

**FAIR BOARD MEETING**  
**January 5, 2023**  
**Meeting Room 2, 7:30 a.m.**

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

Others Present:

Corey Buller – Fair Manager, Lane Events Center Manager  
 Rachel Bivens – Marketing Manager/Assistant Fair Manager, Lane Events Center  
 Becky Kirsch – Office Assistant, Lane Events Center  
 Laurie Trieger – Lane County Commissioner  
 Dan Hurley – Director, Lane County Public Works, Late arrival

**1. ITEMS FROM THE COMMUNITY:**

None.

**2. ANNOUNCEMENTS:**

- a) Sid Voorhees and Rich Cunningham have been approved by Board of County Commissioners through December 31, 2026.
- b) The February meeting will be to discuss the budget. Staff will send out the worksheets early.

**ACTION/DIRECTION:**

None.

**3. APPROVAL OF MINUTES: November 3, 2022**

Staff will make corrections to the November 3, 2023 minutes and bring back to February meeting for approval.

**4. NOMINATIONS/SELCTION OF PRESIDENT/VICE PRESIDENT – ACTION ITEM**

Fair Board nominations were accepted for both President and Vice President.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motioned to nominate René Speer as Fair Board President. Bruce Webber seconds. No discussion. All in favor.
<b>SECOND: Bruce Webber</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees nominated Bruce Webber as Fair Board Vice President. René Speer seconds. No discussion. All in favor.
<b>SECOND: René Speer</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

**5. MARKETING CONTRACT APPROVAL – ACTION ITEM**

Staff discussed the RFP that was released requesting Marketing & Advertising services for the Fair. Three agencies responded. Staff reviewed and scored each proposal. Constellation Marketing received the highest marks. Capelli Miles came in 2<sup>nd</sup>. Staff is recommending an approval to contract with Constellation Marketing for the 2023-2025 Lane County Fair.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motioned for approval of contracting with Constellation Marketing. Bruce Webber seconds. No discussion. All in favor.
<b>SECOND: Bruce Webber</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

**6. EQUIPMENT CONTRACT APPROVAL – ACTION ITEM**

Staff discussed the RFP that was released requesting bids from equipment providers interested in being the Fair decorator. Proposals were requested either to provide all equipment services needed or for partial services as not every decorator has an inventory extensive enough to cover the full Fair. Special Occasions responded to the full RFP whereas Eye Beam responded to specific portions. After review & price comparisons by several staff members, Staff is recommending that Special Occasions be contracted for the bulk of the services required and Eye Beam be contracted for specific items.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motioned for approval of contracting with Special Occasions and Eye Beam. 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	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

**7. UPCOMING CONTRACTS DISCUSSION:**

- a) **Ticketing** – Staff discussed the RFQ that was released seeking an electronic ticketing company for the Fair. The submittal period closed on 1.3.2023 and multiple proposals have been received. In addition staff sat through software demonstrations by most of the proposals. Staff will begin reviewing and comparing each proposal soon. Staff mentioned that there is a new staff person, Brandy Newton, that will be taking the lead on ticketing during the Fair this year.
- b) **Security** – After some discussion between staff, it was decided that having multiple Security companies on site during the 2022 Fair created some confusion and inefficiencies. This year staff will be releasing an RFP with the intention of contracting with one company to manage the full Security Plan. The RFP is currently in draft form and will be going out soon.
- c) **Carnival** – Staff discussed the release of an RFP for a Carnival company. There are very few Carnival companies on the West Coast. The RFP closes on the 17<sup>th</sup> but responses have already been received by some stating that our dates are not available and they will be unable to bid. Before a contract can be put together, there will need to be some discussion surrounding Diversity, Equity and Inclusion to ensure this is being considered as we move forward each year during Fair.

8. **MULTI-USE FACILITY UPDATE:**

Staff discussed potential upcoming Board of County Commissioner dates and recommended that the Fair Board attend meetings. Discussion surrounding when it will be time for the Fair Board to be able to weigh in on the project.

9. **2023 MEETING DATES – ACTION ITEM**

Staff presented a list of meeting dates. Staff reminded the Board that the February will be the budget meeting and that this will be their chance to approve it.

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motioned to approve calendar as presented editing the meeting hours to 7:30a-9:00a rather than 9:30 am ending time. Bruce Webber seconds. No further discussion. All in favor.
<b>SECOND: Bruce Webber</b>		
<b>VOTE</b>		
<b>Name</b>	<b>Vote</b>	
Wendee Crofoot	Yes	
Richard Cunningham	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

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

<b>MOTION: Sid Voorhees</b>		<b>COMMENTS:</b> Sid Voorhees motions to adjourn the meeting at 8:12 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	Absent	
Debra Moulton	Yes	
René Speer	Yes	
Sid Voorhees	Yes	
Bruce Webber	Yes	
Laurie Trieger	Yes	

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.**