

St. Joseph County Grange Fair

Board Meeting Minutes

April 11, 2024

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, Mindy Timm, Kristine Kirsch, Stacey Bower, Deb Cupp, Deborah Davis, Lis DeLeo (arrived at 6:05 p.m.), Bill Lindsley, John Tate, Mark Trowbridge, Barb Weston, Ron Weston, Bill Younts, and Fair Manager Christina Yunker.

Excuse any absent Directors:

MOTION by: Kristine Kirsch, Second by: Debbie Davis

Motion was made to excuse Charlie Carpenter from being absent, was made by: Kristine Kirsch and the second was made by: Debbie Davis.

Motion passed 12-0.

MOTION by: Angie Mingus, Second by: Debbie Davis

Motion was made to excuse Lisa DeLeo from being absent, was made by: Angie Mingus and the second was made by: Debbie Davis.

Motion passed 11-1.

Review and Approval of the Agenda:

MOTION by: Kristine Kirsch, Second by: Mark Trowbridge

Motion was made to approve the presented agenda with adding the following items under old business; a.) Livestock Barn re-organization – Kristine Kirsch, was made by: Kristine Kirsch and the second was made by: Mark Trowbridge

Motion passed 12-0.

Adopting of the Minutes:

MOTION by: Mark Trowbridge, Second by: Kristine Kirsch

Motion was made to approve the March 14, 2024, Fair Board Meeting minutes with the suggested changes, was made by: Mark Trowbridge and the second was made by: Kristine Kirsch.

Motion passed 13-0.

4-H Update – Kayla Mitchell:

Kayla Mitchell provided the following 4-H update to the Fair Board. 491 members enrolled, 103 clover buds, 195 volunteers, 9 in review, and 26 have started applications. 4-H lost three families to surrounding counties because of the exhibitor policy and camping prices. 4th Grade Conservation Tour will be in May for all 4th Graders in St. Joseph County.

Recognition of Visitors:

Visitors at the meeting were: Derek Maystead, Amy Maystead, Steve Trattles, Sara Trattles, Diana Yeager, Kevin Yeager, Kayla Mitchell, Chuck Zinsmaster, and Josh Deubner.

Treasurer’s Report:

Kristine Kirsch, Fair Board Treasurer., presented the Fair Board with the following financial documents; Statement of Financial Position as of March 31, 2024, and the Statement of Activity vs. Budget (Accrued) from January – March 2024.

MOTION by: Kristine Kirsch, Second by: Lisa DeLeo

Motion to allow ARF (Animal Rescue Fund) to sell quilt raffle tickets at their booth during the 2024 Fair and have their drawing on the Saturday of Fair Week, was made by: Kristine Kirsch and the second was made by: Lisa DeLeo.

Motion passed 13-0.

Correspondences:

Fair Board Secretary, Mindy Timm read a letter from ARF (Animal Rescue Fund). ARF will be selling tickets for a quilt raffle during the summer months and would like their final drawing to be at the 2024 Fair. They would like to sell tickets during Fair Week at their booth only and have the final drawing on Saturday of Fair Week.

MOTION by: Mark Trowbridge, Second by: Stacey Bower

Motion to place on the record the Treasure’s report that was presented to the Fair Board was made by: Mark Trowbridge and the second was made by: Stacey Bower.

Motion passed 13-0.

Fair Board Secretary, Mindy Timm read a letter from the Three Rivers Area Community Foundation regarding thanking the Fair for a donation of \$304.00. This was from the pie eating contest at the 2023 Fair.

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

- ***Bill Younts –***
 - *Grants/Legacy Committee* – The Anderson Foundation grant has been turned in for the roofs.
 - *Birthing Tent Committee* – Met with Steve Wolf, they will need to purchase or borrow a water tank to water the animals, they do not want to use the city water to water the animals.

- ***Debbie Davis***
 - *4-H Extension Liaison* – Debbie mentioned camping for Superintendents and Kayla Mitchell.

MOTION by: Deb Cupp, Second by: Debbie Davis

Motion to cover the cost of camping at the 2024 Fair for up to 13 sites for Kayla Mitchell, Corey Kisler, and 4-H superintendents, was made by: Deb Cupp and the second was made by: Debbie Davis.

Motion Failed 4-9.

Yes – 4

No - 9

MOTION by: Barb Weston, Second by: Angie Mingus

Motion to give 4-H Superintendents and 4-H Coordinator's campsites for the 2024 Fair half off in price was made by: Barb Weston and the second was made by: Angie Mingus.

Motion Passed 13-0.

AMENDED MOTION by: Mark Trowbridge, Second by: Deb Cupp

Motion to amend motion and remove Kayla Mitchell and Corey Kiesler from motion, was made by: Mark Trowbridge and the second was made by: Deb Cupp.

Motion Passed 13-0.

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

Motion to give Corey Kiesler free camping for the 2024 Fair for all he does for us was made by: Angie Mingus and the second was made by: Kristine Kirch.

Motion Passed 13-0.

- ***Keith Bower***
 - *Entertainment Committee*- No report to give.
 - *Ice Committee*- Ice is being made for the Reverse Raffle event.
 - *Antique Tractors in Hertiage Park* – No report to give.
 - *Parking Lot* –No report to give.
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- ***Charlie Carpenter – Absent from Meeting***
 - Fair Week Maintenance

- **Angie Mingus**
 - Buildings and Grounds Committee – Will be setting up a meeting with Angie and Karrie Landis to go over the duck pond and move the chicken coop/barn.
 - *Machinery Dealers/Tractors Committee*- No report to give.
 - *Beer Tent*- No report to give.
 - *Heritage Park/Hall Committee* – Working on a cheese making display in Heritage Park and cheese making on the community stage. Mark Trowbridge will have a plan/layout of the farm to table project to display at the Reverse Raffle Event.
 - *Marquee/New Digital Sign* – No report to give.
 - *Fundraising and Sponsorship Committee* – Reverse Raffle is at the end of the month, please sell tickets.

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

- **John Tate**
 - No report to give.

- **Barb Weston**
 - *Community Stage* – Working on meetings and planning events and layout for the Community Stage.
 - *Fair T-Shirt* – No report to give.
 - *Educational Area in Heritage Park* – We did receive the Grant for the Chili cook-off.

- **Mindy Timm**
 - *Fair Advertising and Marketing Committee* –
 - **Marketing Committee**
 - Off- Season Marketing
 - Centreville Garage Sale and Vintage Market Saturday, April 20th 8 a.m. to 3 p.m. ON RADIO NOW
 - Radio Ads
 - WLKM The Mix 95.9
 - WRCI River Country 97.1 & 106.9
 - WBET 99.3
 - WTHD Thunder Country 105.5
 - Reverse Raffle and Gun Raffle RADIO ADS START SATURDAY
 - Radio Ads
 - WLKM The Mix 95.9
 - WRCI River Country 97.1 & 106.9
 - WBET 99.3
 - WTHD Thunder Country 105.5

- **Thursday, April 18th at 8 a.m. – Radio Interview on WBET 99.3 for both events**

- **2024 Fair Marketing**

- New Brochure Layout this year. Will have the map on it. Same as Strawberry Festival's in Florida
- Skerbeck Yard Signs are in
- Skerbeck posters are in
- Mood pencils for Ag-citing have been ordered.

- ***Kristine Kirsch***

- *First Aid Station* – Working on grant with the Sturgis Community Foundation for our AED's.

- ***Deb Cupp***

- *Courtesy Carts* – No report to give.

- ***Ron Weston***

- *Heritage Hall* – Mendon will be the town displayed this year and the 1940's. The St. Joseph County Grange Fair Movie Theater: movies, music, and all events of the 1940's in St. Joseph County will be displayed.

- ***Stacey Bower***

- *Harness Racing* – Someone has contacted the Fair Office regarding using the harness racing track. The Fair Board of Directors had discussion on this.

MOTION by: Lisa DeLeo, Second by: Kristine Kirsch

Motion to allow horse track/harness racing track usage at the Fair Managers discretion, was made by: Lisa DeLeo and the second was made by: Kristine Kirch.

Motion Passed 13-0.

- *Personnel Committee* – Friday, April 19, 2024, we will be having customer service training during lunchtime with all employees.
- *Nominating and Elections Committee* – No report to give.

- ***Mark Trowbridge***

- *Technology Committee* – No report to give.
- *Farm to Table Project in Heritage Park* – The Heritage Park committee had their meeting today. We are working on the layout of the Farm to Table Project.
- *Policy and By-Laws Committee* – No report to give.

- ***Lisa DeLeo***

- No report to give.

Manager's Report:

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

1. Grounds/Improvements/Repairs

- a. **Roofs on Barns 40-42:** Deposit paid to secure pricing. Will be ordered and work done between May – September. Leon knows work is to be done prior to September 1st.
- b. **Franklin Street Gate** – Received the estimate and scheduled for the first of May or so.
- c. **South Fence Line:** Excavation is finished. Yoder's Fencing has been notified and deposit was paid.
- d. **Electric upgrades in camping:** Transformers need 48-52 (longer according to Harry, they have been ordered) months of lead time for production. Will need construction permits for water, electric and sewers (if done) for project.

2. Report

- a. **Security & Cleaning Company:** contracts signed, and deposit paid.
- b. **Conflict of Interests forms needed from:**
 - i. Ron Weston
 - ii. Bill Younts
- c. **Office AED** – work with Kris Kirsch on replacement. Kris is working on grants for new AED.
- d. **Radios** – 40 reserved for the fair. Pick up Friday, September 13 and return Monday, September 23.
- e. **Marijuana Signs for entrance gates** are in and maintenance to install at entrances.
- f. **Video/Audio recording signs:** Ordered and hung at Charlotte Street gate and visible in office.
- g. **Winter Storage** – Going well with the new zone scheduling, office open Saturday, April 13 from 9 a.m. to 1 p.m.
- h. Accepting resumes for CSR position, will interview week of April 22.
- i. Met with Verizon for a temporary cell tower for Fair week to installed. They will begin a survey in the area on the north side of Barn #49. Harry can accommodate electric needs in this location. This conservation just began on 4/10/2024, will keep you all updated. Fingers crossed it all works out.

Old Business:

a. *Livestock Barn Re-Organize Proposal – Kristine Kirsch*

Kristine Kirsch stated that we will not be doing anything with her proposal for this years 2024 Fair. One request is to have a livestock practice/exercise ring south of the Open Class Beef Barn.

MOTION by: Stacey Bower, Second by: Angie Mingus

Motion to create livestock/exercise ring south of Barn #29, was made by: Stacey Bower and the second was made by: Angie Mingus.

Motion Passed 13-0.

MOTION by: Debbie Davis, Second by: Angie Mingus

Motion to allow the Fair Manager to work with 4-H on creating a swine practice area, as she sees fit, was made by: Debbie Davis and the second was made by: Angie Mingus.

Motion Passed 13-0.

New Business:

a. *Josh Duebner from Family Bound – Christina Yunker*

Josh Duebner stood up and addressed the Fair Board of Directors. He is the Director of Family Bound a foster care agency in Cass and St. Joseph Counties. They currently have 200 kids and 40 homes. Josh is asking if the Fair will give them/donate passes so the kids and families can attend the 2024 St. Joseph County Grange Fair.

MOTION by: Angie Mingus, Second by: Stacey Bower

Motion to give 15 flex passes to Family Bound for the 2024 Fair, was made by: Angie Mingus and the second was made by: Stacey Bower

Motion Passed 12-1.

Yes – 12

No - 1

b. *Premium Book Changes – Kristine Kirsch*

All Open Class Premium Book Changes need to be given to Kristine Kirsch by May 1, 2024. We will be adding new classes/items that people are doing these days.

c. *Barn #8 Horses – Angie Mingus*

There are no horses in Barn #8 right now. Do we want to continue renting out stalls in that building or not? The Fair Board of Directors had discussion on this. It was \$50.00 per stall per month.

MOTION by: Mark Trowbridge, Second by: Kristine Kirsch
Motion to allow stall rental in Barn #8 per the Fair Managers discretion was made by: Mark Trowbridge and the second was made by: Kristine Kirsch.
Motion Passed 13-0.

d. Grange Building – Angie Mingus

The Fair Board of Directors had discussion regarding the situation of the Grange Building.

MOTION by: Mark Trowbridge, Second by: Stacey Bower
Motion to name John Tate as the Superintendent of the Grange Building was made by: Mark Trowbridge and the second was made by: Stacey Bower.
Motion Passed 13-0.

e. Liability Coverage with 4-H – Angie Mingus

Angie Mingus addressed the Board that we need to make a decision on the liability coverage with 4-H, but we cannot take up more time at our regular board meetings discussing this.

MOTION by: Mark Trowbridge, Second by: John Tate
Motion to have a special meeting to discuss this topic of Liability Coverage with 4-H only was made by: Mark Trowbridge and the second was made by: John Tate.
Motion Passed 7-5
Yes – 7
No - 5

Adjournment of Meeting:

The meeting was adjourned at 9:03 p.m.

MOTION by: Kristine Kirsch, Second by: Bill Younts
Motion to adjourn the meeting was made by: Kristine Kirsch and the second was made by: Bill Younts.
Motion passed 13-0.

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