

Northwestern Michigan Fair

Board of Directors Meeting

April 10, 2025

1. **Call to Order:** Meeting called to order by Joe Hubbell at 7:00 pm.
2. **Pledge of Allegiance:** Led by Frank Guerin.
3. **Roll Call:** By Tom Looks

Note: (V) indicates the attendee was attending virtually.

 - a. **Board Members Present:** Clarissa Johnston(V), Cody Foster, Erika Sprenger, Frank Guerin, Jill Duell, Jack Hubbell, Joe Hubbell, Karen Zenner, Laurie Ashley, Milt Lewis, Molly Caminata, Sonya Youker, Tammara Sanchez, Tom Looks
 - b. **Board Members Absent:** Carolyn Woodhams
 - c. **Visitors Present:** Amanda Wilkins, Katrina Grose, Faith Grose, Jim Harper, Ben Walker, Mike Forton, Sherri Forton, Kathy Easter
4. **Review Agenda**
 - a. **Motion 4.10.25.1:** Jack Hubbell/C. Foster made a motion to approve April 10, 2025 Agenda as amended. **Motion passed.**
5. **Correspondence:** The response letter sent to Joel Cox, a neighbor of the fairgrounds was shared.
6. **President's Report:** No President's Report.
7. **Treasurer's Report:** Tammara reviewed the Treasurer's Report and check register.
8. **Presentation & Approval of Meeting Minutes:**
 - a. **Motion 4.10.25.2** E. Sprenger/J. Duell made a motion to approve minutes from March 13, 2025 meeting as amended. **Motion passed.**
9. **Public Comment:** Jim Harper – Elite Security Group – Provided a contract to the board for security at fair. Wondered if there were any questions or additional needs that he could answer. Joe asked a question about the hourly rate for providing a service for a single gate for overnight staffing. Jim says they will target the hourly rate provided but they may have to increase due to getting an individual to staff that position. They do not expect to get paid for services they do not provide, if there is a night that they are released early they do not bill for the shorter hours. Tom will follow up with Jim regarding overnight services.
10. **New Business:**
 - a. Laura Guerin – Shared estimates for 3 banks of 4 guinea pig cages for a total of 24 holes. The new cages would help organize the space a bit better. There are two different sizes. The rabbit barn account has \$726. Guinea pigs area both 4H and Open animal exhibits. Joe asked about where we would be getting funding from to make up the \$1,600 difference from the barn account? The \$726 would be used out of the rabbit barn the 1615 will come out of the buildings and grounds budget. **Motion 4.10.25.3:** L. Ashley/J. Duell made a motion to purchase the 36x24x12 cages this year for \$2,341.14 using the \$726 from the rabbit barn account and \$1,615 from the buildings and grounds budget. **Motion Passed.**
 - b. Laurie Ashley – Milt received a phone call and the individuals that owned the military discount store on south airport have donated all of their display cabinets to the NWMI Fair. Laurie needs assistance moving the display cabinets. This will take place on April 27th at 1:00 PM.
 - c. Joe Hubbell – The dump trailer was never titled to the NWMI Fair. We do have the original title from the purchase, and it has been signed by the previous president. Joe would like to title and plate the trailer. We do haul items from the grounds to Elmer's etc. and would rather not get caught without a plate on it. It is less than \$500 so no vote is required. Estimated cost would be around \$200.

11. 4H Livestock Council:

- a. Katrina Grose – Shared 4H registration numbers. Large Beef: 97 registered, 86 Market Steer, 8 Market Heifer, 3 Show only. Swine: 181 registrations, 24 Cloverbud, 14 Graduating Seniors, 13 Super Seniors. Poultry: 7 Turkey, 8 Cornish Game Pens, 2 Duck Pens, 1 Geese Pen, 29 Meat Chicken Pens, 15 Production Pens. Goat: 45 registrations with 16 market goats. 4 Large Dairy, 103 Jr Beef, 34 Dairy Feeders, 72 Lamb. Horse, Llama/Alpaca, Dog, and Rabbit/Cavy registrations are still yet to close. Work Bees are scheduled for May 3rd 9am-10am & 2pm-3pm, May 15th 6pm-7:30pm, June 18th 6pm-7:30pm and July 23rd 6pm-7:30pm.

12. Unfinished Business:

- a. Tammara Sanchez – Tom, Erika and Tammara interviewed a gate manager. She worked at Cherry Festival, has cash and ticket handling experience and is familiar with Saffire. She has accepted our offer and is interested in coming back for multiple years. Joe has checked into bonding. She has family in the area. Her name is Sydney White and would like to visit before fair. Estimated work hours is approximately 100 hours, 7:30am until 10 or 10:15pm.
- b. Mike Forton – Following up on the Julie Nowland Memorial Fund. He will come up with directions for the fair to handle the funds and return with those at the next meeting.

13. Committee Reports:

- a. Erika – Shared 3 premium book covers that have been updated after our recommendations. PB cover #3 was chosen by the board. They also have the file for the tri-fold. NMC asked if we would be interested in working with them again next year. Erika did send thank you notes for the volunteers that worked the merchandise booth.
- b. Laurie – Premium Book is on track to be complete the first week of May. We will be able to distribute at the end of May. The grant application has been turned in and we are waiting to hear the results.
- c. Jill – All kids are lined up for Kid's day and golf cart enforcement is ready.
- d. Karen – We need to get overhead doors in the Fitch building.
- e. Jack – Working on remodeling the ATM room to keep the ATM out of the weather.
- f. Molly – Nothing.
- g. Frank – Good.
- h. Sonya – Superintendents are handing in their contracts. Campground is in the works and we have campers that want to move in already. May 15 is the target date. Ribbons are ordered. If anybody needs badges, text Sonya. The vinyl bands cost \$0.31 each.
- i. Tammara – Tickets and Gates – need to get a hold of the bus drivers and need a day to sign contracts. Purchased the Service plan for ShoWorks. Tom is working on a price for a new desktop. Asked about the summer secretary position that was discussed during the last meeting. The board had a brief discussion and decided that we want the summer secretary position again this year. Tammara will collect resumes and share with the Hiring Committee.
- j. Milt – Winter storage pick up is this Sunday 8am-4pm and two weeks from Sunday 8am-4pm.
- k. Cody – Broad band will be returning this year. Mitch will be back the second half of the week. Grandstand event schedule has been sent out to the board.
- l. Tom – Working on getting a quote from Dell for a replacement desktop for the front computer. Tickets, Megabands, Annual Memberships are available for purchase online. There will be no weekly passes but instead only Annual and Lifetime bands. The new service plan for ShoWorks has been activated and is ready for updates from the Premium Book. Once those are complete we will be one step closer to online registrations going live. Found we will need an Authorize.net account still for ShoWorks. Also, we have a credit card reader for Clover.
- m. Clarissa – All good.
- n. Joe – Reviewed the proposal for Elite Security Group \$33.15/hour for 486.5 hours, the total is just over \$16,000. Coverage will be 3 gates and a rover plus 3 security officers at the

grandstands. The big question is for gate 2 for overnight coverage from 10pm to 6am. Tom will follow up with Jim for a definite price per hour for the overnight coverage from Sunday through Saturday night.

- o. Erika asked a question to Frank about the Use of Grounds form with 4H for a horse show. Alyssa Forton sent the form to MSU for approval to sign. MSU wanted us to change the language on the form. Franks' response was that we are not planning on changing the language on the form anytime soon or in the near future. MSU refusing to sign the form could affect all 4H events that would take place on the NWMI Fairgrounds. We already have several Use of Grounds forms signed for various 4H livestock council events.

14. Adjournment:

- a. **Motion 4.10.25.4:** S. Youker/Jack Hubbell made a motion to adjourn at 8:26 pm. **Motion passed.**