

NWMT Fair Board (FB) meeting minutes: March 2, 2010

Members in Attendance: Susan Munsinger, Joy Struble, Butch Woolard (chair)

Interim Manager (IM) / Secretary: Ted Dykstra Jr

Public in attendance that signed in: (Numerous. Sign-in sheet on file at Fair office.)

Call to order: 600pm

Agenda: Motion to remove Rodeo committee report from old business and remove Turf Club from Guests and old business. Passed. Agenda accepted.

Minutes: Typo correction on last paragraph in statement by Paul "Tell them I quite" should be "I quit". Passed. Minutes accepted

Public comments: Chair explained that the board can only listen during public comment and can not respond with answers. If anyone wanted any type of answers that they would need to get on the next agenda under "guest" where board could speak to their concerns. (Per Roberts Rules of Order) Several members of public rose and spoke during time allotted. Chair made three calls for any more Public comment and closed Public comment.

Managers report:

Financial packet was included as a handout to FB. IM explained that due to lack of proper inputting over last year, only ½ of information was on the report. Full financial report to be given out at next meeting. Rental and storage: IM has signed just over \$15,000 in agreements to rent buildings and for public to hold their events on the grounds. IM found where some events had been duplicated or double booked. IM negotiated new dates to keep all events. IM has initiated an on-line calendar for all employees who would handle booking events to have an up to date booking calendar at all times. Entertainment: We have firmed up the Oak Ridge Boys and possibly MercyMe as our concerts for this year. On line ticketing is almost complete. County has been converting some departments from one virtual merchant company to another. We are on hold until we know what company we need to use on line so money goes into right account. Staffing: Staff has been working great. Looking at increasing hours or bringing on an additional part time employee to aid us. Currently IM feels that we are a couple months behind due to lack of guidance for staff over last couple of months. IM explained that all employees were evaluated and letters inserted into their files as to their good attitudes and conduct. RMAF spring business meetings will be in Sandpoint ID this year. Chair and IM will be attending. IM made a suggestion that FB look at eliminating the gate fee for entering the grounds to eliminate cash handling issues and to make the event more accessible to more individuals. IM then suggested that in order to offset this type of revenue loss FB may need to look at charging a \$3 entry fee per exhibit entry. Some departments are already charging, so not a change for some departments. Also

suggested a “Thank you” board for the Fat Stock sale buyers with banners being hung each year. Suggested revamping the sale ring with an outer ring for the smaller animals and exhibitors to be seen. Suggestion that the entire 4H and FFA depts. be turned over to 4H. They would run the show and hire their own judges and superintendants, order their own ribbons ect. FB would just write a check to them. Open classes would remain the same with fair office staff oversight and control. IM then delegated jobs for FB members for up coming fair to help staff get back on track. Susan M to oversee food vendors and cash registers. Joy S to work on Premium book, ads, marketing, sponsorships. Chair to work with Rodeo and Acts. IM asked for any questions. Chair had concern about doing away with the gate fee. IM explained we are not moving forward with that, just opening research on it. Joy S had concern of what are the numbers of revenue lost if we dropped the gate fee. IM explained that books only show a deposit for gate receipts for \$778. Which is what Jay had turned in to deposit. We paid out \$13,466 for staffing the gates and extra office help during the fair. IM suggested FB have a workshop to discuss gate fees / entry fees for future fairs by itself. It was agreed. Susan M addressed past concern on electric power issue. IM said he was getting bids to repair and update power outlets for concessioners and would move forward with repairs.

Committee reports:

Susan M: working on concessioners contracts, getting them updated. Also working on bids on cash register purchase in bulk.

Joy S: Issues with trying to get more info on Elvis impersonator, so dropping that idea. Have questions on the Fair book. Working with Cheryl on advertising, contracts, and layout. Working on the stall ads. Consistent, proper ad structure desired.

Old business:

Rental contracts. IM stated that some of the rental contracts are missing details such as contact info and need to restructure and made uniform. Pricing will be the same as last year. IM working with county IT with getting our calendar on line so public could view. Should be ready by next meeting.

Roller Derby: Discussion on rate to charge. They will only be using ½ the building for 2 hours each of 3 nights a week. Suggestion of charging \$37.50 for now. Motion and second to charge \$37.50 per hour for Flathead Valley Roller Derby to use Trade Center for Roller Derby. Lisa Pooler stated they would come in early to sweep and clean. Chair added that it would be on a 3 week trial basis. Motion amended to begin the agreement after the FVRD insurance has been filed. FVRD to do all cleanup. Passed.

Parking lots: Need gravel or reclaimed asphalt around Trade Center for cleaner parking. Chair will look into getting more to fill holes.

Doors: IM explained that we have a bad need of replacing doors on some of the buildings. Some are beyond rebuilding and must be replaced. Have a bid on grandstand main hall doors at \$18,800 for steel doors. Will put into next years budget to replace.

Cash registers: Bids are coming in. IM explained audit requested we have them in all food booths and at gates. FB agreed.

Food Vendor audits: Auditor suggestion to do random audits as to food vendor tills during fair. FB agreed this would be a good idea to do to help clear up issue from audit and also help vendors match their books.

Volunteer help: Some 4H clubs have asked if they can do some repairs on their barns. Paint, cleaning, replacing some boards, ect. We now have 4H insurance policy that they can do this under club and adult supervision on site. Policies from 4H and MSU Extension office on file in FB office.

Studs on grounds: FB not sure that they want studs on the grounds due to barn housing issues and public safety. Only be allowed if we can find safe housing during fair. Otherwise showing day only and removed at night.

(Chair allowed comments from audience) 1. It would be nice to have a contact list or email list published so questions and concerns could be addressed to FB. (IM will get website updated with email list.) 2. Are vegetables going to be charged per vegetable for an entry? She would rather pay the \$5 gate fee than to pay per entry. IM restated that the FB had not made a decision on entry fees yet. When asked by audience IM restated that he had stepped down with a leave of absence from FB until new manager is hired. (letter on file with HR) 3. Could each 4H club adopt a barn to have the parents who are out of work do some repairs on "their" barn? IM restated that is the direction FB wants to go until the barns can be replaced. 4. When would "running the show" be turned over to 4H? IM explained we are looking at doing this in 2011. FB would like to write a total check to 4H so they can line up Supers, judges, ribbons, entries, ect. 5. Does FB have someone who will run the large livestock barn like Paul did? IM stated the FB is working on that and has met with 4H on that to begin talks.

Announcements: none from chair.

Adjourned at 720pm

Respectfully submitted by Secretary / IM

Approved by Chair: _____