



## ***Southwest Washington Fair Advisory Commission Meeting Minutes***

November 7, 2017

### **I. Call to order**

Chair Tom Larson called to order the regular meeting of the Southwest Washington Fair Advisory Commission at 6:00 PM on November 7, 2017 in the Historical Building.

### **II. Roll call**

The following Commission members were present: Linda Tomasheck, Kendra Meek, George Dodd, Sybil Kuhn, CJ Neer, Todd Mason, and Tom Larson.

Commission Members Absent:

Others Present: Tamara Hayes, Steve Walton, Steve Wohld, Patrick Slusher, and Doug Carey.

### **III. Approval of minutes from last meeting**

Motion to approve October minutes as written, **Motion Passed.**

### **IV. Public Comment**

### **V. Announcements**

- a) Fair Association Meeting: 11/14/17, 4-H Building, 6PM
- b) Pictures needed for 2018 Fair and Interim Events badges

### **VI. Business Items**

- a.) Steve Wohld – Discover Lewis County
  - a. Purpose of DLC is to showcase Lewis County's Hidden Treasures from Pe Ell to Packwood.
  - b. Website based, Social Media, Videos, Printables, etc.

**SOUTHWEST  
WASHINGTON  
FAIRGROUNDS**  
YEAR-ROUND EVENT AND FACILITY RENTALS



- c. Unites area tourism groups, helps market the Fair, increase in lodging (especially camping) revenue since DLC has been operating.
- d. Beneficial to the Fair Office in ways of digital marketing goals.
- e. Digital Kiosk in Fair Office for DLC
- f. Transferring of vacancy & County funds to the Fair

b.) Elections:

- a. Chair: Tom Larson
- b. Vice Chair: CJ Neer
- c. Secretary: Sybil Kuhn
- d. Motions Passed.

c.) Cold Weather Shelter

- a. April 1<sup>st</sup> end.
- b. 7PM to 7AM, 38 Degrees or below. 10PM Centralia PD closes entrance for evening.
- c. Ran by volunteers & Bethel Church
- d. Impact insignificant on Fairgrounds. They are paying for utility cost and cleaning of the restrooms.
- e. Homeless are given bus tickets back to mission in the morning.

**VII. Manager's Report**

- a.) Restructuring of office staff, weekly meetings, team environment goals, Fair projects being done well in advance.
- b.) Pat working on vendors for 2018, Kelly administrative assistant duties & Garlic Fest



- c.) New Garlic Fest Website will be next to launch
- d.) 30K Revenue from Garlic Fest – Mostly due to no marketing of event.
- e.) Garlic Fest date will stay the same, goal to have more Garlic Food vendors!
- f.) Next Commission Meeting to discuss Public Meeting
- g.) Public Meeting January 23<sup>rd</sup> – 2018 State Fair Commission Evaluation
- h.) Realistic costs of running Fair & Fairgrounds
- i.) SWOT Analysis- Strengths, Weaknesses, Opportunities, Threats.
- j.) Come up with ideas, priorities for next year & set goals.

#### **VIII. Facility Report**

- a.) City of Centralia working to identify water leaks on grounds.
- b.) Water pipe project for wash racks – non sewer meter for saving money.
- c.) DEM Continuation of Operations Plan – Transferring of knowledge, restructuring of Facility Staff
- d.) JJ Sauter trucking quote on sawdust & manure removal – Possible Sponsorship in future.
- e.) Willing to discuss options of sawdust/manure removal during Fair
- f.) 4-H Building Roof, Capital Budget for 2018
- g.) PNW Barn Hunt to replace roll up doors on 4H Barn post February event.

Chair Tom Larson adjourned the meeting at 7:30 PM

Minutes submitted by: Aimee Cook

Minutes approved by: [Name]