

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

July 11<sup>th</sup>, 2022

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 6:02 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 Members stated the Pledge of Allegiance at 6:02 p.m.

***Present:*** The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Bill Younts, Mindy Timm, Gary Clark, Kevin Eby, Debora Davis (Left at 7:50 p.m.), Tony Hochstetler, Bill Lindsley, Tom Miller, Betty Persons, Tricia Ulsh, Eric VanHeukelum, and Barb Weston.

**Absent Directors:** Charlie Carpenter

***Excuse any absent Directors:***

**MOTION** by: Debbie Davis, Second by: Angie Mingus

Motion was made to excuse absent Directors, was made by: Debbie Davis and second was made by: Angie Mingus. **Motion passed 13-0**

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

Add one item under Old Business.

A.) Camping Office

Four items need to be added to the agenda under new business.

D.) Adding two meetings a month

E.) Helen Waltke golden pass

F.) Audit

G.) Missi's bonus

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

Motion was made to approve the meeting agenda with the one addition under old business and four additions under new business, was made by: Debbie Davis and second was made by: Tom Miller.

**Motion passed 13-0**

***Adopting of the Minutes:***

**MOTION** by: Debbie Davis, Second by: Kevin Eby

Motion to approve and adopt the Meeting Minutes from June 6, 2022 Board Meeting was made by: Debbie Davis and second was made by: Kevin Eby. **Motion passed 13-0**

***Recognition of Visitors:***

Visitors at the meeting were; Julie Pioch (4-H District 13 Director)

- a. Julie wanted to give the directors an update regarding the search for Autumn's position. The job position was posted 5 weeks ago and they will be posting it again to end the end of July. Then interview will take place, with hopes of having someone in that position before Fair. Julie had a meeting with Tom Miller, Tricia Ulsh, Craig Ulsh, Jenny Troyer and a few others that are part of the interview committee. Julie will keep us updated in the weeks to come.

***Treasurer's Report:***

- a. ***Profit and Loss Report***
- b. ***Statement of Activities***

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

Motion to approve the treasurer's report was made by: Angie Mingus and second was made by: Tom Miller. **Motion passed 13-0**

***Correspondences:***

There were no correspondences.

***Fair Office Report:***

- a. ETix is up and running- Online sales have started and in office sales will start as soon as the equipment arrives.
- b. Wristbands for re-entrance to the fair have been ordered and should arrive any day. This year wristbands will have the day clearly written on the re-entry band.
- c. Still looking for a few sponsors for the Handwashing Stations, Free Entertainment, and Grandstand Events.
- d. If you know of anyone that would like to advertise for the month of September on the M-86 fence, please send them to me for an agreement. I have been selling advertising on the fence for \$500.00 for a 3 ft. by 5 ft. banner. Advertiser must provide the banner.
- e. The Premium Book is online as of July 1<sup>st</sup>. Along with that is the Livestock entry form and the Horticulture Quilt entry form.
- f. All Pit Passes will either be purchased via ETix or at the box office. The entrance gate at the back of the track by the horse barns now will be for vehicle traffic only. All foot traffic will enter the pit area via the gate on the west end of the track by the maintenance building. This way we will make it safer for our pit pass holder to enter and exit the pit area.

***Director Reports & Updates for the Committee's each Director Heads-up:***

- ***Bill Younts***
  - *Finance, Wages, and Budget Committee-* The Committee had a meeting and he will give the rest of his report during new business under Missi's Bonus.
  - *Grants/Legacy Committee-* The County Aid Fund has 1 Million Dollars available for non-profits. Bill applied for it and has asked all of us to contact our rep for the county and let them know we applied.
  - *Birthing Tent Committee-* Committee will be meeting in August.
  
- ***Debbie Davis***
  - *Policy and By-Laws Committee-* Pattie Bender had asked Debbie regarding the dog park. She asked Debbie to bring it up at our next meeting. Discussion followed with the Directors.
  
- ***Keith Bower***
  - *Entertainment Committee-* All entertainment is set for Fair Week.
  - *Ice Committee-* No report to give.
  
- ***Charlie Carpenter- ABSENT***
  - *Fair Week Maintenance Committee-*
  - *Harness Racing-*
  
- ***Gary Clark***
  - *Courtesy Carts and Trams Committee-* 4 Carts have been rented. He is wanting to have a meeting with his drivers August 15<sup>th</sup> or 19<sup>th</sup> just to go over everything for fair week.
  
- ***Angie Mingus***
  - *Tents- Everyone is good on tents*
  - *Machinery Dealers/Tractors Committee-* All that Jazz is not coming to Fair this year. They have not fully recovered from COVID.
  - *Beer Tent-* Working on license but need to decide where we will be putting the second location. Angie stated that she went and measured everything and the best location would be the West End of Building #53.
    - **MOTION** by: Debbie Davis, Second by: Eric VanHeukelum  
Motion to have the second Beer Tent location to be by the West End of Building #53 was made by: Debbie Davis and second was made by: Eric VanHeukelum. **Motion passed 13-0**
  
- ***Bill Lindsley***
  - *Buildings and Grounds Committee-* Bill, Brad, and George are all doing a great job. They have been scraping and power washing barns to paint.
  
- ***Tom Miller***
  - *Hall of Fame/Awards Committee-* No report to give
  - *4-H Extension and Liaison Committee-* Keith, Angie and the rest of Tom's Committee had a meeting and everything went well.

- **Tricia Ulsh**
  - *Grange Building Superintendent*- No report to give. Tricia did comment on a Facebook post she saw on a local Facebook page regarding the Fair the Fair and wanted to discuss it. The Directors discussed the matter.
  
- **Betty Persons**
  - *Superintendent of the Home Arts Building*- Betty asked about the power situation down in her building. She would like to have sewing demonstrations during Fair Week.
  
- **Barb Weston**
  - *Community Tent Committee*- The schedule is set.
  - *Free-Stage Committee*- The schedule is set.
  
- **Eric VanHeukelum**
  - *Open Class Horses*- All judges have been hired. He needs to get with Missi regarding the license for the 50/50 drawing. He contacted the MEC regarding their stalls. For Fundraising they have raised \$1,400 and would like to raise at least \$500 more. The MEC will let us rent their stalls for \$75.00. Eric also presented pricing to fix the 10 fronts of the stalls we currently have.
    - **MOTION** by: Angie Mingus, Second by: Gary Clark  
Motion to pay \$700 a piece per stall front to have fixed was made by: Angie Mingus and second was made by: Gary Clark. **Motion passed 12-0**
  
- **Kevin Eby**
  - *Trash and Bathrooms*- Tony went over everything in his report.
  
- **Tony Hostetler**
  - *Trash and Bathrooms*- Tony has been working with the bathroom people on pricing and a contract for Fair Week. Currently looking at \$1,700 for Sunday, September 18<sup>th</sup> – Saturday, September 24<sup>th</sup>.
  
- **Mindy Timm**
  - *2022 Fair Brochure* – Final draft of the brochure was presented to the Board. Mindy will be emailing it to everyone to double check their areas before sending to print.
  - *Fair Advertising and Marketing*- All advertising TV, Radio, and Paper have been set and Mindy is working with all companies on schedules.

**Old Business:**

**a. Camping Office Fair Week**

-We are still needing someone to work the Camping Office Fair week. If anyone knows of anyone, please have them contact the Fair Office.

**New Business:**

**a. Roof Estimates to Review**

-The Directors reviewed the three estimates that were received.

- **MOTION** by: Tricia Ulsh, Second by: Barb Weston  
Motion to proceed with Bontrager's estimate for the roof job was made by: Tricia Ulsh and second was made by: Barb Weston.

**Motion passed 12-0**

**b. Power Washer**

- We are needing a new pump for our power washer; it will cost \$1,200 for a new pump. Discussion was made with the Fair Board Directors regarding a new power washer and paint and power washing.

- **MOTION** by: Tom Miller, Second by: Angie Mingus  
Motion to purchase a new power washer but not to exceed \$1,300 for a new power washer was made by: Tom Miller and second was made by: Angie Mingus. **Motion passed 12-0**

**c. Review estimate for a water meter and backflow preventer.**

- Discussion was had by the Fair Board Directors.

- **MOTION** by: Barb Weston, Second by: Tom Miller  
Motion to table this pending the cost analysis and once the cost analysis is completed bring it back to the Board for additional discussion was made by: Barb Weston and second was made by: Tom Miller. **Motion passed 12-0**

**d. Adding two meetings a month now until Fair.**

-The Directors had discussion. Two meetings in August, August 1<sup>st</sup> and August 22<sup>nd</sup>. Meetings in September, September 6<sup>th</sup>.

**e. Giving Helen Waltke a golden pass.**

-The Directors had discussion.

- **MOTION** by: Tom Miller, Second by: Angie Mingus  
Motion to give Helen Waltke a golden pass was made by: Tom Miller and second was made by: Angie Mingus. **Motion passed 12-0**

**f. Review Audit**

-Bill Younts presented the Audit document to the Board. He asked everyone to review it at home and come back with any questions.

**g. Missi's Bonus**

-The Board approved to add \$5,000 to the budget in December of 2021 for the 2022 Budget for a bonus for Missi. The Finance Committee met with Missi and set her goals in order to receive this bonus. Bill Younts presented the board with a list of her goals and when they were completed for the board to review.

- **MOTION** by: Tricia Ulsh, Second by: Tony Hochstetler  
Motion to go into close session to discuss Missi's Bonus made by: Tricia Ulsh and second was made by: Tony Hochstetler. **Motion passed 10-2**

**\*At 9:45 p.m. Board came back into Open Session.**

- **MOTION** by: Tom Miller, Second by: Gary Clark  
Motion to give Missi \$2,500 half of her bonus now and the rest of her bonus \$2,500 after Fair per discussion and agreement of the Fair Board was made by: Tom Miller and second was made by: Gary Clark. **Motion passed 7-5**

***Adjournment of Meeting:***

Meeting adjourned a 9:51 p.m.

- **MOTION** by: Kevin Eby, Second by: Gary Clark  
Motion to adjourn meeting was made by: Kevin Eby and second was made by: Gary Clark. **Motion passed 12-0**