



Clallam County Fairgrounds Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

CLALLAM COUNTY FAIR ADVISORY BOARD Minutes of June 5, 2024 Regular Meeting – In Person and Via Zoom

Name	J	F	M	A	M	J	J	A	S	O	N	D	Position
Bekkevar, Megan	X	X	X	X	X	X							Secretary, At-Large
Mowbray, Julie	X	X	-	X	X	X							Large Animals and FFA
Beckstrom, Teresa	X	X	-	X	X	X							Agriculture At-Large
Kelly, Cindy	X	X	X	X	X	X							Grange
Cristion, Cara	X	X	X	X	X	X							Horse Groups
Sirguy, Katie	-	-	-	X	X	X							At-Large
Mady, Mindy	-	-	-	-		X							Home Arts/Hobbies & Crafts
Johnson, Carol	X	-	X	X	X	X							Port Angeles Chamber
Borte, Josh	X	X	X	X	X	X							President, City of Port Angeles
Cozzolino, Tina	X	-	-	X	X	X							Garden Clubs
West, Tara	X	X	X	-	X	-							Small Animals
Vacant	-	-	-	-		-							Sequim/Dungeness
Greer, Melanie	X	-	X	X	X	X							Vice President, Arts/Photography
Wilson, LaDona	X	X	X	X	X	-							4-H Homemakers
Winn, George	X	X	X	X	X	X							West End

Guests Present	Laurie Davies, Bud Davies, Sylvia Strohm
Staff Present	Shari Ioffrida, Don Crawford, Angie Bronson
Call to Order	The meeting was called to order at 6:00 p.m. by Josh Borte.
Quorum	Yes.
Request for Modification / Approval of Minutes	Cindy Kelly has 2 corrections. "Cindy asked if the requested rodeo arena expansion specifications and drawings had been given to the City of Port Angeles. Don stated "yes" that George had provided them to the City of Port Angeles. Cindy stated that she hadn't seen them and asked for a copy of them." Added to the end of #6 "Olympic Peninsula Rodeo Association." And correct a typo under #1 "Fairgrounds Internet Service/WiFi" "internet" not "interest." Cindy Kelly made a motion to accept the minutes as amended. Julie Mowbray seconded it and the motion passed unanimously.
Public Comment on Agenda Items	None.

Committee Reports	1. <u>Advertising:</u> Shari Ioffrida reported the current focus is on online media. She is working with PDN and Megan Bekkevar to do this. 2. <u>Pacific Northwest Junior Livestock Auction:</u> Teresa Beckstrom reported that the sheep, goat, and pig weigh-in was on May 18th. They weighed in 2 goats, 9 sheep, and 34 pigs. Due to our past president stepping down, we have voted Ivy Cristion back into the president position. We also awarded Libby Swanberg with a \$1,000.00 scholarship. 3. <u>4-H / WSU Extension:</u> Melanie Greer said that they have purchased an RFID ear tag reader that will save a lot of time at vet check and weigh-ins. In the next farm bill, it is probable that the RFID tags will also be required in cattle. The USDA put out a recommendation to minimize influenzas transmission at dairy cattle livestock exhibitions. Still working on hiring a new livestock specialist. a. Update on the Agriculture building: b. Melanie reported that they have gone through the exhibitor guide section and cleaned up the vegetable portion. Adding vegetables that should be in there and taking out ones that shouldn't be. c. Also adding a category with a special prize for largest vegetables in squash, melons, and brassicas d. Clea is working on having a good Agriculture display. 4. <u>Royalty:</u> Letter from Laurie Davies: Clallam Country Fair Royalty received the Mayors Award at the Sequim Irrigation Festival Parade and the Puget Sound Award at Port Townsend Rhododendron Parade. The court presented winning ducks for the OMC Duck Derby. In July we will be at Forks 4th of July Parade and Port Angeles 4th of July Parade. Olivia Ostlund, one of our princesses has graduated from high school this year and she will be presented with a Royalty scholarship. 5. <u>Olympic Peninsula Rodeo Association:</u> George Winn stated that they have started on our weekend work parties. The city is working with us. There is a meeting on Friday to figure out what exactly we are going to do. We are set on buying materials to do a perimeter and an alley way. We will be working on it every weekend and are looking for volunteers. a. Don reported – There is a big fiberglass box down by the rodeo arena. We found out that it was dropped a long time ago and everyone just respected it and that there was no reason for it to be there. We got permission to remove it.
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Special Committee Reports	<u>Exhibitors Guide:</u> • Julie Mowbray inquired if the Exhibitors Guide committee has a sponsor yet. Shari reported that we do not but shared that she was looking into it. • Exhibitor Guide updates: Melanie Greer reported that she is waiting on a couple of items before it is ready to be published. • There was a discussion on the concern about general public not knowing about the entry forms. Discussion on getting the word out on social media and potentially reaching out to past exhibitors. Melanie shared that we will be sending a postcard to every house in the county that states that the Exhibitors Guide will now be online. <u>Garden Club:</u> • Tina Cozzolino reported that the Garden Club had their annual plant sale and requested that the group be able to use the flower barn for their annual sale that occurs on Mother's Day weekend. • The cabinet in the back of the floral building is not locked up and things are starting to disappear. • On the side of the building where the tables are there is a huge painting with a bunch of fairies and it has huge nails in it and it's hard to move around. Requesting that it gets moved. • Getting a lot of push back from volunteers on the volunteer forms. • She is going to be attending the 90th Anniversary of the State National Convention of Garden Clubs. • Inquired about the big road banner that promoted the fair. It was reported that this was retired.
Unfinished Business	Julie Mowbray inquired about how we discussed having a committee at the last meeting to manage vendors. (There was no further discussion on this subject due to other topics being brought up). Katie Sirguy asked about the money that came in from the Washington State Department of Agriculture and what that was being spent on. Don Crawford reported that they had budgeted for 40,000.00 for the Fair. Don stated that when we started looking at fees and costs for entertainment and supplies, we had about a \$4,000.00 increase in our janitorial services, and extra costs in other services we were short. So, we have taken that money and gone through every line item to cover these overages.

	Melanie Greer asked if we were allowed to use the money in that way and stated that it needs to be used in the way the WAC specifies. Don said that they will circle around and relook into the WAC.
New Business	Julie Mowbray reported that our by-laws were accepted in 2009 and that some things should be reviewed and cleaned up. Julie made a motion that we form a committee to review the Fair Board By-laws and propose specific recommendations for amendments at the July meeting. Melanie Greer seconded the motion. Julie volunteered to Chair the committee and Melanie Greer, Katie Sirguy, Tina Cozzolino, Laurie Davies, and Cindy Kelly volunteered to join. The motion was voted on and passed unanimously. Camping forms were brought up by Katie Sirguy. Carol Johnson said that she and LaDona Wilson have been working on the camping form and that this will be separate from the Exhibitors Guide. Camping forms will need to be printed out and mailed in. It will be less strict on the dates and times of when camping forms arrive. Priority was always given to Superintendents and Assistants. Carol reported that we are giving priority to only the Superintendent and only one Assistant. We are not giving priority to certain spaces for Superintendents (they don't get to pick their spots). Julie asked if this was one assistant a barn or per species and Carol stated that it will be one Assistant per barn no matter the difference in species for the barn. Cara Cristion asked about parking. Carol reported that they are working on getting a better numbering system this year and that they will try to limit the street entrance to reduce the amount of public that tries to park there.
Staff Reports	1. <u>Manager's Report:</u> <u>Sponsorship:</u> Shari reported that we received sponsorship money from Peninsula Bottling, Hermann Brothers, Olympic Game Farm, Coastal Farm & Ranch, Interfor US, and new sponsors who are offering items: Big 5, Correction Connection. <u>Vendors:</u> Shari said that we are doing really well on filling vendor spaces. We have applications for new vendors that need to be placed. <u>KidZone:</u> The KidZone will be full with Cap'n Arrr show, Strait Foam Fun, Laser Tag, Sequim Robotics, and Lincoln Park BMX Stryder Bikes for the little kids, and she said she is working on a section for the Jumpy Party with bouncy houses, obstacle courses, and slides.

	<u>Entertainment:</u> Shari noted that there is a variety of entertainment -- Rock, Country, Big Band, Jazz, Marimbas, Ukuleles, Tribute bands, etc. <u>Fair T-shirts and Sweatshirts:</u> Shari said that the Fair t-shirts and sweatshirts are in the Fair office and are for sale. Please stop by the office to purchase yours. <u>Upcoming Events:</u> Upcoming is a Graduation Party, HAM Radio Field Day, a Family Reunion, another Graduation Party, and a Cattle Work Night event, the Port of Port Angeles stage rental for Maritime Festival, and various 4-H, Jr. Rodeo, and PNWJLA meetings. 2. <u>Director's Report:</u> Don noted that Stoney Hutto is retiring. His last day is the 14th. We are working on the recruiting process. Don said he just got the County sign off on the reacquisition. They will be doing an internal hiring process. For Thursday of Fair, we are working on having Back Country Horseman Peninsula Chapter come out from 9am-2pm to try and do an event. They have older horses for kids to pet and wooden horses for kids to play on. Trying to also see about having wagon rides. Melanie brought up the point that these animals will need to be vet checked. Cindy also brought up a point about kids needing release forms in case they get bit or something by the horses. Don reported that he would look into both points.
Other Ite Dms	1. <u>Fairgrounds Internet Service/WiFi:</u> Mark Doten, I.T. Director, reported that a proposal has been made to do a point-to-point WiFi push. We are going to partner with Angeles Communications. They have committed to a July time frame to have this completed. We will be about \$20,000.00 under budget. This will be a 60megahertz bandwidth that will not interfere with anything. Next week the equipment will be ordered. The Fair office will need to be updated to be compatible with the system. This will be a controlled system on the County internal internet. The internet will be able to be purchased by different vendors throughout their stay. 2. <u>Dog Barn Grant and Progress:</u> Melanie Greer reported that the lighting has all been upgraded and the air system has been put in. The roof is going in next week and the gutters will be done in the next few weeks. We are hiring a contractor to come in and rip out all of the back benches, dividers, and the walls. They will be putting in all new walls on the inside and benches. The dividers will not be going back in. All the other work will be done after Fair.

	Don reported that we had about a 3-31/2 month delay. We were told that the only thing we could get done was the roof, lighting, and air system. Stoney helped make the rest of it happen. There should be consistent work in the barn leading up to Fair and after Fair. Melanie also reported that the dog barn left the agility equipment, and it needs to be moved to the cat barn. Josh Borte agreed to help with this after the meeting. 3. <u>Art Barn Roof Progress:</u> Don Crawford reported that this is in progress and has been signed off by the Commissioners. Don stated that he could not tell us when it will be done but that it is being worked on and should be done by Fair. 4. <u>First Aid Station/Mothers Room Progress:</u> Don Crawford reported that this has been done and that he is working with Health and Family Services to upfit this. Looking into upfitting this in case of a natural disaster this could be used for basic triage if needed. 5. <u>Key Project:</u> Cindy Kelly inquired about the re-keying project at the fairgrounds. Shari Ioffrida reported that this got done just a little bit ago.
Public Comments on Non-Agenda Items	Laurie Davies states that if the money from the Department of Agriculture does not go to what it was intended for, she will personally go to the Commissioners about it. Don stated – We took the \$40,000.00 that we normally budget on and we are just trying to cover our shorts. Carol found the WAC number RCW15.76.115 and Melanie looked it up and read the definition. Laurie shared that when she asked, she was told that the money should be used for premium and prizes. Don then inquired if we typically budget for \$40,000.00 and if \$18,000.00 goes to premium, where does the money historically go. Shari said that she would have to go through the records to find this out. Don said he will do a legal assistance request tomorrow to get us specific direction and requested to get Anne Norman's contact from the Washington State Department of Agriculture. Laurie reported that Christine Brehan, who submitted the Fair theme came out last week and got her prize and loved the logo. Fair board photo will be done in August.

	Laurie asked if you have a handicap placard in your car if you have to buy a parking permit. Shari and Carol both reported that the parking permit would not be needed in this case. Laurie asked to clarify that mailing cards will be going out to people for the Exhibitor Guide. It was confirmed that these will be going out to households. Sylvia Strohm reported she will do the info booth but does need help with moving stuff.
Adjournment	George Winn moved that the meeting be adjourned. Seconded by Carol Johnson. Vote was unanimous. Meeting adjourned at 8:10 pm.

Respectfully submitted,

Megan Bekkevar
Secretary