

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

July 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, Lisa DeLeo, Bill Lindsley, John Tate, Mark Trowbridge, Weston, Ron Weston, Bill Younts, and Fair Manager Christina Yunker.

**Excuse any absent Directors:**

**MOTION** by: Kristine Angie Mingus, Second by: Bill Younts

Motion was made to excuse Charlie Carpenter from being absent, was made by: Kristine Kirsch and the second was made by: Bill Younts

**Motion Passed 14-0.**

**Yes – 14**

**No - 0**

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

**MOTION** by: Mark Trowbridge, Second by: Angie Mingus

Motion was made to approve the presented agenda, was made by: Mark Trowbridge and the second was made by: Angie Mingus.

**Motion passed 14-0.**

***Adopting of the Minutes:***

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

Motion was made to approve the May 9, 2024, Fair Board Meeting minutes, was made by: Kristine Kirsch and the second was made by: Stacey Bower.

**Motion passed 14-0.**

***4-H Update – Kayla Mitchell:***

Kayla Mitchell was late to the meeting, so her update was later in the evening. Kayla Mitchell provided the following 4-H update to the Fair Board. 4-H Exploration Days went great, and they were now working on fair preparation.

***Recognition of Visitors:***

Visitors at the meeting were: Nancy Mangus, John Mangus, Kayla Mitchell & Jeff Brazo.

***Public Comment:***

None

***Treasurer’s Report:***

Kristine Kirsch, Fair Board Treasurer., presented the Fair Board with the following financial documents; Statement of Activity vs 2024 Budget Accrual through June 30, 2024, and Statement of Financial Position as of June 30, 2024. The quarterly format to review the difference was appreciated by the board.

**MOTION** by: Angie Mingus, Second by: Mark Trowbridge  
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: Mark Trowbridge.  
**Motion passed 14-0.**

***Correspondences:***

There were no correspondence.

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

- ***Bill Younts –***
  - *Grants/Legacy Committee – \$1,500.00 Anderson roofing grant*
  - *Birthing Tent Committee – Well water is all set with the Ag department. Bill has purchased a new 135-gallon tank for water. He will be picking it up in Chicago and submitting reimbursement for tank and mileage. This was cheaper than shipping.*
  
- ***Debbie Davis***
  - *Nothing to report*
  
- ***Keith Bower***
  - *Entertainment Committee-Entertainment is coming around.*
  - *Ice Committee- Ice was made and is working great.*
  - *Antique Tractors in Hertiage Park – There will be a meeting soon with the antique tractor club.*
  - *Parking Lot –No report to give.*

- **Charlie Carpenter** –
  - *Fair Week Maintenance*- Absent
  
- **Angie Mingus**
  - Buildings and Grounds Committee – one tractor is repaired, and one is getting swapped out to be repaired. The 5320 is not used as much – think about possibly moving it out of here and getting a bigger mower. The 997 mower deck is shot- looking at different possibilities for that. The path at the Burr Oak Street gate needs to be extended. The path from the duck pond and equipment road needs to be pea stoned. She will work on a quote for that.
  - Tractor Club – Angie met with the tractor club and things went well. There will be 60-80 tractors. They will handle the open class registration and in exchange will be allowed 2 campsites at no charge. See attached letter and email to tractor club.  
 Parade times are:  
 Sunday @ 1:00pm  
 Tuesday @ 1:00 pm  
 Wednesday @ 1:00 & 6:00 pm  
 Saturday @ 1:00 pm
  - *Machinery Dealers/Tractors Committee*- No report to give.
  - *Heritage Park/Hall Committee* – Antique area will have 40's RV& Boat. *DAR will focus on 40's womens Air Force Cor and nurses Vets are a yes.*  
 She requested 40's military memorabilia from Stoney Summey  
 In the education area there will be a sawmill, corn sheller, focus on St. Joseph County mint growing and history, Cheesemaking history and classes, thresher, tractor club might do a rebuild, pull type combine in a 30 x 30 space, feed grinder, stalk chopper and fan.
  - *Marquee/New Digital Sign* – No report to give.
  - *Fundraising and Sponsorship Committee* – Get sponsorships into the office
  - *Beer Tent*- No report to give.
  - *Blanket Wheel* – Blanket Wheel will be in area 52, grass area in front of Gilmore Car Museum. There will be the blanket wheel and Kid's games.
  - *Garden Area*- Farm to market. Clean up will take place on the garden part and other areas. Dan Christianson (Farmer Dan) will have bee hives and bring his daughter in law. They have the beekeeping store on M-60.  
 In the uncleared area Jim will have something there. There is a general plan but not finalized yet.
  
- **Bill Lindsley**
  - No report to give.
  
- **John Tate**
  - *Grange Building* – No report to give
  
- **Barb Weston**
  - *Community Stage* – Falling into place. There is a good variety, and it

is pretty full. She will be creative with timing and working out the details. The tent and stage has been figured out. Curtains will be figured out as well. The tent is 50 x 70. Might need a riser in front of the stage.

- *Pioneer/ Corteva* will be a sponsor for the Community Stage.
- *Fair T-Shirt* – Shirt will be sent in and ordered 7/12/2024.
- *Educational Area in Heritage Park* – No report to give.

- ***Mindy Timm***

- *Fair Advertising and Marketing Committee* –
  - **Marketing Committee**
    - Off- Season Marketing
      - Show & Shine radio ads will be airing.
  - **2024 Fair Marketing**
    - All items for the 2024 Fair Brochure should be turned in to Mindy ASAP.

- ***Kristine Kirsch***

- *First Aid Station* – All set with the first aid station
- *Finance and Budget Committee* – Will discuss later
- *Open Class Superintendent* – Open Class book has been finalized and a trial run. Seems to be user friendly. Horses need to be entered differently so it does not charge the person excessively. There will be open times at the office where people can come and enter their Open Class entries and staff, or board members, will be available to assist. Kris has been confirming judges. The quilt ladies will be discussed with them in a few weeks.

- ***Deb Cupp***

- *Courtesy Carts* – Three sponsors for carts and one no response. We can add a fifth cart if sponsors are available.

- ***Ron Weston***

- *Heritage Hall* – Done

- ***Stacey Bower***

- *Harness Racing* – Stacey Bower will be doing returnable cans again this year.
- *Personnel Committee* – No report to give
- *Nominating and Elections Committee* – No report to give.

- ***Mark Trowbridge***

- *Technology Committee* – Absent from meeting.
- *Farm to Table Project in Heritage Park* – Absent from meeting.
- *Policy and By-Laws Committee* – The By-Laws committee has met and finalized documentation to be sent to lawyers for a quote. Jeff Brazo has offered to take care of that. By-Laws need to be proposed by September 25<sup>th</sup> @ 5:00 pm. 30 days prior to the annual meeting.
- *Technology* – They will be meeting at the end of this month.
-

- **Lisa DeLeo**
  - Hall of Fame Committee- One nomination has been received and the deadline is July 29<sup>th</sup>, 2024. Barb Weston suggested having the ceremony Thursday on the Community Stage. Kayla Mitchell will send a news blast to 4-H families for nominations as well.

***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 40-41:** Roofs almost done
- b. **Franklin Street Gate** – Installed, needs electric should be finished soon.
- c. **Barn 42** – Chris Yunker posted a drawing for #42. Cost is \$354,00.00 + and is 11,000 sq feet. Will have walkthrough doors on both ends and on sides. Four doors total 14 ft on ends and 12 ft on sides.

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

Motion to put overhead doors in Barn 42.

Discussion – Angie Mingus- This will secure the building better and eliminate the tripping hazard upon entry. Four doors total 2 on each side. Motion was made by: Angie Mingus and the second was made by: Kris Kirsch.

**Motion passed 13-0**

**Yes – 13**

**No – 0**

**Abstain-**

**MOTION** by: Angie Mingus, Second by: Mark Trowbridge

Motion to use Barn 43 for vendors for 2024 and re-evaluate for 2025 year. Discussion – Kayla Mitchell- Consider a backup plan if 4-H has more projects. Motion was made by: Angie Mingus and the second was made by: Mark Trowbridge.

**Motion passed 13-0**

**Yes – 13**

**No – 0**

**Abstain-**

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

Motion to move all the Home Arts from barn #44 to the Grange building barn #51.

Discussion- Angie Mingus -This will open barn #44 for 4-H to consolidate into. Barn #46 will be for trophies for 2024

Motion was made by: Angie Mingus and the second was made by: Kris Kirsch.

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

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

Motion to consolidate 4-H from barn #43 & barn #44 into only barn #44. Possibly barn #46 to

accommodate for 4-H still projects and trophies.

Discussion- Angie Mingus- This will open barn #443 for the vendors to be in place of #42.

Motion was made by: Angie Mingus and the second was made by: Kris Kirsch.

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

- c. **(cont.) Chris Barn #42 Pulling permits! The barn will have a white steel top and gray bottom.**
- d. **Tree Removal- Wolfinger has begun cutting down trees and maintenance is hauling limbs out back.**

## **2. Report**

### **a. Conflict of Interest forms:**

**The form has been updated.**

### **b. Office AED – Kristine Kirsch hopes to hear about the grant soon.**

### **c. 4 X 4 Jamboree – Chris Yunker stated we needed volunteers. This is a fundraiser for the fair.**

### **d. Tree Project-**

**MOTION** by: Angie Mingus, Second by: Mark Trowbridge

Motion to have the remaining tree trunk made into a bench. Chris Yunker will come back with pricing and photos. Motion was made by: Angie Mingus and the second was made by: Mark Trowbridge.

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

### **e. Standard Operating Procedures – Please complete these for tasks and turn them in to Chris Yunker.**

### **f. Fair Passes-**

1. **Passes have changed to a tear off for each day. This way they can just drop each day in the bucket.**
2. **Number of passes per person. Policy states one pass per person (4-H, Fair Association or Grange)**
3. **Kayla Mitchell was asked to get Chris Yunker a list of 4-H Leaders so the St. Joseph County Grange Fair Association can give them their association pass and they will not need a 4-H pass from Kayla Mitchell.**
4. **MAFE passes can be checked out and returned by Fair Board members to attend other Michigan fairs.**

### **g. Subrogation/Demand for Payment- We only have documentation for 7 of the 26 boats in the fire.**

1. **There was a concern filed from the Centreville Fire Chief concerning electrical and safety of the people at the fairgrounds. Dave Kuhlman did an inspection. Some areas in the grange building need to be fixed. Harry has been contacted and will get Chris Yunker a quote for that and a couple other small repairs.**

- h. **Camping Supervisor-** Mike Sherman will be the camp supervisor for 2024 at the same rate as 2023 but he will not be marking lines. We will need help marking all the camping spots before the fair.
- i. **Office Help-** Most applicants needed a full-time position. Lisa has been volunteering in the office.

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

Motion to pay Lisa DeLeo Part-time with the remainder of her time being volunteer time as a fair Director.

Discussion- We will still be using extra help fair week. Motion was made by: Angie Mingus and the second was made by: Kris Kirsch.

**Motion passed 9-2**

**Yes – 9**

**No – 2**

**Abstain- 3 – Bill Lindsley, Keith Bower & Stacey Bower**

*Old Business:*

*a. Banking Rates-*

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

Motion to Keep Legacy Fund at Sturgis Bank & Trust (\$4,364.97) in a 27-month CD at 4.65%. Motion was made by: Kris Kirsch and the second was made by: Angie Mingus

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

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

Motion to move Investment Savings Account to Southern Michigan Bank & Trust (\$131,156.24) in a 27-month CD at 4.65%. Motion was made by: Kris Kirsch and the second was made by: Angie Mingus

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

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

Motion to move Association Savings Account to Southern Michigan Bank & Trust (\$25,341.27) in a 27-month CD at 4.65%. Motion was made by: Kris Kirsch and the second was made by: Angie Mingus

**Motion passed 14-0**

**Yes – 14**

**No – 0**

**Abstain-**

*New Business: No New Business*

*Adjournment of Meeting:*

The meeting was adjourned at 7:48 p.m.

**MOTION** by: Angie Mingus, Second by: Deb Cupp

Motion to adjourn the meeting was made by: Angie Mingus and the second was made by:  
Deb Cupp.

**Motion passed 14-0.**

**Yes – 14**

**No-0**

**Abstain-0**

**Meeting Minutes taken and prepared by: Lisa DeLeo – St. Joseph County Grange Fair  
Director.**