

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

December 4, 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, Stacey Bower, Charlie Carpenter, Deb Cupp, Deborah Davis, Kristine Kirsch, Bill Lindsley, John Tate, Mark Trowbridge, Barb Weston, Ron Weston, Bill Younts, and Fair Manager Christina Yunker.

***Absent Directors:*** All Fair Board Directors were present in person.

***Excuse any absent Directors:*** All Fair Board Directors were present. There were no absent Fair Board Directors.

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

**MOTION** by: Kristine Kirsch, Second by: Penny Waltke

Motion was made to approve the presented agenda with adding two topics to old business; a.) Chicken Pens and b.) 4-H Events on Fairgrounds, 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: Mark Trowbridge

Motion was made to approve the November 6, 2023, Fair Board Meeting Minutes, with suggested corrections, was made by: Angie Mingus and the second was made by: Mark Trowbridge.

**Motion passed 15-0**

***4-H Update – Kayla Mitchell:***

Kayla Mitchell was unable to make it to the meeting, she texted Mindy Timm to let her know.

***Recognition of Visitors:***

Visitors at the meeting were: Teresa Howk, Cindy Mingus, Ella Yunker, Nik Yunker, and Taya Bower.

**Public Comments:**

There was no public comment.

**Treasurer's Report:**

Penny Waltke, Fair Board Treasurer presented the Fair Board with the following financial documents; Budget vs. Actuals: Accrual FY Account from January through December 2023, and the Statement of Activity from January – November 2023. The Fair Board of Directors had discussion on the budget vs. actuals FY 2023 accrual.

**MOTION** by: Angie Mingus, Second by: Kristine Kirsch

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: Kristine Kirsch.

**Motion passed 15-0**

**Correspondences:**

Fair Board Secretary, Mindy Timm read a letter from Cindy Mingus on behalf of the 4-H Horse Council in regard to the Horse Council Request of the watering system that got tabled at the last meeting, we thought it best to explain a little more in detail what we would like to ask of you. What the Horse Council is looking into some sort of water wagon which we would provide so we can maintain and insure safe footing for our 4-H members. The only thing we are asking from the fair is to provide us with a tractor to use approximately once a week with allowing a few (2-3) approved (by you) drivers to drag & water the arenas. As of now we are hoping not to have to use water from the fair but if in the future we have to the Horse Council will pay for water we use.

Maintenance could leave the tractor in a barn that we have a key to, and we would return it to that same barn when done. Typically, we would be using it after 4, however we are willing to work out a schedule with maintenance if that works better for you.

We feel this not only helps maintenance out as we would be maintaining all arenas through the summer for you it also helps the Horse Program as well.

Thank you for your consideration in this matter and hoping we can work together to help each other. Signed: Danielle Sackrider, Teresa Howk, and Cindy Mingus.

\*\*The Fair Board of Directors had discussion on the watering system for the horse arenas. The topic has been tabled for the Fair Board of Directors all day meeting on January, 27, 2024.

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

- **Bill Younts** –
  - *4-H Extension and Liaison Committee* – No report to give.
  - *Grants/Legacy Committee*- No report to give.
  - *Birthing Tent Committee*- No report to give.
- **Debbie Davis** – No report to give.

- **Keith Bower**
  - *Entertainment Committee*- We are finalizing the contract for the Birds of Prey exhibit for the Free Entertainment.
  - *Ice Committee*- No report to give.
  
- **Charlie Carpenter –**
  - Buildings and Grounds Committee –
  - Fair Week Maintenance – No report to give.
  - Harness Racing – Charlie stated that he needs someone to take over the superintendent position for Harness Racing, he is stepping down. The Fair Board of Directors had discussion on this and came to agreement that Stacey Bower will now be the new Harness Racing superintendent.
  
- **Angie Mingus**
  - *Machinery Dealers/Tractors Committee*- No report to give.
  - *Beer Tent*- No report to give.
  - *Heritage Park/Hall Committee* – No report to give.
  - *Marquee/New Digital Sign* – No report to give.
  - *Personnel Committee* – No report to give.
  - *United Way* – Angie Mingus stated that the Fair has a contract with the United Way. It was discovered that the United Way has access to barns. We (The Fair) did not know about this. The United Way had access to the turkey barn. The locks were changed, and Kelly Hostetler could not get into the barn. When maintenance let Kelly Hostetler in the barn, she discovered that she was missing items including a podium and clothes racks. The Fair Board of Directors had discussion on this. Angie Mingus stated that she wanted to mention this, so the Fair Board was aware of the situation.
  
- **Bill Lindsley**
  - No report to give.
  
- **John Tate –**
  - No report to give.
  
- **Barb Weston**
  - *Free Stage and Community Tent Committee*- The \$3,000 AEP Grant has been received.
  - *Fair T-Shirt* – No report to give.
  
- **Penny Waltke**
  - *Premium Office* – No report to give.

- **Mindy Timm**
  - *Fair Advertising and Marketing* –
    - **SOP's (Standard Operating Procedures)**
      - All Fair Board Directors need to turn in their SOPs to Christina Yunker. The SOP's help everyone know what each committee does and deadlines for those committees.
    - **MAFE Convention**
      - The Communication Awards have been submitted for the MAFE Convention.
    - **2024 Committee Lists**
      - Please email me your preferred committees to be chair, co-chair, or to serve on for the 2024 Fair.
    - **MDARD 120 Day Report**
      - Mindy Timm is working on the 120 Day Report and will file in January 2024 before deadline. Mindy Timm asked the Fair Board Directors questions regarding the 120 Day Report.

**MOTION** by: Stacey Bower, Second by: Kristine Kirsch

Motion to approve and accept the MDARD 120 Day Report that Mindy Timm is preparing and has presented was made by: Stacey Bower and the second was made by: Kristine Kirsch.

**Motion passed 15-0**

- **Kristine Kirsch**
  - *First Aid Station* – No report to give.
  - *Ribbons* - Kristine Kirsch gave a rundown of the ribbon count for the open class animals and still exhibits.
    - Minis – 24
    - Goats – 50
    - Cows (5 breeds) – 37
    - Beef (7 breeds) – 31
    - Chickens – 28
    - Produce – 125
    - Flowers – 81
    - Bake Goods – 150
    - Home Arts – 46
    - Creative Arts – 147
    - Antiques – 229
    - Antique Tractors – 34
    - Hay Bales – 4
    - Quilts – 7
  - Angie Mingus talked about expanding our open class with inviting classes for open class exhibitors for still projects and animals. We have started expanding the open class animals with adding chickens this year.
  - Christina Yunker also stated that we need to revamp the premium book, think outside the box and add classes that are relevant to what items people are into.

**MOTION** by: Stacey Bower, Second by: Debbie Davis  
Motion to allow Angie Mingus to continue her research on open class to expand exhibitor options still exhibits and animals was made by: Stacey Bower and the second was made by: Debbie Davis.

**Motion passed 15-0**

- **Deb Cupp**
  - No report to give.
- **Ron Weston**
  - No report to give.
- **Stacey Bower**
  - We received \$710.37 from the pop can drive we held during the Fair. This money will go to the Farm to Table Project.
- **Mark Trowbridge**
  - No report to give.

\*\*\*\*7:34 p.m. – 10-minute break from meeting

\*\*\*\*7:42 p.m. – Everyone is back at the table to resume the meeting.

***Manager's Report:***

**Fair Manager, Christina Yunker, presented the Fair Board with the following Manager's Report.**

- **Maintenance**
  - **Roof Leaks: Barns 40, 41, 42: see attached quotes.** Waiting for quote from Leon Shetler and Baker and Boys Construction (Colon). Quotes were given to all Fair Board Directors in their meeting packets.
  - **South Property Line Fence:**
    - Detweiler Excavating, LLC: \$7,950
    - Fisher Excavating, Inc.: \$21,000
    - Harker Excavating, LLC: \$33,320
    - Derek Mostrom will be marking property/fence line back there this week.
    - Debbie Davis stated that we need to have no trespassing signs hung up.
  - **Metal on Barns 40- 44:** Leon has been contacted and will be an early 2024 project.
  - **M86 Gate Repair:** New header has been ordered and will be delivered this week. Work may start this week.
- **Report**
  1. **Reports** – see attached reports. Quotes were given to all Fair Board Directors in their meeting packets.
    - a. 4-H Expense Report – updated.

## 2. Insurance

- a. Haas & Wilkerson; 2024 proposals: Total Premium \$44,937 Work Compensation \$2,143\*
  - b. Horton; 2023 cost: Total Premium \$63,564 Work Compensation \$3,225\*
- \*Work compensation is always variable due to total wages.
- Andrew at Haas & Wilkerson has 6 people on his team. They specialize in insuring Fairs, Exhibitions, Rodeos, Amusement companies, and more.
  - When Christina Yunker was quoting different insurance companies, she noticed that the building schedule was not up to date. Christina Yunker updated the building schedule.

**MOTION** by: Angie Mingus, Second by: Stacey Bower

Motion to have the Manager go with the most feasible insurance company with as good of insurance or better for the 2024 year, was made by: Angie Mingus and the second was made by: Stacey Bower.

**Motion passed 15-0**

**3. Clark Barn** – We the Fair has insurance on the Clark barn and so does Steven Clark.

### **4. Reverse Raffle April 24, 2024, Building #49 on fairgrounds**

- Angie Mingus showed the Reverse Raffle and Gun Raffle tickets to the Fair Board of Directors.
- 700 Gun Raffle Tickets to sell. Guns are coming from the Gun Barn in Bronson, MI.
- 329 Reverse Raffle Tickets to sell. We will be auctioning off the 330 ticket at the event.
- Dinner at 6 p.m. and First draw will be at 6:30 p.m.
- Silent Auction and 50/50 raffle during the event. Angie went over all of the other details with the Fair Board of Directors.

### **5. Director Binders**

- Each director has a binder. Included in the binder is copy of the updated by-laws.

### **6. Director Questionnaires**

- Please turn in Director questionnaires before the January 2024 all day meeting.

### **7. The Fair Office will be closed December 18, 2023 – January 2, 2024.**

- **Winter Storage to Date November 6, 2023**

2023 – 2024

Units: 272

Income: \$147,921 (includes entire barns rented)

2022 – 2023

Units: 247\*

Income: \$144,831 (includes entire barns rented)

\*Multiple units on same agreement

***Old Business:***

**a. *Chicken Pens – Christina Yunker***

Norma Switalski received a quote for \$1,476.00 for chicken pens to be used for the Open Class Chickens at the Fair. Norma Switalski is asking the Fair Board of Directors to purchase the new chicken pens for the Open Class Chickens. This price/quote presented is good until December 31, 2023.

**MOTION** by: Kristine Kirsch, Second by: Bill Younts

Motion to buy chicken pens for the Open Class Chickens for \$1,476 as quote states before December 31, 2023, was made by: Kristine Kirsch and the second was made by: Bill Younts.

**Motion passed 15-0**

**b. *4-H Events on Fairgrounds – Angie Mingus***

At the November 13, 2023, Annual Fair Association Meeting, Kayla Mitchell addressed the Fair Association regarding the issue with 4-H getting the runaround using the Fairgrounds for events, this one specifically was the Skill-A-Thon. Kayla Mitchell through Christina Yunker under the bus regarding this issue. Angie Mingus read the email Christina Yunker sent to Kayla Mitchell regarding using building #49 on the Fairgrounds or renting a tent and putting it on the Fairgrounds. Angie Mingus wanted the Fair Board of Directors to know exactly what happened and what was said per our Fair Manager, Christina Yunker.

***New Business:***

**a. *2024 MAFE Convention – Mindy Timm***

Mindy Timm informed the new Fair Board Directors what the MAFE Convention was all about and asked the new Fair Board Directors to let her know if they will be attending the convention by the end of the meeting tonight so reservations can be finalized.

**MOTION** by: Angie Mingus, Second by: Stacey Bower

Motion to allow not to pay the \$60.00 for meals per director and fair employees attending the MAFE Convention as stated in our policy, was made by: Angie Mingus and the second was made by: Stacey Bower.

**Motion Failed 6 -7**

**6 – Yes**

**7 – No**

**MOTION** by: Stacey Bower, Second by: Kristine Kirsch  
Motion to send Fair Manager, Christina Yunker to the MAFE Convention paying for her hotel and give her the \$60.00 for meals, was made by: Stacey Bower and the second was made by: Kristine Kirsch.

**Motion passed 15-0**

***b. MAFE Mega Raffle Tickets – Mindy Timm***

MAFE has a Reverse Raffle on Friday evening of the Convention. If any Fair Board Directors would like to purchase a MAFE Mega Raffle Ticket, please let Mindy Timm know so she can get the tickets from Karen Klug of Berrien County Youth Fair. You do not need to be present to win or you do not need a ticket to go to the MAFE Mega Raffle event at Convention.

***c. Set 2024 Fair Board Meeting Dates – Mindy Timm***

Upon discussion the Fair Board of Directors set the following dates for the 2024 Fair Board Meetings. All Fair Board Meetings will be held in the Fair Office.

- Saturday, January 27, 2024, (All Day Meeting) at 8 a.m. to 4 p.m.
- Thursday, February 8, 2024, at 6 p.m.
- Thursday, March 14, 2024, at 6 p.m.
- Thursday, April 11, 2024, at 6 p.m.
- Thursday, May 9, 2024, at 6 p.m.
- Thursday, June 13, 2024, at 6 p.m.
- Thursday, July 11, 2024, at 6 p.m.
- Thursday, August 8, 2024, at 6 p.m.
- Thursday, September 5, 2024, at 6 p.m.
- Thursday, October 17, 2024, at 6 p.m.
- Thursday, November 7, 2024, at 6 p.m.
- Thursday, December 12, 2024, at 6 p.m.

**MOTION** by: Angie Mingus, Second by: Kristine Kirsch  
Motion to approve the proposed 2024 Fair Board Meeting dates set by the Fair Board of Directors was made by: Angie Mingus and the second was made by: Kristine Kirsch.

**Motion passed 13 – 2.**

**Yes – 13**

**No - 2**

***Adjournment of Meeting:***

The meeting was adjourned at 9:14 p.m.

**MOTION** by: Bill Younts, Second by: Debbie Davis

Motion to adjourn the meeting was made by: Bill Younts and the second was made by: Debbie Davis.

**Motion passed 15-0**

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