



Saginaw County Agricultural Society

PO Box 449 • Chesaning MI 48616 • 11350 Peet Rd • 989.845.2143 • Fax 989.845.2682

www.SaginawCountyFair.org • SaginawFair@Yahoo.com

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Saginaw County Agricultural Society

Regular Monthly Meeting

June 13, 2019

The meeting was called to order at 7:00 pm by Copes. The Pledge of Allegiance was recited and roll was called.

Present: Jim Askins, Letitia Birchmeier, Dick Borm, Patti Copes, Howard Ebenhoeh, Sara Engelhardt, Donna Felton, Eric Frahm, Rosie Garcia, David LeCureux, Beverly Newton, Valerie Newton, Lana Robinette, Pennie Tomac, Keith Valentine

Absent: none

Guests: Dan Copes, Bob Corrin, Raelynn Lucio, Tracy Maike, Francis Sloan, Sandy Sloan

Public Comment:

Tracy Maike asked if students from Chesaning High School could again use space in the hog barn to build their homecoming floats in September. Homecoming is October 18. Motion by Garcia and supported by Borm to grant permission. Motion passed.

Special Presentation: The Chesaning High School Media Club, represented by student RayLynn Lucio and faculty advisor Tracy Maike showed the student-created commercial. The advertising committee contracted the club to create the commercial to be shown on Charter. Motion by Garcia and supported by Felton to use the commercial after the rodeo company's name is changed to Lost Nations. Motion passed.

Additions to the Agenda: Garcia asked to add air conditioner for ticket booth under new business. Borm asked to discuss a request for early release of an exhibit in his department. It was recommended that the superintendents make those decisions.

Secretary's Report:

Minutes of the May 9 regular meeting and June 5 executive meeting were presented. Motion by Garcia and supported by B. Newton to accept the reports. Motion passed.

Treasurer's Report:

Robinette presented a Statement of Activity for 5/19 and Statement of Financial Position as of 5/31/19 prepared by Hoerner's Accounting.

Robinette stated that she has begun meetings with Ryan Hoerner to learn how to put receipts into Quickbooks and pay bills. The goal is for our treasurer's office to be inputting all data by June 1.

Copes asked about dump station funds. She recommended that we keep a close eye on it and make sure that we are charging enough. In the future a key could be added to ensure that people are paying.

Motion by Felton and supported by Garcia to receive and file the treasurer's report. Motion passed.

Committee Reports:

Buildings and Grounds –LeCureux presented a written report. A cement pad is needed at the bottom of the wheelchair ramp to the new bleachers. Additional cement may be needed in the livestock areas in order to meet the 5 yard minimum order. LeCureux had a quote for \$350 plus \$114 per yard. Motion by V. Newton and supported by Garcia to pour cement for the wheelchair ramp pad. Additional cement will be paid for by the junior livestock department. Motion passed. B. Newton reported that designated playground funds have been released for other uses.

Discussion was held regarding a work day to put castors on showcases in the exhibit hall. July 13 was suggested, but because the tractor will be used during the horse show it was suggested to move to July 14 at 10:30 am.

Teri Symons wants to add on to the memorial garden near the office to include a path to the gazebo. This project would happen after fair. Concern was expressed about spring clean-up in the area. Motion by Birchmeier and supported by Garcia to extend the garden. Motion passed.

Horse Department – Copes presented a written report. Motion by Frahm and supported by Felton to amend the budget to allow for the purchase of sound equipment with Horse department funds. Motion passed.

Livestock Department – Tomac reported that poultry coming to fair was to have a pullorum test, but the supply of testing materials is limited. There may be a need for a tent during fair for lambs due to the large increase in hog entries. This may also mean the need to rent pens. Motion by Ebenhoeh and supported by Garcia to allow the committee the discretion to spend up to \$1500 on a tent and pens. Motion passed. There is \$1500 for rabbit/poultry/goat to spend on fans.

Camping – A written report was provided.

Technology – A written report was provided.

Vendors – A written report was provided.

Office Manager – No report available.

SVAA Report: Ebenhoeh reported that Harvest Banquet and gun raffle tickets are now available. An additional \$10,000 is being given to the Ag Society to offset bleacher project costs that came in over budget.

Partnership – Copes reported that first reminder letters were sent out. Current total is \$17,350. Copes will meet with F. Sloan to discuss in-kind donations.

President's Report:

- On behalf of the Internal Controls committee, policies regarding Lending/Renting SCAS Owned property and Credit/Debit Cards were presented. Motion by Frahm and supported by Borm to approve the Lending/Renting SCAS Owned Property policy. Motion passed. Motion by Frahm and supported by Felton to approve the Credit/Debit Card policy. Motion passed.



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- Copes reported that the USDA had had some follow-up questions regarding our most recent quarterly report. The executive committee met with Ryan Hoerner to respond. USDA is also asking about the audit. Hoerner's will not be ready to turn over documents by the end of June, as previously estimated. B. Newton will call Ken Berthiaume to get a letter of engagement. We will plan to begin the audit mid/late August.
- Copes reported that Rosencrans had been working on his personal computer when we hired him. She recalls that we purchased that computer from him so that he could use it in the office, but nothing has been found in the minutes to verify that. He is again using a computer that belongs to him. He has been asked to move all Fair files to a Fair-owned computer. Rosencrans has stated that all Fair files are on the Dropbox and a list of passwords is in the treasurer's safe. Motion by V. Newton and supported by Borm to purchase a new computer for the office manager to use at his workstation if the budget allows for it. Motion passed. Original budget was \$1,000. Executive committee will meet again on Wednesday, June 19 at 6:30.
- The floor in the meeting room and hall has been cleaned with an oscillating machine and now needs to be polished and sealed to repair it. Copes presented a quote from American Maintenance & Cleaning to strip and polish the meeting room, kitchen, and hallway for \$880. Bathrooms would be another \$330. They would not quote the showers. F. Sloan may have another company.
- Discussion was held regarding the regular cleaning of the office, kitchen, and bathrooms. Community Ties sometimes comes and does some cleaning. Frahm suggested that rental costs should cover cleaning. General agreement was to allow the rental committee to review cleaning fees and adjust rental fees as needed to cover the costs.
- Eating is to be done in the meeting room, not in the office.
- V. Newton will review literature we have received about the Gold Ribbon program at the State Fair.

The board went into closed session to discuss the Volunteer of the Year and the annual employee evaluation.

Unfinished Business:

- Bleacher project is finished. An invoice needs to be sent to SVAA. Old bleachers have been removed. Copes is working with Teresa Crook of the SVAA to complete the final report for MDARD.
- The technology committee requested that the board consider adding a 3% fee to credit card transactions to help cover costs that we incur from the processing companies. Motion by Garcia and supported by V. Newton to add a 3% processing fee to all credit and debit card purchases beginning July 2, 2019.
- The re-issue check fee of \$3 was discussed. Tomac reported that was implemented many years ago. It was agreed that it needs to be printed in the premium book and printed on or with the premium checks.

New Business:

- Applications for membership to the Ag Society have been received from John VanHaaren, Patricia VanHaaren, and Tracy Maike (pending payment). Motion by Frahm and supported by V. Newton to accept them as new members. Motion passed.
- Garcia requested a new air conditioner for the ticket booth, as the current one is not strong enough. She is seeking quotes. V. Newton reported that she may have a portable one to donate.
- LaVerne Spolarich has a name to add to the memorial wall. Dan Hauman has done the work in the past.

Correspondence: A letter of resignation from Dave LeCureux was read. Motion by Frahm and supported by Valentine to accept his resignation. Motion passed.

Directors' Comments:

Robinette stated that she believes Quickbooks will be good down the road.

Borm reported that Dave Mackey will not be bringing the display of toy tractors to the Fair this year.

Felton asked about membership renewals. Those do not come before the board, only new applications. She also reported that she has a 1919 trophy to donate.

B. Newton reported that Teresa Kayden needs paint for the junior livestock department. It will be paid for with funds from their account.

Ebenhoeh is hopeful about the future.

LeCureux thanked the board for their support.

Engelhardt reported that she will be sending a newsletter soon.

Copes reported that we need help with trash on all mornings. She asked superintendents to help. Engelhardt stated that she will help empty cans in the exhibit hall at night. Discussion was held regarding which type of dumpsters we should order. LeCureux stated that donated trash barrels still need to be picked up at a business on M-13.

Public Comment:

Koski reported that the county EOC wants to maintain/use one of our sirens and we would still be allowed to use it during Fair. Approved by consensus.

There was a break in the water line last Friday afternoon. F. Sloan and LeCureux helped to remedy the situation with hoses. Mike Hedrich replaced a valve to repair it. That makes 3 that have been replaced recently.

Motion by Askins to adjourn. Motion passed. Meeting adjourned at 9:40 pm.

Respectfully submitted,



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Sara Engelhardt
Secretary

APPROVED