

St. Joseph County Grange Fair

Board Meeting Minutes

November 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, Penny Waltke, Ronnie Bauman (via phone call), Mindy Timm, Charlie Carpenter, Deborah Davis (via phone call), Gary Clark, Kristine Kirsch, Bill Lindsley, Tom Miller, John Tate, Tricia Ulsh, Barb Weston, and Bill Younts.

Absent Directors: All Fair Board Directors were present in person and/or by phone.

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: Tom Miller

Motion was made to approve the presented agenda was made by: Kristine Kirsch and the second was made by: Tom Miller.

Motion passed 15-0

Adopting of the Minutes:

MOTION by: Kristine Kirsch, Second by: Penny Waltke

Motion was made to approve the November 6, 2023, Fair Board Meeting Minutes, with suggested corrections, was made by: Kristine Kirsch and the second was made by: Penny Waltke.

Motion passed 15-0

4-H Update – Kayla Mitchell:

Kayla arrived late to the meeting and gave the 4-H report/update after the Treasurer's report.

- **Participation**
 - Cloverbuds (age 5-7): 142
2022:115
2021:66
 - Members (age 8-19): 522
2022:483
2021:463
- **Volunteers**
 - 211 active in the MSU Extension system - 33 new since fair 2022
 - Approximately 50 additional volunteers' day of sale
 - Does not include parents, siblings, or other relatives who help setup and tear down for various shows and events throughout the week.
- **Clubs**
 - 19 4-H Clubs: 14 community clubs, 3 horse clubs, a dog club, and a shooting sports club Over 150 projects offered!
- **Donation Allotment**
 - Starting Balance: \$15,000
 - Fees: \$1,249.88 - we still owe \$1,368.55 to Dixie for fair help
 - Fair help (\$1121.10 paid to Jackie), judges' postage, batteries for equipment, etc.
 - Judges: \$10,081.00
 - Judges' Mileage: \$502.60
 - Ribbons: \$3,882.28
 - Ending Balance: -\$2,084.28
 - Other Expenses:
 - Scales
 - Scale calibration
 - Equipment maintenance and repair
 - Stall/pen signage
 - Registration Forms
 - Tags/Tagging Equipment/PPE
 - Clinics
- **2023 Livestock Sale**
 - Sale Total= \$615,902.15 up more than \$58,500 from 2022
 - 205 youth had at least one Add-on (totaling \$60,146)
 - Still collecting commission on the sale.
 - 591 total livestock exhibits (pens of 2 turkeys, 2 chickens, 3 rabbits marked as 1 exhibit) up 19 from 2022
 - 291 passes were turned in at the gate as buyers attending the auction.
 - 239 passes were turned in at the gate from Youth Council donors.
 - 97 passes were turned in at the gate from Horse Council donors.
 - 24 passes were turned in at the gate for additional livestock help (including judges)

- **4-H Youth Council Expenses**
 - **County Events**
 - 4th Grade Conservation Tour
 - Summer 4-H Camp
 - Leader/Donor Banquet
 - Youth Awards
 - **Sponsorships to statewide and national events (typically pay half of registration fees for youth)**
 - Exploration Days
 - Great Lakes Natural Resource Camp
 - State Dog Show
 - State Horse Show
 - Citizenship Washington Focus
 - International Exchange Program
 - **Awards 10 scholarships up to \$7,000 with an additional \$2,500 from outside donors**
 - **Fair Expenses (just to name a few)**
 - Trophies, plaques, banners – most are donated.
 - Photo wall - \$7,000
 - Friendship Park and Memorial Park plants
 - Signage
 - Milk Barn
- **Fundraising Efforts**
 - Youth Council
 - Donation Requests – Pledge forms
 - Plat Books
 - Milk Barn
 - ORV Fundraiser
 - Horse Council
 - Donation Requests – Pledge forms
 - Silent Auction
 - Horse Shows
 - 4-H Clubs
 - Harvest for All – Canned food drive with Farm Bureau
 - Farmer’s Market – Partner with Huss Project
 - Litte Cesar’s Pizza Kits
 - Meat Sticks
 - T-Shirts
 - Pop can drive.
 - Bake Sales (including dog treats)
 - Sucker Sales

Recognition of Visitors:

Visitors at the meeting were: Ella Yunker, Jeff Brazo, Nik Yunker, David Yunker, Emily Redmond, Leslie Jacobs, Cindy Gordon, Kayla Mitchell, Darlene Tate, Stacey Bower, 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 Method from January through December 2023, and the Statement of Financial Position as of October 31, 2023. A question was asked regarding the negative balance in the receivables account. Penny will check with Lori and send us an email regarding the answer/explanation for this.

MOTION by: Kristine Kirsch, Second by: Barb Weston

Motion to place on the record the Treasure's report that was presented to the Fair Board with Penny asking Lori the question regarding the negative balance in the receivables account was made by: Kristine Kirsch and the second was made by: Barb Weston.

Motion passed 15-0

Correspondences:

Fair Board Secretary, Mindy Timm read a thank you card from the Centreville FFA, thanking the Fair for letting the FFA use our people mover, it was great help with the elementary students for their fall festival. They also thanked the Fair for purchasing mums and supporting their chapter.

Fair Board Secretary, Mindy Timm read a thank you card from Shelly Starr thanking the Fair Board for listing to her when she suggested a better option for a handicap bathroom and for putting a handicap porta-potty near the women's bathroom and show arena, she greatly appreciates it.

Fair Board Secretary, Mindy Timm read a thank you card from Paisley Kyle thanking the Fair for purchasing her chickens at the 2023 Fair.

Fair Board Secretary, Mindy Timm read a thank you card from Blake Adamski thanking the Fair for purchasing his animals at the 2023 Fair.

Fair Board Secretary, Mindy Timm read a thank you card from Dr. Bryon and Susie thanking the Birthing Tent Committee for the gift card. They both love the project that the Birthing Tent Committee provides for the community.

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

- ***Bill Younts –***
 - *4-H Extension and Liaison Committee –* Attended the 4-H Livestock Association Meeting after Fair.
 - *Grants/Legacy Committee-* The Fair is able/available to receive the state grant in 2024. We as a Board need to figure out where we would like to use the grant money for if we are selected. Christina Yunker submitted all our final documents for the County Grant. The Legacy Fund has \$4,000 and it is not earmarked, we can use that money anywhere to help grow a certain area. Barb Weston asked Bill Younts if he had looked into the AEP Grant. Bill Younts stated he would look into it.

- *Birthing Tent Committee*- We will be making changes with the breeding people next year. Emily Gloud one of the veterinarians from the Birthing Tent gave a \$500 donation to the Birthing Tent.
- **Debbie Davis** – No report to give.
- **Keith Bower**
 - *Entertainment Committee*- The Fair received a total refund of \$5,825 from NTPA for both Friday and Saturday events. The refund was due to not paying out all spots in certain classes both nights. In 2023, the Entertainment Committee spent \$15,000 in Free Entertainment attraction. Keith stated that the committee needs to start looking for and booking free entertainment for the 2024 Fair.

MOTION by: Barb Weston, Second by: Tricia Ulsh

Motion to approve \$15,000 for the entertainment committee to spend on free entertainment for the 2024 Fair was made by: Barb Weston and the second was made by: Tricia Ulsh.

Motion passed 15-0

- *Ice Committee*- Ice machine and Icehouse has been winterized for the year. Angie Mingus asked that the Fair Board explore our options to bring ice onto the Fairgrounds instead of the Fairgrounds producing and selling ice.
- **Charlie Carpenter** –
 - Buildings and Grounds Committee – Our Maintenance crew is doing a great job with Winter Storage intake. Barn #53 is completely full. Charlie brought up the question regarding comp time and how the guys will be compensated for their comp time. Charlie also asked if we have a plan in place when the office is only open 2 days a week for winter hours. Will there be someone checking on the grounds each day? The Fair Board had discussion on this.
 - Fair Week Maintenance – No report to give.
 - Harness Racing – No report to give.
- **Gary Clark**
 - *Courtesy Cart Committee* – No report to give.
- **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.
- **Bill Lindsley**
 - No report to give.
- **Tom Miller** –
 - *Hall of Fame/Awards Committee*- No report to give.

- *Open Class Draft Horse and Pony Superintendent* – Whoever takes over next year, Kristine Kirsch is a great secretary to have. She was great organizing and planning everything.
- **Tricia Ulsh**
 - *Grange Building Superintendent*- Tricia Ulsh talked to Wendy Guess regarding the amount of money she paid for all her help in the Grange Building. Wendy stated that the position has always been a paid position. The Fair Board of Directors had discussion on this.
 - *Policy and By-Laws Committee* –No report to give.
- **John Tate**
 - No report to give.
- **Barb Weston**
 - *Free Stage and Community Tent Committee*- Barb Weston gave a stack of Thank You's for the Community Tent and Free Stage to Christina Yunker to mail out.
 - *Fair T-Shirt* – Barb Weston stated that she will be sending a Fair T-Shirt to each T-Shirt Sponsor as a Thank You. Barb Weston stated that in the past we have tried to sell Fair T-Shirts half priced at the Fair Association Meeting and we have not been successful.
- **Penny Waltke**
 - *Premium Office* – No report to give.
- **Mindy Timm**
 - *Fair Advertising and Marketing* –
 - **2024 Fair Theme**
 - Let the Good Times Grow
 - **MDARD Case/Issue – Update**
 - Mindy Timm read the email from Greg Harris dated October 26, 2023, at 1:20 p.m. Greg Harris's email was updating Mindy Timm on the case and that once Greg Harris files it, Mindy Timm can request the report by filling out a FOIA (Freedom of Information Act).
 - November 3, 2023, at 3:22 p.m., Greg Harris emailed Mindy Timm letting her know that his report was filed, and that Mindy Timm can now submit the FOIA request with the State of Michigan. Mindy Timm sent in the FOIA request on the evening of Friday, November 3, 2023. The Report number is 6271-LM-23.
 - **MAFE Zone 1 Meeting**
 - The MAFE Zone 1 Meeting was held on October 18, 2023, via zoom. Mindy Timm and Christina Yunker were on the Zoom Meeting along with representatives from four other Fairs and a few members from the MAFE Board.

- **MDARD 120 Day Report**
 - Mindy Timm is still needing volunteer hours from all committees for the 120 Day Report.
- **MAFE Convention**
 - Mindy Timm is working on getting the communication awards around to send off for MAFE Convention.
 - Mindy Timm nominated Nancy Walton for the MAFE Volunteer of the Year Award.
- ***Kristine Kirsch***
 - *First Aid Station* – No report to give. Kristine Kirsch is still waiting on First Aid Station Report from Nurse Betty Meyer.
- ***Ronnie Bauman***
 - Ronnie Bauman stated that the parking lot seemed to go very well during Fair Week.

Manager's Report:

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

- **Maintenance**
 - **Roof Leaks: Barns 40, 41, 43 & 49;** will work on quotes.
 - **South Property Line Fence:** Does the board want me to proceed with additional quotes/clearing tree line with maintenance this winter?
 - **Metal on Barns 40- 44:** Leon has been contacted and will be an early 2024 project.
- **Report**
 - 1. Reports** – Christina Yunker reviewed all reports listed below with the Fair Board of Directors. All reports were included in the Fair Board Director packets for the meeting.
 - a. Sizzlin' Into Summer Pop-Up Carnival Report- updated.
 - b. Grandstand Income/Expense - updated.
 - c. Fund raising Report - updated.
 - d. 4-H Expense Report
 - e. ORV Fundraising Report
 - 2. Insurance**
 - a. Working on additional insurance quotes to verify K&K is competitive and best choice.
 - b. \$16,608.49 payment from K&K for 4-H Office water leak
 - 3. M-86 Gate Damage** - quote from Leon \$6850. Damage will be paid by Community Action Agency Ins. Hope to have it started in a few weeks.

- **Winter Storage to Date November 6, 2023**
 2023 – 2024
 Units: 241
 Income: \$140,737 (includes entire barns rented; \$3,200 outstanding)

- 2022 – 2023
 Units: 247
 Income: \$144,831 (includes entire barns rented)

- **Security Systems**
 Our Security System contract was signed in 2022. Christina Yunker paid off the contract. The Fairgrounds now has SimpliSafe. It is \$30.00 a month for the office and \$30.00 a month for the maintenance barn. This includes a security system with passcode entry, some detectors, carbon monoxide detectors, freeze detectors, water detectors, and motion detectors. All alerts go directly to Christina’s cell phone.
- **T-Shirts**
 1. Does the fundraising committee want to have them at the Association Meeting to sell for half price?
- **International Harvester Show 2027**
 Christina Yunker met with a group on Saturday, November 4, 2023, regarding a large International Harvester Show in June of 2027. This would be a three-day show.

Old Business:

a. 4-H Removal Times – Kristine Kirsch

At the October 9, 2023, Fair Board Meeting, Kristine Kirsch brought up that she would like to see the removal time of 10 p.m. on Saturday night of Fair be allowed for the 4-H animals and have release time and day the same for all the animals. The Fair Board tabled this discussion for the next Fair Board Meeting.

The Fair Board of Directors had more discussion on this topic at the November 6, 2023, Fair Board Meeting. Kristine Kirsch stated that the times should be up to 4-H to decide not the Fair but to be mindful of everything else going on, on Saturday night. Revisit this with Kayla. Topic is already on the white board.

b. 4-H Funding Potential Increase – Tom Miller

At the October 9, 2023, Fair Board Meeting, Tom Miller brought up to the Board that he would like to give 4-H more money. When times were tough, we set the amount at \$15,000.00, I feel that now we are more stable we need to re-evaluate and give them more. The Fair Board had discussion on this. Emily Redmond and Kayla Irelan from the Youth Council spoke up from sitting in the crowd regarding this. Kayla Irelan stated, “the Youth Council would be happy to show you our financial records.” Bill Younts stated, “I think we should tie 4-H to a 3-year

contract, set a figure and expectations of the contract.” The Fair Board tabled this discussion for the next Fair Board Meeting.

The Fair Board had more discussion on this topic at the November 6, 2023, Fair Board Meeting. Bill Younts stated that 4-H should look into more funding from the State and Michigan State University. Tricia Ulsh stated that the Livestock Association does have money in their account, but it has to stay there to cover costs if any issue arises and that not everyone understands or sees the whole picture. The Fair Board of Directors had more discussion on this topic.

New Business:

a. 4-H Office Staff Payments – Christina Yunker

Christina Yunker presented to the Board that 4-H dropped off two timecards after Fair Week for two of their office ladies Jackie Brazo and Dixie Strawser. In the past the Fair has paid the wages of the two ladies who work in the 4-H Office during Fair. Kayla Mitchell stood up and stated that Jackie Brazo has been paid as a subcontractor through the Livestock Association. Dixie Strawser would like to have taxes taken out and not be paid as a subcontractor. The Fair Board of Directors had discussion on this topic.

b. Skerbeck’s Contract Extension – Christina Yunker

Christina Yunker presented the Fair Board of Directors with a letter that she received from Skerbeck Entertainment Group asking the Fair Board to extend their contract through the 2025 Fair, extending the contract for a year. The contract was originally a four-year contract but with COVID, a year was lost. The Fair Board of Directors had discussion on this.

MOTION by: Tom Miller, Second by: Kristine Kirsch

Motion to extend Skerbeck Entertainment Group’s contract through the 2025 Fair was made by: Tom Miller and the second was made by: Kristine Kirsch.

Motion passed 14-1

c. Premium Account Balance – Christina Yunker

For the 2022 Fair the premium checks were written out of the general checking, due to running out of premium checks. Christina Yunker asked the Fair Board of Directors if we want to replace the money from 2022 and pay it back to the premium account? The Fair Board of Directors had discussion on this.

d. Fair Entry – Christina Yunker

Christina Yunker presented the Fair Board with a handout explaining the Fair Entry Program. This program would replace Blue Ribbon, which is the program we currently use for all open class entries, judge's books, and open class premium checks. The starter program for Fair Entry is \$500.00 annually. The Fair Board of Directors had discussion on this.

MOTION by: Angie Mingus, Second by: Mindy Timm

Motion to retain Fair Entry as our open class program for entries, judges' books, and premium checks was made by: Angie Mingus and the second was made by: Mindy Timm.

Motion passed 15-0

e. Raffle April 25, 2024 – Christina Yunker

Christina Yunker presented to the Fair Board that she and Angie Mingus have planned a Reverse Mega Raffle for Thursday, April 25, 2024, in Barn#49 on the Fairgrounds, this will be a fundraiser for the Farm to Table Project. There will be the reverse mega raffle, 50/50, last chance raffle, gun raffles, silent auction, dinner included, and more.

MOTION by: Tricia Ulsh, Second by: Barb Weston

Motion to have the Reverse MEGA Raffle Drawdown on April 25, 2024, in Barn#49 on the Fairgrounds, was made by: Tricia Ulsh and the second was made by: Barb Weston.

Motion passed 15-0

f. Chuck Zinsmaster – MAFE Convention – Mindy Timm

Mindy Timm asked the Fair Board if they would like to send Chuck Zinsmaster and his wife Diane Zinsmaster to MAFE Convention this year? In years past when we had a maintenance lead, the Fair has paid for them and their spouse to attend the MAFE Convention.

MOTION by: Tricia Ulsh, Second by: Kristine Kirsch

Motion to send and pay for Chuck Zinsmaster and his wife Diane Zinsmaster to attend the 2024 MAFE Convention, was made by: Tricia Ulsh and the second was made by: Kristine Kirsch.

Motion passed 15-0

Kayla Mitchell – addition to her 4-H Report

Kayla Mitchell spoke up from the back of the room and asked if she could bring up one more thing for discussion that she forgot to mention during her 4-H report. Kayla stated that the 4-H Horse Council is working on a plan for watering the horse arenas before their workouts during the spring and summer. Kayla Mitchell asked the Fair Board Directors if there is an option for storage of water tank or if members of the 4-H Horse Council can use the Fairgrounds tractor for upkeep of the arenas if they arrange it with maintenance. The 4-H Council would prefer to use the Fairgrounds tractor. The questions the 4-H Horse Council has is if they can store a water tank on the fairgrounds and if they can use the fairgrounds tractor, May through Fair, for upkeep on the horse arenas. The Fair Board of Directors had discussion. It was a mutual decision to add this topic to the whiteboard.

Adjournment of Meeting:

The meeting was adjourned at 8: 37 p.m.

MOTION by: Tom Miller, Second by: Penny Waltke

Motion to adjourn the meeting was made by: Tom Miller and the second was made by: Penny Waltke.

Motion passed 15-0

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