

St. Joseph County Grange Fair

Board Meeting Minutes

November 7, 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 6:02 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 6:02 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, Barb Weston and Fair Manager Christina Yunker.

Excuse any absent Directors:

MOTION by: Kris Kirsch, Second by: Lisa DeLeo

Motion was made to excuse Ron Weston from being absent, motion was made by: Lisa DeLeo and the second was made by: Kris Kirsch

Motion Passed 10-3.

Yes – 10

No - 3

Moment of Silence for Charlie Carpenter

Kris Kirsch initiated a moment of silence to recognize the passing of Board Director Charlie Carpenter. The song “40 Hour Week” by Alabama was played and Bill Younts paid homage to Charlie Carpenter.

Review and Approval of the Agenda:

MOTION by: Mark Trowbridge, Second by: Kris Kirsch

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

Motion passed 13-0.

Yes – 13

No - 0

Adopting of the Minutes:

MOTION by: Kristine Kirsch, Second by: Mark Trowbridge

Motion was made to approve the October 17, 2024, Fair Board Meeting minutes, was made by: Kristine Kirsch and the second was made by: Mark Trowbridge.

Motion passed 13-0.

Yes – 13

No - 0

4-H Update – Kayla Mitchell:

Kayla Mitchell did not give an update to the board and was not present.

Recognition of Visitors:

Visitors at the meeting were: Steve Trattles, Ella Yunker, Sarah Blosser, Zac Cross, Norma Switalski, Diane Zinsmaster, Pam Weagley & Lisa Frohnapfal.

Public Comment:

Norma Switalski Thanked the Board for their support and commented the open chicken program was improved and there were many quality birds. Lisa Frohnapfel asked if By-law changes will be made prior to director elections.

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 October 2024, and Statement of Financial Position as of October 31, 2024.

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.

Motion was made by: Angie Mingus and the second was made by: Mark Trowbridge.

Motion passed 13-0.

Yes – 13

No – 0

Abstain

Correspondence:

We received a thank you note from Bacon Bits Racing for having the mini rod class at the Fair. They also said the Centreville event was one of their favorite venues of the summer.

Pastor Metro sent a thank you to Kris Kirsch to thank her for the tickets to the fair. He said they enjoyed their visit and this fair “is a good one”.

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

- ***Bill Younts –***
 - *Grants/Legacy Committee* – Per Chris Yunker Erin Goff has offered to help with a Homeland Security Grant and Chris will complete and submit before the deadline.
 - *Birthing Tent Committee*- All Birthing Tent Thank you notes have been sent to vets, animal sponsors and suppliers. There will be a new committee to oversee the Birthing Tent. Bill will share the thank you process and other needs with them.

- **Debbie Davis**
 - Concerns from association members and 4-H members about the policy and By-Law proposals. Asked if they would be voted on by section. She also asked about who will be comped for camping for the 2025 fair.

- **Keith Bower**
 - *Entertainment Committee*- Nothing to report.
 - *Ice Committee*-Nothing to report.
 - *Antique Tractors in Heritage Park* – Nothing to report.
 - *Parking Lot* – Nothing to report.

- **Charlie Carpenter** –
 - *Fair Week Maintenance*- Charlie is missed by the board members.

- **Angie Mingus**
 - *Building and Grounds Committee*- Angie will hold a meeting prior to the Budget and Finance Committee meeting.
 - *Machinery Dealers/Tractors Committee*-
 - *Heritage Park/Hall Committee* –There were 85 tractors here and 70 club members here fair week. The entry forms will be changed to add Model and year. This will make it easier to judge the tractors.
 - *Marquee/New Digital Sign* – Nothing to report.
 - *Fundraising and Sponsorship Committee* – No report to give.
 - *Beer Tent*- Nothing to report.
 - *Blanket Wheel* – Area 52 is where the Gilmore cars, blanket wheel, pedal tractor and various other daily events are located. They were very happy this year. They noted lower activity this year.
 - *Garden Area*-

- **Bill Lindsley**
 - Nothing to report.

- **John Tate**
 - *Grange Building* – Nothing to report.

- **Barb Weston**
 - *Community Stage* – Barb is working on thank you notes for all of the volunteers and helpers from this year.

- *Fair T-Shirt* – Nothing to report.
- *Educational Area in Heritage Park* – Nothing to report.

- ***Mindy Timm***
 - *Fair Advertising and Marketing Committee* –
 - **Marketing Committee** –
 - Next week the MAFE Awards will be sent out.
 - Please sign the sympathy card for Charlie’s wife Pat and their family.
 - Mindy is working on the electronic voting for the Association meeting and will email out the agenda.
 - A 120-day report is coming up. Please get your volunteer hours to Mindy so they can be added to the report.

- ***Kristine Kirsch***
 - *First Aid Station* – All closed for the year. She received Betty’s report and will and her volunteer hours. That will be complied with the 120-day report.
 - *Finance and Budget Committee* – Already covered this.
 - *Open Class Superintendent* –Working on information for the 120-day report.

- ***Deb Cupp***
 - *Courtesy Carts* – Deb asked about the volunteer hours for drivers. Deb stated she will not be a director next year but is still interested in volunteering.

- ***Ron Weston***
 - *Heritage Hall* – Nothing to Report

- ***Stacey Bower***
 - *Harness Racing* – Stacey reflected on being thankful to be able to spend time with Charlie this year. The track is all set for winter. She is learning more about the pony racing before adding it to our lineup. Hoping to add it to 2026 events.
 - Personnel Committee – Nothing to report.

 - Nominating and Elections Committee – There was an association member that submitted their letter of interest for fair board to the old fair email address. It was sent before the deadline. Should this be considered for elections?

MOTION by Deb Cupp, Second by: Angie Mingus

Motion to allow this person’s letter of interest if she qualifies for the board.

Motion was made by: Deb Cupp and the second was made by Angie Mingus and requested a Roll Call vote-

Mindy Timm- Yes Kris Kirsch- Yes Bill Younts- Yes Charlie Carpenter- Absent
Stacey Bower- Yes Barb Weston- Yes Ron Weston- Absent Deb Cupp- Yes
Debbie Davis- Yes John Tate- Yes Bill Lindsley- Yes Mark Trowbridge- Yes
Lisa DeLeo-Yes Angie Mingus- Yes Keith Bower-Abstain

Motion passed 12-0

Yes – 12

No – 0

Abstain-Keith Bower

- The Cass County round table meeting was well attended. Stacey Bower, Kris Kirsch and Barb Weston attend from our board. They gained a lot of information and compared issues and successes. Many were remarkably similar.
- **Mark Trowbridge**
 - *Technology Committee*-Nothing to report.
 - *Farm to Table Project*- Nothing to report.
 - *Policy and By-Laws Committee*- Nothing to report.
- **Lisa DeLeo**
 - Bicycle sponsorship thank you letters have been sent and I am working on t-shirt sponsor thank you notes.
 - Please submit your SOP for your Committee and events to Chris Yunker. They are being typed up and put in the SOP binder to reference.

MOTION by: Angie Mingus, Second by: Kris Kirsch

Motion was made by Angie Mingus to supply water and snacks at the November 2024 annual association meeting. Funds will be taken out of the marketing budget to cover costs.

Motion was made by: Angie Mingus and the second was made by Stacey Bower.

Motion passed 12-1

Yes – 12

No – 1

Abstain-

Manager's Report:

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

1. Grounds/Improvements/Repairs

- a. Barn 42- There are sheets of plywood that are bowed, and Leon Shetler came to look at it and it will be fixed.

2. Fair Week Reports -See Inserts

- a. **Free/Comped Camping** - Report has been updated with a few additions.
- b. **2024 Cost of open class and still exhibits** - Updated with day passes and food vouchers.
- c. **2024 4-H passes** – Report has been updated with the correct number of passes.
- d. **2024 Fundraising** - Report has been updated to include \$80.00 to winterize the ice machine.
- e. **Tents for 2024 Fair** – Updated with price breakdown.
- f. **VIP Wristbands** – Report updated with details.
- g. **Gate Worker Concerns/ Complaints from Fair** – See insert.

3. **Skerbeck Entertainment Group 5-year renewal**

- a. The current contract runs through 2025 due to COVID. The new contract will begin in 2026.

Debbie Davis opened a discussion on concerns and additions she would like to see added to the contract.

MOTION by: Mark Trowbridge, Second by: Kris Kirsch

Motion to accept the presented Skerbeck Entertainment Group Inc with the change of section 1 so we are not excluded from having another company at other times of the year.

Motion passed 8-4

Yes – 8

No – 4

Abstain-1

4. Village of Centreville – Fire Department Bills

- a. Complaint of Gas – Office This was checked 2 weeks prior by Nottawa Gas. Determination was large tank/wind.
- b. Tractor incident during Actor Pulls – Lifecare Assist- Shouldn't the patient pay for this?

Debbie Davis asked if this was typical? We didn't ask for this service and our maintenance was not called.

Angie Mingus stated the fire department is mad at the fair and this might be why we received the bill. We need to decide whether to pay the bill and not deal with it or not pay the bill and send a letter explaining why.

MOTION by: Angie Mingus, Second by: Stacey Bower

Motion to not pay either bill and return them to the village with a letter.

Motion passed 13-0

Yes – 13

No – 0

Abstain-

5. MAFE Convention

- a. See Chris for raffle tickets.
- b. Silent Auction Donation to MAFE. Barb and Ron will donate a board, and we will get filler items.

MOTION by: Angie Mingus, Second by: Barb Weston

Motion to spend \$100.00 on MAFE silent auction item to be donated for their raffle at convention.

Motion passed 13-0

Yes – 13

No – 0

Abstain-

6. Garage Sale date May 3, 2025

a. Conservation District tree sales will take place as well.

7. Recycling Dates for 2025 are May 6th and October 7th from 2-6 pm

8. Fair Entry Renewal

MOTION by: Lisa DeLeo, Second by: Kris Kirsch

Motion to renew Fair Entry agreement.

Motion was made by: Lisa DeLeo and the second was made by Kris Kirsch.

Motion passed 13-0

Yes – 13

No – 0

Abstain-

9. Chris Yunker is working on the fence grant. The quote on the fence needs to be updated for pricing.

Old Business:

- a. Kris Kirsch stated Mr. Yunkers letter was never answered and she believes we owe him a response. It was passed to the Policy and By-Law committee and Mark Trowbridge stated he contacted David Yunker, but the board does not have a policy or exhibitor manual to refer to. Angie Mingus stated it was not brought back to the board with a plan or response. Kris Kirsch said this all began in January of 2024. Kris Kirsch suggested the Executive Committee draft a letter or response after the meeting.
- b. Angie Mingus said Jeff Brazo sent an email on October 20th that he would still be interested in helping on the Policy and By-Law Committee even though he did not renew his Association Membership at this time. \$1230.00 was the first bill to the Lawyer got reviewing our By-Laws and Policy. An email was sent to Mark Trowbridge, and he did not respond. Jeff Brazo stated he would still be a liaison between the board and lawyer.

New Business:

- a. Hometown Christmas- Lisa DeLeo will head this committee and the Fair will have a float, wreath, trinkets for kids to get while getting their punch card punched. The event will be held December 7th starting at 5 pm and lighted parade at 7 pm.

- b. Gold Passes- Chris Yunker needs a list of board members that should be awarded gold passes.

MOTION by: Mark Trowbridge, Second by: Bill Younts

Motion to award Charlie Carpenters' spouse Pat Carpenter a Lifetime Pass for his countless volunteer hours at the fair.

Motion was made by: Mark Trowbridge and the second was made by Bill Younts.

Motion passed 13-0

Yes – 13

No – 0

Abstain-

MOTION by: Angie Mingus, Second by: Lisa DeLeo

Motion to award any Hall of Fame recipient a Lifetime gold pass.

Motion was made by: Angie Mingus and the second was made by Stacey Bower.

Motion passed 13-0

Yes – 13

No – 0

Abstain-

- c. Director Pay Sheets- Please sign them and return them to Mindy Timm tonight.
- d. White Board- Bill Younts wants to make sure things are presented on the whiteboard. Debbie asked about Charlie Carpenters spot on the board. It was believed to need to be filled within 45 days by White Pigeon Grange.
- e. Winter Storage – Chris Yunker reported numbers are down, but it has been very nice outside so people might be waiting.

Adjournment of Meeting:

MOTION by: Angie Mingus, Second by: Debbie Davis

Motion to adjourn the meeting was made by: Angie Mingus and the second was made by: Debbie Davis

Motion passed 13-0.

Yes – 13

No-0

Abstain-0

The meeting was adjourned at 8:19 pm

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