

# Northwestern Michigan Fair

## Board of Directors Meeting

July 14, 2022

1. **Call to Order:** Meeting called to order by Joe Hubbell at 7:10 pm.
2. **Pledge of Allegiance:** Led by Frank Guerin
3. **Roll Call:**
  - a. **Board Members Present:** Joe Hubbell, Sonya Youker, Al Henning, Erika Sprenger, Milt Lewis, Cody Foster, Carolyne Woodhams, Clarissa Johnston, Mike Barley, Karen Zenner, Tom Looks, Frank Guerin, Tammara Sanchez, Caleb Hubbell
  - b. **Board Members Absent:** Jill Duell
  - c. **Visitors Present:** Dale & Dorothy Fritz, Rose & JoAnn Bohrer, Kayce Caugh, Amanda Wilkins, Ben Walker, Jayna Emery, Sherri Forton, Nancy Vander Stel
4. **Review Agenda:**
  - a. **Motion 7.14.22.1:** A. Henning / mike barley made motion to approve July 14, 2022 Agenda. **Motion Passed.**
5. **Correspondence:**
  - a. Tom – Thank you cards sent to Johnson Foundation, Tractor Supply and donors from registration forms. Condolence card sent to the Lowen Family. Read letter from Marianne Haven. Shared Michigan Farm News clip.
6. **President's Report:** 24 Days until fair. If items are not on your radar, do not put it on and keep moving on.
7. **Treasurer's Report:** Tammara reviewed the treasurer's report.
8. **Presentation & Approval of Meeting Minutes:**
  - a. **Motion 7.14.22.2** M. Barley / F. Guerin made motion to approve June 9, 2022 Meeting Minutes as amended. **Motion Passed.**
9. **Public Comment:**
  - a. No Public Comment.
10. **New Business:**
  - a. Cody F.– Would like to install bleachers that were donated and has prepped an area on east end of existing bleachers. **Motion 7.14.22.3:** C. Foster/M. Lewis made motion to spend \$1448 labor plus material costs from the bleacher fund to pay for the project. **Motion Passed.**

- i. Asked about campers in the pits that were abandoned also Mary's old camper. Sonya, Carolyn, and Milt are going to take care of Mary's old camper
- b. Carolyn – Reviewed embossed bracelets with Northwestern Michigan Fair wording. Green bracelets with white letters. These would be used as giveaways from the radio stations etc. Carolyn will order 1000 bracelets the pricing will be coming out of the advertising budget.
- c. Tammara – Asking permission to write a \$100 check to Erika for pulling the trailer in the parade on Thursday and allowing Clarissa to use it on Saturday. All board members approved.

#### **11.4H Livestock Council:**

- a. Kayce Caugh: Two more work bee's on the schedule July 20<sup>th</sup> is pen setup. All barns including large beef, swine, lambs, goats, also have a few other odds and ends for individuals to work only. The July 27<sup>th</sup> Work Bee is the final work bee for disinfecting and odds and end tasks. Both start at 6:00 pm. Check in day information: want sawhorses and cones to block roadway south from handicap gate rather than a volunteer. Looking for volunteers to assist with directing the unloading operation near the beef barn and at Gate 2. A volunteer needed from 6:00 am to approximately 2pm at Gate 2. The goal is to allow vehicles to leave Gate 2 but not enter. Asking if dumpster near Gate 2 can be moved out of that area to open it up for more parking. Superintendents, species chairs, and board members, to bring in their animals an hour before the scheduled drop off time. Next meeting is July 25<sup>th</sup> at 6:30 pm. Poultry cages are being constructed.

#### **12.Unfinished Business:**

- a. Tammara Sanchez – We had a volunteer group not able to cover all of the gates, as they initially thought. We have hired STT security again this year. Asked for 4 people total (1 on each of the 3 gates plus 1 rover to cover breaks).
- b. Joe Hubbell – Rabbit barn is getting wired, hopefully it's not too bright. The goal is every year to keep upgrading lights in barns from incandescent lights to the LED. Meeting Monday to add the copulas to the pig barn. Some of the cameras have been installed. Fiber optic has been run to the goat barn and the Tanner building. All 12

cameras that we have ordered will be installed before fair. We can have up to 32 cameras on the system.

### 13. Committee Reports:

- a. Carolyne - Advertising commercials start on the radio stations tomorrow and 9&10 TV next week.
- b. AI - Animal Health & Animal Superintendents - all animals are healthy. Waiting on one contract for superintendents.
- c. Frank: Bingo – laptop acquired, will be getting with salesperson for the software. Talked to Becky but need to get the contract finalized.
- d. Buildings and Grounds: Caleb: bathrooms in campground are all working. A/C for the office is ordered hopefully will be in the next few weeks. Precision Plumbing Heating assisting us again with a deal on a A/C unit at cost. Lawnmower has arrived, Joel likes it. We have ordered a second set of forks for the tractors because we were underbudget for the purchase of the lawnmower. We got them from United Truck sales at their cost. If you have an item that needs to be done, give it to Caleb but it will be at the bottom of a list of items. Joe is going to do some research this winter for a major bleacher overhaul. We may need a loan for this project. Joe asked the board to think about purchasing a Buried Line Locator. **Motion 7.14.22.4:** Cody/A. Henning made motion to purchase Tempo 501 Tracker Buried Line Locator for \$650 plus shipping. **Motion Passed.**
- e. Bylaws and Policies – Carolyne sending copies to the board for changes. If there are changes, they must be approved at the August board meeting.
- f. Campground: Camp host is doing an awesome job.
- g. Concessions: Frank – contracts are coming in; Blueberry Hill pony rides would like to bring back petting zoo. They want us to pay them to bring it here. We are not interested in paying for the petting zoo. Now they are proposing bringing the petting zoo to us at no cost. Last year we had issues with goats getting into the Rosa arena. Frank will check that the one goat that was an issue is not part of the group. Decision is they would have to pay like everybody else. Frank reviewed changes on vendor layouts.
- h. Entertainment: Cody – requesting a bit of help July 30 & 31 for the bleacher install around 8:00 am. Monday night announcer has a conflict. Carolyne volunteered to announce Monday night. Asked

about volunteers that assist with building tracks, we will give pit passes for that event once per week.

- i. Fair Camping: Karen – There are openings in the campground if anybody wants to go back there. Campers will not be allowed to go in backwards. They must go on the pads and all the same direction.
- j. Fair Week Free Entertainment: Cody band contracts are signed. Farm Comedy Magic review will be back this year and chainsaw guy this week.
- k. Ice: Tom – cost for ice will be \$8 per bag across the board. Reviewed costs of bags of ice.
- l. Jill: Golf cart enforcement – Looking into suction cups for flags to mark handicap carts. Not a good solution because they will not be permanent and will fall off. Stickers for marking carts are in stock from Signplicity.
- m. Volunteer Tent: Clarissa/Erika still looking for volunteers to assist with the tent. Hours are 8:00 am to 10:00 pm. Will send out a schedule of time that need to be filled.
- n. Kids/Special Kids Day: Tom read notes from Jill.
- o. Merchandise: Mike – the person from Bay Supply that we were working with has left her job. Spoke with the new person who ensured items will be in before fair. Will follow up next week with Bay Supply
- p. Museum: Milt – All good, most volunteers are coming back.
- q. Non-Animal superintendent: Clarissa – Received two applications for Homemaker of the Year. Received an envelope from Michigan State Fair with 12 awards for us to give out if we deem an exhibit worthy.
- r. Pancake Breakfast: Carolyne – Blueberries from Buchan’s – but no volunteers to pick them. Instead, they are being ordered frozen and Yankee Boy is donating them. White milk is donated by Prairie Farms but we will need to purchase the chocolate milk, same as previous years.
- s. Parade: Clarissa – We managed and were greatly appreciative of Erika and ER Rentals. There were a lot of kids that came and participated. Lillia’s last parade will be this Saturday.
- t. Memorial Wall: Tom – We had a few applications for additions to the wall, we are waiting on nameplates.

- u. Name Plates: Sonya – has a list of orders going, waiting on Clarissa’s queen list.
- v. Parking: Caleb – will be contacting TC Towing for overnight towing. Will be contacting Bloxsom roofing for parking space. Waiting to hear back from Give’em A Brake on pricing. Will follow up again this week.
- w. Passes and Registrations: Tammara – Melissa will help with reformatting the form for registrations. All vendor passes need to go through Tom with Saffire. Judges will have a special pass that will work at any gate. We will have a scanning line for prepaid passes. They will be able to bypass the line and go directly to be scanned.
- x. Queens: Clarissa – currently have 3 applications for queen candidates.
- y. Rentals and Contracts: Erika – Reviewed contracts for fair week. Cleaning, photography, EMS, Sheriff Dept, Browne Electrical, Security Sanitation, GJ’s Rentals, TC Golf Carts, Radios. Will get Tammara copies of contracts.
- z. Ribbons: Sonya – Ribbons are all done (sorted and grouped) but still needs the Cherry Pie plates.
- aa. Safety and Security: Frank – Met with GT Office of Emergency management, Blair Township and GTSD. We will provide login access to our camera system. The MSP camera tower will not be out here. The command center will be coming in on the 4<sup>th</sup>.
- bb. Sponsorships: Carolyne – Reviewed sponsors for fair week.
- cc. Veterans memorial: Al – Reining Liberty is coming in with the pony. Frozen custard has been ordered. Singer is asking about gate and ride passes. Tammara, Carolyne and Al will work out a solution.
- dd. Website: Milt – Reviewed sponsors on the website. If there are some missing let Milt know. The sign for the front of the fair will be made within the next couple of weeks.
- ee. Winter Storage: Milt – We have a waiting list for winter storage.

#### 14. Adjournment:

- a. **Motion 7.14.22.5:** C. Woodhams / M. Barley made motion to adjourn at 9:18 pm. **Motion Passed.**