

Fair Board Training Webinar

Presented By:

Gary Starns, Pontotoc County Commissioner

Janna Kelley, Pontotoc County Extension Director

Larry Klumpp, Kay County Extension Director

Dusty Birdsong, ACCO Insurance Administrator

Ann Embree, Local Government Specialist

Sherri Schieffer, Local Government Specialist

Suzanne Spears, Local Government Specialist

Notie Lansford, Extension Economist



EXTENSION

Agenda

- What County Commissioners Expect
- Fair Board Responsibilities
- Extension's Relationship to the Fair Board
- Overview of Fair Board Laws
- Open Meetings, Agendas, Procedures
- Funding
- Purchasing Procedures/Expenditures
- Insurance
- OAFF
- Q & A



County Commissioners Expectations with respect to the Fair Board, Gary Starns

- Reliable
- Good Decision Makers
- Capable
- Develop and Follow Rules for All
- Recruit Volunteers and Donors
- Work with Extension Educators
- Be fair and giving to all involved
- Handle all problems and issue fairly and in house

County Commissioners Expectations with respect to the Fair Board Cont.

- A good steward of fair board money
- Be accountable to the Board of County Commissioners
- Offer a variety of events for all county residents during the fair
- Offer a variety of events, concerts, exhibits to draw people to the county
- Work as a team to provide a quality event
- Handle any problems quickly and fairly
- Set dates and deadlines

County Commissioner Expectations

Provide a successful
event for county
residents with as few
problems as possible!



The Responsibilities of Fair Board Members, Janna Kelley

- ✓ Be Here
- ✓ Be Visible
- ✓ Be Aware
- ✓ Be Involved
- ✓ Be Supportive
- ✓ Be An Advocate
- ✓ Be a Recruiter



EXTENSION'S RELATIONSHIP TO THE FAIR BOARD

Larry Klumpp

Kay County Extension Director



EXTENSION

Roles/Relationships

Advisory

**Primary Role Extension
Educator's assume when
working with County Fair
Board**



EXTENSION

As an Advisor...

Assist County Commissioners in identifying potential candidates for service on fair board.

Policy & Procedure- assist in the development of by-laws, responsibilities of officers & board members, ect.



As an Advisor...

Rules & Regulations- Assist in the development and dissemination of rules and regulations for entries, shows, awards, ect.

NOT ENFORCEMENT!!!

Logistics- Assisting in setting dates, determine appropriate attractions, entertainment, ect.



As an Advisor...

Promotion of county fair events and activities throughout the county and surrounding area.

Work with 4-H Members, OHCE members, farmers, ranchers, gardeners and the general public to encourage participation and quality entries and displays.

(Conduct Workshops, clinics, day camps, ect)



EXTENSION

As an Advisor...

Assist the fair board in identifying and contacting qualified judges for competitive events and activities.

Assist in the conduct of the fair as appropriate.



As an Advisor...

Remember, Primary mission of County Extension Educators is to develop and deliver research-based information.

County Fairs are one tool that Extension Educators can use to accomplish this.



Thank You



EXTENSION

Fair Board Laws

Title 2 O.S. §§ 15-66 – 15-78
County Free Fair Association
Act of 1937, as amended

Notie Lansford

other Fair Board Acts not discussed here:

1910, Agricultural Fair Corporations, Title 2 §§ 15.1 - 15.12

1915, County Free Fair Assoc., Title 2 O.S. §§ 15-51 – 15-64

1947, Title 2 O.S. §§ 15-111 – 15-127



EXTENSION



Fair Board Authority

- “Control of the Fair”
- “The expenditure of all money levied & collected”
- “to do all acts and things necessary”
- Prepare annual budget & file with county clerk
- Submit budget to commissioners & excise bd.
- Acquire grounds
- Erect buildings and maintain
- Sell concessions, advertising, & privileges
- Accept gifts and donations

Scope of Operations

- Community and County Fairs,
- Livestock Shows, and
- Other Agricultural Shows
- where admission to the grounds and all exhibit buildings is free
- and no charge is made for entering exhibits on which premiums are offered





Applicability of this Act

- Cumulative to all existing laws
- Controlling over conflicting laws
- Does not repeal or modify existing free fair laws

Election Procedures

- County Commissioners
 - Notice of Election
 - Notice of Filing Period
 - Set election Details
 - Designate secretary for the election
 - Certify results to the County Clerk
- County Clerk
 - Receive candidate filings
 - Issue Certificates of Election
 - Keep the records





Board of Directors: Number, Term, Elections

- 9 members
- 3 year terms
- 3 from each commissioner district
- 1 from each district elected each year
- Elected at a mass meeting, commissioner presiding
- If no candidate, commissioners appoint



Board of Directors Officers, Elected Among Members

- President - presides
- Vice President – presides if
- Treasurer – bonded; keeps & pays out \$ as authorized
- Secretary – keeps acct of money & property; draws warrants on treasurer; need not be a member of Board
- No compensation of any type.
- Oath of Office: Art. 15, sec. 1 & Title 51 § 36.1



Meetings

- Regular Monthly
- Subject to Open Meetings Law
- Quorum = 5 members



Open Meetings 101

Fair Board Training

Title 25, Sections 311 (A) (B)

A Quick View

Material compiled by

OSU County Training Program

OSU CTP – 318 Ag Hall, Stillwater, OK 74078

405-744-8792 or suzanne.spears@okstate.edu



EXTENSION

Are Fair Boards required to abide by
Open Meeting Act?.....Yes!

- **A public body:**

- Supported by public dollars

- or

- Spends public dollars

- or

- Administers public property

What is a Notice?

Date

Time

Place

How is an Agenda different than a Notice?

Includes all items of business that a public body is going to consider and possibly take action on. It also identifies proposed executive sessions.

Regularly Scheduled Meeting

Definitions:

Title 25 Section 304.3

Conducts the regular business of a
public body

Written notice 12/15 for the
following calendar year
(County Clerk)

Post agenda 24 hours prior in
public view

Required: Agenda notice with
all items to be considered
or actions to be taken; and
date, time and place



EXTENSION

Special Meeting

Definitions:

Title 25 Section 304.4

Meeting of a public body other than a regularly scheduled meeting or emergency meeting

Public notice 48 hours prior to County Clerk and to all who filed a written request date, time and place

Post in public view 24 hours prior to meeting – date, time, place **and agenda**



EXTENSION

Emergency Meeting

Definition:

Title 23 Section 304.5

Meeting called for the purpose of dealing with an emergency. An emergency by definition is a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice required for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

- No Notice posting requirement
- No Agenda posting requirement
- Give as much advance notice as is reasonable and possible
- Minutes must include the description and necessity of the emergency

Executive Session

Properly Identify: 25 O.S. S307

(B)(1): Personnel Matters

The employees name or position must be properly identified

(B)(2): Labor Negotiations

(B)(3): Purchase or appraisal of real property

(B)(4): Attorney/Client Privilege

(B)(5): Student Expulsion or Suspension Issues

(B)(6): Handicap Child Issues

(B)(7): Matters protected by Federal/State confidentiality law

(B)(8): Administrative Procedures Act, Article II issues

(B)(9): Anti terrorism assessment and Planning

(C)(10): Economic Development Incentives

- Be specific in the agenda:
 - Identify that an executive session will be voted on
 - Identify the items of business and purpose of the session
 - State specifically which part of the 307 statute authorizes the session
- Keep Minutes
- No decisions or votes



Items to Remember:

- **New Business** is defined as “any matter not known about or which could not have been reasonably foreseen prior to the time of posting. Section 311.9
- **Continued or Reconvened Meeting** is not a new meeting. It is a continuance of a previous meeting. Only matters on the agenda of the previous meeting where the continuance announcement is made may be discussed. Section 304.6

Agendas: properly worded is the key to an informed citizenry

- Purpose – a tool for action, not just a program of a public performance
- Plan – when examined over a period of time the flow of work and the business funded is on public display
- Partnership – at some basic level the agenda is an agreement twixt the county officers, offices and the public

Crafting an Agenda.....

Executing a Meeting

- How is it done right now? If unwritten policy, current procedure becomes your culturally created policy. Are you punting, delegating or collaborating?
- How are you conducting your meeting right now? Is that style working for you? Is it working for your constituents?
- Are you consistent?

From Crafting to Posting

- Supporting documents for agenda items:
 - Who prepares?
 - Who distributes?
 - How is it distributed?
 - Is it public information? Note: *Shero v City of Grove* 2007 “ruled that pre-meeting packets must be disclosed under the OORA, but the City could redact any confidential information contained in the documents.”

Crafting....

- Agendas must “be worded in plain language, directly stating the purpose of the meeting...and the language used should be simple, direct and comprehensible to a person of ordinary education and intelligence”

Wilson v city of Tecumseh, 2008 OK Civ APP 84

Crafting.....

- Reread your agenda.
- Can you answer:

What is the topic to be discussed?

What is the possible action or
outcome?

Would my grandmother
understand?

Posting = Approved



Funding: Sources of Revenue,

Sherri Schieffer

- **Ad Valorem (authorized)**
 - **Free Fair-up to 1 mill** **2 O.S. § 15-70**
 - If county pop. < 15,000
 - **Free Fair-up to 1/2 mill** **2 O.S. § 15-70**
 - If county pop. > 15,000
- **Ad Valorem (mandatory) 2 OS § 15-70**
 - ¼ to 1 mill in counties of pop > 55,000 in 1940 not having a state fair



Sources of Revenue

- **Ad valorem elections (60%)**
 - **Free Fair Site**
 - Securing grounds
 - Making improvements
 - Up to 1 mill for up to 5 years **2 O.S. § 15-83**
 - **Free Fair Improvement Fund**
 - Up to 1 mill **2 O.S. § 15-92**

Sources of Revenue

- **Cash**
 - **Sales Tax**
 - Passed by majority of the voters
 - **Concessions/Rentals**
 - Revenue generated through the use of the Fairground facilities

Funding Procedure (recommended)

- Ad Valorem
 - Submit budget (itemized estimate of needs) to commissioner and/or excise board/budget board
 - [SAI From 1162](#)
 - July 1
 - Subject to budget hearings by Commission/Excise/Budget Board for funding approval
 - Total budget available upon approval

Funding (recommended)

- Cash
 - Daily deposits to the COUNTY Treasurer
 - County Treasurer certifies available funds at the close of the month
 - Fair Board submits the estimate of needs to the governing board, known as a SA&I form 308.
 - Estimate of needs submitted to BOC and excise board
 - Upon approval of funds are available for expenditure

Funding (other methods)

- Ad Valorem
 - A pro-rata part of the tax collection of each month is paid to the Fair Board Treasurer
 - Expenditure by cash warrants
- Income source other than Sales Tax
 - Deposited with County Treasurer and apportioned back to FB Treasurer by remittance warrant
 - All funds should be subject to an annual audit

Expenditures,

Ann Embree

County Purchasing Act

Title 19 O.S. §§ 1500 -1507

County Free Fair Association

Should mirror county purchasing laws



EXTENSION

Expenditures

- County Purchasing Method:
 - Appointment of Requesting and Receiving Officers
 - Requisition-Purchase Order-Claim Form
 - Form #1116
 - Receiving Report
 - Form #4030

Expenditures

T E D

“The Survivor”

- T - \$10,000 bid limit
- E – Encumber, Encumber, Encumber
- D – Document, Document,
Document

Expenditures

- County Free Fair Association:
 - Executed by Free Fair Board of Directors
 - Itemized/verified claims filed with Free Fair Bd. Secretary
 - Board of Directors approve/disapprove claims
- State Auditor and Inspector Forms:
 - Form #372-Requisition to Co.Clk./Co.Treas
 - Form #373-County Free Fair Claim

Expenditures

–Secretary would issue warrants:

- Signed by President
 - Registered by Treasurer
 - Secretary mails warrants
-
- Form #131-County Free Fair Warrant

Inventory

- Creating an Inventory - \$500 or more
 - Consumable
 - Fixed
- Disposing of Inventory
 - Sealed bid
 - Auction
 - Political subdivision

Purchasing Resources:

- www.agecon.okstate.edu/ctp
 - Purchasing Handbook
 - Responsibilities of Requisition/Receiving Officers
 - Frequently Asked Questions
- www.sai.state.ok.us
 - Forms
 - County

ACCO SELF INSURED PROGRAMS

April 21st, 2014

Fair Board Training Webinar

Dusty Birdsong, Administrator for ACCO-SIG
and ACCO-SIF

ACCO-SIG

- **Association County Commissioners Oklahoma Self Insured Group**
- **Provides property & liability coverage to member counties**
- **74 out of 77 Counties are members (Oklahoma, Tulsa & Rogers are not members)**
- **ACCO-SIG provides property coverage on all fairgrounds buildings, contents, rodeo arenas, vehicles and equipment that belongs to counties and is being used by the fairgrounds**
- **ACCO-SIG provides general liability, vehicle liability & employment practices liability and directors & officers coverage to all fairgrounds locations, all fair board members and fairgrounds employees are always covered by ACCO-SIG while acting within the scope of their respective duties**
- **ACCO-SIG provides \$100,000 of blanket bond coverage to all fair board members and fairgrounds employees aka crime coverage, covers embezzlement and theft of money due to criminal acts**
- **ACCO-SIG provides medical payments coverage for volunteers that are injured while performing volunteer duties at fairgrounds locations**
- **There is no need to purchase additional property & liability coverage at county fairgrounds locations if your county is a member of ACCO-SIG, always request insurance certificates from those that rent fairgrounds buildings for private usage such as rodeos, MMA fights, concerts**
- **ACCO dba County Claims of Oklahoma handles all ACCO-SIG related claims in house**

ACCO-SIF

- **Association County Commissioners Oklahoma Self Insured Fund**
- **Provides workman's compensation coverage to all full and part-time county employees and elected officials**
- **All paid fairgrounds employees are covered through ACCO-SIF**
- **74 out of 77 Counties are members of ACCO-SIF (Oklahoma, Tulsa & Love)**
- **Provides statutory workman's compensation benefits to fairgrounds employees that are injured on the job**
- **ACCO dba County Claims of Oklahoma handles all ACCO-SIF related claims in house**

Fair Board Training Webinar

April 21st, 2014

- Questions????



Oklahoma Association
of *Fairs &*
Festivals

Oklahoma Association of Fairs and Festivals

Larry Klumpp

Kay County Extension Director



Our History

First organized meeting of County fair secretaries was held on September 30, 1948 at the 4-H building of the State Fair of Oklahoma.



Our Mission

- The purpose of the OAFF is to aid in the creation of Fairs and Festivals.
- We disseminate information beneficial to our members through newsletters and the annual convention.



Membership

EVENT MEMBERSHIP

Open to any County, District, Regional or State Fair, local or area Festivals or Events, Chamber of Commerce and Main Street Organizations that promote City Festivals, County Fairs and other related activities.

Yearly Event Membership \$75.00



Membership

ASSOCIATE MEMBERSHIP

Open to any professional service, organization/association of commercial entity interested in the improvement and promotion of the Fair & Festival industry by providing goods and/or services.

Yearly Associate Membership
\$75.00



Scholarships

The OAFF is committed to promoting education in the lives of Oklahoma's youth.

Each year the OAFF gives four \$500 awards (one per each of the OAFF geographic districts).

Money raised during the Showcase event through live and silent auctions during convention.



Annual Convention

- Held the first week of February
- Allows members to network and exchange ideas.
- Attend seminars
- Learn new marketing strategies
- Attend the Entertainment Showcase
- Have a great time



Thank You

More Information regarding OAFF you can contact us at
405-948-6722 or info@oaff.com

Also by viewing the website at www.oaff.com

Oklahoma Association of Fairs and Festivals

P.O. Box 74943

Oklahoma City, OK 73147

Q & A Time

- Please type your questions into your Chat Box.
- We will try to address all questions.
- Future questions may be communicated by email at ctp@okstate.edu or by telephone at (405) 744-8792.