

# Calhoun County Agricultural & Industrial Society

## Minutes of Board Meeting

March 19, 2018 – Marshall Middle School - 7:00 PM

### **Call to Order**

The March 19, 2018 Board meeting was called to order by CCAIS Board President, Vic Potter at 7:01 pm at Marshall Middle School.

Pledge of Allegiance was led by Nick Collier.

Attendance with Roll Call was conducted by Susan Baldwin.

Present: Vic Potter, Doug Wildt, Matt Ivey, Amanda Shreve, Susan Baldwin, Steven Benham, Nick Collier, Art Kale, Erik Myers, Jim Olds, Steve Swafford. All present.

Approval of Agenda - motion by Doug Wildt, seconded by Matt Ivey, to approve the agenda as amended. Motion passed by voice vote.

Secretary's report of the February 19, 2018 Board meeting minutes was given by Susan Baldwin. Motion was made by Susan Baldwin, seconded by Amanda Shreve to file the minutes. Motion passed by voice vote.

**Treasurer and Finance Committee Reports** – Amanda Shreve presented the new financial statement report format. She reviewed the Profit and Loss statement and compared the current figures to the prior year for the same period. Future reports will include a comparison to budget as well. The Finance Committee will still review the P&L information by class.

Shreve and the Finance Committee requested that several of the smaller restricted checking accounts for certain committees be closed. The funds would be moved to the general CCAIS account and the financials for these committees would be maintained as restricted funds in the records of CCAIS. Currently, CCAIS has a number of small checking accounts. These multiple accounts could potentially be confusing, add to recordkeeping requirements and costs, and have been discouraged by the CCAIS accountant. Clearing up these accounts would also help prepare the CCAIS records for future audits. The CCAIS accountant is recommending these changes.

The Board determined that action would be taken separately on the finance report and the checking account changes. Doug Wildt moved that the finance report be accepted as presented and put on file, Jim Olds seconded. Motion was passed unanimously by voice vote.

Taking up the proposed changes to the checking accounts, Shreve moved that the Board approve the following changes: close the individual checking accounts for the following committees – Floral Hall, Houston School, Maple Grove Church, Fair Museum, Small Animal Youth Auction, and Large Animal Youth Auction, move the funds for these committees to the general checking account for CCAIS, and maintain records for these committees as restricted funds in CCAIS. Further, Shreve proposed to close the checking accounts for the Calhoun County Bombers and Showtime Youth Club with the funds being transferred to the youth organizations. Jim Olds seconded the motion. Roll call vote was taken with all in favor – motion approved.

Shreve noted that there would be no changes any of the CCAIS savings accounts, the General Youth Auction checking account or the Raffle/Lottery account at this time.

**Executive Director's Report** – Megan Harvey provided the Executive Director report. Several new events/rentals have been scheduled – a small dog show on May 12<sup>th</sup>, several Floral Hall/Church rentals, Blessing of the Bikes has been moved from Backroads to the fairgrounds on May 5<sup>th</sup>. Availability of the grounds is now quite limited.

Winter Storage Take Out is this weekend, March 24 at 9 am. Could still use volunteers. Spring Clean up is April 14<sup>th</sup>, starting at 9 am. Please bring rakes, gloves, etc.

ATV event is April 29<sup>th</sup> fro 10 am to 3 pm. Campers will arrive Friday and stay through Sunday. Registrations are still coming in – great turn out is expected.

Cruise – the new chairmen are getting busier. There will be several new additions this year in an effort to draw more cars and spectators.

Golf Outing – the new chairman will be Ryan Underhill. He is looking at some updates to the event and will be meeting with Megan this week to work on details.

Cash Drawing/drawdown – committee meeting scheduled for Wednesday, March 28<sup>th</sup> at 7 pm at the Church.

Purchase Order Policy - Megan reminded everyone of the Purchase Order policy. A PO is required for every purchase. Anyone wishing to make a purchase must contact the Fair office staff.

Maintenance Director – Megan reported that the new maintenance staff person is Jason Storey. He started March 5<sup>th</sup>. He and his wife just moved to Marshall.

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

None.

**New Business:**

- A. Judging Committee Guidelines Revision.** Megan Harvey asked if the Board had any changes or questions regarding the proposed Judging Committee Guidelines. The Board discussed the process for tentatively committing to the Judges and the process for Megan to approve the contracts as Executive Director. There were several questions asked about clarity in the contract language. Changes were discussed for items 3, 8 and 10 on page 1. An additional change was requested for page 2 under Committee Notes, item e. Following discussion, Motion was made by Amanda Shreve, seconded by Art Kale, to adopt the Judging Committee Guidelines as amended. Roll call vote was taken with all in favor - motion approved.

**Discussion Items:**

- A. None.**

**Committee Reports**

- A. Operations Committee** – Ryan Harvey reported that the siding material is on site for the Church and School. Work will begin Tuesday morning. Completion date will depend on when frost laws are lifted so equipment to reach higher parts of the buildings can be brought in. Clay for the track has been delivered and will be spread soon. Ryan is working on the show arena. He had a meeting with the new maintenance person, Jason who seems to have a wide range of experience.
- B. Marketing Committee** – Megan Harvey indicated that the committee is working on the newspaper insert for fair week. Also updating the website for easier navigation to events. Online entries are now open on the site.
- C. Superintendent Committee** – Megan Harvey reported for Margaret Harvey. A letter of interest has been turned in for Superintendent in the Peewee youth division.

- D. Animal Auction Committee** – no report.
- E. Livestock Committee** – Hope Horton reported that the Committee met on Feb 28. They discussed verbal feed records. Hope attended the beef weigh-in and did the DNA tests. She trained the Supers so they can handle the process next time. Each class has its own lock box at Chemical Bank for the DNA samples in case any issues arise. Dairy steer weigh-in's were up. Next Committee meeting is March 21.
- F. NonLivestock Committee** – Megan Harvey reported that the Committee will be meeting to organize processes, including judging and registration matters.
- G. Master Plan Committee** – Matt Ivey and Megan Harvey reported that C2AE wants to meet with the Board and Committee in a workshop. They will do a presentation and then breakout groups.
- H. Policy & Procedure Committee** – Megan Harvey stated there was nothing new to report at this time.
- I. Millionaire Raffle Committee** – no report but a Committee meeting will be scheduled shortly.

#### **Events and Community Reports:**

- A. 4H Council** – Kathy Fischer reported that the lemonade stand is being used for a variety of events. The Council is putting up partial funding for an AmeriCorps person. The Council is looking at new activities for kids day. Working with the Farm Bureau on other activities.
- B. FFA Report** – Abby Wilson reported on the Homer FFA activities. The greenhouse project is done – new roof, tables, grow lights, storage. Two plant sales are coming up – Mother's Day and Memorial Weekend. Land lab will be a plot – working with agronomist from Anderson's. Four kids are in tractor operation program. Working with extension on hatching chicks. Small Animals Day is May 18<sup>th</sup> and Ag skills day is April 12<sup>th</sup>. Megan Harvey reported on Marshall FFA - Marshall FFA recently attended State FFA Convention at MSU. Twenty-seven Marshall FFA members and chaperones attended March 7th through the 9th. Members earned: 8 Academic Recognition awards, 3 Outstanding Junior awards, State Band, 2 State Degrees and 1 Proficiency award. The chapter earned two

recognitions this year, finishing in the Top 10 for the Pop Tabs community service competition, as well as receiving a Glassbrook Grant for supplies for the ag classroom. Recently moved into the new ag room, which is located in the Industrial Arts wing of the school and much closer to the greenhouse than the temporary room upstairs. Currently making plans for state spring ag skills contests and the spring plant sale. Amanda Shreve reported that the Olivet FFA has an event this coming Sunday from 9 am to 2 pm.

- C. Floral Hall Building – John Taylor stated that there is nothing to report at this time.
- D. Houston School – Margaret Taylor reported for the School, Church and Museum. The three groups raised \$1221 at the auction at Rapp’s, which will be split three ways. They had great success selling pies and cookies.
- E. Maple Grove Church – See School report.
- F. Fair Museum – See School report.
- G. Golf Outing – Megan gave this report as part of the Executive Director report.

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

Chris Landis asked about the status of the fair book. Megan stated it would be online shortly.

Hope Horton asked about the final information for the Merry Mile. Megan said that the last bill just came in and results will be finalized soon.

Kim Day asked what was the drop dead date for open entry. Megan stated it was July 9.

Pattie Baughman asked about the entertainment scheduled for fair week. Megan reported that events are Sunday – not finalized, Monday – Monster Trucks, Tuesday – Truck Pull, Wednesday – Rodeo, Thursday – not finalized, Friday – Mud Runs, Saturday – Demolition Derby. Pattie Baughman expressed concerns about track conditions for the horse events following the entertainment nights. Ryan Harvey stated that the plan is to clear up the area but it depends on weather and the events – can vary year to year.

**BOARD COMMENTS** –

None.

**Adjournment** – Meeting was adjourned at 7:55 pm by Vic Potter.

Submitted by Susan Baldwin, Board Secretary