



PARK COUNTY FAIRGROUNDS & PARKS

46 View Vista Drive, Suite B

Livingston, Montana 59047

Ph. 406-222-4185

FAIR BOARD MINUTES (DRAFT V2)

March 20, 2018 at 7:00 – 8:00 PM

Park County Commissioners' Chambers

1. Call to Order by S. Sunvison, Chairman, at 7:00 PM.
 - a. Those present. Board Members: Stacy Sunvison, Chair, Heather Malcolm, Vice Chair, Amanda Hamm, Jim Sykes, Rebecca Bird, Jeff Wagner, Tim Downey. Ex-Officio: Clint Tinsley, Commissioner. Staff: Kim Knutson, Park County Fair Manager; Nicole Divine, Park County Fairgrounds and Parks Director. Others: Erica Strickland, Park County Finance Director; Carla Williams, Sue Nelson.
2. Welcome - S. Sunvison, Chair. Stacy introduced Rebecca "Becky" Bird new board member and Nicole Divine, Director of the newly formed Fairgrounds and Parks Department.
3. Partner Updates –
 - a. Livingston Roundup Association. Carla Williams handed out a letter to the board dated February 12, 2018. The letter detailed their experience renting the exhibit building for the Boots & Buckles fundraiser on February 10. In the letter they made some recommendations for future events and stated that it is a great facility and they were very lucky to have it at their disposal.
4. Consent Agenda. S. Sunvison. Stacy asked Nicole to address the new addition to the agenda, the consent agenda. Nicole explained that there was an article included in the packet about consent agendas, but that it would be used to bundle agenda items together that were non-controversial or required little to no discussion. Items in the consent agenda include the minutes, the director's report, the financial report, or committee updates. If a member wanted to pull an item from the consent agenda, they could do so through a simple request to the Chair after the consent agenda was introduced. Nicole also explained that board members could also ask clarifying questions about consent agenda items after a motion and a second were made, during the call for questions.
 - a. January meeting minutes. Jim moved to accept the minutes, Heather seconded. The chair called for questions, hearing none, the motion carried.
 - i. Nicole also explained that the consent agenda would be voted on as a whole vs. individual items listed on the consent agenda.
 - b. Director's Report. Nicole explained that this would be part of the meeting packets moving forward. She would use the report to communicate things to the board that may or may not come up during a regular meeting, including time off and travel schedule.
5. Recommended Changes to Committee Structure and Meeting Schedule. Stacy yielded the floor to Nicole to introduce the new committee structure and meeting schedule.
 - a. Nicole began by stating that she valued the time of the volunteers who serve on the board. She went on to say that the purpose behind the new committee structure and meeting schedule was to improve the efficiency and effectiveness of the board meetings. She also stated that with fewer committees, each board member serves on just one committee and focuses on interrelated issues. This structure also requires fewer meetings and the accountability lines are clear. Future board meetings can be organized around the three committees' reports, reinforcing the importance of their work and affording more time for generative thinking. The three committees are as shown:
 - i. Internal Affairs: All internal and operational issues-including those related to finance, volunteers, and facilities including events are handled by this committee. Members include: Jeff Wagner, Heather Malcolm, and Jim Sykes. Staffed by Kim Knutson.



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- ii. External Affairs: All external issues-including fundraising, public relations, and marketing are the responsibility of this committee. Members include: Stacy Sunvison, Becky Bird. Staffed by Nicole Divine.
 - iii. Governance: This committee is responsible for the health and functioning of the board. It recruits new members, conducts orientation, produces board materials including the Governance Calendar, reviews the bylaws, and evaluates the performance of the board itself. Members include: Amanda Hamm, vacancy. Staffed by Nicole Divine and Kim Knutson.
- b. Nicole also recommended that the board move to a bi-monthly meeting schedule with interim committee meetings held at the Director's office. Discussion among the board ensued and it was agreed that the move to bi-monthly meetings should be postponed until August. Nicole agreed and thanked the board.
6. Ground Rules for the Park County Fair Board. Nicole reminded board members of the ground rules, especially agreeing not to interrupt the speaking opportunity of others and to direct all questions and comments to and through the Chairman.
7. Community Fairgrounds Foundation (CFF), Inc. Nicole discussed the foundation and their role as the nonprofit fundraising arm of the Fair Board. She stated that they had recently signed up with TechSoup, which will potentially save the county money on software, hardware and other services that they offer. Nicole announced that the CFF will be meeting on Thursday, March 29 at 5:30 at the Director's office.
8. Old Business, S. Sunvison
 - a. PCF Ticket Package, Entertainment and other activities. Stacy assigned this to the Internal Affairs Committee meeting on March 27 from 6-8 PM at the Director's Office.ⁱ
 - b. Fair Schedule/Changes. Kim handed out and reviewed the draft fair schedule. Stacy assigned this item to the Internal Affairs Committee for further discussion, scheduled to meet on Tuesday, March 27 from 6-8 PM at the Director's Office.ⁱⁱ
 - c. Dreamland Carnival/Livingston Classic Jackpot Livestock Show. Kim updated the board regarding the coordination of the Livingston Classic Jackpot Livestock Show, occurring at the same time as the Dreamland Carnival. Kim stated that she recently spoke to Dale Booth, who is with 4-H and a coordinator for the show. She also spoke to Vickie with Dreamland Carnival and she said that their carnivals operate during livestock shows all summer long. As a result, Kim reported that she felt confident about the two events running concurrently
9. Recommendations to the Commission, S. Sunvison. Stacy explained that this is the place where recommendations submitted to the board by committee, and approved by the board, will be listed. Nicole will place the board recommendations on the Commission agenda and notify the Fair Board when they are slated for review. *(NOTE: It would be beneficial for a member or members of the committee to attend commission meetings to support the recommendation and be available to answer questions.)*
10. New Business, S. Sunvison
 - a. FY2019 budget development. Stacy assigned this item to the Governance Committee since the Internal Affairs Committee is inundated with work prior to the fair and other events. Kim will assist.ⁱⁱⁱ
11. Public Comment
 - a. Sue Nelson addressed the board regarding gate passes for exhibitors. She also suggested that we do exit interviews for all renters of the fairgrounds facilities. She suggested that a form be included with the lease and returned by the lessee after the event. Consent Agenda, S. Sunvison. Stacy asked Nicole to address the new addition to the agenda, the consent agenda. Nicole explained that there was an article included in the packet about consent agendas, but that it would be used to bundle agenda items



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- a. Clint reported on the progress of the Fairgrounds Master Plan. He is working on putting together a planning committee but needs two representatives from the Fair Board. So far, he has enlisted the assistance of the following individuals: Dan and Sue Nelson representing the Livingston Roundup Association; Tim Sundling, representing the ranching/ag community; Joe Hanser, President of First Interstate Bank and also instrumental in the development of Metra Park; Tyler Erickson with American Bank and also representing the Livingston Country Club; Kristen Galbraith with Nittany Grantworks; Katie Weaver with MSU Park Extension and Economic Development. Jeff Wagner and Becky Bird offered to represent the Fair Board. Clint informed the board that meetings were being planned for the following two weeks.
- b. Tim Downey resigned from the Fair Board due to his travel schedule for work and the need to spend time with his young kids at home. Kim suggested that Tim consider volunteering. Everyone thanked Tim for his service.

12. Upcoming Meetings. Stacy reviewed the upcoming meetings as shown below.

- a. District Fair Meeting: Fri., 3/23 Social from 6-8 PM at the Pioneer Lodge; Sat., 3/24 from 8 AM – 2 PM. Fairgrounds tour: 2-3 PM. Kim will confirm the meeting times via email.
- b. Internal Affairs Committee, 3/27, 6-8 PM, Director's Office
- c. External Affairs Committee, 4/3, 6-8 PM, Director's Office
- d. Governance Committee, 4/10, 6-8 PM, Director's Office
- e. Next Fair Board Meeting, 4/17, 7-8 PM, Commissioner's Chambers

13. Upcoming Events. Stacy pointed out the upcoming events. This will be a regular agenda item in the future.

14. Chairman's Closing Remarks. Stacy reiterated the importance of good communication, team work and patience with the changes to the Fair Board.

15. Adjourn. Amanda made a motion to adjourn, Heather seconded. The meeting adjourned at 8:15 PM.

Action Items Resulting from the 3/20/2018 Meeting

ⁱ Stacy referred the discussion regarding the PCF Ticket Package, Entertainment and other activities to the Internal Affairs Committee meeting on March 27 from 6-8 PM at the Director's Office.

ⁱⁱ Fair Schedule/Changes. This item was also assigned to the Internal Affairs Committee, scheduled to meet on Tuesday, March 27 from 6-8 PM at the Director's Office.ⁱⁱ

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