**FAIR BOARD MEETING MINUTES**

**DATE: Tuesday, June 20, 2017**

**TIME: 5:30 pm**

**LOCATION: AG CENTER**

**AGENDA:** *(subject to change at the discretion of the Board)*

***Time Topic Presenter***

05:38:01 PM (00:00:09)

1.0 Welcome Brenda York

* 1. Pledge of Allegiance
	2. Call for Attendance

*Present were Fair Board Members: Vice-Chairman Brenda York, Ann Marie Moran, K.C. McLaughlin, Peder Anderson, Conrad Anker, Michael Everts; Commissioner Joe Skinner; Fairgrounds Staff: General Manager Lori Cox, Facilities Director Dennis Voeller; Finance Manager Rachel May, Office Manager/Board Secretary Linda Blomback; Guests: Jim Ullman, Kevin Hubley & Any Willett with Bozeman Baseball; Public: Sonja Berg. Absent were Fair Board Members: Chairman Jeff Wade & Tim Stefan.*

* 1. Review & Approval of Minutes for 5-16-17 and 2-21-17:

 *Motion to approve made by K.C. McLaughlin*

 *Second by Conrad Anker*

 *Unanimous for, motion carries*

05:39:04 PM (00:01:12)

2.0 Public Comment - None Brenda York

05:39:12 PM (00:01:19)

3.0 Presentations

 3.1 Gallatin County Commission Report - None Joe Skinner

 3.2 Bozeman Baseball Jim Ullman

* *They are growing-have hired a new program director and coach*
* *Planning 90’x180’ steel building*
* *Want to incorporate youth and softball if possible*
* *Will replace batting cage area*
* *Will need utilities*
* *Want to extend current lease as new coach wants to continue into Fall*
* *Looking for Fair Board support*

Discussion:

* + - *Building is contingent on a capital campaign*
		- *Steel building is $1.2 million; post and pole building would be $600,000 not including site work*
		- *Floor would start with gravel road mix and work into concrete with artificial turf*
		- *Little smaller than Haynes*
		- *Won’t build until they have enough money to get the building enclosed*
		- *This location is the only possibility on their leased area due to Verizon easement along first base line*
		- *Fairgrounds could possibly use it*
		- *Other facilities in the valley are not big enough for the number of kids in the program*
		- *AA, A, B teams – 15 team members on each team; youth side has 400 kids*
		- *Changes to the Fairgrounds lease will depend on how long they will be using the facility.*
		- *Tickets for games are $5 for adults; $3 kids’ admission*
		- *All of the 45 kids raise their own money of $3,000 each. Costs them $220,000/year in expenses-field, travel, etc.*
		- *Could become a revenue generator if public would like to have batting practice*
		- *Will fill timeslots up with expansion into the youth*
		- *Location does have a line of site issue for the Fairgrounds*
		- *Would need to be approved through the Fairgrounds Master Plan process*

*Motion made by K.C. McLaughlin that we support the Legion indoor facility, with future communication regarding any changes or additions to the master plan and a final presentation to the board in the near future. (re-worded by Lori and accepted as motion by K.C.)*

*Second by Conrad Anker*

*Unanimous for, motion carries*

06:11:39 PM (00:33:46)

4.0 Interim Update Lori Cox

 4.1 Client Relations BBQ – August?

* *Conrad suggested that we have appreciation for our interim events clients*
* *We don’t normally have an August meeting, but a BBQ would be good*
* *We have had separate presentation by our clients, i.e. gun range, Roller Girlz, BAHA, baseball, etc. It would help with communication.*
* *Food will be organized by staff; try to get burger donated*
* *Invite the press*
* *Have groups give a 3 minute presentation*

 4.2 Report of Budget Presentation to Commission 6-14-17

* *Approved $100,000 in continuing infrastructure including electrical*
* *Approved $50,000 request for paving*
* *Commission may approve more capital improvements later in the budget process*
* *Also approved other capital improvement requests*
* *City and County have allocated for Fairgrounds to use millings around the grounds*
* *Milling dustier areas (West Annex) will also cut down on the magnesium chloride expense*

06:26:36 PM (00:48:43)

5.0 Fair Help Needed Lori Cox

 5.1 Gates Monday and Tuesday

* *Monday & Tuesday have become a safety concern due to traffic during setup*
* *Planning to divide the Fair on Monday/Tuesday to keep 4-H kids and animals on the west side of the Fair*
* *Need to man A gate on Monday & Tuesday to keep all public out as vendor setup is still happening*
* *Monday, July 16 & Tuesday, July 17 10am-7pm*

 5.2 Anyone Have a Suburban?

* *Need transportation for artists during Fair; renting 2 Suburbans for 3 days is $1,100*

 5.3 Merchandise Sales

* *May need 2 people to sell merchandise at concerts*

06:40:03 PM (01:02:10)

6.0 Business Items

 6.1 Final Policy Decisions FY18 Rachel May/Dennis Voeller

* *P & L improved from April estimate to June estimate*
* *Lori’s increase in sponsorships for Fair was a big boost*
* *Estimated profit of $37,000*

 6.1.1 General Rental Rate Increase

* *Recommendation to increase rental rates by 10%*
* *No yearly increase included. Had this policy previously and eventually rates got skewed and needed adjusting. Easier to justify with clients when only increased every 3-4 years.*
* *Reminder that 40%-50% of contracts for FY18 are already signed. Won’t see full effect until FY19.*
* *We will need to improve our customer services to justify raising rates too much higher; includes full cleanup after events, full setup before events, etc.*
* *How was day rate established? Averaged old day rates and then simplified them.*

*Still needed to be comparable with previous years for income.*

*Motion made by Ann Marie Moran to increase the rates across the board by 10%*

*Second by K.C. McLaughlin*

*Unanimous for, motion carries*

 6.1.2 Utility Fee for 4-H, County Departments

* *County Departments using facilities: elections, sheriff, superintendent of schools*
* *Per hour charge is difficult if operations don’t know when they arrive or depart*
* *What is fair? Every building is not metered to know usage.*
* *Charge them for their scheduled time not actual?*
* *Several options discussed-per hour charge, flat fee*
* *Need further discussion with 4-H*
* *Tabled until August/September meeting*

 6.1.3 $5 Increase for Full, Electric RV

* *We are significantly less than other RV parks in town*

*Motion made by Conrad Anker to increase the electric & hookup by $10*

*Second by Peder Anderson*

*Unanimous for, motion carries*

 6.1.4 Cancellation Policy

* *Examples given-Lacrosse, Reach, Wrangler roping*
* *Need to firm up cancellation policy on our contracts as we lose money when they cancel with short notice*
* *Check with other Fairgrounds for cancellation policies*
* *Include acts of God or family emergencies?*
* *Continue discussion in September*

 *RV Language*

* *Extended stay from 10 to 21 days?*
* *Pay with credit card upfront.*
* *Need to decide what business we want to be in? Are we wanting to be a temporary housing place?*
* *Long-term planning; need a business model; can be good revenue*
* *Continue discussion in September*

07:31:02 PM (01:53:10)

Adjourned

7.0 Walkabout: Tour of Fair Lori Cox/Dennis Voeller