



# Saginaw County Agricultural Society

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Saginaw County Agricultural Society

Executive Committee Meeting

April 11, 2019

The meeting was called to order at 6:05 pm by Copes.

**Present:** Patti Copes, Howard Ebenhoeh, Sara Engelhardt, Beverly Newton, Lana Robinette

- Employee Management

- Discussion about moving to a billable hours timesheet so that we can see how much time is spent on particular jobs. If jobs show significant time invested, then we may consider hiring that job out at a later date.
- Need to have someone act as a human resources department: post required notices, keep up with new regulations
- Should employee get overtime? Should employee be paid for meetings that he is required to attend over and above the 20 hour work week? When is he a volunteer and when is he an employee?
- Need to create a new employee management committee. Will ask the full board.
- Discussion about summer hours. Currently office hours are 10-3 Mon-Thu. Some customers have requested an evening. Suggestion is 10-1 on Mon-Thu and 12-6 Fri. That is 18 hours with 2 additional flex hours to be used for meetings or work time with the office closed.
- Website needs work. Has been in progress since December.

- Internal Controls

- Lana will collect a list of passwords to accounts and will put it in the safe.
- Back-ups: Lana's computer backs up automatically to a flash drive when she works on it. Showworks computer is backed up to the Dropbox on a regular basis. Not sure if/when Tim's computer is backed up. All computers need to be backed up to Dropbox. Lana and Bev will work on this.
- Some contracts and grant documents are hard to find. Need to scan them and keep copies as PDFs on the Dropbox. Hard copies should be kept in a binder.
- Security cameras – Lana says they do video and can be seen from a monitor in her office. We cannot access any recordings due to password protection. Howard will call Brett Russell about the password.
- New director training – need to work on this and have in place by November.
- Advice from Ken Berthiaume and Cinda Karlick on internal controls is to form a committee, create internal controls, and have them reviewed. Will ask for committee volunteers at the full board meeting.

- Reflection on meeting with Hoerner's
  - Lana has paid 1 grandstand deposit of \$1000 and will pay another to the rodeo soon.
  - Tim is currently running a daily summary report that shows receipts. Could this be used instead of a point of sale?

Meeting adjourned at 6:55pm.

Respectfully submitted,

Sara Engelhardt  
Secretary

APPROVED