



*Southwest Washington Fair Advisory Commission
Meeting Minutes
May 7, 2019*

I. Call to order

Tom Larson called to order the regular meeting of the Southwest Washington Fair Advisory Commission at 5:02 PM on May 7, 2019 in the Fair Conference Room.

II. Roll call

Commissioners present: Tom Larson, Kendra Meek, Linda Tomasheck, Steve Walton, Katie Gift, and Todd Mason.

Others present: Doug Carey, Tamara Hayes, and Jessica O'Hern (Office Intern).

III. Approval of minutes from last meeting

Kendra motioned to approve February minutes. Katie seconded.
The motion to approve minutes passed unanimously.

IV. Public Comment

No public comment.

V. Announcements

- a) Market Sale Committee meeting, May 13, 2019 at 6:30 PM, Historical Building
- b) Fair Association meeting, May 14, 2019 at 6:00 PM, Historical Building
- c) Centralia City Council meeting, May 14, 2019 at 7:00 PM, Centralia City Hall
- d) Rodeo Committee meeting, May 16, 2019 at 5:30 PM, Historical Building

VI. Business Items

- a) *Marketing update, Kickoff party.*
 - Committee discussed their thoughts on the Kickoff party. Majority agreed more press should have been present. Presentation and display was adequate. Request to add more seating; however, the idea was to have visitors mingle and move from table to table.
 - Todd suggested adding a press party during the fair or a "Meet the Fair Commissions" booth. Tamara informed group that Pat is putting together such exhibit and invited members to participate. Idea is for commissioner to stand at booth and answer questions. Linda, Katie, Todd and Tom are interested and willing to participate. DLC booth may be more appropriate. Tamara will have

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YEAR-ROUND EVENT AND FACILITY RENTALS

Isaac send out notices to those interested. Date and times undecided but majority agreed on 2-hour span.

b) *Fair Commission speaking engagements.*

- Linda – Spoke at Rotary meeting and gave out examples; will be speaking at Morton Chamber of Commerce meeting as well
- Katie – Will be speaking at a meeting next week
- Todd – Spoke at Chehalis Council meeting and ending up having speech on radio
- Attendees needed at the following upcoming meetings:
BGC Chamber of Commerce, SWW Commerce, Still Water Estates, United Way

c) *Fair sponsorship.*

- Tamara passed out the sponsorship packet for participants to sign up and contact local vendors for fair sponsorship. Sponsorship can include banners, renovations, and additions; and benefits include tickets, radio advertisement, and displays.
- Tamara informed committee of Arbor Health sponsorship for handwashing stations. Linda is interested in co-sponsoring; Tamara will send info to Linda.

d) *Master Plan and Feasibility Study.*

- Tamara announced the \$103,000 budget request was approved. Discussion ensued regarding proposals, projects, and future of the fair. Tamara passed out plans including a request for a RFP Review Committee consisting of 12-15 members. The goal is to have proposals sent out by July and received back in September (after Fair is over). Decisions will be made in October. No dates have been set. Request to have commissioners join the committee and to open the committee to community members. Linda recommended invited other fairs to participate for their perspective.
- Proposal process interest: Kendra, Linda and Todd are interested in reviewing proposals in September. Tamara distributed proposal examples for review.
- Topic discussion: *where to spend the money?* Grandstands, horse complex, RV Park, and activities that will sustain the fair and add overall value were discussed.
- Disadvantages and setbacks: *Flooding.* FEMA designated fairgrounds in floodplain, but may now be a floodway. This will limit renovation designs.

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YEAR-ROUND EVENT AND FACILITY RENTALS

Members concerned with renovating or moving fairgrounds, making fair a non-profit or private entity.

VII. Reports

- a) **Rodeo Committee Report** – Tom
No extra events will occur without sponsorship. Budgeting is still in discussion, but Tamara will be speaking with Eric and Steve for budget approval. Meeting request was for 60% of profits over \$10,000 will go into a pot for future use by Rodeo. Budget increase request was discussed to cover payouts, feed and reimbursement. Total increase approved was \$3,000. Tamara will send out notes for review.
- b) **Discover Lewis County Report** – Tamara
Tamara announced advertisement with United in June hemisphere on the back of airplane seats to promote DLC, and in 5,500 magazine advertisements. Port of Seattle will be sponsoring with logo. Traffic will be monitored through discoverlewiscounty.com/fly
- c) **Facility Report** – Doug
Doug announced the installation of the new water meters is completed. Meter reads 50 gallons per minute being used. Discussion of where the water is coming from such as a leak or illegitimate outside use from somewhere else. More water meters will be installed. Additional units will be used to find leaks, monitor building uses and used to charge occupants for use during rentals.
Saloon stage: Roof being reviewed and undergoing construction.
Green room: Roof condition poor, needs construction and fallen sign needs replacement.
Old pavilion: Fixed leak, renovations delayed but moving forward now.
- d) **Manager's Report** – Tamara
Sheriff will be security at the fair. Discussion of fair address may be changing to save on taxes. Debate about blue pavilion address, sewer/boundary line discrepancy. Will weigh pros/cons with state at a later date. Discussion ensued about Chehalis/Centralia signage – Tug-A-War Thursday night suggestion

VIII. Other Topics

No other topics.

IX. Adjournment

Linda motioned to adjourn the meeting at 6:18 PM on May 7, 2019. Todd seconded. The motion to adjourn passed unanimously.



Minutes submitted by: Jessica O'Hern, Office Intern

Minutes approved by: [Name]