

Calhoun County Agricultural & Industrial Society
Minutes of Board Meeting
April 15, 2020 – Virtual/Remote Meeting - 6:00 PM

Call to Order

The April 15, 2020 Board meeting was called to order by CCAIS Board President, Bruce Rapp at 6:00 pm through Virtual/Remote means to comply with the state ordered Stay-at-home executive order due to COVID-19 situation.

Attendance with Roll Call was conducted by Susan Baldwin.

Present: Bruce Rapp, Steve Benham, Jim Olds, Bill DeSmet, Susan Baldwin, Hope Horton, Teri Letts, Chip Riddle, Lisa Sands, Steve Swafford, Doug Wildt. All present virtually.

Board Meeting

Approval of Agenda – Motion by Susan Baldwin, seconded by Steve Benham, to approve the agenda as presented. Unanimous voice vote, all in favor, motion passed.

Secretary's Report of the February 19, 2020 minutes was given by Susan Baldwin. (March Board meeting was cancelled due to Covid-19 situation.) Motion was made by Susan Baldwin, seconded by Lisa Sands, to file the minutes. Unanimous voice vote, all in favor, motion passed.

Treasurer's Report – Bill DeSmet presented the Treasurer's report. DeSmet discussed Budget vs Actuals and the profit and loss report. We are behind on revenue currently but this is typical of this time of year. Currently there is approximately \$22,569 balance in the bank. The mortgage balance is approximately \$24,400. DeSmet reported that due to the Covid situation, expenses have been pared down to about \$11,000 a month. Two months of expenses can be covered without using the line of credit. DeSmet has asked the CPA's to stop their services for the time being. The Board discussed the status of work around the fairgrounds property. The water main repair has been made and the bill paid. The Board also discussed the fund balances in various special accounts.

DeSmet noted that there is still a balance of \$3592.43 from the 2019 golf outing – it has not been put toward the mortgage balance as yet. The Board discussed a proposal to use the golf outing balance to pay the principal portion of the mortgage payments for three months, using general funds to pay any monthly interest amounts. The Board noted that CCAIS had been paying more than the scheduled amount due each month

but for the next three months, would pay the scheduled amount due. Motion was made by Chip Riddle, seconded by Teri Letts. Roll call vote was taken. Aye votes – Baldwin, Benham, DeSmet, Horton, Letts, Olds, Rapp, Riddle, Sands, Swafford and Wildt. Nay votes – none. Motion passed.

Fair Manager Report – Jen Rice provided the Fair Manager report. Many events have been affected by the Covid-19 situation.

Rice stated that a few fair vendor payments have been coming in. The Vintage Market has been re-scheduled for September. The spring outdoor expo was cancelled. The Peddlars cancelled for 2020 and set the event for fall 2021. Many area fairs are struggling with the changes that the MSUe 4-H program has implemented. Lots of fairs are losing sponsorship funds.

Public Comment - requested for any agenda items.

None.

Discussion Items and Special Presentations

- A. MAFE Conference Call** – Jen Rice reported that many early fairs had concerns about scheduling and Covid. The group will meet again in two weeks.

- B. MSUe/4H** – The Board discussed the issue with how to handle 4H clubs which are affected by the MSUe announcement to stop all 4H support until September 1. Hope Horton proposed to extend the deadline for youth clubs to apply to participate in the 2020 Calhoun County fair. She noted that currently, a club must declare by Feb 1 and have initial roster on file. Returning clubs must submit written statement by Feb 1 each year. Horton moved as follows: I make a motion to allow any registered Calhoun County 4-H members who have an approved youth participation form on file, have met the requirements for weigh in / tagging, have submitted their DNA, species required paperwork; have entered online and have declared or form a recognized youth club by May 15, 2020 an opportunity to participate in the 2020 Calhoun County Fair and be allowed to show/sell under a 1 year provision. Additionally, they must be 1) registered 4-H member, 2) signed up in a 4-H club, 3) have approved participation form on file, 4) have met the requirements for: weigh in / tagging, DNA, species paperwork, 5) online entry, 6) declare a youth club by May 15, 2020; and must turn roster into office. Chip Riddle seconded the motion. After discussion, a roll call vote

was taken. Aye votes – Baldwin, Benham, DeSmet, Horton, Letts, Olds, Rapp, Riddle, Sands, Swafford and Wildt. Nay votes – none. Motion passed.

Kathy Fischer shared information on 4H and the Covid situation. As of April 15, all 4H events must be done virtually. There are discussions going on about insurance for events. Fairs will need to work with their own insurance agents. Clubs are allowed to borrow 4H equipment. It's okay to display 4H logo on a stall but cannot have 4H displayed at auctions (such as on a shirt). There can be no in-person fundraisers until Sept 1. 4H clubs can be placed together in buildings. Some fairs are working on e-platform shows. Other fairs also reviewing auction options.

Board members shared concerns and how to do the best for the kids. Some comments about allowing youth from outside Calhoun County to participate. Concerns were mentioned about the burden on county businesses if other youth are selling here. Several members suggested allowing youth to show as individuals.

- C. Government Assistance Covid-19 Programs update** – Jen Rice reported that she has applied for grants. Under the PPP program, if approved, must hire people back and keep them on to be able to convert a portion of the loan to a grant. Jen asked for payroll and utilities under the PPP application.
- D. Staffing/payroll/spring maintenance duties/winter storage take-out** – Jen Rice reported that spring take-out has to be pushed back under MDARD rules. Water line work and mowing needs to get done to maintain the property. Susan Baldwin noted that the work should be documented at necessary under the Governor's Executive Orders. Jen stated that the big tractor is currently not usable due to repairs. Doug Wildt stated that John Laforge would chop the leaves and mow for \$500. After discussion, Chip Riddle moved that CCAIS hire Laforge to do a first cutting at the fairgrounds for \$500 or less, and as deemed necessary by Bruce Rapp or Jen Rice do any additional mowings until staff has returned, and as permitted within the parameters of the Executive Orders. Doug Wildt seconded. Voice vote take, all in favor, motion passed.
- E. Online Fair Entries** – when to go live – Jen Rice reported that the ShoWorks program is ready to go. Steven Benham noted that the program allows disclaimers and notices to be added. The Board discussed only providing refunds to enrollment fees if there is no fair in 2020. Chip Riddle moved to

go live with fair entries with a disclaimer and notices, which the applicant must click to accept and be able to access the sign up program. Seconded by Lisa Sands. Voice vote taken, all in favor, motion passed. Jen and Steve will work on disclaimer/notice language.

Action Items:

- A. Fair Book Verbiage** – Jen Rice stated that the fair book language has been updated with changes submitted. She recommends that the fair book be voted on as a whole so the Board has approved all of the language. Bill DeSmet moved to approve the fair book as a whole, Steve Benham seconded. Voice vote taken, all in favor, motion passed. Jen will put the book online with the ShoWorks program by the end of the week.
- B. Livestock Committee – new Youth Participation forms** – Hope Horton has a list of 21 youth applying to participate in the Calhoun County Fair . None have shown in another county fair. The Livestock Committee has reviewed the applications. Horton moved and Steve Swafford seconded to accept the applications. Voice vote taken, all in favor, motion passed.

Committee Reports

- A. Operations Committee** – Jim Olds reported that the water backflow has been repaired.
- B. Bylaws Committee** – Susan Baldwin stated there was no new report at this time.
- C. Nominating Committee** – Doug Kiessling. Bill DeSmet stated that this committee would do its work closer to the fall.
- D. Volunteer Appreciation Committee** – Kathy Miller. No report.
- E. Livestock Committee** – Hope Horton reported that the May 2 weigh-in will depend on state limitations. She suggested setting up times to weigh-in and limit the number of people present. There is still an opening for dairy starter, reviewing 2 applications. Lisa Sands asked if the applications had been sent out to leaders for feedback. Interviews have not been conducted yet.
- F. Livestock Auction Committee** – Steve Benham reported nothing new at this time, still going forward.

- G. Livestock Judges Committee** – Hope Horton reported that the committee had reached out to the judges to keep in touch during this situation.
- H. Non-Livestock Committee** – Jen Rice stated they had nothing new at this time.
- I. Non-livestock Auction Committee** – No report.
- J. Non-livestock Judges Committee** – Jen Rice stated judge recommendations were due today and she will follow up.
- K. Fair King and Queen Pageant Committee** – Teri Letts stated there was nothing to report at this time.
- L. Grandstand Events Committee** – Jen Rice stated there was nothing to report at this time.
- M. Membership Committee** – Lisa Sands reported the Committee meeting had to be postponed. Working to reschedule.
- N. Cruise at the Fountain Committee** – Jen Rice reported that the Committee is assuming the event will happen. Fifty vehicles have been registered so far. Waiting to hear more at the stay at home order.
- O. Golf Outing Committee** – Jen stated that the Fair event is set for July 17 but may conflict with another scheduled at the Battle Creek Country Club.
- P. Halloween Camping Committee** – Jen stated that the Halloween event is now scheduled for Oct 9-11. Committee is assuming the event will happen depending on Covid issues.
- Q. Merry Mile Committee** – Jen stated that she had nothing to report.

Events and Community Reports:

- A. 4H Council** – Kathy Fischer reported that the council meetings are held virtually. Looking into changing events to virtual. She recommended that kids at home should check the 4H Facebook page for things to do.
- B. FFA Report** – Lora Finch shared that the Marshall schools are shut down with some virtual connections. Based on the current stay at home orders, the flower sale will happen 2 weeks after the orders expire. She

is hoping the sale goes forward. Still planning on doing the Miracle of Life tent at the fair.

- C. Floral Hall Building – no report.
- D. Houston School – no report.
- E. Maple Grove Church – Jen Rice reported that spring weddings are being re-scheduled. Many are moving to September which is working because the Peddlars event was cancelled. Doug Wildt stated that CCAIS should be looking for a back-up plan if the fair can't be held in August. Should hold a block of time in September. Bill DeSmet suggested keeping September 12 – 19th open as a block.
- F. Fair Museum – no report.

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

Harmony Dawson stated that SW Michigan First has already contacted all organizations which received money from the grants. If the fair has not heard, then we probably were not approved. MAEDA money was only for for-profits. Marshall Community Foundation is waiting to hear from traditional local non-profits before deciding on grants. Harmony asked if CCAIS had event insurance. Lisa Sands stated that she had only talked to CCAIS about concert cancellation insurance.

Kathy Fischer offered kudos to Jen – saying Jen has been a Rockstar, particularly for her work on the fair book and ShoWorks.

Lora Finch offered thanks to volunteers and school superintendents for changing the school start date.

BOARD COMMENTS –

Lisa Sands shared that there would be no concert at the fair this year given the Covid situation. The Board felt there was too much risk.

Hopr Horton asked everyone to be patient as things change and get rescheduled as we comply with the state orders. Lisa agreed, stating there are constant changes.

Bruce Rapp asked about the possibility of getting weekly financials. Bill DeSmet suggested every two weeks.

Doug Wildt asked how the fair was doing on sponsors. He expects the fair will be way off this year. Bill DeSmet agreed and suggested we reconsider who we reach out to.

Teri Letts said someone had inquired about weight and DNA requirements if dates change. Doug stated that we will be making changes as we go. Branch County has lifted all weights.

Bruce Rapp suggested a drop box at the fair office or a mail slot for results or other information. Jen indicated she is checking the office regularly.

Adjournment – There being no further business to come before the meeting, motion made to adjourn the meeting – voice vote, all in favor. The meeting was adjourned at 8:03 pm.

Submitted by Susan Baldwin, Board Secretary