



Clallam County Fairgrounds

Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

CLALLAM COUNTY FAIR ADVISORY BOARD

Minutes of May 28, 2025, 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								<i>Secretary</i> , At-Large
Mowbray, Julie	X	-	X	X	X								Large Animals and FFA
Beckstrom, Teresa	-	X	X	X	-								Agriculture At-Large
Kelly, Cindy	X	X	X	X	X								<i>Vice President</i> , Grange
Cristion, Cara	X	X	X	X	X								Horse Groups
Sirguy, Katie	X	-	X	X	X								At-Large
Mady, Mindy	-	X	-	-	-								Home Arts/Hobbies & Crafts
Johnson, Carol	X	-	X	X	X								Port Angeles Chamber
Martinez-Bailey, Kari	X	X	X	X	X								City of Port Angeles
Cozzolino, Tina	-	X	-	X	X								Garden Clubs
<i>Vacant</i>	-	-	-	-	-								Small Animals
Paulson, Christine	X	X	X	X	X								Sequim/Dungeness
Greer, Melanie	X	X	X	X	X								<i>President</i> , Arts/Photography
Wilson, LaDona	X	X	X	X	X								4-H Homemakers
Winn, George	X	X	X	X	X								West End

Guests Present	Laurie Davies, David Brownell
Staff Present	Don Crawford, Angie Bronson, Melissa Earley, Todd Mielke
Call to Order	The meeting was called to order at 6:01 p.m. by Melanie Greer.
Pledge of Allegiance & Land Acknowledgement	Cindy Kelly led the Pledge of Allegiance and Land Acknowledgement
Quorum	Yes.
Request for Modification / Approval of Minutes	Cindy made a motion to approve minutes from the last meeting. George seconded. Motion Passed
Public Comment on Agenda Items	None
Committee Reports	<u>Pacific Northwest Junior Livestock Auction:</u> Cara spoke about the Lamb/Goat/Swine weigh in. We weighed over 60 animals in one day. There is no summer classic this year, so we are doing a petting pen Educational Display at Coastal in June. There are also some kids doing interviews with Angie for fair promotion.

	2. <u>4-H / WSU Extension:</u> Melanie said that 4-H Enrollment ended on May 1 for participation in the fair. The total enrolled on May 1 was 199 participants and 40 volunteers. A reference for those who don't know, pre-covid numbers were around 250 participants and 90 volunteers and lowered to 12 volunteers during Covid. Melanie spoke on that the 4-H extension office receives a marijuana prevention grant that was cancelled 2 months before the end of the fiscal year. That grant pays a substantial part of her salary, and they do not currently know where the remainder of her salary will come from. There are many ideas floating around, including her considering cutting back to 4 days a week. But they will not know more for a little while. 3. <u>Olympic Peninsula Rodeo Association:</u> None, George said the next meeting is on June 2. 4. <u>Fair General Sponsorships:</u> Don said that they are behind this year. He is working with Mindy Mady to reach out to previous fair sponsorships over the next couple of weeks. 5. <u>Royalty Court:</u> Laurie spoke that on May 10th they attended the Sequim Irrigation Festival. The Royalty float and court received the President's award. May 17, they attended the Rhody Parade in Por Townsend. The float and court were awarded the Royalty Favorite Award. On May 18 the royalty court handed out ducks for the OMD Duck Derby. Their next parade is June 28 in Port Orchard. 6. <u>Hospitality House:</u> Laurie said that she has everything set up and planned the same as the last several years. She needs to double check with Angie for what day she can set up during fair Tuesday vs Wednesday, but it will all be ready by Thursday of Fair. 7. <u>Camping and Parking:</u> Carol spoke that LaDona and herself met and have the paperwork sorted out and given to Angie. Don has the map of the outside campgrounds to be renumbered, and that should be done by July 1. The forms will be out soon. The exhibitor guide is completely online so the camping form will be live on a separate link. Angie said that she just heard from LaDona today (May 28) that the camping form was done and it will go live on the website on June 2. They now will not be placing a date/time stamp on the camping forms for priority. They will be waiting until a set date to look over all applications then they will assign camping spots based on where they will fit instead of when they are submitted. Priority will be given to 4-H/ Large Animals/ farthest to drive, then people who do not meet that specific criteria. With animal numbers up higher, there should be more demand for camp spots. The forms have always asked for length and type of trailer (RV, Camper, etc.), they have added a section for if there is a slide out on the sides and rear. There are certain spots that are reserved for the largest rigs because they only fit in specific spots.
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Special Committee Reports	1. <u>Fair Ribbons and Trophies:</u> Christine said the ribbon order has arrived. Somewhere along the lines, a number was missed, so there was supposed to be 125 blue ribbons for FFA and only 25 showed up. She spoke with Don & Angie and there is enough time to do a second order for the mistake. They will place another order for 125 blue FFA Ribbons and 10 Peoples Choice ribbons marked as Open Class. Christine said there is a big push at fairs to change all ribbons to Open class and get rid of the designation of 4-H/FFA/Open for ease. Katie asked if that was a problem with 4-H because they are so strict about following the MOA in terms of showing against each other. Melanie said there are more fairs that are testing the waters to see if they can get away with combining classes by letting 4-H & FFA show against each other. That is also something that the Fair Commission has talked about adding to their criteria when judging fairs. Christine said she is also pushing for banners for the kids to hang up in the barns and show off the grand/reserve grand champ animals that would be collected back at the end of the year, stored and re-used for future years. The kids would still get some type of a ribbon to take home, maybe a smaller rosette. Don stated that the county relies on the fair advisory board 100% to tell the county what we want as far as ribbons & awards. Don asked Christine to get rough numbers to help put in with the budget for next year that is being worked on now. The preliminary budget is due June 17 per Don. Christine also stated that if we did have one ribbon with the Open class on it, it would also streamline the process for ordering and handing out ribbons at fair. Julie said that she just ordered some banners for 4-H State fair that she will send a link to Christine to see because they are very reasonably priced. 2. <u>State Fair Commission – Evaluation (Fair Advisory Board Leadership):</u> Laurie, as a state fair commissioner, spoke on the guidelines for evaluation that we will be judged on this year during the fair. That judge will let someone at the county know what day they will be at the fair, but they do not have to alert us when they are on the grounds. There are some changes to verbiage in rubric that reflect 4-H & FFA being shown against each other because it is directly against the MOA between WSDA 4-H & Washington FFA. She stressed how important it is for everyone involved in the fair to be familiar with the guidelines of the rubric. This includes but is not limited to superintendents, office staff, maintenance, volunteers, etc. If everyone is aware of the guidelines ahead of time, everyone has ample time to know what is expected of them ahead of time instead of August. They judge each building on display, show schedules showing, results showing, etc. They like having as many people at the meeting at the end of the day as possible because they want people to know what they think & they value the input of the people talking to them.
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Unfinished Business	1. <u>Volunteer Applications; “Returning” Volunteer Application:</u> a. <u>Utilization of Volunteer Group Registration Agreement/Time Record – county volunteer accident coverage:</u> Don stated to reinforce the importance of everyone filling out volunteer paperwork and filling out the time sheet of when they arrive/leave for insurance purposes. Without an official volunteer form submitted and without a roster of when people arrived/left it is hard if there is a volunteer workplace accident. This is a continuing issue for the county that cannot be stressed enough of how important it is. George asked if the forms are any different than the previous forms people have filled out for the rodeo committee. Don stated that the forms only need to be filled out when there is a break in service (ex. 3 months before fair and a month after fair) and begins again the following year. Rodeo is considered a 12 month volunteer and those people do not need ot fill out a new form. Christine asked if she is not driving, does she have to fill out the driving portion of the form. Don said no, just say tha you are not driving. 2. <u>2026 Master Fee Schedule Recommendation Committee – status report:</u> Megan gave everyone a copy of the fee schedule changes the committee has come up with so far. It is far from done or official but the committee came up with the questions on the attachment to the minutes that need answered before additional changes can be made. Don said he would have answers to the questions by the next meeting. He asked how many of the changes could be considered the final changes, Megan said roughly 1/3. Carol said the thought process is depending on how often buildings are rented, we might make recommendations to potentially lower those fees to try and get more rentals. Don stated that the questions are very throughout. He will have to get some answers from other people to some of the questions. Don stated that we are not in a rush to get these fees adopted because they are for 2026 fair, not 2025. If needed, he can go back in September and make changes to the budget based on the recommendations. The biggest challenge is the 2026 budget is due on June 17. If anyone has questions, please reach out to Megan or anyone else on the committee. Christine asked why we are charging 4H families to be there for the week as far as passes go because they are there for the whole week. Katie said the 4-H has historically paid for the passes for partipants. Christine doesn't belive anyone who is bringing animals as a benefit to the fair should be paying to be there, it should be covered by the state fund money we receive. Melanie said she would like to know the difference in numbers to the open class exhibitors from pre-covid to now because there used to be so many open class animals that aren't here anymore. Even though she represents 4-H she
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	recognizes how important Open Class is to the overall function of the fair. Christine re-iterated the frustration of charging. Cara agreed because most people are taking the week off of work and using vacation time and paying to be there for camping, parking, etc. Katie countered to that saying some people might have never paid themselves to volunteer, but the organization they are volunteering with probably has. 4-H council pays for the 4-H youth passes. Todd brought up that all families with kids in sports or other programs are used to paying significant amounts of money for different things and a \$5 charge is so minimal, it helps cover costs. We can't use the money from the state to cover everything because there is so much additional overhead cost of putting on the fair. Carol brought up that the \$5 fee pays for judges, stalling, premium points, etc where anywhere else, they go are paying significantly higher. It is very hard to look at the fees and raise them but there are always expenses and you can't cut revenues with raising expenses. Melanie brought up that Leaders council pays for alot for the kids. They pay for the entry fees, state fair entry fees, alot of enrollment fees, etc. 4-H is a public group, so things have to be affordable for everyone and as a public group, that is a requirement for fairness for all.
New Business	1. <u>Exhibitors Guide / New Animal Entry Forms:</u> Melanie said the Exhibitor guide is up on the County Website. The entry forms are updated this year. They are two sides and they need to be filled out in full per the biosecurity requirements that we have and the information that the fair vet needs. There is an example in the exhibitor guide as well. She reiterated that it is all online this year and will not be printed. 2. <u>America 250 kickoff 2025 & observance 2026</u> https://america250wa.org/ a. <u>Clallam County Chairman – David Brownell, Executive Director, North Olympic History Center:</u> Don introduced David from the North Olympic History Center. He said they are still in the early planning stages but nationwide there are events all over. They are planning on a 150 long type of event running from June 14 – Flag Day through September 14 – Constitution Day. They are looking forward to starting to kick things off in September/October of this year for next year to get people interested and excited. More information to follow. b. <u>2025 Clallam County Fair Kick-Off – George Washington reenactor strolling performance, Thursday 9am-12noon:</u> Don spoke with Vern, a George Washington reenactor, to do something during the opening ceremony and do a walking performance

	throughout the morning on Thursday (kids day). Vern works with ages Kindergarten to 8th grade regularly so he is able to tailor his presentation on that day. He tentatively will be working out of the North Olympic Historical Society's booth throughout the fair. He potentially will be a "Honorary Logger" during the Log Show on Saturday as George Washington. They are thinking of giving him QR codes with a link to the fair theme submission online to hand out to people. c. <u>Adopt a 2026 fair theme – Emphasizing the America 250th Celebration:</u> Don asked for there to be an emphasize on the fair theme submission for 2026 to be around the 250th anniversary. Melanie said that historically the theme has been decided from a form that should be available very soon. The forms are due to the fair during the week of fair. Laurie compiles the themes into a long email and sends to all fair board members for voting and down to the best five, then to three and top number one. Laurie tries to have the theme announced in September. Melanie asked to change the form to say something about 2026 is the 250th anniversary celebration of the United States of America and help us celebrate, or something along those lines. Laurie said in the past few years she has personally paid for an ad in the PDN and Sequim Gazette to promote participation in submitting fair themes. She asked Don if he is okay with her doing that again this year and emphasize the 250th anniversary of the USA. Don asked to get with her to see if the county can pay for that this year. David Brownell said they are supposed to be getting a graphics package to promote the 250th anniversary, so if that is available before the newspaper ad goes out, they will try and use that as well.
Staff Reports	1. <u>Director's Report:</u> a. <u>Fairgrounds events – Online Calendar:</u> The fairgrounds events are on the online calendar and they are continuing to make updates. b. <u>Fair T-Shirt Order – Fair attendee, FAB & Commissioner Shirts:</u> The fair T-shirts will be purchased through Promo Direct for the shirts that will be sold during fair. They are already ordered in blue and grey that show up the best with the logo. The fair board t-shirts will be made through a local man who does all of Swains shirts. Fair board members can choose different colors for t-shirts because the individual is local. Megan said that she was never asked about changing the color of the logo (i.e. black font to white font) to make picking shirt colors easier to decide. If it was asked, it would have been an easy thirty second fix as she created this year's

	logo. In the future, communication is key to whoever makes the logo to make it easier. c. <u>Fair Advertising – 2025 fair, strategic marketing & social media incentives, style guides, BRANDING:</u> Don stated that fair staff are moving forward with the usual avenues for marketing (print media, radio, etc). They are working very diligently to come up with a style guide for the fair to create a brand that people recognize so it is noticeable. They are working with a man on social media marketing/branding and coming up with more ideas to make things more cohesive. Example: on Google right now, the fair website is hard to find and they are trying to make things like that more accessible to everyone. Melanie asked if it will match what the other county departments already have. Christine asked if going forward for branding, could possibly all of the ribbons have the same county logo or brand instead of the different 4-H/FFA/Open class logo. Melanie said to check with state fair commission. d. <u>Fair Entertainment Update – Online and social media schedule:</u> Melissa has been taking the lead on that. Don thinks all but just a couple of entertainment act contracted and the ones that aren't, are the freebies. Melissa agreed. That should be going out very soon with links to web pages and social media scheduling. e. <u>Fairground maintenance and planning – Board prioritizes post-fair barn superintendent repairs and scheduling winter barn vacancy for repair access (no vehicle & vessel storage – revenue loss planning):</u> Don said this goes back to what the superintendents submit after the fair ends. A lot of the barns get filled with boats, trailers, etc during the off season. He is asking for help from the board to decide what is of most importance, pending funding from the County, to be done each year. This could affect rentals of building throughout the year, especially the trailer, boat and RV storage areas. Don asked to form a committee to work on this task. Don said if this committee meets, it would be nice to have a County staff member present at that meeting to be able to say if something is a repair/maintenance project, if a building needs to be free of equipment/trailers, etc, if it is easily do able within the normal operating budget or a capital improvement. Melanie asked who from the county would be best to be on that committee. Don said Troy, Brian or Rick (as of now, he is not retiring this year). Cindy asked if maintenance could update certain parts of the Master Plan that would be helpful for this committee plus the Master Plan Committee. Cindy asked for the Superintendent's blank form to be emailed out to the
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	committee. Kari asked for clarification from Cara about filling out the Superintendent's form after the fair this year. Megan made a motion that we create a Fairgrounds Maintenance Planning Committee. George seconded. All approved. Fair Advisory Board Members include: Cindy, Carol, Katie, George, Kari & Cara. f. <u>Vendor and Food Vendor Contract status and remaining available space:</u> Don stated that food vendors typically don't have cash flow until closer to the fair. The paperwork is done and they are just waiting on vendors to send in their deposits for the spaces but that is very normal. Almost all of the food spaces are filled and most of the regular vendors are filled out as well. Melanie asked how the search has gone for a new Superintendent for the Fine Arts building. Don said that is a good question. He has reached out to JAFFA a couple of times and they do not have anyone. There are a few other people that the have reached out to from previous years but they have not gotten back to them. Christine suggested Blue Whole Gallery in Sequim because they do much of that in the gallery. Melanie asked about Port Angeles Fine Arts Center, Don said they have reached out to them already. Christine asked about the Beer Garden status. Don said the committee consists of himself, Dee, Todd and the County Sheriff. They are working on figuring some stuff out but everyone has been very busy to meet at the moment. He needs to get with JAFFA to get the contract signed. g. <u>WSDA Fair Grand K5041 – Dog Barn Status:</u> Don said that he working on wrapping the project up. The final reports are due by May 31st, so he working on those and Rhonda will be helping him with data entry on financials to get it done on time. But it should be ready to go on time. h. <u>Fairgrounds Key Records, Inventory (who has what). Everyone who needs a specific key should have a specific key. No, nice to have keys:</u> Don stated that they have spent a lot of money over the last two years re-keying the fairgrounds to keep keys limited to who needs them. There are few people that they are still trying to reach out to to see what keys they have or don't have. There are missing keys and they are trying to locate at this time. If they cannot locate the keys they might have to re-key at a cost of \$5,000-\$10,000.
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	i. <u>Information Booth and t-shirt Sales:</u> i. <u>Location – Front window of the manager’s office:</u> Don stated that the Fair Managers office window will modified to be able to sell t-shirts and hand out information out. ii. <u>Signage – Staff to modify the existing sign to hang over window:</u> They will modify the window to become the information booth. iii. <u>Sales – Credit card only for t-shirt sales at the same window:</u> They will take credit cards in there for t-shirt sales only. j. <u>Credit card sales last year; there were no issues. County staff are working on the full admissions implementation for this year:</u> They are working to fully implement credit card machines at each gate to move lines faster and make it easier for people, who do not have cash. If you don’t include the fair office, the county would need three more Square units for the ticket booths. They are working on the connectivity for those. k. <u>ATM Machines:</u> Cindy asked if there will be more ATM machines this year. Don said there will be three like normal, and they have a plan to replenish the machines mid-fair.
Other Items	None
Public Comments on Non-Agenda Items	None
Adjournment	George moved that the meeting be adjourned. Seconded by Cindy. Vote was unanimous. Meeting adjourned at 7:56pm.

Respectfully submitted,

Megan Bekkevar
Secretary