

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

March 6, 2023

Fair Office

St. Joseph County Grange Fair

316 East Charlotte Street

Centreville, MI 49032

President Keith Bower called the St. Joseph County Grange Fair Association Fair Board Meeting to order at 6:00 p.m. in the Fair Office located on the Fairgrounds of the St. Joseph County Grange Fair in Centreville Michigan.

***Pledge of Allegiance:*** The St. Joseph County Grange Fair Association Fair Board Directors stated the Pledge of Allegiance at 6:00 p.m.

***Present:*** The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Christina Yunker, Mindy Timm, Charlie Carpenter, Deborah Davis (arrived at 6:01 p.m. and left the meeting at 7:08 p.m.), Bill Lindsley, Tom Miller, Betty Persons, Tricia Ulsh, Barb Weston (arrived at 6:05 p.m.), and Bill Younts.

***Absent Directors:*** Gary Clark and Eric VanHeukelum

***Excuse any absent Directors:***

**MOTION** by: Angie Mingus, Second by: Tom Miller

Motion was made to excuse Gary Clark from the meeting, he is on vacation, was made by: Angie Mingus and second was made by: Tom Miller. **Motion passed 11-0.**

**MOTION** by: Debbie Davis, Second by: Tom Miller

Motion was made to excuse Eric VanHeukelum from the meeting was made by: Debbie Davis and second was made by: Tom Miller.

**Hand vote was taken:**

**YES, to be excused – 5 votes**

**NO, to not be excused – 5 votes.**

**Tiebreaker: President Keith Bower is the tie breaking vote. Keith Bower voted NO, to not excuse Eric.**

**MOTION FAILED – Eric VanHeukelum was UNEXCUSED.**

***4-H Update – Kayla Mitchell:***

Kayla Mitchell, our 4-H Coordinator addressed the Fair Board and wanted to give. to give the Fair Board an update on 4-H. We have 469 4-H members enrolled, 118 Clover Buds, 587 Youth total, and 209 Volunteers. The Poultry show will be on Sunday and the Dog Show will be just on Saturday this year.

***Review and Approval of the Agenda:***

Old Business:

c.) Winter Storage – add to current topic

**MOTION** by: Bill Younts, Second by: Charlie Carpenter

Motion was made to approve the meeting agenda with the addition of one item added to old business, d.) Winter Storage, was made by: Bill Younts and the second was made by: Charlie Carpenter.

**Motion passed 11-0**

***Adopting of the Minutes:***

**MOTION** by: Angie Mingus, Second by: Charlie Carpenter

Motion to approve and adopt the Meeting Minutes from the February 6, 2023, Board Meeting and the February 15, 2023, Special Fair Board Meeting Minutes, was made by: Angie Mingus and second was made by: Charlie Carpenter.

**Motion passed 11-0**

***Recognition of Visitors:***

Visitors at the meeting were Jeff Brazo, Jim Susemihl, Edward Klein, Amanda Klein, DeWayne Cunningham, Penny Waltke, Natalie Swift, Doug Brazo, Ronnie Bauman Jr., Austyn Payne, Ella Yunker, Steve Trattles, David Yunker, Taya Bower, and Stacey Bower.

***Accept Tony Hochstetler's Resignation:***

**MOTION** by: Angie Mingus, Second by: Christine Yunker

Motion to accept Tony Hochstetler's resignation was made by: Angie Mingus and second was made by: Christina Yunker.

**Motion passed 11-0**

***Appoint a Fair Association Member the Open Fair Board Seat/Position:***

- Association Members we received letters of interest from:
  - o Ronnie Bauman
  - o DeWayne Cunningham
  - o Ed Klein
  - o Markie Trowbridge
  - o Penny Waltke
  
- Angie Mingus stated that Ed Klein does not have three years as an association member. Mindy Timm confirmed from the Fair Association Membership book, that Ed Klein has been an Association Member since September 30, 2022.
  
- President Keith Bower stated that we will have a paper vote to narrow the field down to candidates. First vote you are writing down one name.
  - \*\*Vote # 1 Results:**
  - o Ronnie Bauman – 3 votes
  - o DeWayne Cunningham – 1 vote
  - o Markie Trowbridge – 1 vote
  - o Penny Waltke – 6 votes

- President Keith Bower stated that now you are voting for Ronnie Bauman or Penny Waltke to fill our open seat/position.
  - \*\*Vote # 2 Results:**
    - o Ronnie Bauman – 5 votes
    - o Penny Waltke – 6 votes
- Jeff Brazo the Fair Boards parliamentarian spoke up and said the vote needs to be 2/3 majority vote of the Board.
- President Keith Bower stated that now you are voting again for Ronnie Bauman or Penny Waltke to fill our open seat/position. President Keith Bower will cast his vote.
  - \*\*Vote # 3 Results:**
    - o Ronnie Bauman – 5 votes
    - o Penny Waltke – 7 votes
- Angie Mingus asked Ronnie Bauman to withdraw his letter of intent for this open seat/position. Ronnie Bauman withdrew his letter of intent from the current open seat/position.
- Since Ronnie withdrew his letter of intent. President Keith Bower stated that now you are voting for DeWayne Cunningham, Markie Trowbridge, or Penny Waltke to fill our open seat/position. President Keith Bower will cast his vote.
  - \*\*Vote # 4 Results:**
    - o DeWayne Cunningham – 1 vote
    - o Markie Trowbridge - 1 vote.
    - o Penny Waltke – 10 votes

-Bill Younts stated that since we filled Tony’s seat/position, I would like to discuss the absences of Eric VanHeukelum. Article 3, Section 5 of our By-Laws regarding Director attendance. Article 3, Section 5 states: If any Director has an unexcused absence for three. (3) “Board” meetings without reasonable cause, in a fiscal year, then the “Board” may declare a vacancy. Proxies or substitutes shall not be accepted at board functions in lieu of a Director. Bill Younts asked Mindy, Fair Board Secretary how many unexcused absences Eric VanHeukelum has had this fiscal year. Mindy Timm states that he has been unexcused for the following meetings, January 28, 2023, February 6, 2023, and today March 6, 2023. The Fair Board had discussions on this matter.

**MOTION** by: Bill Younts, Second by: Angie Mingus  
 Motion to declare vacancy on Eric VanHeukelum’s position/seat on the Fair Board was made by: Bill Younts and second was made by: Angie Mingus  
**A hand vote was made, the results were:**  
**Yes- 6 votes.**  
**No – 6 votes.**  
**President Keith Bower casted his vote to make the tiebreaker vote. Keith Bower voted Yes, to declare vacancy on Eric VanHeukelum’s position.**  
**Motion passed 7-6**

**MOTION** by: Angie Mingus

Motion to open the vacant to the candidates that put their names in for Tony Hochstetler's open seat and asks if Ronnie Bauman would like to reinstate/be interested to put his name back in pool, was made by: Angie Mingus

Discussion was had by the Fair Board Directors and input from Jeff Brazo the Fair Boards parliamentarian.

Keith Bower, Fair Board President stated that he would like us to post the open seat/position to the Fair Association Members and vote on Eric VanHeukelum's open seat/position at the April 3, 2023, Fair Board Meeting.

***Public Comments:***

The following people stood up and spoke during public comment:

- Jeff Brazo
- Jim Susemihl
- Ronnie Bauman

***Treasurer's Report:***

Fair Board Treasurer, Christina Yunker presented the Fair Board the profit and loss and balance sheet from January 1, 2023, to March 6, 2023.

**MOTION** by: Angie Mingus, Second by: Tricia Ulsh

Motion to place on the record the Treasure's report that was presented to the Fair Board was made by: Angie Mingus and the second was made by: Tricia Ulsh.

**Motion passed 12-0**

***Correspondences:***

- a. Norma Switalski's Letter
  - a. The Fair Board of Directors had discussions regarding Norma's letter and her suggestions.  
**\*\*\*Lay on the table for more discussion at our next Fair Board Meeting\*\*\***
- b. Three Rivers Elks Lodge – Captains Cruise Door Prize
  - a. Mindy Timm read the letter to the Fair Board  
**MOTION** by: Angie Mingus, Second by: Christina Yunker  
Motion to give 2 week passes to the 2023 Fair for the Captains Cruise Door Prize, was made by: Angie Mingus and the second was made by: Christina Yunker  
**Motion passed 12-0**
- c. Peter Fay Matthews passed away; he worked for the Fair.
- d. The Lions Club worked the Franklin Street Gate for us in 2021 and 2022. They gave us their list of workers. Angie asked if we would pay them, Mindy stated we give them a donation. We will give the list to Yolanda scheduling this year.
- e. We received \$100 in the Legacy Fund in memory of Darlene VanZulen.
- f. Camburn's will not be attending the 2023 Fair. They have a large space in one of our Commercial Barns.

- g. The Burr Oak 4-H Club sent us a letter asking for donations for their club. The Fair Board of Directors had discussion on this.

***Director Reports and updates for the Committee's each Director Head's up***

- ***Bill Younts***
  - *4-H Extension and Liaison Committee*- Kayla Mitchell and Bill Younts are working on narrowing down their committee. It is just too large right now.
  - *Grants/Legacy Committee*- All the grant money from last year is finally all in house.
  - *Birthing Tent Committee*- They have a new supplier for the cow/calves. They are a little away from the Fairgrounds, so they will have to figure out travel time.
  
- ***Debbie Davis***
  - **Debbie left the meeting at 7:08 p.m.**
  
- ***Keith Bower***
  - *Entertainment Committee*- No report to give.
  - *Ice Committee*- No report to give.
  
- ***Charlie Carpenter***
  - Buildings and Grounds Committee – Had committee meeting last week 9-10 people at the meeting. We still have not found the water leak; we are working on the problem to narrow down where the water leak is located. Barn 6 is on hold for his year cannot put any more money into something that will not last. Tricia Ulsh asked if the water heaters in the bathroom behind building #49 have been replaced/fixed and the leak in bathrooms in #53. Charlie and Larry will investigate it and put it on their list.
  - Fair Week Maintenance – No report to give.
  - Harness Racing – It is too wet for the Harness Racing guys to come here and look at the track. Once it dries out, they will look at the track. Angie Mingus stated that she has some leads on clay for the harness racing track.
  
- ***Gary Clark***
  - *Courtesy Cart Committee* – Absent from meeting. Gary Clark is on vacation.
  
- ***Angie Mingus***
  - *Machinery Dealers/Tractors Committee*- No report to give.
  - *Beer Tent*- No report to give.
  - *Heritage Park Committee* – No report to give.
  - *Food Vendors and Commercial Barns* – No report to give.
  - *Marquee/New Digital Sign* – No report to give.

- **Bill Lindsley**
  - *No report to give.*
- **Tom Miller**
  - *Hall of Fame/Awards Committee-* No report to give.
  - *Porters and Security-* The security and porters' company will be meeting this coming Wednesday to look over the Fairgrounds to give us a quote.
- **Tricia Ulsh**
  - *Grange Building Superintendent-* Angie Mingus brought to Tricia Ulsh's attention that the judges last year did not judge all classes if they did not have up to three participants. Angie received a few complaints and asked Tricia to address it for this year and make sure it does not happen.
  - *Milking Parlor* – No report to give.
  - *Policy and By-Laws Committee* – The policy and by-law committee had another meeting and focused their meeting on the by-laws to present to the Fair Association. The committee makes progress every time they meet. The committee's next meeting will be March 25, 2023, at 9 a.m. in the Fair Office.
- **Betty Persons**
  - *Superintendent of the Home Arts Building-* Betty stated that her Grange, the Burr Oak Grange has a Fish Fry coming up.
- **Barb Weston**
  - *Community Tent Committee-* Will be contacting the entertainers for the Community Tent and Free Stage.
  - *Free-Stage Committee-* Will be contacting the entertainers for the Community Tent and Free Stage.
  - *Fair T-Shirt* – Joey Hamilton at Superior Receipt is working on the artwork for the 2023 Fair and Fair T- shirt.
  - *Personnel Committee* – The personnel committee has had a few meetings. They have posted the Manager's position with the St. Joseph County Co-Op. We are rolling the job description out to several local colleges and the Sturgis Chamber of Commerce Newsletter. We would like to do a press release as well in the works. The committee has produced an incentive program and David Yunker, committee member will present the Board with the incentive program proposal.
    - *Fair Managers Incentive Package/Program*
      - This incentive package/program will be based on four areas for a total of \$5,000 a year incentive package.
        - Commercial Barns 85% full for \$1,250.00 This means paid spots. Not everyone paid will show up, we have seen this in past years.
        - Food Vendors 85% full for \$1,250.00. This means paid vendor spots. Not everyone that has paid will show up, we have seen this in past years.
        - Outside Vendors 85% full for \$1,250.00. This means.

- paid vendor spots. Not everyone that has paid will show up, we have seen this in past years.
- 18 Community Relations for \$1,250.00. This is interactions within the community. Example, the Fair Manager attending Chamber Meetings, County Commission Meetings, and Lions Club Meetings, etc.
- Our goal as the committee is to keep raising the bar in years and down the road to having a competitive wage.

**MOTION** by: Angie Mingus, Second by: Tricia Ulsh

Motion to give incentives to the Fair Manager in the 4 categories: Commercial Barns at 85% for \$1,250.00 incentive bonus, Food Vendors at 85% for \$1,250.00 incentive bonus, Outside Vendors at 85% for \$1,250.00 incentive bonus, and 18 Community Relations for \$1,250.00 incentive bonus, for a total of \$5,000.00 in an incentive bonus evaluated by the Executive Committee at all times, was made by: Angie Mingus and the second was made by: Tricia Ulsh.

**Motion passed 11-0**

- ***Penny Waltke***
  - *No report to give.*
- ***Mindy Timm***
  - *Fair Advertising and Marketing* – Working on marketing and advertising plans for Fair and website updates.
  - The 120 Day Report has been filed and is in folder in my office if anyone would like to see it or read it.
  - I have been working on a motion spreadsheet and updating our meeting minute books here in the office.
- ***Christina Yunker***
  - *Finance, Wages, and Budget Committee* – Report was given during the Treasures report.
  - *Technology Committee* – The committee meeting. I will be passing around a map for technology and the future of our technology map.
  - *Parking Lot Committee* – No report to give.

***Old Business:***

***a. Charging 4-H for Horse Shows.***

Angie Mingus discussed with Ronnie Bauman what we as a Fair must do to get ready for these horse shows. The list so far includes getting arenas ready, painting camping sites, getting horse barns ready, cleaning bathrooms, etc. \$40 horse stall fee, if the stall is clean, \$80 horse stall fee, if the stall is not cleaned. Elephant in the room is the \$700.00 charge for the three arenas and the discount they would like to be given off the \$700.00 charge. The Fair Board of Directors had a discussion on this. There was no Motion and No deal made on this.

**b. *Open Class Beef Cattle – Keith Bower***

Steve Trattles, Open Class Beef Superintendent stood up and addressed the board on what he is asking from the Board regarding this. He referred to the handout we were given. Steve's proposal is to add five group classes. Change the entry fee to \$3.00 per head and no per class fee.

**MOTION** by: Tom Miller, Second by: Christine Yunker

Motion to add the proposed 5 group classes to the Open Class Beef shows and change the entry fee to \$3.00 per head and no per class fee, was made by: Tom Miller and the second was made by: Christina Yunker.

**Motion passed 11-0**

**c. *November 7, 2022 – Motion***

***Golf Cart Permit Money – Half of the profit goes to the principle of Building #53***

***i. 2021***

- ***Total income from golf cart permits - \$3,400.00.***
- ***Half of the income going to the principle of Building #53- \$1,700.00***

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***ii. 2022***

- ***Total income from golf cart permits - \$4,750.00***  
***Half of the income goes to the principle of Building #53 - \$2,375.00.***

***Winter Storage - Any amount over \$75,000 that is collected for Winter Storage will go to the principle of Building #53.***

**MOTION** by: Christina Yunker, Second by: Tom Miller

Motion to rescind the motion that was made on November 7, 2022, regarding discontinuing the policy regarding half of the profit of the golf cart permit money goes to the principle of building #53 and the policy regarding any amount over \$75,000 that was collected from Winter Storage will go to the principle of Building #53 was made by: Christina Yunker and second was made by: Tom Miller.

**Motion Passed 11-0.**

**Angie Mingus asked that this be put under Old Business on the Agenda for our next Fair Board meeting.**



*New Business:*

**a. *Decision needs to be made about how the premium account is funded – Christina Yunker***

Christina Yunker is going through all the financials and would like to know how we fund the premium account and where the funds come from. The Fair Board of Directors had discussions regarding this. It was decided that the open class premium fund is funded by the entry fees, t-shirt money, blanket wheel money, and any other fundraisers we have.

**b. *Spraying of Barns before Fair – Angie Mingus and Tricia Ulsh***

Angie Mingus stated that she tried reaching out to MDARD regarding the spraying of barns and what the requirements are. She never received any response back, so she asked Mindy Timm to contact Michael Hetherington, since she has a relationship with him. There is no certain requirement regarding spraying the barns, just recommendations from MDARD. We will work on this to make a plan for spraying the barns for the Fair.

**c. *Kiwanis Contract – Angie Mingus***

Christina Yunker and Angie Mingus met with the Kiwanis regarding their contract and did not make many changes. We did spell out the number of passes they will receive and specific parking spots along the horse racing track. They will be making some additions to their menu. When they do make those changes to their menu, it will be presented to the Board, and we will make sure there are no food conflicts with other vendors.

**d. *United Way Contract – Angie Mingus***

Christina Yunker and Angie Mingus have been working on a contract for the United Way, just like we have with Kiwanis. We will be meeting with Kelly. We will spell out the number of passes and areas of usage with Kelly. She would like a banner on the fence of the front gate area for certain dates before and during Fair. She would like to have information regarding their silent auction that takes place on the Fairgrounds in the Fair Brochure. United Way is currently paying \$1,850 for building #45 and \$650 for 100x100 area east of building #45. Passes are 19 week passes and two vendor parking. Our sound guy also provides them speakers and a microphone for Saturday for announcing the results of the silent auction. Mindy Timm suggested to Angie Mingus that we also be on their radio-a-thon.

***Adjournment of Meeting:***

The meeting was adjourned at 9.05 p.m.

**MOTION** by: Tricia Ulsh, Second by: Tom Miller

Motion to adjourn the meeting was made by: Tricia Ulsh and the second was made by: Tom Miller.

**Motion passed 11-0**

**Meeting Minutes taken and prepared by: Mindy Timm – Fair Board Secretary.**