	Present	Present	Present	Present

Others Present:

Corey Buller – Fair Manager/Division Manager, Lane Events Center  
 Becky Kirsch – Office Assistant, Lane Events Center  
 Dan Hurley – Director, Lane County Public Works  
 Laurie Trieger – Lane County Commissioner  
 Vicki Van Patten – Events Coordinator, Lane Events Center

**1. ITEMS FROM THE COMMUNITY:**

None

**2. ANNOUNCEMENTS:**

- a) Staff spoke about the RFP that went out to find a provider for Catering and Concessions. There was one response and it was for Catering only. Staff will adjust the RFP and send it out again. There is a short term contract in place with our current catering & concession provider who will take care of events in the meantime.
- b) An RFP is ready to go out for a Talent Management company for Fair. The Talent Manager handles areas such as lights, sound and labor for Main Stage. Staff is looking to have the RFP go out in October.
- c) There are no updates regarding the incident that happened outside of the gates during the Fair, only that there is still an active investigation going on.

**3. APPROVAL OF MINUTES: August 3, 2023 – ACTION ITEM**

<b>MOTION: Wendee Crofoot</b>		<b>COMMENTS:</b> Wendee Crofoot motioned to approve the August 3, 2023 minutes as written. Debra Moulton seconds. No discussion. All in favor.
<b>SECOND: Debra Moulton</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Yes	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Abstain	

**4. POST FAIR UPDATE:**

- a) Staff feels the Fair went smoothly! Cleanup and equipment removal went well and the grounds are back to normal. Stalls have been left up in case of fire evacuation emergencies. Staff is finishing up debriefs and already planning for next year!
- b) Admission numbers looked slightly under as well as Carnival. Concerts, food, beer and Commercial Vendor numbers were up. Staff mentioned that Public Safety numbers were up as well.

**5. DEBRIEF UPDATE:**

- a) A Security debrief meeting was held on September 1 that included Iron Shield and Paul Vitus, Fair Security Manager and former Lane County Sheriff Deputy. EPD declined to join. Staff has asked for their debrief notes. Some areas of discussion were regarding signage and marking entrances to make it better for patrons, the camping areas being fenced off and having larger tents in the bag check areas. Another idea to be discussed is adding ticket scanning to the Security position. Metal detectors are being recommended at the gates. Staff recently went to the State Fair to see how things were run and noticed they are now using metal detectors and wands. Staff will ask the State Fair for their written policies for the detectors to get an idea how it works.
- b) Staff mentioned that we will be taking a look at the current system for the radios during Fair and also using the PA system next year as well.
- c) Lane County Youth Services would like to have a presence at the Fair and handle issues as needed.
- d) Staff is looking into having alcohol monitors provided by Iron Shield for the 2024 Fair.
- e) There are suggestions for having a “lost seniors” policy similar to the “lost kids”.
- f) Staff have discussed moving the auction day or moving the free admission day so that patrons who want to come on Sunday can still see all of the animals.
- g) Staff might look into renting portable showers for the Livestock families to use during Fair.
- h) There were issues with watering the dirt in the Livestock Arena during the Fair. Staff is looking into how to make that better.

**6. MASTER PLAN/PROJECTS UPDATE:**

Staff shared that there have been a couple of meetings recently regarding the stadium and Master Plan. The stadium is on hold for 6 months. The Convention Center door project and fire system is currently underway and will be working around the events schedule. Staff mentioned other items on the project list are switching to LED for interior lighting in the Convention Center and replacing blinds in some of the meeting rooms. The Wheeler Pavilion ADA restroom project is still ongoing. The restrooms will be upgraded to ADA standards and we are adding a gender neutral with changing stations in all restrooms. An RFP went out for the project but we only received one response so we will go back out to bid again with the hopes of getting a more competitive response. Staff also said we are starting to see funds from the State coming in.

**7. STAFFING UPDATE:**

There are two Operations positions that recently closed and applications are currently being reviewed. Rachel Bivens’ last day is October 6. Staff said they are currently looking at options for recruiting for her position. A working supervisor position is being discussed. The position will potentially be posted in mid to late October.

Staff mentioned that there is still a marketing contract in place for Fair. Staff does not anticipate any changes regarding that area. We may look at marketing companies to handle that other portions outside of the Fair.

**8. OTHER:**

Potential dates for the Board Retreat was discussed. It was suggested that it should be scheduled after the new hire can join and after a decision about the stadium project. There was also a discussion of possibly changing the Fair Board meeting schedule next year. Staff said they would also review the Fair Board terms and bring back any recommendations for reappointment.

**9. MOTION TO ADJOURN: Motion to adjourn**

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to adjourn the meeting at 8:35 am. Wendee Crofoot seconds. No discussion. All in favor.
<b>SECOND: Wendee Crofoot</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Yes	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	

Bruce Webber	Yes
Laurie Trieger	Abstain

Meeting adjourned.

X \_\_\_\_\_  
René Speer, President

**MINUTES ARE DRAFT AND SUBJECT TO CHANGE UNTIL APPROVED BY THE FAIR BOARD AT THE NEXT REGULAR SCHEDULED MEETING.**