

# Calhoun County Agricultural & Industrial Society

## Minutes of Board Meeting

May 18th, 2015 – Marshall Middle School - 7:00 PM

### **Call to Order**

The May 18th , 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 Susan Baldwin.

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

Secretary's report of the April 20<sup>th</sup>, 2015 minutes was given. Amanda Shreve asked for a change on page 2 under the electrical wire discussion to note that the insurance coverage for replacement of two poles would only cover the poles at the current height. Also on page 2, under New Business - discussion of entry fees in paragraph one, a change was requested to clarify that currently in Open Classes, exhibitors are charged \$3.00 per head for all animals housed on the grounds except rabbits and poultry. On page 3, second paragraph, last line - a correction was requested to clarify that Al Seedorf suggested looking at raising gate entry fees rather than open entry fees. Motion was made by Vic Potter, supported by Amanda Shreve to file the minutes with changes noted as discussed. Vote was all in favor.

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 reported that the Finance Committee had good discussions with the accountant Chad Smith. The group suggested some changes and new reports. Shreve reported that a budget amendment on additional electrical upgrades would be presented next month. Vic Potter moved that the Treasurer's report be accepted and put on record. Tom Carr seconded. Motion was approved.

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

Kathy Fischer shared information on the entry fee issue and items paid for by the fair. The first, second and third place ribbons (ABC ribbons – red, white and blue) have been

paid for by the Fair. The Best of Class and Best of Show ribbons, as well as the trophies, plaques and such items were paid for by the Superintendents/clubs. Those are now the responsibility of the Superintendents. In the past, clubs raised money from donations and projects to pay for these extra items. Superintendents still have this option.

It was also noted that 4H clubs cannot own the fair buildings, and have not owned them in the past. Clubs have often helped with painting and minor repairs – collecting funds from donations or fundraising projects. But the donations are to the fair, not to the club.

Hope Horton also explained that when the fair was 4H only, it was the role of the Superintendent or clubs to raise money trophies, bigger ribbons and such. This is still the responsibility of the Super now that we have moved to a Youth Fair.

### **Old Business Items:**

- 1. Entry Fee Finance Committee Recommendations** – Amanda Shreve reported that, as agreed at the last meeting, the Finance Committee reviewed the proposed entry fee increases again. The Committee looked at options of reducing the fees for dog and craft entries as well as postponing the increases to youth entries until next year. The Committee also clarified that a youth would pay either the \$10 entry fee if they show livestock OR the \$5 entry fee if they only show non-livestock – not both. Cindy Thomas, a committee member, had expressed concerns since the fee changes were not included in the Fair Book. After brief discussion, the issue was tabled by roll call vote. In favor of tabling the proposal: Doug Wildt, Tom Carr, Susan Baldwin, Amanda Shreve, Steve Benham, Hope Horton, Vic Parker. Opposed to tabling the proposal: Jim Olds, Vic Potter, Shirland Redfield
- 2. Electrical Wiring/Upgrades** – Phil Smith shared an update on the status of the electrical changes. The wire and poles have been ordered and is hoping that the materials are in this week. Matt Ivey has dropped off some of the supplies. Vic Potter stated that the City of Marshall is requiring an additional \$2500 fee to run a new primary line to the fair grounds. There was discussion about the possibility of finding a donation for this part of the project. Phil Smith explained where the new primary line would be located. Vic Potter moved and Jim Olds seconded that an additional \$2500 be approved for the electrical upgrades in the event a donation cannot be secured. The motion passed.

- 3. Master-Five Year Plan**– Vic Potter shared an update on the Master Plan/5 year Plan Committee. The Committee met with Dick Sweet to discuss process and goal setting and priorities. Potter announced that the next committee meeting would be June 3. The group would take a tour of the grounds at 6 pm, and then continue the master plan and fairgrounds mission discussions.

**Events and Committee Reports:**

- a. 4H Council – Marilyn Letts stated that on July 28 Cloverbud Fun Day at the BE Henry Building. She also shared that an urban farming project was underway in Washington Heights in Battle Creek. She also indicated that 50 kids and adults were participating in Exploration Days.
- b. FFA Report – Amanda Shreve shared an update on Marshall FFA. Four students were awarded scholarships at the banquet. Two students received scholarships to the WLC program.
- c. Floral Hall Building – John Taylor reported that the Good Sam’s group just wrapped up an event at the Hall and was impressed with the building. They noted that the building needed a sign.
- d. Houston School – Bonnie Rocco – no report.
- e. Maple Grove Church – Margaret Taylor reported that there had been a wedding at the church the previous Friday and that the church would be open for Michigan week on Saturday.
- f. Grounds – Phil Smith reported that Gordon Smith had started that day. He will be a great help around the fairgrounds. Greg Smith volunteered to help with the mowing since the fairgrounds was having issues with equipment.
- g. Marketing Committee – Hope Horton reported that the folding brochure is just about ready to be printed. Volunteers will be needed to distribute the flyers.
- h. Sponsorships – Megan Harvey reported that sponsorships are going well – the fair has almost \$90,000 pledged to date. Just over \$18,000 has been received. A new event has been scheduled in October – Black Walnut Days. The group will be offered to shuck walnuts free of charge – members just need to bring them in during the event. Megan Harvey

also stated that Winter Storage Day is Oct 24 and to please plan ahead to help. Elise Swit is wrapping up inputting the fairbook information in the computer. And work is underway to process camping reservations online through the website.

- i. Operation Committee – Vic Parker - no additional report.
- j. Cruise the Fountain – Leslie Parker stated that the next committee meeting is coming up on Wednesday, May 20 at the Fair office. Close to 100 cars are registered.
- k. Fundraisers – Cindy Thomas provided an update on the golf outing. They are still in need of hole sponsors and golfers. More volunteers are needed for the event day. Cole Chrysler has again agreed to sponsor a hole-in-one contest. Cindy Thomas also mentioned the need for additional fundraising ideas. More of the membership needs to participate and handle fundraisers as Board Members have other commitments.
- l. Fair Museum – JoAnne McKeever – no report.

**Additional Issue – Superintendent Vacancies:** Hope Horton reported that there are vacancies in several Superintendent positions: Open Classes – Foods and Floriculture. Youth Classes – Floriculture, Ceramics, Leathercraft, Entomology, Educational and Livestock/Rabbits. Horton is concerned about the timing of the normal approval process for Superintendents for the upcoming fair. Shawn Green has indicated an interest in serving as the Rabbit Superintendent. Horton would like to have this position approved on an interim basis until September, then the regular approval process can be completed. The necessary background checks would be done. Hope Horton moved and Amanda Shreve seconded to approve this appointment on an interim basis. The motion was approved. The Board also briefly discussed the idea to add regular committee reports, such as Superintendents, Master Plan and Large and Small Animal Auction Committees to the Board agenda on a monthly basis.

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

Maureen Marshall asked for a report on the Large Animal Auction. She would like clarification on the information in the financial reports versus the Chemical Bank report. She asked if there were still checks that have not been paid to youth from last year. She asked whether a flat fee versus a percent was withheld from the auction checks to cover

the auction expenses. A question was also raised about the “bylaws” for the Large Animal Auction Committee.

Steve Benham explained that with the change from a 4H fair to a Youth Fair, a new auction structure needed to be established since MSU extension can no longer handle the process. There was a decision to withhold a flat amount from each auction payment to build up a reserve for future auction bills.

Amanda Shreve noted that a committee of an organization like CCAIS cannot have its own “bylaws.” It is possible to have guidelines or policies which are approved by the Board.

Tom Carr stated that there have been times in past years when payments have been delayed – even as late as close to the beginning of the following year’s fair. Money must be collected from the buyers.

Joanna Wilson asked if the entry fee cap for youth classes would be capped per youth or per family? Amanda Shreve replied that the Finance Committee is recommending the cap be per youth.

Melinda Hautau asked, regarding the proposed entry fees, if someone shows in open and youth classes, does that person pay in one class or both open and youth classes. Amanda Shreve replied that the Finance Committee is recommending that the entrant pay in both classes.

#### **BOARD COMMENTS –**

Tom Carr shared the small animal auction process in the past.

Doug Wildt asked what support could the 4H program provide under the new structure. Kathy Fischer said something could be considered.

**Adjournment** – Motion was made by Jim Olds, seconded by Hope Horton, to adjourn the meeting at 7:50 pm. Motion passed.

Submitted by Susan Baldwin, Board Secretary