

St. Joseph County Grange Fair

Board Meeting Minutes

May 9, 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, Charlie Carpenter, Deb Cupp, Deborah Davis (arrived at 6:10 p.m.), Lis DeLeo, Bill Lindsley, John Tate, Mark Trowbridge, Barb Weston, Ron Weston, Bill Younts, and Fair Manager Christina Yunker.

Excuse any absent Directors: Fair Board Director Deborah Davis. Deborah Davis arrived at the meeting at 6:10 p.m. There was no motion made to excuse her absent at the beginning of the meeting.

Review and Approval of the Agenda:

MOTION by: Mark Trowbridge, Second by: Kristine Kirsch

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

Motion passed 13-0.

Adopting of the Minutes:

MOTION by: Kristine Kirsch, Second by: Mark Trowbridge

Motion was made to approve the April 11, 2024, Fair Board Meeting minutes with the suggested corrections and changes, was made by: Kristine Kirsch and the second was made by: Mark Trowbridge.

Motion passed 13-0.

MOTION by: Kristine Kirsch, Second by: Mark Trowbridge

Motion was made to approve the April 22, 2024, Special Fair Board Meeting minutes with the suggested corrections and changes, was made by: Kristine Kirsch and the second was made by: Mark Trowbridge.

Motion passed 13-0.

4-H Update – Kayla Mitchell:

Kayla Mitchell provided the following 4-H update to the Fair Board.

MSU and the 4-H Families extend their condolences regarding Barn #42. 4-H families and clubs have contacted Kayla Mitchell offering any help to the fairgrounds with fire clean up or anything else we need. This coming Saturday, May 11, 2024, interviews will happen for the 4-H Scholarships. 4-H camp is in June and there are 50 youth attending. There are 21 youth for the Youth Exploration Days. Kayla Mitchell stated that she has not heard back regarding the tulip policy and contract for the Milk Barn. Office employees are Tonya Barrington and Charity Thomsson.

Recognition of Visitors:

Visitors at the meeting were: Kayla Mitchell, Steve Trattles, and Darlne Tate.

Public Comment:

There was no public comment.

Treasurer’s Report:

Kristine Kirsch, Fair Board Treasurer., presented the Fair Board with the following financial documents; Statement of Financial Position as of April 30, 2024, and Budget vs. Actuals January – December 2024.

Bill Younts addressed the Fair Board of Directors regarding that we should have a spending freeze until we are able to identify what the insurance will cover from the fire of Barn #42 and what we as a Fair will have to cover. The Fair Board of Directors had discussion on this.

MOTION by: Angie Mingus, Second by: Kristine Kirsch

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: Kristine Kirsch.

Motion passed 13-0.

Correspondences:

Fair Board Secretary, Mindy Timm read a letter from St. Clare Catholic Church. The letter was addressed to Christina Yunker and Board Members. The letter thanked us for allowing them to have advertising on our digital sign at no charge as a non-profit organization for an invitation to our community for the Pregnancy Helpline Baby Shower on April 28, 2024. Included with the letter was a picture of a board with the sponsors listed on them, that was displayed at the baby shower.

Fair Board Secretary, Mindy Timm read a card from Matt Kempf, Newaygo County Fair and MAFE Board Member. The card was addressed to fellow fair friends. Matt wrote that they are very sorry to learn about our recent fire and that it is heart breaking. If there is anything that they can help us with, please reach out to them. Everyone is here to help us.

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

- ***Bill Younts*** –
 - *Grants/Legacy Committee* – As everyone knows we did not receive the MDARD Grant this year. Mindy Timm addressed Bill Younts regarding as the co-chair of the Grant committee she did not see the grant until it was submitted.
 - *Birthing Tent Committee* – There will be a committee meeting coming up in the next couple of months.

- ***Debbie Davis***
 - *4-H Extension Liaison* – Debbie received a letter from 4-H regarding a personnel issue. Debbie will pass the letter along to the personnel committee to review and handle.

- ***Keith Bower***
 - *Entertainment Committee*- We are currently looking for another Dirt Drag company. The group we used last year needs the proper insurance and it is very expensive for them to purchase it. We will keep the board updated on this.
 - *Ice Committee*- No report to give.
 - *Antique Tractors in Heritage Park* – No report to give.
 - *Parking Lot* –No report to give.

- ***Charlie Carpenter*** –
 - *Fair Week Maintenance*- No report to give.

- ***Angie Mingus***
 - *Buildings and Grounds Committee* – Working on getting part-time workers. Met with Karrie Landis and Angie Landis regarding the duck pond. No decisions have been made.
 - *Machinery Dealers/Tractors Committee*- No report to give.
 - *Heritage Park/Hall Committee* – No report to give.
 - *Marquee/New Digital Sign* – No report to give.
 - *Fundraising and Sponsorship Committee* – No report to give.
 - *Beer Tent*- Angie Mingus presented the Fair Board of Directors her plan for the Beer Tents for the 2024. We will have the Beer Pavilion on the west end of the grandstands and then a Beer Tent on the Fairgrounds.

MOTION by: Debbie Davis, Second by: Kristine Kirsch

Motion to approve the Beer Tent License for the 2024 Fair in the same capacity as the 2023 Fair, was made by: Debbie Davis and the second was made by: Kristine Kirsch.

Motion passed 13-2

Yes – 13

No – 2

- **Bill Lindsley**
 - We have 1 ½ people working in Maintenance. We need more help with mowing and projects around the Fairgrounds.

- **John Tate**
 - *Grange Building* – John Tate, Kristine Kirsch, and Darlene Tate have been working on the 2024 Premium Book and suggested changes to the book. Once they have a plan in place, they will bring it to the Fair Board.

- **Barb Weston**
 - *Community Stage* – We have some entertainers committed. Working on sponsorship and entertainer contacts.
 - *Fair T-Shirt* – Christina Yunker will mail/email out sponsorship letters for previous year t-shirt sponsors.
 - *Educational Area in Heritage Park* – We have confirmed, Sawmill, St. Joseph County Mint production, and cheese making for the 2024 Fair.

- **Mindy Timm**
 - *Fair Advertising and Marketing Committee* –
 - **Marketing Committee**
 - Off- Season Marketing
 - Centreville Garage Sale and Vintage Market Saturday, June 15, 2024. Will have radio ads/commercials week before the event.
 - **2024 Fair Marketing**
 - Working on all marketing and advertising items for the 2024 Fair.
 - SOPs for Emergency Situations
 - With the event of the Fire, Fair Board Directors have addressed their feelings to me on how they feel they should have been notified and how things should have been handled differently when notifying everyone. I am working on an SOP for situations like the fire and emergency situations.

- **Kristine Kirsch**
 - *First Aid Station* – No report to give.
 - *Finance and Budget Committee* – No report to give.

- **Deb Cupp**
 - *Courtesy Carts* – Working on courtesy cart sponsors and drivers for the 2024 Fair.

- **Ron Weston**
 - *Heritage Hall* – No report.

- **Stacey Bower**
 - *Harness Racing* – Saturday, May 25, 2024 at 1 p.m. is the gate training here on the racetrack. We get up to \$1,000 covered for expenses to put this on. We just have to turn in our receipts.
 - *Personnel Committee* – No report to give.
 - *Nominating and Elections Committee* – No report to give.

- **Mark Trowbridge**
 - *Technology Committee* – The Barn #42 fire took out some internet lines and PA system lines. We will need to get those replaced before the 2024 Fair Week.
 - *Farm to Table Project in Heritage Park* – No report to give.
 - *Policy and By-Laws Committee* – The committee is looking at getting quote for legal review of our by-laws.

- **Lisa DeLeo**
 - Very impressed on how everything was handled with the fire. It was nice to see all Fair Board Directors, family members, employees, Fair Association Members, and committee members come out to help and provide things for the fire fighters.

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:** 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** – Work is scheduled for the first of May.
- c. **South Fence Line** - Permit received and sent to Yoder & Son Fencing.
- d. **Electric upgrades incamping** - See invoice for transformers ordered.
- e. **Barn 42** – Working on meeting with boat owner adjusters and fire investigators, quotes for cleanup and will need to coordinate with all boat insurances. We are in a “holding pattern” right now, rubble could be on the ground for at least another 3 weeks. Berkley Fire & Marine (our carrier) adjuster was here on Tuesday 5/7/2024. Harker Excavating we will be using for the cleanup; their information has been sent to the insurance company. There is no water damage or smoke damage in Barn #43 or the 4-H Office. We need to recognize the Fire Fighters during the 2024 Fair Week for the outstanding job they all did fighting the fire.

2. Report

- a. **Conflict of Interests forms needed from:**
 1. Ron Weston
 2. Bill Younts
- b. **Office AED** – Kristine Kirsch is working on grants for new AED’s.
- c. **Marijuana Signs for entrance gates** are in and maintenance to install at entrances.
- d. **Verizon tower** – Location south of carnival bunk house camping on east fence line Site survey has been done and waiting on contract from Verizon.
- e. 4-H Inventory- See sheets and historical info from Board Meetings.
- f. Meijer grant – received \$800.00 in gift cards for bikes.
- g. “Bringing the Farm to You” Raffle – Income/Expense report in your Director packets.
- h. Music licensing for Ag Fairs information in your Director packets.
- i. Sponsorship Board has been started for the 2024 Fair.

Old Business:

a. Fair Board Directors Conflict of Interest Forms – Mark Trowbridge

Mark Trowbridge addressed the Fair Board of Directors that every Director must turn in their conflict-of-interest forms, it is stated in our by-laws. If your form is not turned in, you are no longer a voting member on this Fair Board. We still need forms from Ron Weston and Bill Younts.

New Business:

a. Ruff Family Campsite for 2024 Fair – Barb Weston

Barb Weston was contacted by the Ruff Family, and they will be attending the 2024 Fair and would like their campsite back. The Fair Board of Directors discussed this and agreed to give the Ruff Family their campsite for the 2024 Fair.

b. MDARD Grant Denied – Mindy Timm

This was discussed during Bill Yount’s committee report.

Adjournment of Meeting:

The meeting was adjourned at 8:22 p.m.

MOTION by: Angie Mingus, Second by: Kristine Kirsch

Motion to adjourn the meeting was made by: Angie Mingus and the second was made by: Kristine Kirsch.

Motion passed 14-0.

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