

FSMG Meeting Minutes
Tuesday Sep 2, 2014 - 8:00 - 8:50 AM
Event Center Conference Room

Members Present: Mark McCauley, Sharon Crouch, Judie Stanton and Kelley Babcock

Members Excused: Rosemary Cooke

Staff Present: John Morrison, Heidi O'Hara, Donna Dowdy and Ed Linnett

Guests: None

Meeting was called to order at 8:00 am. Mark McCauley turned the meeting over to John Morrison.

John Morrison, Executive Director/Fair Manager/CEO:

Fair Report - John reported that the 2014 Fair was very successful. He recapped some of the income figures and reported that both the Food and Beverage and the Carnival experienced all-time record high income. He credited the success to the strong game plan developed by the staff, ideal weather, a wide offering of entertainment, bringing all concerts back into the grandstand and an aggressive marketing approach. He also reported that most of the income has been received. Expenses are still coming in but he should have an estimate of the bottom line Profit and Loss by the Fair Board meeting on September 8, 2014.

Draft Audit Report – John reviewed the draft “Audit of Fairgrounds Site Management Group Revenue Handling Procedures.” He stated that he and the FSMG staff had several meetings with the auditors during the development of the report and concurred in most of the findings. Areas of non-concurrence were primarily due to the unique nature of some aspects of the event business and those had been discussed with the audit team who agreed with the status and actions taken on those recommendations. There was a high confidence expressed by all that the new management team, philosophy and emphasis on compliance would correct all findings and produce the desired level of internal controls.

FSMG Contract Status - John reported that the auditors recommended that the requirement for independent revenue and expense testing on an annual basis be included in the contract currently being developed between Clark County and the FSMG. He will include that requirement and send the recommended wording addition to the FSMG Board for their concurrence and then forward the contract to the County for adoption.

P Card - Mark McCauley reported that he held a meeting with representatives of the Purchasing Department, the Auditor's Office and the FSMG to explore ways to make the purchase of short notice required items more streamlined for the FSMG. It was agreed by all at the meeting that the P Card restrictions did not make it the most effective tool for FSMG needs. The FSMG Board agreed. John reported that he had met with a representative of Riverview Community Bank and they had expressed a willingness to issue a commercial credit card to the FSMG staff. John reported that he would maintain the card in the Finance office safe, pre-approve all purchases, ensure purchases were budgeted items and reconcile the account in the same manner as the P card was done previously. A motion was made by Sharon Crouch to authorize the FSMG staff to acquire a commercial credit card. The motion was seconded by Judie Stanton. Motion unanimously passed.

July Minutes – The FSMG Board reviewed and unanimously accepted the minutes of the July 1, 2014 FSMG Board meeting.

Heidi O'Hara, Director of Sales and Events:

Booking Update - A review of the 2014 Fair entertainment noted that the Sea Lion Splash exhibit was a big hit and we are hoping to book them again for 2015, however the Fair will not be able to confirm if the act will route out this way next year until late November. The Pirates Parrot Show act will return next year. The Pirates High Dive act will be replaced with either Dock Dogs or another large attraction. Heidi reported that the 2015 Feature Exhibit will be Superhero Adventure and promises to be more dramatic and interactive than Toytopia. This theme will also coincide with a big superhero summer movie release season in 2015. It was also noted that moving the concerts back into the Grandstand was very successful and the Fair logistics team learned a lot about the workings of backstage operations, meet and greets and merchandising. It was noted that the concert booking services were put out to bid again this year and should be decided quickly to get a head start on the 2015 concert booking season.

The Event Center is making a concerted effort to work with the amphitheater on concurrent events as they arise. The Labor Day weekend featured a large horse show and a concert booking. Measures were taken at the Event Center's expense to hire separate parking control to make sure vehicles did not complicate the concert ingress and egress. There were no incidents. A recap was given of the current event cycle and it was noted that the golf show slated for October was probably not going to happen due to lack of vendor response and routing complications. Jurassic Journey might move to December due to routing. A new vintage show "Junk Bonanza", has selected the Event Center as their new Portland market location. The show is currently in California and Minnesota. It promises to be a large vintage furnishings show and is scheduled for Oct 9-11 in 2015.

Next meeting - The next meeting is scheduled for Tuesday, October 7, 2014 at 8:00 AM in the Event Center Conference Room.

Meeting adjourned at 8:50 AM.