

Calhoun County Agricultural & Industrial Society

Minutes of Board Meeting

January 19th, 2015 – Marshall Middle School - 7:00 PM

Call to Order

The January 19th, 2015 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 Parker.

Attendance with Roll Call was conducted by Megan Harvey.

Present: Doug Wildt, Jim Olds, Tom Carr, Susan Baldwin, Amanda Shreve, Steven Benham, Nick Collier, Hope Horton, Vic Parker, Vic Potter, Shirland Redfield. All present.

Secretary's report of the December 15, 2014 minutes was given. Hope Horton requested that the minutes be clarified to state that they referred to the 3-7 year old Open Class, and that the ages for Class 7-15 be corrected. Motion was made by Vic Potter, supported by Hope Horton to file the minutes as corrected. Vote was all in favor. Megan Harvey will make the requested changes in the minutes and post on the web site.

Treasurer's Report – Amanda Shreve provided the treasurer's report. She presented the balance sheet and the Profit and Loss statements, and discussed various line items. Shreve also explained the new meeting schedule for the Finance Committee. The Committee will meet earlier in the month to be sure financial statements are ready for Board meetings. The Committee is working on policies for awards and addressing old unclaimed premium checks (some checks date back to 2012.) Vic Potter moved that the November financial statements be accepted and put on record and that the December financials be tabled until the February meeting pending any additional information. Steve Benham seconded. Motion was approved.

Shreve also addressed the copy machine contract and explained current costs to rent the machine and make copies. The Finance Committee had discussed the current contract and suggested that Megan Harvey be given the authority to research contracts through several vendors and arrange for the new contract. New proposals offer lower per month rental fees, more copies per month (both black and white and color) and the

ability to roll over unused copy allotments from month to month. The new contract would include a new machine. The Board discussed concerns with the current contract and the new options presented. Vic Potter moved and Shirland Redfield seconded to support this recommendation. All approved.

Public Comment - requested for any agenda items.

Ann Myles asked about policies regarding trophies and awards. Amanda Shreve responded, explaining the current policies and the process for requesting trophies and awards.

Ann Myles also asked for an explanation of how the donation check process will work under the Youth Fair structure. Hope Horton stated that the Committee is working on this process. Doug Wildt explained that we will need to document all of the donations and transactions.

Fred McMillan asked whether funds would be available to assist in the process of asking for donations, such as sending out request letters.

Ann Myles asked for clarification regarding how the money would flow now under the Youth Fair structure. Hope Horton indicated that the Committee was working on this and asked for more time as the Committee addresses the details.

Old Business:

- 1. MAFE Convention** – Board members who attended the MAFE Annual Convention shared meeting highlights. Hope Horton met with vendors and attended a variety of workshops and roundtables. Board members and spouses divided up the meetings to attend as many as possible that were applicable to Calhoun County. Tom Carr shared that it was a great learning experience and he brought back good information, including possible grant opportunities. Nick Collier attended tagging workshops and gathered information about free advertising from Google, as well as flyer design ideas. Susan Baldwin attended the attorney and contract sessions, particularly looking into best practices. Steve Benham noted good information at sessions he attended regarding emergency animal evacuation. Nick Collier also discussed vendors he met with regarding new acts for grandstand programming.

New Business:

- 1. Ballots from Annual Meeting** – Doug Wildt discussed that ballots from the Annual Meeting had been held for the appropriate time and that a motion could be entertained for destruction of the ballots. Vic Potter moved that the ballots from the November 2014 Annual Meeting be destroyed, Jim Olds seconded. Motion passed.
- 2. Executive Director Update** – Susan Baldwin provided an update on the search process for the Executive Director. The position was posted and 22 applications were received. The Search Committee selected six applicants for initial interviews. Based on those interviews, the Committee selected two candidates to be interviewed by the full Board. The Board interviewed the finalists and Board members are considering options as well as finances.
- 3. Superintendents** – Hope Horton reported that there are still a few openings in superintendent positions. Horton reviewed the rules regarding the superintendent selection process and explained the application process. Letters of interest and bios must be turned in by February 11. Openings are for Youth Ceramics, Youth Education, Open and Youth Floriculture and Youth Beef.

Events and Committee Reports:

- a.** 4H Council – Kathy Fischer stated that officer training for youth is in March. It will cover conflict resolution and personality traits. Nine youth are going through the entrepreneur program. The students will participate in the Next Generation program in May at Kellogg Arena. A Youth Leadership Program is seeking participants – 10 tribal and 10 non-tribal youth. Students will learn about state, local and tribal government, and will meet with County Commissioners. Please refer interested youth to Kathy.
- b.** FFA Report – Chris Landis reported that Homer FFA is getting ready for the leadership contest. Amanda Shreve stated that the Marshall Alumni chapter meeting is coming up on Jan 27. The Olivet Chapter has restored the barn after the fire and is holding an open house on Jan 27.
- c.** Floral Hall Building – John Taylor & Melvin Banfield – no report.
- d.** Houston School – Bonnie Rocco - no report.

- e. Maple Grove Church – Margaret Taylor reported that the Christmas program was a great program – they received many nice comments.
- f. Electrical – Phil Smith – stated that there is nothing new to report.
- g. Marketing Committee – Megan Harvey reported that the tri-fold brochure has been redesigned into a 4-fold flyer to be able to include more information. The additional cost will be about \$200 above the tri-fold cost. Harvey is also working on the calendar section of the fair website. She would like to put contact information in the calendar for the events and will check with folks first before posting their information. Harvey also reminded everyone that the Cornwell Celebrity turkey lunch event is coming up on Feb 6 and volunteers are needed.
- h. Sponsorships – Megan Harvey reported that the Fair had received a \$500 donation just that day. Responses so far have been positive.
- i. Operation Committee – Vic Parker reported that CCAIS now has title to the property that was donated on the northwest corner of the fairgrounds. Thanks to Cindy Thomas and Kevin Belcher for help with the necessary documents. Thomas noted that a donation form should be provided to the donor.
- j. Cruise the Fountain – Leslie Parker shared that the next meeting of the Cruise Committee is scheduled for Feb 5.
- k. Fundraisers – Cindy Thomas reported that the owners have decided to sell Tomac Woods Gold Course. It is being auctioned on Feb 10. It is not clear whether the new owner will operate the golf course. May have to look into other options for the golf outing fundraiser.
- l. Fair Museum – JoAnne McKeever – no report.

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

Megan Harvey mentioned that the Minnie Whinnies are holding their pancake brunch on Feb 8 from 8 am to 2 pm. All are welcome.

Marilyn Letts asked why there are no youth on the Fair Board – thought there was a provision in the bylaws.

Bud Moe encouraged the Board and members to “widen our tunnel vision” in the new year.

Shirley Myers asked about uncashed checks – does the Fair need to turn these in to the state as unclaimed funds? Amanda Shreve responded that the Fair does not need to turn the funds in to the state, the Fair will be applying to take the uncashed checks off of the books.

Fed McMillan asked what the deadline dates are for youth to sign up for clubs or competition. Hope Horton stated that youth cannot miss any of the weigh-in dates. May 15 is the deadline for sign-up as a club member or within two weeks of the weigh-in date. Regarding projects – the deadlines are still in discussion. Feb 1 is the deadline for new youth clubs to apply to participate as official youth groups.

BOARD COMMENTS –

Vic Potter thanked Megan Harvey for stepping up over the last several months to fill in and handle Fair business.

Adjournment – Motion was made by Vic Potter, seconded by Jim Olds, to adjourn the meeting at 7:40 pm.