

St. Joseph County Grange Fair
Board Meeting Minutes
February 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 6:01 p.m.

Present: The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Christina Yunker, Mindy Timm, Charlie Carpenter, Gary Clark, Deborah Davis (arrived at 6:03 p.m.), Bill Lindsley, Tom Miller, Tricia Ulsh, Barb Weston, and Bill Younts.

Absent Directors: Tony Hochstetler, Betty Persons, and Eric VanHeukelum

Excuse any absent Directors:

There was not a motion to excuse the absent Director. The absent directors were UNEXCUSED.

4-H Update – Kayla Mitchell:

Kayla Mitchell our 4-H Coordinator addressed the Fair Board and wanted to give to give the Fair Board an update on 4-H. We have 465 4-H members, 30 down from last year. 116 Clover Buds. February 9th at the ISD we will be hosting a Parley Pro workshop anyone is welcome to attend.

Review and Approval of the Agenda:

d.) Remaining White Board Items – Angie Mingus

MOTION by: Bill Younts, Second by: Christina Yunker

Motion was made to approve the meeting agenda with the addition of one new item under new business, d.) remaining white board items, was made by: Bill Younts and the second was made by: Christina Yunker.

Motion passed 11-0

Adopting of the Minutes:

MOTION by: Angie Mingus, Second by: Christina Yunker

Motion to approve and adopt the Meeting Minutes from the January 28, 2023, Board Meeting was made by: Angie Mingus and second was made by: Christina Yunker.

Motion passed 11-0

Recognition of Visitors:

Visitors at the meeting were Jim Susemihl, Larry Piper, Nyla Erhardt, Derek Maystead, Amy Maystead, and Marcus Finnerman.

Public Comments:

There was no public comment.

Treasurer's Report:

a. Proposed Budget:

Fair Board Treasure, Christina Yunker proposed the 2023 Proposed Budget to the Fair Board and asked if they had any additional questions after reviewing the proposed budget from our January 28, 2023, meeting. The Fair Board Directors had a discussion.

MOTION by: Angie Mingus, Second by: Tom Miller

Motion to approve the proposed/presented budget with the corrections the Fair Board has discussed, was made by: Angie Mingus and the second was made by: Tom Miller.

Motion passed 11-0

Correspondences:

- a. Recycling is May 3, 2023 from 3:00 p.m. to 7:00 p.m. Pat was unable to get the recycling company to come on the weekend. More information will be available as soon as she has it available.
- b. The SRT Team will be on the Fairgrounds on February 15, 2023 at 1:00 p.m.

Director Reports and updates for the Committee's each Director Head's up

- ***Bill Younts***
 - *4-H Extension and Liaison Committee*- No report to give.
 - *Grants/Legacy Committee*- Check with Michael Hetherington regarding MDARD Grant and we are not eligible for the grant this year.
 - *Birthing Tent Committee*- No report to give.
- ***Debbie Davis***
 - *Co-Chair of Policy and By-Laws Committee*- Tricia Ulsh will report on the committee updates from committee meeting.
- ***Keith Bower***
 - *Entertainment Committee*- All contracts have been sent out for the 2023 Entertainment for Fair Week, grandstand events and free entertainment.
 - *Ice Committee*- No report to give. We are not making ice currently.

- **Charlie Carpenter**
 - Buildings and Grounds Committee – The Buildings and Grounds committee will be meeting soon. Larry Piper is working on a plan, proposal, and ideas for Barn#6. Once he has everything finalized it will be brought to the board to review and approve.

- **Gary Clark**
 - *Courtesy Cart Committee* – Committee has been set. No other report to give.

- **Angie Mingus**
 - *Machinery Dealers/Tractors Committee*- No report to give.
 - *Beer Tent*- No report to give.
 - *Heritage Park Committee* – No report to give.
 - *Food Vendors and Commercial Barns* – No report to give.
 - *Marquee/New Digital Sign* – As you saw the new sign construction is starting and they will keep working on it as long as the weather is nice.

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

- **Tom Miller**
 - *Hall of Fame/Awards Committee*- No report to give.
 - *Porters and Security*- Tom is meeting next week with the porter/security company to discuss options for Fair Week.

- **Tricia Ulsh**
 - *Grange Building Superintendent*- Wendy Guess is checking on having an antique appraiser come one day during Fair Week and have people bring their antiques to the Fair and have them appraised in the Grange Building. Wendy is also looking for someone to do a demonstration and informational class on raised garden and flower beds.
 - *Milking Parlor* – No report to give.
 - *Policy and By-Laws Committee* – The committee met on Saturday, February 4, 2023, items to discuss/present to the Fair Board is listed on the agenda under old business. February 26, at 1:00 p.m. will be the next committee meeting in the Fair Office.

- **Betty Persons**
 - *Superintendent of the Home Arts Building*- Betty was absent from the meeting.

- **Barb Weston**
 - *Community Tent Committee*- No report to give.
 - *Free-Stage Committee*- No report to give.
 - *Fair T-Shirt* – Joey is working on the artwork for the 2023 Fair and Fair T-shirt.
 - *Personnel Committee* – The personnel committee has had a few meetings. We will be reviewing and discussing the presented Fair Managers job description under new business today.

- **Eric VanHeukelum**
 - *Open Class Horses*- Eric was absent from the meeting.

- **Mindy Timm**
 - *Fair Advertising and Marketing* – No report to give.

- **Tony Hostetler**
 - *Trash and Bathrooms*- Tony was absent from the meeting.

- **Christina Yunker**
 - *Finance, Wages, and Budget Committee* – Report was given during the Treasures report.
 - *Technology Committee* – The committee will be meeting in the middle of this month.
 - *Parking Lot Committee* – The parking lot committee will be meeting to work on a plan.

Old Business:

- a. ***Board Members be all present to vote in the event of a major vote.***
The Policy and By-Law Committee is working on this.

- b. ***Review a policy for voting majority and super majority.***
The Policy and By-Law Committee is working on this.

****Lay on the table: Old Business. C. Policy By-Laws Changes and Revisions****

****JUMP TO NEW BUSINESS: C. FAIR MANAGER JOB DESCRIPTION*****

-Angie Mingus presented the Fair Board with the Fair Manager job description. The job description was created by the personnel committee. The Fair Board had discussion on the Fair Managers Job description.

MOTION by: Christina Yunker, Second by: Bill Younts

Motion to approve the proposed Fair Managers Job Description, was made by: Christina Yunker and second was made by: Angie Mingus

Motion passed 11-0

ADMENDED MOTION by: Christina Yunker, Second by: Angie Mingus

Motion to approve the proposed Fair Managers Job Description with the change of adding to number five number under the regular and ongoing duties and responsibilities section to state: 5. Respond to correspondence, telephone inquiries, message, and email messages in a timely fashion (within one business day of receipt shall be the normal standard). Postal mail, email, and telephone message much be checked on each business day.”, was made by: Christina Yunker and second was made by: Angie Mingus

Motion passed 11-0

****BACK ON THE POLICY TO OLD BUSINESS****

c. Policy and by-law changes and revisions

The Policy and By-Law Committee discussed this at their last meeting and has a few things to present to the Fair Board. The Fair Board was presented with an updated copy of the Fair’s Policy with a yellow highlighted section for Paid Time Off Policy on page 9, 10, and 11. The Fair Board had a discussion on the Paid Time Off Policy revisions that were presented.

MOTION by: Christina Yunker, Second by: Angie Mingus

Motion to accept the proposed PTO on the right side of the policy for 90 days to 3 years – 3 weeks = 120 hours, 4 years to 8 years – 4 weeks = 160 hours, More than 9 years – 5 weeks = 200 hours, and everything else in yellow, was made by: Christina Yunker and second was made by: Angie Mingus

Motion FAILED – Must have 2/3 of the Board Vote Yes, as this is a change to the Policy. Roll Call Vote.

4 - Yes

7 – No

MOTION by: Debbie Davis, Second by: Christina Yunker

Motion to accept the proposed PTO on the left side of the policy for 90 days to 3 years – 2 weeks = 80 hours, 4 years to 8 years – 3 weeks = 120 hours, More than 9years – 4 weeks = 160 hours, and everything else in yellow, was made by: Debbie Davis and second was made by: Christina Yunker

Motion FAILED – Must have 2/3 of the Board Vote Yes, as this is a change to the Policy. Role Call Vote.

1– Yes

10 – No

MOTION by: Christina Yunker, Second by: Angie Mingus

Motion to accept the proposed PTO on the right side of the policy for 90 days to 3 years – 3 weeks = 120 hours, 4 years to 8 years – 4 weeks = 160 hours, More than 9 years – 5 weeks = 200 hours, and everything else in yellow, was made by: Christina Yunker and second was made by: Angie Mingus

Motion Passed – Must have 2/3 of the Board Vote Yes, as this is a change to the Policy.

Roll Call Vote.

11 - Yes

0 – No

d. Charging for 4-H Shows

Mindy Timm explained to the Board that we need to decide how we will handle 4-H horse shows and if we will be charging them or not. Tori has been getting inquiries regarding 4-H horse shows and we need to know the direction the Fair Board would like to go. The Fair Board of Directors had a discussion regarding this topic.

MOTION by: Debbie Davis, Second by: No-one

Motion to charge a flat rate of \$200.00 and \$10.00 per exhibitor for 4-H Horse shows during the off season was made by: Debbie Davis, and the second was made by: no one.

Motion DIED

MOTION by: Christina Yunker, Second by: No-one

Motion to charge 4-H only shows \$350.00 two day shows plus camping fee, and stall fee, was made by: Christina Yunker, and the second was made by: no one.

Motion DIED

****Laying it on the table:** by: Christina Yunker

MOTION by: Christina Yunker, Second by: Debbie Davis

Motion to lay on the table the discussion of charging for 4-H Horse Shows to the March 6, 2023 Fair Board Meeting, was made by: Christina Yunker, and the second was made by: Debbie Davis.

Motion Passed 11-0

e. Discussion and a plan to move the Fair dates, starting in 2027 to July or August – Debbie Davis

Debbie Davis addressed the Fair Board on how she thinks we need to explore the option of changing the Fair dates to July or August starting in 2027. The Fair Board of Directors had a discussion on this.

MOTION by: Debbie Davis, Second by: Tom Miller

Motion to move to assign an exploratory committee to look into our options, start discussions, and explore changing the Fair Dates, starting in 2027 , was made by: Debbie Davis, and the second was made by: Tom Miller.

Motion FAILED. Roll Call Vote.

2 – Yes

9 – No

f. Discussion of changing the name of Ladies Day to something else, since we removed the discount for Ladies Day – Christina Yunker

Christina Yunker addressed the Board regarding changing the name of Ladies Day to something else, since we removed the discount for Ladies Day at our all-day January 28, 2023 Fair Board Meeting. The Fair Board of Directors had a discussion on this topic.

MOTION by: Barb Weston, Second by: Christina Yunker

Motion to name Thursday of Fair Week 4-H Awareness Day and FFA and Ag-Education Day on Saturday of Fair Week, was made by: Barb Weston, and the second was made by: Christina Yunker.

Motion passed 11-0

g. Discussion on what to charge food vendors for our off-season events – Christina Yunker

Christina Yunker addressed the Board regarding what price will we be charging food vendors for off-season events, as discussed at our all-day January 28, 2023 Fair Board Meeting and was laid on the table to discuss at this meeting. The Fair Board of Directors had discussions on this topic.

MOTION by: Christina Yunker, Second by: Tom Miller

Motion to charge Food Vendors \$100.00 a day for off-season events was made by: Christina Yunker, and the second was made by: Tom Miller.

Motion passed 11-0

New Business:

a. 2023 County Wide Garage Sale – Mindy Timm

Mindy presented to the Board on when they would like to have the County Wide Garage this year. Keith suggested that we also open the event up to food vendors. The Fair Board had discussions on this topic.

MOTION by: Christina Yunker, Second by: Debbie Davis

Motion to have the Garage Sale and food vendors on Saturday, May 6, 2023, was made by: Christina Yunker, and the second was made by: Debbie Davis.

Motion passed 11-0

b. Open Class Beef Cattle – Keith Bower

Keith Bower presented to the Fair Board bringing in group classes for our Open Class Beef Cattle. The Fair Directors had a discussion on this topic.

****Laying it on the table:** by: Christina Yunker

Laying it on the table: Laying on the table the discussion of bringing in group classes for our Open Class Beef Cattle, was made by: Christina Yunker.

c. Fair Manager Job Description – Angie Mingus

The Fair Board discussed this after Director reports and before Old Business, refer to the section above in the meeting minutes where the Fair Managers Job Description is discussed and voted on.

d. Remaining White Board Topics – Angie Mingus

a. Vinyl Signs for all barns.

i. When the signs were taken down last year after the Fair a lot of the signs were broken and brittle. Larry will make a list of all the signs we need then we will get a quote.

Adjournment of Meeting:

The meeting was adjourned at 8:41 p.m.

MOTION by: Angie Mingus, Second by: Charlie Carpenter

Motion to adjourn the meeting was made by: Angie Mingus and the second was made by: Charlie Carpenter.

Motion passed 11-0

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