

Calhoun County Agricultural & Industrial Society
Minutes of Board Meeting

October 21, 2020 – In Person and Virtual/Remote Meeting - 7:00 PM

Call to Order

The October 21, 2020 Board meeting was called to order by CCAIS Board President, Bruce Rapp at 7:00 pm through in-person and virtual/remote means. In-person attendance was at the fair office.

Attendance with Roll Call was conducted by Susan Baldwin.

Present: Bruce Rapp, Steve Benham, Bill DeSmet (remote 7:03 pm), Susan Baldwin (remote), Hope Horton, Jim Olds (remote approx. 8:10 pm), Chip Riddle, Lisa Sands, Steve Swafford, Teri Letts, Doug Wildt.

Board Meeting

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

Secretary's Report of the September 16, 2020 minutes was given by Susan Baldwin. An addition to the minutes was made under the Operations Committee report to identify the concrete work done for the granary project. Motion was made by Susan Baldwin, seconded by Steve Benham, to file the minutes as corrected. Unanimous voice vote, all in favor, motion passed.

Treasurer's Report – Bill DeSmet presented the Treasurer's report. He shared the spreadsheet. September net income was \$20,062. The spreadsheet has been updated to add cash balances for the Merry Mile, the Granary project and the Sustain Campaign. The PPP funds have now all been spent for payroll and utilities. Bill will begin working on the loan forgiveness process. Bill and the accountant are still adjusting fees between 2020 and 2021, and working on reconciliations for year end. Finance Committee is meeting next week.

Chip Riddle moved to accept the Treasurer's report, Lisa Sands seconded. Unanimous voice vote, all in favor, motion passed.

Fair Manager Report – Jen Rice provided the Fair Manager report.

Jen reviewed the recent events at the fairgrounds. Halloween was very successful. The costume contest was done on Facebook to be socially distanced. The cornhole

tournament was well attended and netted about \$560. The fair food event made about \$2000 – including \$843 in donations at the exit gate. Crafters event made \$800 and the Vintage Campers event made \$1020.

Winter Storage will be handled over a two week period, with people dropping off vehicles and items to be stored at the grounds, then volunteers moving the items into the buildings to maximize use of the spaces. Should be able to store more items with this arrangement. Cost is \$14 per linear foot.

Public Comment - requested for any agenda items.

None.

Discussion Items and Special Presentations

A. Insurance – Lisa Sands has been working with Jason Cox of Allen Harmon, to prepare a proposal for the fairgrounds. In summary, the proposal would cost \$35,000 in annual premiums. There would be increased coverage on the buildings by about \$2.5 million. \$5000 deductible. Jason is working to see if the premiums can be adjusted since attendance at the grounds was much lower this year due to Covid. 2019 attendance for all various events was approximately 90,000. 2020 will be closer to 20,000 to 30,000. The insurance rates would have to be re-adjusted prior to fair, if there is a fair in 2021. Jason does not recommend going to cash value for coverage rather than replacement cost. Over the last few years, the fair insurance annual premiums have been about \$25,000 but a number of buildings were under-insured. Current coverage ends November 11.

B. Drive Through Voting (Annual Meeting) – Bruce Rapp discussed the idea of using drive through voting at the Annual Meeting in light of Covid. Attendees would be checked in and receive a ballot if they have not already submitted their vote by absentee ballot. Steve Benham is looking into using the fairgrounds PA and radio options for broadcasting the meeting.

C. Tuesday Memberships – Bruce Rapp discussed that some membership applications/payments were not received in the fair post office box by the October 19 deadline. Quite a few memberships were postmarked on Oct 19 but received at the post office box later than the deadline. The Board discussed whether to allow memberships which were received after Oct 19 but postmarked by that date, to vote at the Annual Meeting. Bill DeSmet moved to

not accept any memberships not physically received at the fair office by Oct 19 for purposes of voting at the Annual Meeting. Lisa Sands seconded. A roll call vote was taken. Ayes – Baldwin, DeSmet, Letts, Rapp, Sands. Nays – Benham, Horton, Riddle, Swafford, Wildt. Motion failed for lack of majority (5 - 5.)

Jim Olds joined the meeting remotely at this point.

Bill DeSmet asked if there was a conflict of interest pertaining to the Board members currently up for re-election regarding the issue of accepting late memberships. The Board discussed this briefly, and did not find a conflict.

Doug Wildt moved that any memberships postmarked by October 19, even though received after that date, be accepted for voting at the Annual Meeting. Roll call vote was taken. Ayes – Benham, Horton, Letts, Olds, Rapp, Riddle, Swafford, Wildt. Nays – Baldwin, DeSmet, Sands. Motion passed (8 - 3.)

D. Additional discussion occurred regarding drive-in voting and the process to hold the Annual Meeting in the current Covid situation. The Board discussed parking options, deciding on the infield and track. Steve Benham suggested that the meeting could be broadcast on the PA system and perhaps a short range radio transmitter. Steve Swafford suggested a tent for the Board. Chip Riddle moved to hold the Annual Meeting on the fairgrounds infield with a broadcast system, to provide a tent for the Board members to sit during the meeting, to allow nominations for Board positions from the floor, and to check in and hand out ballots at the entrance to qualified members who have not submitted an absentee ballot. Steve Benham seconded. Voice vote taken – all in favor, motion passed.

Action Items:

A. None

Committee Reports

A. Operations Committee – Bruce Rapp reported on the new roofs that have been completed on several fairgrounds buildings. Still to be done – beef. If there is any insurance money left, the hog barn could be done. Bruce asked who is handling the water blow-out. Jen Rice noted that Scott has stated he does not know how to handle that project. Doug Wildt and Jim Olds discussed the valve – will handle the matter.

- B. Granary Project Committee** – Doug Wildt reported that the floor has been poured. It is hoped that the building would be moved in November. Still need to trim trees in the area.
- C. Bylaws Committee** – Susan Baldwin stated that the ballot for the proposed Bylaws changes will be handed out when members are checked into the meeting at the fairgrounds gate when entering the Annual Meeting.
- D. Nominating Committee** – No report.
- E. Employee Committee** – Bruce Rapp stated no report.
- F. Volunteer Appreciation Committee** – No report.
- G. Livestock Committee** – Hope Horton stated no report.
- H. Livestock Auction Committee** – Steve Benham stated no report.
- I. Livestock Judges Committee** – No report.
- J. Non-Livestock Committee** – Jen Rice stated no report.
- K. Non-livestock Auction Committee** – No report.
- L. Non-livestock Judges Committee** – Jen Rice stated no report.
- M. Fair King and Queen Pageant Committee** – No report.
- N. Grandstand Events Committee** – Jen Rice stated the Committee has been meeting to discuss ideas for 2021. Will be taking proposals to the Finance Committee.
- O. Membership Committee** – Lisa Sands reported that membership numbers have been coming in much higher than last year. There were 263 members in 2019. So far, 513 membership applications received this year. Expects around 600 members.
- P. Cruise at the Fountain Committee** – Jen Rice stated no report.
- Q. Golf Outing Committee** – Jen stated no report.
- R. Halloween Camping Committee** – Jen stated no additional report.

- S. Merry Mile Committee** – Harmony Dawson proposed a \$15,000 budget for the event this year. First \$10,000 would go toward preparations for next year’s Merry Mile. Harmony asked about the status of several grants and if anything applied to the Merry Mile. Jen clarified the grants. There was discussion regarding responsibility for utilities costs. Harmony noted that the Farmer’s Market is in Floral Hall but is not charged for utilities. She recommended coordinating with the Marshall holiday parade. The parade floats could remain at the fairgrounds after the parade. Harmony contacted the Battle Creek Chamber of Commerce – Billy Beers indicated that they would promote the Merry Mile – could do an email blast for \$60, and the fair can buy the chamber member list. The Committee is still looking for donors, wants to look into donors who usually support the fair.

Hope Horton moved to set a Merry Mile budget of \$15,000 for this year to be made up from sponsorships and grants, and further moved that the first \$10,000 earned by the Merry Mile event this year be held back for Merry Mile to use in 2021, and further moved to put the funds in a restricted account. Voice vote was taken – all in favor. Motion passed.

Events and Community Reports:

- A.** 4H Council – Kathy Fischer provided the 4-H update: 4-H is still using a virtual format. A new activity kit is going out next week. A virtual escape room is in development. The 4-H Council is working on a display for Merry Mile. Still wrapping up results from 2019-2020. Participation fees for 2020-2021 are waived. She recommends that people follow 4-H on the Facebook page.
- B.** FFA Report – no report.
- C.** Floral Hall Building – no report.
- D.** Houston School – no report.
- E.** Maple Grove Church – no report.
- F.** Fair Museum – no report.

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

Kathy Miller commented on office hours. She has been handling the office and has been there regularly.

Harmony Dawson thanked the Board members who have donated to the Merry Mile.

BOARD COMMENTS –

Hope Horton thanked the people who participated at and attended the Crafters, Cornhole and Fair Food events. She would like to have the Secretary and Finance reports earlier prior to the Board meeting.

Jim Olds wondered if any fences would need to be moved for the Annual Meeting.

Teri Letts asked if the Board should have a sponsorship committee. Such a committee could support Jen.

Steve Swafford noted that we should be working on 2021 fair sponsorships now.

Adjournment – There being no further business to come before the meeting, motion made by Lisa Sands, seconded by Teri Letts, to adjourn the meeting – voice vote, all in favor. The meeting was adjourned at 8:56 pm.

Submitted by Susan Baldwin, Board Secretary