

# Northwestern Michigan Fair

## Board of Directors Meeting

March 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:** By Tom Looks
  - a. **Board Members Present:** Joe Hubbell, Sonya Youker, Erika Sprenger, Milt Lewis, Carolyne Woodhams, Karen Zenner, Tom Looks, Frank Guerin, Tammara Sanchez, Jill Duell, Caleb Hubbell
  - b. **Board Members Absent:** Al Henning, Cody Foster, Mike Barley
  - c. **Visitors Present:** Kelly Stockfisch, Mary Lynn Robertson, Kelly Saxton, Jesse Heuser, Heather Heuser, Colin Heuser, Laurie Ashley, Keri Bancroft, Nicki Brown, Todd Brown, Amanda Wilkins, Tammy Nemeskal, Ben Walker, Kathy Easter
4. **Review Agenda**
  - a. **Motion 3.9.23.1:** F. Guerin/C. Hubbell made a motion to approve March 9, 2023 Agenda amended. **Motion Passed.**
5. **Correspondence:** Email from Susan Zenker forwarded to Erika.
6. **President's Report:** 150 days until fair. It's not as far away as we all think.
7. **Treasurer's Report:** Tammara went over the treasurer's report.
8. **Presentation & Approval of Meeting Minutes:**
  - a. **Motion 3.9.23.2** E. Sprenger/C. Johnson made a motion to approve minutes from February 9, 2023 meeting as written. **Motion Passed.**
9. **Public Comment:**
  - a. No public Comment
10. **New Business:**
  - a. Tammara Sanchez –
    - i. Gate quotes received from STT total \$13,825.84 and Elite Security \$12,740. 3 gates/guards plus 1 relief rover. We have had STT for the last two years, the company is based out of Grand Rapids using local people. Elite Security is a local company. Tammara read the letter from Elite Security. Vote results Elite 6 - votes, STT – 5 votes. Elite Security will be the contracted security company this year.
11. **4H Livestock Council:**
  - a. Keri Bancroft –

- i. We are full and some registrations still have not closed. Preliminary numbers: Horse – 24, Dairy Feeder - 36, JR Beef 102, Large Beef - 91, Swine - 170, 75 lambs, 30 rabbits, poultry 40 market pens, 60 show pens, goats - 49. Some registrations could still be duplicates. Work bees coming up May 6 9-11:30, and 2-4. May 10 6-8:30p. We need help with the work bees.

## **12. Unfinished Business:**

- a. Tammara Sanchez –
  - i. Discussed ADP proposal for payroll. We could go through Harris Group, using ADP Wholesale, but we do not control it . If we go through ADP Retail, we control the account. Tammara would like to accept the proposal from ADP Retail rather than running the payroll through Harris Group. We do not have a contract with Integrated for our current payroll. The only accounting firm that has had contact with Tammara is Tobin. The discussion will be tabled until after tax season to get additional quotes. K. Zenner/C. Woodhams motion to go with ADP.
- b. Joe
  - i. Will be going to executive session to discuss his unfinished business.

## **13. Committee Reports:**

- a. Erika – Sent request for bid from the GTSO, wanted clarification on how many days. Contracts out with everybody, but still need the cleaning. 2025 Fair Dates will be August 4-9<sup>th</sup>.
- b. Sonya – Nothing.
- c. Tammara – Met with Jill regarding Ticket & Gates. We are down to needing coverage Friday and Saturday. Grandstands are covered all week.
- d. Jill – If anybody has any Non-Profits that could help with tickets and gates please let us know.
- e. Carlyne – Talking with Sponsors for Kids and Special Kids Day, Pancake Breakfast, Grand Stand Events. We need to have a By-Law committee meeting soon. Working on Advertising, checking with 7&4 for advertisement this year rather than 9&10 news.
- f. Karen – nothing.
- g. Clarissa – Had conversation with Lori Wells who is helping out with Senior Day and giveaways and other events throughout the day. A lot of questions were brought up regarding Senior Day as far as available spaces, free entertainment, front gate entry, accessibility. Clarissa also

asked about them staffing the Information Tent, they have about 85 people that will be asked. Clarissa asked about providing a pass to the volunteers to come back a different day during fair week. Parade season will be starting soon, Clarissa will be meeting with Olivia regarding the parades. We still need to work on the purchase and design of the parade/float trailer.

- h. Milt – Museum is all good. Start taking stuff out at the end of the month. Let me know for sponsors to add to the website.
- i. Caleb – Will have a Buildings & Grounds meeting once the snow is melted. Milt asked about modifying Jr Beef barn by adding concrete. The cost to modify the stanchions was extreme and will be revisited in the future, but not during 2023. Still working on prices for the boiler system. If you have projects you would like to see completed, please pass them on to Caleb and Joe. Joe is meeting with an electrician regarding the power issues for the campers by the maintenance barn. We need to get the roof repaired in the Heim building and would like to look into upgrading the lighting. Need a list of superintendents from AI to update all of the barns.
- j. Frank – Have 4 new vendors interested. Regarding If we have details and dollar values for grants we can go after those.
- k. Tom – Premium book draft nearing completion. Shared entries for premium book cover.
- l. Joe H – Regarding parking, there is a company that does parking service and Joe has been trying to contact them.
- m. Merchandising – Jesse H – The merchandise website will be completed in two weeks. Looking for sponsors for the coins, to try to get one for the 4H kids for free. Each year it will be a new design, and the die will be placed in the museum. If anybody has any shirt or merchandise design ideas, please let Jesse know. Erika will follow up with Jesse regarding the use of the fair Logo.
- n. Joe H – for the chainsaw carver, there is enough wood that was cut in the right of way to use. Joe will paint the ends, and try to move the pile to the pit area.

#### 14. Adjournment:

- a. **Motion 3.9.23.3:** C. Woodhams/C. Johnston made a motion to adjourn at 8:23 pm. **Motion Passed.**