

# Northwestern Michigan Fair

## Board of Directors Meeting

### April 11, 2024

1. **Call to Order:** Meeting called to order by Joe Hubbell at 7:00 pm.
2. **Pledge of Allegiance:** Led by Frank Guerin.
3. **Roll Call:** By Tom Looks
  - a. **Board Members Present:** Al Henning, Carolyne Woodhams, Clarissa Johnston, Cody Foster, Erika Sprenger, Frank Guerin, Jill Duell, Joe Hubbell, Karen Zenner, Laurie Ashley, Milt Lewis, Molly Caminata, Sonya Youker, Tom Looks
  - b. **Board Members Absent:** Tammara Sanchez
  - c. **Visitors Present:** Duke Elsner, Sherri Forton, Nikki Brown, Keri Bancroft, Greg Bancroft, Patrick McCarry, Robin Gildner, Ben Walker, Kathy Easter
4. **Review Agenda**
  - a. **Motion 4.11.24.1:** M. Lewis/A. Henning made a motion to approve April 11, 2024 Agenda as amended. **Motion passed unanimously.**
5. **Correspondence:** No correspondence.
6. **President's Report:** 114 days until fair.
7. **Treasurer's Report:** Tom shared the treasurer's report.
8. **Presentation & Approval of Meeting Minutes:**
  - a. **Motion 4.11.24.2:** A. Henning/C. Woodhams made a motion to approve minutes from March 14, 2024 meeting as written. **Motion passed unanimously.**
9. **Public Comment:** Duke Elsner: His wife passed away and he is now looking for a new assistant superintendent. He would like to ask for a new display cooler for the Tanner building. He will send an official letter at a later date.
10. **New Business:**
  - a. Carolyne:
    - i. Reviewed proposals for updates/changes to the following policies:
      1. Fair Week Responsibilities
      2. Budget Spending
      3. Petty Cash
      4. Purchase Order
      5. Credit Card and Charge Account
      6. All Board Meeting votes to be made by Written Vote
      7. Dogs on the Grounds
      8. Accounting/Books

Policy updates/changes will be revisited at a later date.

- ii. Reviewed By-Law Changes for board approval and submitted to Tom for the Annual Meeting. By-Law Changes are for the following:
  1. Article II Sec. (2)
  2. Article IV Sec. (4)
  3. Article IV Sec. (8)
  4. Article V Sec. (3)
  5. Article VIII Sec. (3)

By-Law changes will be revisited at a later date and are to be voted on by the membership at the Annual Meeting.

- b. Tom Looks:
  - i. Have been in contact with Spectrum Business Internet, we are approved for construction/install. The cost to us would be approximately \$100 for the installation, internet service per month is \$80, phones are \$20. Both have a promotional discount attached. No discount for internet is \$130/month, phones are \$50/month. We would stick with 186 Networks for phone service. We are going to look for our own wireless router that will work with our directional antennas. We are set to add the grandstand building with this construction and can add the maintenance barn in the future if we need to.
- c. Karen Zenner:
  - i. AED has been returned to the grounds. It would be good to place it out and make others aware that it is on the grounds. It would be nice to add a second one on the other end of the grounds for fair week.
  - ii. Joe will reach out to a contact to set up a BLS course for Fair Board directors, Livestock Council members.
  - iii. Carolyne is running in a marathon in Berlin supporting the charity, Every Grandma Counts, are we able to donate money for her cause? **Motion 4.11.24.3:** K. Zenner/J. Duell made a motion to donate \$500 for Carolyne to run in the Berlin Marathon supporting the charity Every Grandma Counts. **Motion passed unanimously.**

**11. 4H Livestock Council:**

- a. Keri Bancroft – Preliminary 4H registration numbers are 98 Large Beef, 5 Large Dairy Beef, 43 Dairy Feeders, 101 Jr Beef, 75 Lambs, 64 Goats, Poultry pens: 7 Cornish, 1 Geese, 34 Meat, 2 Ducks, 27 Production, 12 Turkeys, 45 Rabbit pens, Alpaca/Llama 8, Cavy 6, 25 Dogs, 30 Horse, 182 Swine. Will be working with AI for show scheduling.

**12. Unfinished Business:**

- a. Frank
  - i. The bleacher project is moving forward, we need to have a motion in the minutes for the bank. **Motion 4.11.24.4:** F. Guerin/C. Johnston made the motion that the Northwestern Michigan Fair Association enters into a construction loan agreement in the amount of \$660,000.00 USD from Independent Bank in accordance with the Commitment Letter dated February 7, 2024. Additionally, the Executive Board of the Northwestern Michigan Fair Association Board of Directors be authorized to sign any and all documents relating to this construction loan between the Northwestern Michigan Fair Association and Independent Bank. The Northwestern Michigan Fair Association Board of Directors Executive Board consists of the following people: Joe Hubbell, Executive President; Frank Guerin, Executive Vice President; Karen Zenner, 2<sup>nd</sup> Vice President; Tammara Sanchez, Treasurer; Thomas Looks; Secretary. **Motion passed unanimously.**

**13. Committee Reports:**

- a. Frank – Reviewed vendors for fair. Radios and tents are in process. Frank is working with 4Hers to get the horse stalls put up at the work bee.
- b. Molly – Bingo contact will update when license arrives.
- c. Karen – Nothing
- d. Jill – Reviewed vendors for Kids' Day.

- e. Laurie – 80% complete with premium book. Just need to get the ShoWorks numbers. Expect the book to be done by the end of the month. Animal registration deadlines July 1 and non-animal 12<sup>th</sup> of July. Haven't heard back from MDARD regarding the grant yet. The person building the quilt rack has looked at the space in the Heim Building.
- f. Al – The Avian flu is staying away from us so far. The flu in Bovine is still TBD. Regarding the animal abuse at fair last year, Al shared a message he received from Autumn from the MSU committee working on preventing animal abuse. Many fairs are having issues getting judges and that includes us. We may need to review our policies on hiring judges.
- g. Sonya – All good getting camping registration.
- h. Erika – Nothing.
- i. Clarissa – Parade season is starting soon. Reviewing the summer schedule with our fair queen.
- j. Milt – Had someone with a relic that we may want to add to the museum from 1887. Gets sponsors to Milt for the website. Winter storage pulling out campers for the next 3 Sundays.
- k. Carolyne – Reviewed sponsors as of 4/9/24. Shared wood plaques made by Charlie Browne. They are \$20 each, would like to do these for our sponsors.
- l. Cody – Sending out a group text for entertainment committee for a meeting.
- m. Tom – ShoWorks 2024 has been activated and installed on a virtual machine running Windows 11 on Microsoft Azure. We have a trial subscription of 750 hours, \$200 or 30 days. The database from 2023 has been migrated to the 2024 database with the exceptions of the entries. A link to the virtual machine has been placed on the office desktop. One person at a time can use the virtual machine, this should be sufficient for our current needs. We used only 1 computer for the last few years. Working on trying to get sponsors for banners. Also was approached about a sponsorship for dust control. How many gallons were used in previous years? 10,000ish gallons for fair week only. 3500 gallons minimum for additional treatments during the summer. We can pay for the smaller amounts in combination with the sponsorship.
- n. Joe – Molon was here doing dirt work. The dirt area does include the area for the light poles. We will be adding fabric and stone to eliminate some mowing. We did receive preliminary prints but need a few changes. Working on getting power restored to the fuel tanks. Looking at turning the water on during the last week of April. Bleachers will be here the first part of June. Molon Asphalt would like to come in during the first part of May to edge the asphalt and then seal it. Elmer's would like to come back for their company party again this year. They would like to use our grandstands this year.

14. **Adjournment:**

- a. **Motion 4.11.24.5:** S. Youker/A. Henning made motion to adjourn at 8:23 pm. **Motion passed unanimously.**