

Calhoun County Agricultural & Industrial Society

Minutes of Board Meeting

January 16, 2019 – Marshall Middle School - 7:00 PM

Call to Order

The January 16, 2019 Board meeting was called to order by CCAIS Board President, Vic Potter at 7:00 pm at Marshall Middle School.

Pledge of Allegiance was led by Bruce Rapp.

Attendance with Roll Call was conducted by Susan Baldwin.

Present: Vic Potter, Doug Wildt, Susan Baldwin, Steven Benham, Hope Horton, Erik Myers, Bruce Rapp, Chip Riddle, Steve Swafford. Excused: Jim Olds.

Approval of Agenda – Motion by Susan Baldwin, seconded by Bruce Rapp, to approve the agenda. Motion passed.

Secretary's report of the October 15, 2018 minutes was given by Susan Baldwin. Motion was made by Susan Baldwin, seconded by Doug Wildt, to file the minutes. Motion passed.

Treasurer and Finance Committee Reports – Bill DeSmet presented the report. The Finance Committee met on Jan 7, 2019. They worked with the CPA firm, Fisher, Spiegel, Kunkle and Gerber, to complete necessary adjustments for Fiscal Year End 10/31/18. Initial figures show revenues for FE 2018 of \$1,097,689 and expenses of \$1,120,792, resulting in negative revenues of \$23,103, due to carry-overs. The Auditor report shows a loss of approx. \$69,000 if depreciation is included. The Finance Committee is working on preparing an updated Income Statement. The Committee is also working on updating controls.

Executive Director's Report – Bill DeSmet introduced Jen Rice, the new Fair Manager. Bill and Jen provided the Executive Director report. Bill is helping with the transition. Jen attended the MAFE convention and reported on the sessions attended. She also indicated that the vendor contracts for the 2019 fair have been sent out. Grandstand events will be:

Monday Monster Trucks

Tuesday	Truck pulls
Wednesday	Rodeo
Thursday	Combine Derby
Friday	Mud Runs
Saturday	Demo Derby

Office hours have been updated. Winter Hours are now:

Monday, Tuesday, Friday	9 am to 3 pm
Wednesday	12 noon to 7 pm
Thursday and Weekends	By appointment

Jen Rice also provided an update on the Marketing Committee work: Staff met with Bruce with the car show this week. He has added another weekend this year – now the dates include May 3-4, July 5-6 and Aug 31-Sept 1. They discussed the possibility of holding the Farmer’s Hall of Fame event during the Labor Day weekend.

Jen will be attending the Battle Creek Community Foundation Grant Seeker’s Orientation meeting. She is also meeting with Firekeepers Casino next week.

Priorities before the next Board meeting will be:

- Submitting the MDARD Grant
- Ordering fair ribbons and rosettes to get early discount
- Personally delivering sponsorship packets to current and prospective donors
- Revamping website to make it more user friendly and informative
- Beginning planning/advertising for the April Vintage Market and Camper show

Public Comment - requested for any agenda items.

None.

Discussion Items:

- A. Board Member Vacancy.** There is currently a Board vacancy as Bill DeSmet stepped down to fill in at the fair office and help with the transition to the new Fair Manager. Anyone interested in being considered for the vacancy should submit their name by Feb 13.

- B. 2018-19 Budget** – Bill DeSmet is still working on a draft of the budget and will have the preliminary numbers to the Finance Committee for the next meeting. It will be presented to the Board in February.
- C. Celebrity Luncheon** - Jen Rice reminded members that the Celebrity Luncheon is on Friday, Feb 1. Seventeen celebrity servers are confirmed and CCAIS has received over \$1500 in door prizes with more to come. Patty Parker and Kathy Miller are assisting – it's much appreciated. The committee has met with Cornwell's twice and plans are on track. Wild Bill from WIN 98.5 is emceeding the event.
- D. Merry Mile Recap** – Bill DeSmet provided a review of the recent Merry Mile Event. It was a great event and many thanks to the Committee: Vic Potter, Megan Harvey, Cindy Thomas, Harmony Dawson, and Bill DeSmet. The event grossed over \$47,000 – including \$25,000 from sponsors and \$19,000 at the gate. The expenses were \$33,000 leaving a net income of over \$14,000. All expenses and debts have been paid off. Electric costs for the total event came to about \$2400. CCAIS now has about \$69,000 in decorations and lights. About 1920 cars came through the gates in 2018 – about the same as 2017. The fee was \$10 per car for this past event.
- E. Livestock Judging** – Hope Horton shared updates on the committees for livestock and non-livestock judging. The committees each get their own judges. There are certain standards or limits on what will be paid for each category. Superintendents can recommend names but the committee selects the judges and handles contacts. Following Hope's comments, the Board entertained questions about the process.

Action Items:

- A. Livestock Ages** – Hope Horton discussed a proposal from the Livestock Committee to change the show ages for the 2019 fair. The Committee reviewed their standards after 4-H lowered their competitive ages as of Jan 1st. The kids are often showing in non-competitive shows already. This change is also in compliance with the state guidelines for youth showing. These changes will increase the number of participants and animals exhibiting at the fair. Hope moved to approve the following ages for showing in livestock:

Dairy 7 years old

Dairy Starter 8 yrs
Beef Breeding 7 yrs
Beef 8 yrs
Sheep 6 yrs
Goat 6 yrs
Swine 6 yrs
Poultry 6 yrs
Rabbit 6 yrs
Mini/donkey 6 yrs
Draft horse 8 yrs
Riding Horse 8 yrs
Dog 6 yrs

Doug Wildt seconded the motion. Following discussion, the Board took a roll-call vote on the motion. The motion was passed unanimously.

B. Ballots from 2018 Annual Meeting. Susan Baldwin stated that it has been more than 30 days since the Annual Meeting for CCAIS was held. In accordance with the CCAIS bylaws, Baldwin moved that the ballots from the Board elections be destroyed. The ballots are currently being held by Catherine Yates at Chemical Bank. No one as requested to review the ballots. Steve Benham seconded. The motion passed unanimously.

C. Bank Account Signatories – The Board discussed adding another signatory on the bank accounts and credit card account for CCAIS. Considering that Jen Rice, the new Fair Manager, is so new in the position, the Board determined to add another Board member as a signer at this time. Doug Wildt moved that Jim Olds be added to the signatories on all of the CCAIS accounts at Chemical Bank. Steve Swafford seconded the motion. A roll call vote was taken and the motion carried unanimously.

Committee Reports

A. Operations Committee – Erik Myers reported that the dump station on the fairgrounds no longer meets state regulations. He and the committee have looked into a new location. He discussed the options near the animal barns and provided a map of the fairgrounds. Some of the issues include new septic at some point, and need to get water to a new location. There is sufficient electric in the area. Doing the septic work would probably cost \$20,000. Erik explained the cost estimates for the various locations and

stated that they are looking into fixing the fire hydrant in the area – the parts have been donated. The Board also discussed the opportunity to submit a grants to MDARD for campground improvements. Motion was made by Doug Wildt, seconded by Steve Swafford to submit the grant application. The Motion was approved by unanimous voice vote.

- B. Marketing Committee** - Jen shared this information in the Fair Manager report.
- C. Animal Auction Committee** – Hope Horton discussed that some buyers still have not paid for the animals purchased at the auction so a few kids have not been paid. Hope will share the list with the Board.
- D. Livestock Committee** – This report was covered under discussion items.

Events and Community Reports:

- A.** 4H Council – Marilyn Letts reported that the kids helped a lot with the Merry Mile. Need to determine a fair theme. Kathy Fischer added that the Youth/Adult Partnership workshop was coming up on Sunday. It teaches how to work better together and how youth can work on Boards.
- B.** FFA Report – No report.
- C.** Floral Hall Building – Vic Potter reported that the building looked very nice for Merry Mile. He also expressed thanks to the Medalist for lending the patio heaters to the fairgrounds.
- D.** Houston School – No report.
- E.** Maple Grove Church – Bruce Rapp indicated that there was no report.
- F.** Fair Museum – No report.

PUBLIC COMMENT – three minute time limit and one opportunity to speak.

Chris Landis talked about the auction situation and suggested that folks be required to pay before they leave the fairgrounds. Although she recognized that a company might need a separate bill. Following these comments, the Board and attendees discussed the concerns about treating companies and individuals differently, and how to ensure payments are made. Ideas were discussed such as prohibiting people from participating in the following year. Chris Landis also mentioned looking into credit card

payments or online billing. Kathy Fischer suggested that the process be clearly spelled out in writing. Hope Horton suggested checking with Chemical Bank as they may have a process they follow.

BOARD COMMENTS –

None.

Adjournment – Meeting was adjourned at 8:03 pm by Vic Potter.

Submitted by Susan Baldwin, Board Secretary