

## St. Joseph County Grange Fair Association

### Meeting Minutes

May 17, 2022

Building #52

St. Joseph County Grange Fair

316 East Charlotte Street

Centreville, MI 49032

**Present:** The St. Joseph County Grange Fair Association Members. Everyone was asked to sign the sign in sheet as well as when we did role call for the voting of the Directors.

**Meeting Called to Order:** President Keith Bower called the St. Joseph County Grange Fair Association Annual Meeting to order at 6:04 p.m. in Building #52 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 6:05 p.m.

#### **Review and Approval of Meeting Minutes from February 15, 2022, Fair Association Meeting:**

**MOTION** by: Paul Leeth, Second by: Shirel Hart

Motion to approve the February 15, 2022, St. Joseph County Grange Fair Association Meeting Minutes was made by Paul Leeth and second was made by Shirel Hart and carried without dissent.

#### **Treasurers Report:**

Treasurer Bill Younts gave the Treasurers report for the Fair Association. Education was provided to the members regarding statement of activities versus a balance sheet. Ongoing report will be provided to reflect a current balance sheet.

**MOTION** by: Connie Leeth, Second by: Paul Leeth

Motion to accept the financial report as stated was made by Connie Leeth and second was made by Paul Leeth.

#### **Fair Managers' Report:**

1. We have upgraded the phone systems to a new Voice Over Internet Protocol (VOIP) system. We now have an automated attendant that can answer some common question at the beginning of a call. We have voicemail for each extension and the ability to have all the phone numbers forward to my phone during the off hours.
2. Along with the phone upgrade is an Internet upgrade. Some vendors this may be able to purchase internet for the week. This will give the vendors the ability to accept credit cards all day and not just a certain time of the day.
3. With the internet upgrade we can get the ETix's software installed. With ETix's we will be implementing the ability to pre-purchase event tickets online. You will also still have option to purchase ticket at the box office.

4. We will be doing a soft implementation of pre-purchased gate admission tickets online. Next year we plan of fully implement this software at all entrance gates. Patrons will be able to buy their gate admission tickets online and the gates will have to option to scan and go. This will help with the traffic backups on the busy days.
5. We are also upgrading the computer infrastructure in the office to accommodate these upgrades.
6. The summer events calendar is full this year. Please let the office know if anyone would like to come assist on the weekends with cleaning bathrooms, counting campers, or just a friendly face to our renters.
7. You will be seeing Tech Inc. on the grounds doing some much needed, and safety required electrical updates.
8. You should also hopefully see workers on the grounds doing some much needed road repairs and upgrades.
9. We are in need volunteers for mowing the grounds again this summer. If you are interested, please contact me or Ange Mingus. Angie stated that we are in need of volunteers to mow lawn. A question was raised about the liability for volunteers. This was clarified, that liability will cover volunteers with appropriate signed waiver.
10. We are looking for a part-time maintenance/ground's worker. It is a 30 hour a week position paying \$12.00 an hour. This person would be working from now until end of October. If you, or someone you know would be interested please send them to the office, we would love to speak with anyone interested.
11. Vendor Barns for Fair are 75% occupied. Currently 55 spaces open. Missi has been calling vendors that she has talked with at other fairs.
12. New for 2022 there will be caricature drawings and face painting.

***Old Business:***

- A.) Jenny Troyer was going to supervise the garden project with FFA members, however due to illness, Jenny is not available. We are looking for a couple of adults to take on this project with the FFA members. Missi will talk with Matt Littlefield to find a possible solution. It was noted that adults work with needs need to provide a background check.

***New Business:***

- A.) Road Repair- Would the Association be interested in financially assisting the road repairs that will be started this year?

-Bill Younts announced that the Fair was awarded a 61-thousand-dollar grant from the USDA. A match of 40 thousand was needed. Fair budgeted 30 thousand. Discussion regarding Association put in \$9,000 to make total project of \$100,000. Discussion followed.

**MOTION** by: Shirel Hart, Second by: Kris Kirsch

Motion made by Shirel Hart to utilize \$9,000 from the Association savings and second was made by Kris Kirsch. Motion carried with one nay.

B.) Bill Lindsley and Missi will be meeting with Sherman Williams to do a walk through and obtain a quote for paint for the livestock barns. There is also a drive to obtain sponsors for the livestock barns to assist with renovation. Missi also has a temporary schematic to renovate each barn and how that might be accomplished. Missi asked all association members to ask or obtain barn sponsors. It was also mentioned that the 4-H kids would be willing to assist.

C.) Barn 53 and 4-H office is in need of a major repair for a leak that has caused damage. Quotes are being obtained.

**MOTION** by: Debbie Davis, Second by: Tereasa Hufstedler

Motion made by Debbie Davis that the Association provide up to \$4,000 towards the repairs and second was made by Teresa Hufstedler. Motion was carried with one nay. It was also noted that if the repairs did not total \$4,000 the excess dollars would remain in Association account. Chris Yunker asked the question if the association ever provided dollars for an emergent situation. No member could recall.

D.) Regarding phone upgrades- Missi saved \$600.00 per month after the upgrades.

E.) After upgrades to computer, all of the computers in the office are now linked. This will allow for efficient use of our systems in the office.

F.) We now have dedicated internet; this will improve work flow that will be efficient and effective.

G.) ETix's will be available at the box office this year. This will provide efficient at the office. Chris Yunker and Missi have been working to make the Fairgrounds improvements with technology for efficient and effectiveness to increase business success.

H.) Summer calendar is busy with many activities on all weekends. A question was raised about horse shows. Missi reported she did a cost analysis, and the horse shows were operated at a loss. This year has focused on events that would take minimal man power to maximize revenue. A calendar will be put together to list volunteer needs and will be sent out to all association members.

I.) Posse barn in need of electrical repairs- it is added to the list for maintenance.

***Director and Committee Reports:***

***Keith Bower (Ice and Entertainment Committee)-*** Ice machine is now up and running. If you need ice, please call Missi during work hours.

**Angie Mingus (Beer Tent and Machinery Row)**- Angie reported that Machinery row is filling up fast. Antique tractor open class will be placed at the west end of the fairgrounds. List of classes will soon be provided. Beer tent is being planned to increase two locations if enough volunteers can be secured. Beer tent will also be on the track during the Thursday night event.

**Bill Younts (Birthing Tent)**- Steve Wolf has done an amazing job with sponsors and the event is total paid for. They are currently working with a vet to ensure goats are pregnant and ready to deliver at Fair time.

**Debbie Davis (Policies and By-Laws Committee)**- Debbie stated her committee has reviewed the by-laws and policies. She will have a full report available August for everyone to review.

**Barb Weston (Community Tent and T-Shirt)**- Barb Weston stood up and made it very clear that the Fair needs volunteers all summer to make it a successful year. She asked that everyone step up and volunteer.

***Miscellaneous Business:***

- A.) Shirel Hart inquired about the water in the showers in Barn 53. The temperatures will be taken and monitored for safety.

***Adjournment of Meeting:***

**MOTION** by: Paul Leeth, Second by: Tereasa Hufstedler

Motion made by Paul Leeth to adjourn the Fair Association Meeting, second was made by Tereasa Hufstedler. Motion was carried

***Meeting adjourned at 8:10 p.m.***

