

# Calhoun County Agricultural & Industrial Society

## Minutes of Board Meeting

February 15th, 2016 – Marshall Middle School - 7:00 PM

### **Call to Order**

The February 15<sup>th</sup>, 2016 Board meeting was called to order by CCAIS Board President, Doug Wildt at 7:00 pm at Marshall Middle School.

Pledge of Allegiance was led by Vic Potter.

Attendance with Roll Call was conducted by Susan Baldwin.

Present: Doug Wildt, Vic Potter, Jim Olds, Susan Baldwin, Steven Benham, Tom Carr, Hope Horton, Matt Ivey, Art Kale. Excused: Amanda Shreve, Nick Collier

Secretary's report of the January 18<sup>th</sup>, 2016 minutes was given by Susan Baldwin. Baldwin noted one correction to add that Hope Horton did attend the January Board meeting. Motion was made by Vic Potter, seconded by Hope Horton to file the minutes as corrected. Vote was all in favor.

Treasurer's Report – Amanda Shreve was unable to attend the Board meeting. She provided a written report: Finance Committee & Treasurer's Report:

Finances are on-track for the year and staying within budget. One item to note is that on page 10 of the Profit and Loss by Class report you'll see an income line item of \$11,190 in the General Class. This records the income from the recent sale of logs from the property. This income will be used to purchase tables and finish the project of fencing in and around the infield. One hundred tables are being purchased from a company in Sturgis for \$54 a piece and Matt Ivey has volunteered to go pick them up and bring them to the fairgrounds for us. Daryl, the new maintenance supervisor will be building a cart to store and move the tables around with and will be permanently labeling them all as property of the CCAIS and numbering them for tracking purposes. The fencing project will resume in the spring once the ground is no longer frozen. The Operations Committee is working on a diagram of where the new fence will be installed.

Motion was made by Vic Potter, seconded by Art Kale, to accept the financial report and put it on file. Motion was approved.

Executive Director's Report – Megan Harvey reported that she attended a grant writing seminar at the end of January that was a good learning tool. The program was put on through the Non-profit Network. They have other workshops coming up that Harvey plans to attend. The Celebrity Luncheon was very successful. There were 19 servers and 277 meals served. Attendees and volunteers all had a great time and raised \$5100.00 for the capital improvement fund. A huge Thank You! to the Board members and volunteers who helped put on the event.

CCAIS has received two new Recognized Youth Organization applications. Neither will be using the CCAIS EIN. **The groups have been approved: \_\_\_\_\_ Please check this Megan \_\_\_\_\_ Melinda \_\_\_\_\_, Beef Breeding and Lora Finch, Heart and Soul.** Harvey has submitted the "Go Green" grant for fiscal year 2016. CCAIS has received reservations already for the garage sale event. The fairgrounds has something scheduled every weekend from May 5 through the first weekend in November.

Sponsorship support is going strong. Folk Oil, Walters Dimmick, ITC, Eaton and several other companies have already committed for this year. Planning for the Cruise event is going well. The next committee meeting is March 14 at the fair office. Leslie has been working on adding new events to the Cruise schedule to attract more attendees.

Vic Potter suggested that the Board approve the Agenda as presented. Motion was made by Jim Olds, seconded by Hope Horton to approve the agenda. Motion was passed.

**Public Comment** - requested for any agenda items.

None.

**New Business:**

- A. Superintendent Openings** – Hope Horton explained that there are still openings in the superintendent positions. Letters of interest are due shortly and the committee will review the applications and suggest nominees at the next Board meeting. Guidelines are available for all positions. Horton reviewed the procedure to apply and review by the Superintendent Committee.

- B. Maintenance Supervisor** – Megan Harvey reported that she conducted the search for the Maintenance Supervisor position. She reviewed the applications with the Finance Committee. The Committee recommends that the CCAIS Board approve the recommendation to hire Darryl McCormack for the position of Maintenance Supervisor. Motion was made by Vic Potter, seconded by Art Kale to approve the Committee’s recommendation – motion was approved.

### **Committee Reports**

- A. Operations Committee** – Vic Potter discussed the grandstand issue and explained that the staff will be following up. The insurance company will be looking at its records as well. Potter also provided an update on the request to have the Searles vacate the fair property. He explained the need for the carnival and other events to have more space. It was decided to give notice that the tenants vacate the property by April 2017.
- B. Marketing Committee** – Megan Harvey reported that the fair brochure is in the revision stage. If anyone has any suggested changes, please contact the office as soon as possible. The Fair Book revisions are almost complete. Many thanks to Michelle Albrecht who has been working very hard to clean the book up and create uniformity. All of the flyers for our other events are made and ready for distribution. The Celebrity Luncheon received good press coverage from the Advisor and Shopper. The public calendar on the fair website should be up to date – feel free to check and call if there are any changes.
- C. Superintendent Committee** – Hope Horton reported that letters have been received for the Youth Swine, Open Horse4 and Open Horse Pull positions. The Committee will be reviewing these letters shortly and selecting applicants. She re-iterated that there are Superintendent openings in Youth Ceramics, Youth and Open Floriculture, Open Culinary and Youth Education and Safety. Miniature horse categories is looking into splitting the work into two or more positions.
- D. Small Animal Auction Committee** – Tom Carr reported that meetings are on-going for the auction committees. Small and Large Auction Committees will be meeting together shortly to coordinate set-up and schedule.
- E. Large Animal Auction Committee** – no additional report

**F. Master Plan Committee** – no report

**G. Policy & Procedure Committee** – Cindy Thomas reported that the Committee is still gathering policies. The fair needs more information on cash-handling procedures. She is also looking for Superintendent information. Once the Master Plan Committee starts meeting again, she would like that info.

**Events and Community Reports:**

- A.** 4H Council – \_\_\_\_\_ **Kathy Fischer** \_\_\_\_\_ **Is this right?** \_\_\_\_\_ reported that the Council has been working on renovation of the lemonade trailer. The re-building will be a major over-haul so the trailer is sturdy enough to travel. The Council is looking for a county-wide event to bring all of the 4-H kids together socially.
- B.** FFA Report – No report.
- C.** Floral Hall Building – No report
- D.** Houston School – Margaret Taylor reported that there will be an auction on Feb 27 at 2 pm to benefit the School, Church and Museum. There are three auctions planned.
- E.** Maple Grove Church – no additional report.
- F.** Fair Museum – No additional report
- G.** Cruise the Fountain – Harvey announced that the next committee meeting will be March 14. The Committee is building trophies again from old auto parts – these trophies were very well received last year.
- H.** Fundraisers/Golf Outing – Ryan Harvey reported that the Committee met with Cindy Thomas to get background on the golf outing operation. They are looking for hole sponsors and teams. The next committee meeting will be at the fair office on March 3 at 6:30 pm at the Fair Office. The event will be June 25<sup>th</sup> at Tomac Woods - \$75 a player or \$300 per team.

**PUBLIC COMMENT** – three minute time limit and one opportunity to speak.

Margaret Taylor announced that on March 11 there will be a euchre party at Bruce Rapp to raise money for the 4-H Council lemonade stand. The cost is \$10 to play.

Breck Searle expressed concerns about the CCAIS decision to ask the Searles to vacate the property. He was upset with the method of notifying his parents. He mentioned that his parents are older and are concerned about moving.

Julie Careles \_\_\_\_\_ **Megan – is this the right person and how do you spell her name?** \_\_\_\_\_ expressed concerns about how the Searle situation was handled. She understands they were “called to the office.” A letter should have been sent.

Vic Potter stated that he gave the Searles options when he met with them. They have over a year to leave the property.

Bob Searle explained that he moved to the fairgrounds in 1974. He has always paid his rent and accessed his property from the back entrance.

Cathy Combs asked if the Board members knew that this decision had been made and what the options were.

Fred McMillan asked for an explanation of the Livestock Committee. Hope Horton explained the Committee’s purpose – to review any issues that arise with animals, such as proper care or an animal being painted. The Committee removes the decision from an individual to a committee for consistency and availability, particularly during the busy fair week. McMillan asked if a Superintendent can handle issues without having to take everything to the Committee. Tom Carr explained that many things would be handled at the Superintendent level but establishing a committee will provide for consistency for issues that are raised to a higher level. The concept is to be sure participants are all treated fairly.

Alex Flanders asked for the deadline to submit letters for Superintendents. Hope Horton provided the information.

Johanna Wilson asked if open horse and miniature horses would all have the same Superintendent. Hope Horton stated that there would be one Super for the miniature horse. \_\_\_\_\_ **Megan – do I have this right?** \_\_\_\_\_

Amy Cobb asked about the deadline for open horse super. Horton replied that the deadline has passed. The Committee received three application letters.

Pattie Baughman asked when Dick Sweet would be back to continue the Master Plan process. Doug Wildt replied that Sweet is expected back in April.

Jim Cummings introduced himself and explained his experience in putting on music and other events. He has experience with concerts – staging, sound, marketing. He would be willing to put together a proposal to handle the concert.

Johanna Wilson offered thanks to everyone who supported the Mini-whinnie fundraiser.

**BOARD COMMENTS –**

None.

**Adjournment** – Motion was made by Vic Potter, seconded by Hope Horton, to adjourn the meeting at 7:43 pm. Motion passed.

Submitted by Susan Baldwin, Board Secretary