

UMATILLA COUNTY FAIR BOARD OF DIRECTORS

DRAFT Meeting Minutes

6:15 PM, Wed., Feb. 19, 2025 @ Fair Building Conference Room

1740 E Airport Rd., Hermiston, OR

1. **Call to Order & Introductions:** Chairman Steve Wallace, Vice Chair (VC) John Eckhardt, Directors Kelly Burke, Robbie Curry, Micheal Hampton, Doug Bennett. Mike Cutburt, Board-Elects, Milo Weaver & Jose Garcia, Commissioner Liaison Dan Dorran & Board Secretary, Jennifer Sceva in attendance.

**Absent** –Fair Manager Angie McNalley

**Public** –4-H EPA Shauna Newman, Sales Superintendent Marie Linnell, UCF Photographer Katie Skillman

**Meeting was called to order by Chairman Wallace at 6:16pm. Video recording started.**

2. **Awards/Recognition:**

a) **Andy Wagner** – Andy was unable to attend meeting so we will postpone until he is available to attend.

3. **Approval of Agenda (Action):** M/S by VC Eckhardt & Director Bennett to approve the agenda with the addition of Rescheduling March 19<sup>th</sup> meeting to New Business Action items. Motion carried unanimously.

4. **Approval of Financials (Action):** M/S by VC Eckhardt and Director Burke to table the approval of the January 2025 financials until after Board-Elect Weaver reviews new financial format handout later in meeting. Motion carried unanimously.

5. **Approval of Minutes (Action):** M/S by Directors Hampton & Bennett to approve the 1/18/25 minutes. Motion carried unanimously.

6. **Public input: None**

7. **Commissioner Liaison Update:**

a) Commissioner Dorran reminded the board that subcommittee meetings are considered open meetings if a quorum is present. This means action cannot be taken but a consensus can be reached to add an item to a board meeting agenda and the meeting has to be publicly advertised at least 24 hours in advance such as being posted on the fair website. New public meeting laws went into effect Jan 1.

8. **Fair Office Report:** Jennifer S. reviewed handout:

a) Jennifer is working on updating sponsor list.

b) The Milspec order has been received. Where would we like to store these items? Suggested upstairs at Fair Office. Need volunteers to move boxes upstairs.

c) Ad space will go on sale this week for the 2025 exhibitors guide.

d) Jennifer is working on getting RFPs. Commissioner Dorran would like to see contracts by the end of March.

e) Jennifer has reached out to all of last years open class judges to see if they want to return again this year. She has confirmation in all but one livestock judge and is waiting on confirmation of show dates/times to send out contract to livestock judges. She would like to start sending out contracts to open class judges March 14<sup>th</sup>.

f) Jennifer would like to have vendor applications live by April 1<sup>st</sup>.

g) Jennifer met with Jeri Jordan on 2/7/25. Jeri has requested that we raise the number of entries allowed in open class textiles from 1 to 2 in each class due to low registration numbers last year. She would also like to know if we can have more peg board displays made for creative kids. Board suggested asking Don Miller or Ed Smelser. Jeri also asked if we could hang quilts from the ceiling, consensus was no due to type of ceiling. Jeri requested someone be assigned to keeping the lobby clean where the chairs are. Board reported that EOTEC is responsible for keeping this area clean.

9. **New Business-Action/Consensus Items:**

a) **Katie Skillman, Photographer (Action)** – Katie Skillman presented her 2024 UCF & Fair Court Gallery. She also presented a handout reviewing her work for 2024. She requested to renew her contract for 2025 with a \$1500 increase in pay and additional terms and conditions. She reviewed a comparison of other local photographers pay rates. Chairman Wallace asked Commissioner Dorran if 3 RFPs are required for this

position. Commissioner Dorran will check with Doug Olsen when he returns next week. **M/S by VC Eckhardt & Director Bennett to table renewing Katie Skillman's contract until the next board meeting.**

**Motion carried unanimously**

- b) EOTEC Equine Event Aug 22-24 (Action)** – Jennifer S. reported that she was sent a request by Jennifer O. at EOTEC for fair board approval of an equine event to take place in the big barn & arena during fair possession of the grounds on Aug. 22-24. **M/S by VC Eckhardt and Director Bennett to approve the event with the stipulation of EOTEC helping move panels and clean up to prepare the barn for the event.**  
**Motion carried unanimously.** Chairman Wallace to talk to Brian at EOTEC about decision.
- c) Carnival Pricing (Action)** – Jennifer S. presented that Pat & Geraldine would like us to raise pre-sale armband prices from \$30 to \$32 and leave on-site prices the same at \$40. Director Burke mentioned that raising prices last year was declined because the year before prices were raised by \$5 and board thought that would be good for 5 years. VC Eckhardt discussed that UCF is cheapest carnival because we are trying to stay cost effective to increase attendance. Board discussed comparison of costs versus other carnivals in our area. Also discussed the possibly of offsetting the price difference with fuel donation. **M/S by Director Bennett & Hampton to table the decision until more information is presented about the value of last year's pre-sale tickets sold and cost of fuel used. Motion carried unanimously.**
- d) Main Stage Entertainment (Action)** – M/S by VC Eckhardt & Hampton to approve Thursday night's main stage entertainment. **Motion carried unanimously.**
- e) "Mid-Day Entertainment" (Action)** – Commissioner Dorran reported that "Mid-Day Entertainment" is to be created as a new budget line item for next fiscal year with a budget of \$7500 for local acts to fill middle of day issue. Director Bennett is looking at getting the Brass Fire Band for \$1200/2hours and Mariachi Band Saturday for \$500/1hr. **Consensus was no action needed at this time.**
- f) March 19<sup>th</sup> Board Meeting** – Jennifer S. requested to move the March 19<sup>th</sup> board meeting due to conflict with the Hermiston Distinguished Citizens Dinner which Commissioner Dorran has invited the board to attend to represent the fair. **M/S by VC Eckhardt and Director Bennett to move the March 19<sup>th</sup> meeting to March 12<sup>th</sup>. Motion carried unanimously.**

#### **10. Old Business-Action/Consensus Items:**

- a) Volunteer Database (Action)** – Jennifer S. presented a handout she created comparing 4 different volunteer databases including: Volunteer Matters, Volunteer Local, Get Connected, & Volgistics. **M/S by VC Eckhardt & Director Bennett to table decision until Jennifer S. can get more information. Motion carried unanimously.**

#### **11. New Business Discussion Items:**

- a) Financial Form Review** – Board-Elect Weaver reviewed a handout he prepared helping to simplify the county financial report. Weaver met with Robert, county financial CFO. He was unaware of the boards hesitations to approve the financial reports each month due to understanding of the report. Weaver relayed that Robert is willing to help answer any questions. Weaver attempted to categorize each line item into more simplified categories, grouping them together to be able to compare revenue and expense lines. Chairman Wallace asked Weaver if he could create an analysis of the budget to see where UCF is going over budget or underbudget to determine where more attention needs to be spent. **M/S by VC Eckhardt & Director Bennett to approve the January 2025 financial report. Motion passed by 5-1 majority. Director Burke opposed.**  
Commissioner Dorran reviewed proposed budget for FY26.

- b) EOTEC Advisory Board Update** – Chairman Wallace reported that he attended an EOTEC advisory board meeting. VC Eckhardt asked if they had come up with a way for EOTEC to show accountability on how events are ran and how much money is made. Chairman Wallace said that Byron, City Manager, strongly suggested to Al, EOTEC Manager, that he put together a budget showing where money is coming in and going out. VC Eckhardt also asked about bird mitigation and Chairman Wallace reported that Al & Brian from EOTEC has said that the guy doing bird mitigation has been on site often helping to get rid of pigeons,

owls, and anything causing a health hazard.

- c) **Oregon Wheat Foundation Baking Contests** – Jennifer S. reported that the Oregon Wheat Foundation is sponsoring a baking contest at fair this year, much like open class baking. They will be responsible for prize money and UCF will provide the judge.
- d) **Heppner St. Patrick's Day Parade** – Jennifer S. asked who will be attending the Heppner Parade on March 15<sup>th</sup>, 2025. Line up at 12pm, Parade starts at 1pm. Directors Burke, Bennett, Curry, Cutburth, Chairman Wallace, and Board-Elect Weaver will be attending. Chairman Wallace will look into getting a trailer. Jennifer S. to get candy.
- e) **EOTEC Ag & Home Expo** – Jennifer S. reported that Brian at EOTEC invited UCF to have a booth at the Ag & Home Expo March 7 & 8. They have offered to waive the fee. Consensus is yes, UCF would like a booth. Chairman Wallace asked Jennifer S. to get a schedule of events during the expo and post to UCF Facebook.

## **12. Old Business Updates/Reports & Info:**

- a) **Volunteer Discussion** – Board-Elect Weaver presented an idea to create a teacher volunteer competition during the fair between the schools in the county. Suggested giving a monetary prize to the school that has the most volunteer hours between their teachers at the fair to go to school supplies, etc. Director Burke suggested asking Walmart if they'd be willing to donate the school supplies as the winning prize. Board-Elect Weaver to look into possible revenue stream/in kind donations for competition.
- b) **Metal Stairs** – Chairman Wallace reported that Warren Smith with Nutrien has offered for UCF to use a couple sets of brand-new metal stairs for garbage service during fair.
- c) **Rotary Club** – The Rotary Club is not interested in helping with the parade. Director Hampton will reach out to the Amateur Radio Club. Director Hampton is also looking for someone to be main announcer.
- d) **EOWORKS Internship** – Jennifer S. reported that the internship position has to go through HR. Commissioner Dorran and HR would rather advertise for internships through county and not go through EOWB but still focus on high school or college students. Jennifer Blake, HR, has experience being a mentor for EOWB and in her experience it provided very little and had no follow up. There would be no difference between hiring an intern or a temp worker through either scenario (EOWB vs. county).
- e) **Missing Cords** – Director Curry has not been able to locate the 2 missing 50amp twist lock cords.
- f) **K9 Kings** – Consensus is to provide a 10x20 tent with 10ft legs to go over bleachers for K9 Kings.
- g) Director Hampton asked if there will be a talent show. There are no current plans for one. Director Hampton will put together an outline and present at next meeting.

**12. Next Meeting Date & Location:** March 12<sup>th</sup>, 2025 6:15pm @ Fair Building Conference Room, 1740 E. Airport Rd., Hermiston.

**13. Adjournment:** 8:32pm