

Northwestern Michigan Fair

Board of Directors Meeting

February 9, 2023

1. **Call to Order:** Meeting called to order by Joe Hubbell at 7:01 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, Carolyn Woodhams, Clarissa Johnston, Mike Barley, Karen Zenner, Tom Looks, Frank Guerin, Tammara Sanchez, Frank Guerin, Jill Duell, Caleb Hubbell
 - b. **Board Members Absent:** None.
 - c. **Visitors Present:** Jesse & Heather Heuser, Susan Zenker, Laurie Ashley, Dan and Leslie Campbell, Amanda Wilkins, Keri Bancroft, Todd & Nikki Brown, Kathy Schutt, Rosali Collier, Mary Lynn Robertson, Kathy Easter, Jayna Emery, Greg Chapman, Robin Gildner, Jo Ann & Rose Bohrer, Emily Kotz, Jennifer, Kelly Saxton, Kelly Stockfish
4. **Review Agenda**
 - a. **Motion 2.9.23.1:** T. Sanchez/F. Guerin made a motion to approve February 9, 2023 Agenda amended. **Motion Passed.**
5. **Correspondence:** Shared flyer for misc. buildings that could be used around the fair, 1908 Premium Book received and passed to Milt for the Museum.
6. **President's Report:** 178 days until fair. If you need help please ask.
7. **Treasurer's Report:** Tammara went over the treasurer's report.
8. **Presentation & Approval of Meeting Minutes:**
 - a. **Motion 2.9.23.2** A. Henning/M. Barley made a motion to approve minutes from January 19, 2023 meeting as written. **Motion Passed.**
9. **Public Comment:**
 - a. No Public Comment
10. **New Business:**
 - a. Milt Lewis –
 - i. Talked with Pepsi, the machines we currently have are no longer made. The new ones are all glass on the front and they would like to have them under a shelter. Joe and I talked and came up with an idea of having Pahl's make up a 3 sided shelter that would sit on the concrete slabs that exist. Grand Traverse Vending will not put any equipment on the grounds because we

- are seasonal. Coke is more restrictive than Pepsi. The only other option would be for us to purchase our own machines.
- ii. Talked with Tom about Bingo and would like to throw the idea out there to build a permanent structure in place of the Bingo tent. It could be used during the winter for storage and could be used throughout the year for other events. This will be discussed further in the future.
- b. Tammara Sanchez –
- i. Intrust CPA is not doing our accounting and tax returns anymore. Tammara reached out to Bott and Hofstra, and Covin and Associates. They are going to get back to Tammara with a cost to perform these services to us. Neither one of these companies do payroll. Tammara talked to her boss and it could be set up through Harris Group under ADP. He would charge the fair only what ADP is charging Harris Group. Tammara would not be touching the money, it would be inputted by the Treasurer (Erika), who has a log in to input the information for payroll.
- c. Greg, BMX –
- i. Taking over the BMX Track as the track operator. Greg asked what the requirements would be to install a septic tank and drain field to operate their concession stands, and a restroom also asked about requirements for food trucks. Joe H. responded: The food trucks would need to be licensed by the State of Michigan, and the fire department would need to inspect it for fire extinguishers and suppression systems. For septic tanks and a drain field, the fair would need to pull the permits for the septic tanks and drain field. Erika reminded everyone that the space is leased and so any permanent structure built would be property of the fair. They are also willing to volunteer and assist with anything before fair that would be needed, and other events throughout the year. Erika asked where the potential building would be in the area. Greg said it would be off to the side near the area in which a dirt mound was removed and try to keep it out of the way as much as possible. They are still focused on garbage during the week of fair but also want to help out more. We just have to contact them to let them know. We will get back with Greg in the future.

11.4H Livestock Council:

- a. Keri Bancroft – 94 large beef, 170 swine, 21 goats, rabbit closes in May. The Education Expo is at the Great Wolf Lodge. They are still trying to get speakers and will be putting information out soon. May 6 will be the first work bee day, asking for fair board members to assist because it is a double work bee day. They want to know if the fair is purchasing pizza for the pizza party. Also, asking for help with unload day during the beginning of the fair. Jennifer Davis is the new Swine Species Chair.
- b. The fair does have a budgeted line item for the pizza party so the fair will be purchasing the pizza.

12. Unfinished Business:

- a. Al Henning –
 - i. We have only had 2 goat barn superintendents. Lisa Seiting and Jayna Emery.
 - ii. Jayna has done the goat program for 8-9 years, has been the assistant for about 4 years. Have been working with Robin Gildner and would like the goat barn to run together rather than a 4-H program and a Open Goat program. Would like to get more people involved in the goat program as a whole, and make it a great week.
 - iii. Vote Results: Jayna is the new goat superintendent.
 1. Jayna: 11 Votes
 2. Lisa: 2
 3. Abstain: 1

13. Committee Reports:

- a. Tammara – all good, meeting with Jill on Tickets and Gates next week. Tom is getting stuff for Passes and Registrations from our meeting.
- b. Frank – purchased a 70 inch TV for \$350 from market place to be used for Bingo. Likes the idea of a permanent structure that could be used throughout the year.
- c. Carolyne – have a few leads for pancake breakfast sponsorship and other large sponsorships. Facebook is still doing well, TikTok has been quiet.
- d. Tom – Premium book still working on making changes, will get a draft out as soon as it is ready. Saffire tickets have been updated and are ready to go on sale as soon as we finish a few details about events.
- e. Mike – met with Jesse and Heather about merchandise, they are proposing a few items that we do not offer during the year. Their website would sell items and we would get a percentage of the sales.

Have another meeting coming up to decide what they can and cannot use. Mike suggests that we maintain some control over our brand and what items can be sold and when. The percentage we would get from the sales would be 15-20%, but thinks it should be a little bit higher than that and is open for discussion. Met with Erika and had the idea that the merchandise sold on the website would be completely different than what we sell at the fairgrounds. Their website would be active by March and then deactivated a few weeks prior to fair and then reactivated a few weeks after fair so we could focus on selling our merchandise. Joe H asked Jesse a question about ordering and production time. 2 ½ to 3 days production time plus shipping time. Some items have come in 4 days others are about 1 ½ week. Joe thinks we should be more worried about our Logo rather than timing of the sales. Erika researched information on trademarking our Logo, it looks like that would be something for our lawyer.

- f. Cody – nothing for this month’s meeting. Sent Milt updated rule sheets for the website and discussed how to make the grandstand events more accessible on the website.
- g. Joe H announced a Closed Meeting to take place Sunday at 6pm – Joe will notify all board members of the topic of the meeting and have Milt send the Zoom link to all board members.
- h. Caleb – working on pricing to replace the water heater in the main bath house. To replace the existing it would be just under \$6000. Talked about replacing both water heaters to a new boiler system. The parts for the older ones are very hard to find. The new boiler would be 85-90% efficient, the cost to switch would be approximately \$18,000.
Motion 2.9.23.3: T. Sanchez/E. Sprenger made motion to spend the \$18,000 to purchase and install the boiler system and the boiler mate.
Motion Passed. Kelly Stockfisch asked what rebates our power supplier would offer. Robin Gildner asked how many quotes we received for these. Caleb received the quote from his employer and the labor would be included free, and the purchase would be ETNA Supply, the boiler mate has a lifetime warranty, the boiler has a 5 year parts warranty and a 15 year heat exchanger warranty. Caleb will check with Fergusons and will work with Joe to get additional quotes. We need to make a decision soon because of the lead times on the boilers. Kelly Stockfisch asked about 5 year inspections and costs of the inspection from the State.

- i. Clarissa – Olivia attending the Miss Elk Rapids pageant this weekend. Talked with Laurie about demonstrations and other activities going on in the Heim Building. Have not heard who is hosting the State Homemaker of the Year, this year.
- j. Jill – meeting with Tammara next week about Tickets and Gates.
- k. Erika – requests out to vendors to ask them to come back this year. Asked Cody for a list of grandstand events. Signed a 3 year price contract with Tyler from TC Golf carts to lock in our price for 3 years. The price did go up from last year, also asked if we could rinse off the golf carts after fair this year. Erika requested additional carts with tops on them this year, the majority of the carts will be gas powered with the exception of the 6 seat carts. We are going with Radio North for the radios this year, and is still waiting on an estimate for this year.
- l. Sonya – still taking reservations for the campground. Working on ribbons. If anybody needs a badge or name plates let Sonya know.
- m. Al – we now have a full complement of superintendents. About ¼ of our judges have been hired. Will get with Frank for contact information from the Fairfield Inn to see if they are willing to assist again this year. Keri Bancroft asked if the fair board would be willing to comp. camping fees for the new poultry processor this year? Previously the livestock council would have to pay travel fees, and assisted with arranged camping in previous year. Karen Z. did not see an issue with us taking over the camping fee. Frank asked what the rates of the new processor per bird compared to the previous processor. Keri says the costs are about the same as the previous processor. If the fair will not cover the camping fee, the Livestock Council will. The processor is a local family and is going to be camping on the grounds. Joe H, says the fair will cover the camping.
- n. Karen – nothing until fair camping, registrations, and until the Premium Book is out.
- o. Milt – Museum, we now have a 1st year premium book of our own. We did have one that is part of a collection on loan to us. Have a book on harness racing to add. Winter storage is good. Website, we are updating the look of the website. Sent a list of items that needed to be updated to everybody. If you get sponsors let Milt know so they can be added to the website. Also, reminded everyone if you get sponsors let Carolyne and Joe know so they do not go to the same place. Asked about grants for the WiFi and a PA system to the whole grounds. Joe will ask 186Networks for an estimate. Got with the tower guy for

details on the foundation needs of the tower; 5x5x5 ft and the outer edge needs to be an additional 12 inches deep all the way around. We will need galvanized bolts for the tower and they are available from Fastenal. We will not need guidewires for the sections. The tower guy will assist when we install it.

14. Adjournment:

- a. **Motion 2.9.23.4:** F. Guerin/C. Woodhams made a motion to adjourn at 8:43 pm. **Motion Passed.**