

St. Joseph County Grange Fair

Board Meeting Minutes

August 7, 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 6:01 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 6:01 p.m.

Present: The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Penny Waltke, Mindy Timm, Ronnie Bauman, Charlie Carpenter, Gary Clark, Kristine Kirsch, Bill Lindsley, Tom Miller, Betty Persons, Tricia Ulsh, Barb Weston, and Bill Younts.

Absent Directors: Deborah Davis (arrived at 6:03 p.m.)

Excuse any absent Directors:

MOTION by: Kristine Kirsch, Second by: Tom Miller

Motion to excuse Debbie Davis was made by: Kristine Kirsch and second was made by: Tom Miller. **Motion was rescinded as Debbie Davis walked in as the motion was seconded.**

Review and Approval of the Agenda:

MOTION by: Kristine Kirsch, Second by: Penny Waltke

Motion was made to add one item to new business d.) Overhead Door to the agenda was made by: Kristine Kirsch and the second was made by: Penny Waltke.

Motion passed 15-0

Adopting of the Minutes:

MOTION by: Angie Mingus, Second by: Kristine Kirsch

Motion was made to approve the July 10, 2023, Fair Board Meeting minutes with stated corrections, was made by: Angie Mingus and the second was made by: Kristine Kirsch.

Motion passed 15-0

4-H Update – Kayla Mitchell:

All Superintendents Meeting will be August 23, 2023, at 6 p.m. outside under the west end of the Grandstands. Livestock fitting and showmanship class is Saturday, August 12, 2023, 9 a.m. to 12:30 p.m. in the Beef Barn. The Livestock Association Meeting will follow. Kayla Mitchell is working with Christina Yunker on an Emergency Health Plan for the Swine Flu. 4-H is working on/establishing an inventory list of what is theirs and what is the Fair. Once Kayla Mitchell completes

the list, she will give it to Christina Yunker.

Recognition of Visitors:

Visitors at the meeting were: Stacey Bower, Austyn Payne, Nyla Erhardt, and Ella Yunker.

Public Comments:

There was no one for Public Comment.

Treasurer's Report:

Penny Waltke, Fair Board Treasurer presented the Fair Board with the following Financial Reports; Statement of Financial Position, Statement of Cash Flows, and Statement of Activity from January 1, 2023, to July 31, 2023.

MOTION by: Angie Mingus, Second by: Debbie Davis

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: Debbie Davis.

Motion passed 15-0

Correspondences:

There was no correspondence.

Director Reports and updates for the Committee's each Director Heads-up

- ***Bill Younts*** –
 - *4-H Extension and Liaison Committee* – Checked with 4-H regarding the Swine Flu and their procedures. Kayla Michelle mentioned in her report that she and Christina Yunker are working on this.
 - *Grants/Legacy Committee*- AARP Grant, the City of Lagrange received a grant from AARP to put in sidewalks. The grant committee met and worked on the AARP grant for sidewalks here at the Fairgrounds to get people to and from the parking lot. Christina Yunker submitted the grant. The grant was for \$70,000 and it is not a matching grant.
 - *Birthing Tent Committee*- American Axle Manufacturing is a new sponsor this year. The new dairy supplier this year does not want his cows drinking the city water. We need to have a water tank with offsite water in it for them to drink. Birthing Tent set up will be September 11th or 12th.
- ***Debbie Davis*** – No report to give.
- ***Keith Bower***
 - *Entertainment Committee*- Everything is set and ready. We need to look through contracts to make sure we have everything we need for each event.
 - *Ice Committee*- We are one merchandiser down and need to find another one.

- **Charlie Carpenter** –
 - Buildings and Grounds Committee – Our Maintenance group is working great and is doing a fantastic job getting projects done.
 - Fair Week Maintenance – No report to give.
 - Harness Racing – Working on the track again.

- **Gary Clark**
 - *Courtesy Cart Committee* – Courtesy Cart Meeting will be August 9, 2023, at 6 p.m. west end under the grandstands.

- **Angie Mingus**
 - *Machinery Dealers/Tractors Committee*- Live Bull and Mechanical Bull will be down by the Community Tent this year.
 - *Beer Tent*- Fully staffed 5 of the 7 days.
 - *Heritage Committee* – Heritage Hall; Barb and Ron Weston are working on the Hall. Heritage Hall will include 1950s Fire Truck, Camper, 5 cars, Motorcycles, Daughters of the American Revolution, and the History of Constantine. Heritage Park; Open Class Antique Tractor Display, Pork Chop Revue, Corn sheller, Sawmill, display of woods in Michigan, bucket man horse ice-cream guy, and Garden. The farm-to-market idea we will work on rolling out for next year. Open Class Antique Tractor Flyer is created and out on Facebook.
 - *Marquee/New Digital Sign* – No report to give. Christina Yunker is keeping updated weekly with emails.
 - *Personnel Committee* – No report to give.

- **Bill Lindsley**
 - No report to give.

- **Tom Miller** –
 - *Hall of Fame/Awards Committee*- Things are moving forward with getting everything around for the two individuals that will be inducted into the Hall of Fame.
 - *Open Class Draft Horse and Pony Superintendent* – Kristine Kirsch is working on getting the Haflinger show back to the Fairgrounds during Fair week to increase our horse numbers.

- **Tricia Ulsh**
 - *Grange Building Superintendent*- Thank you to Kristine Kirsch for getting the ribbons counted and organized. Wendy Guess has everything she needs for the Grange Building.
 - *Policy and By-Laws Committee* – The Committee has not met yet. The Committee will be meeting to come up with a plan on how they will present the by-law changes to the Fair Association Members. Tricia Ulsh

asked the Board if the by-laws should include the Directors pay.

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- **Betty Persons**
 - *Superintendent of the Home Arts Building*- Betty asked what her building hours were.
- **Barb Weston**
 - *Free Stage and Community Tent Committee*- We will be having a BINGO Committee Meeting after the Fair Association Meeting.
 - *Fair T-Shirt* – How many shirts have we sold.
- **Penny Waltke**
 - No report to give.
- **Mindy Timm**
 - *Fair Advertising and Marketing* –
 - Brochures will be here on August 14th.
 - Yard signs will be here August 8th.
 - The premium book is online. We will be getting some printed to sell as well.
 - Signage during Fair Week. We will have yard signs throughout the Fairgrounds with the daily schedule on them.
 - Selfie Station/Portable Photobooth
- **Kristine Kirsch**
 - *First Aid Station* – Have been working on counting and coordinating ribbons with superintendents.
- **Ronnie Bauman**
 - *No report to give.*

Manager's Report:

- a. Barn #50 – Harry has donated LED lighting for the barns, and it will be installed.
- b. 4-H Office: No insurance coverage. All moldy drywall has been removed; carpet being removed today. No carpet will be re-installed. Water was detected to be coming in at the ground level, all landscaping removed and dirt approximately 12” deep and stone will be installed.
- c. Roof update: All 6 roofs are done.
- d. Jerry Waltke Memorial Pavilion: All done except electric.
- e. Burr Oak Street Fence: Work to start week of September 4th and will take 2-3 days.
- f. Metal Barns 40-44: See attached quote; working on additional quote from Leon Shetler. If approved (goal is decision October meeting) this can be winter/spring work for the construction crew. Winter storage will not be an issue.
- g. Concrete by Maintenance Barn: work starts Wednesday, August 16th.

- h. Barns sprayed: August 24th and 25th. Saving \$3,300.00 by doing it ourselves per MDARD standards.
- i. Vendor Barns: ALL FULL.....including entire Barn 46.
- j. Outdoor Vendors: Zone 1, waiting on contracts from 2; Zone 2, 1 open; Zone 3, full; Zone 4, waiting on 1 & 1 open; Zone 5, waiting on 2 contracts and the Market (new); Zone 6, waiting on Mechanical Bull & 1 contract still some open space; Zone 7, full; Zone 8, full; Zone 9, full.
- k. Fundraising: See white board for list
- l. Deadlines: Please see back side of this report for dates.
- m. E-Tix: Using again and attempting to use at the gates with “tickets” as a back-up. Will advertise heavily to download tix before arriving to grounds for event due to no cell service.
- n. Bikes give-away: Reached out to Meijer about a discount on bikes, no answer when calling Walmart.
- o. Emergency Action Plan: Finishing up; will do fire training on September 5 at 5:30 p.m. (before board meeting).

Old Business

New Business:

- a. ***Beer Tent – Need to approve the Beer Tent for the Liquor License – Angie Mingus***

MOTION by: Kristine Kirsh, Second by: Ronnie Bauman
 Motion to approve the liquor license for both beer tents for the 2023 Fair, was made by: Kristine Kirsch and the second was made by: Ronnie Bauman.

Motion passed 15-0

- b. ***Hall of Fame Items – Christina Yunker***

This was already discussed during Tom Miller’s director report.

- c. ***United Way – Selling Mega Raffle Tickets in Silent Auction Barn Fair Week – Mindy Timm***

The United Way sent a letter asking if they can sell their Mega Raffle Tickets again this year in their Silent Auction Barn during Fair Week.

MOTION by: Tom Miller, Second by: Gary Clark
 Motion to allow the United Way to sell their Mega Raffle Tickets in their Silent Auction Barn during the 2023 Fair, was made by: Tom Miller and the second was made by: Gary Clark.

Motion passed 15-0

d. Overhead Door – Christina Yunker

Christina Yunker presented the Board of Directors with quotes for an overhead door to be installed in the maintenance barn. The Board of Directors had discussion on this.

MOTION by: Tom Miller, Second by: Ronnie Bauman

Motion to approve the quote from Sturgis Overhead Door and Ladder to install overhead door in the maintenance barn, was made by: Tom Miller and the second was made by: Ronnie Bauman.

Motion passed 14-1

Adjournment of Meeting:

The meeting was adjourned at 8:47 p.m.

MOTION by: Charlie Carpenter, Second by: Debbie Davis

Motion to adjourn the meeting was made by: Charlie Carpenter and the second was made by: Debbie Davis.

Motion passed 15-0

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