



Saginaw County Agricultural Society

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

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Saginaw County Agricultural Society

Regular Monthly Meeting

May 9, 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, David LeCureux, Beverly Newton, Valerie Newton (late), Lana Robinette, Pennie Tomac, Keith Valentine

Absent: Rosie Garcia

Guests: Ed Bruckman, Dan Copes, Bob Corrin, Eric Frahm, Ryan Hoerner, Beth Ann Miller, Brian Mitchell, Tim Rosencrans, Francis Sloan, Sandy Sloan

Special Presentation: Ryan Hoerner of Hoerner & Associates gave an update on progress with accounting. He has been moving our current treasurer's books from Quicken to Quickbooks with the goal of providing more meaningful monthly reports. He is also rebuilding last year's records in Quickbooks in preparation for an audit and has 6 months complete. Hoerner's currently has Quickbooks at their office and Robinette is still using Quicken. Ryan recommends having Quickbooks here and giving his office remote access into the program when needed. Felton asked for pricing on full outsourcing of all treasurer's duties, including bill paying. Ebenhoeh asked about the procedure for paying and approving bills at board meetings. Copes suggested and appropriations motion to allow payment of regular utilities. Ryan suggested updating current procedures and making improvements if needed. Tomac stated there are procedures outlined in the treasurer's protocol in the binder. Ryan did send a quarterly report to USDA. Current tax return is on extension filed by McDonald & Associates. February 15 was the deadline. Hoerner's will file that return. Hoerner's has taken over payroll. Frahm asked about invoices and receipting. Ryan said deposits need work. Robinette will learn how to generate invoices. F. Sloan commented that the budget sets guidelines for spending money. Motion by Felton to have Hoerner & Associates perform all treasurer's duties for one year. Motion recinded. Motion by Felton to have Hoerner & Associates perform all treasurer's duties for six months. Motion died for lack of support. Tomac commented that she believes there will not be room in the budget for that level of service. Robinette reported that Hoerner's has sent the first bill: \$500 to set up Quickbooks, \$600 for October and November data, \$540 for meetings. V. Newton suggested that a second board member be trained in Quickbooks.

Motion by Borm and supported by Birchmeier to begin using Quickbooks in the treasurer's office June 1 with Hoerner's able to remote-access as needed. Motion passed.

Copes reported that the Advertising Committee hired Chesaning High School Media Club to create a commercial for Charter. They are unable to attend tonight's meeting, but will show the video at the June meeting.

Public Comment:

F. Sloan wants the board to work together.

D. Copes encouraged open-mindedness as the board fills vacancies now and in the future.

Additions to the Agenda: Copes asked that the dog department and Eagle Scout project be added under new business.

Board Vacancy:

Dan Copes and Sandy Sloan agreed to be tellers for the election. Applications have been received from Terry Henne and Eric Frahm. Beth Ann Miller expressed interest verbally from the audience. B. Newton reported that Ryan Luft was interested but was unable to submit an application electronically.

Tomac suggested casting secret ballots, then taking the top 2 candidates to a final round of voting.

Anonymous ballots were cast. Tellers reported that the voting was unanimously in favor of Eric Frahm to complete the term vacated by Ed Bruckman.

Motion by V. Newton and supported by Felton to destroy the ballots. Motion passed.

Secretary's Report:

Minutes of the April 11 regular meeting and April 11 executive meeting were presented. Copes made a correction to executive meeting minutes: removal of "manage employee."

Motion by Birchmeier and supported by B. Newton to accept the reports with corrections. Motion passed.

Treasurer's Report:

Robinette presented a written report in addition to Statement of Activity for 5/19, Profit & Loss by Class report for 10/1/18 – 4/30/19, and Statement of Financial Position as of 4/30/19 prepared by Hoerner's Accounting.

Robinette stated that if the next 6 quarterly reports to USDA are filed and approved on time, then only annual reports would need to be filed. A suggestion was made to re-designate the playground and dairy donation funds. Suggestion was also made to work on landscaping at the electronic gate entrance.

Motion by B. Newton and supported by Borm to receive and file the treasurer's report. Motion passed.

Copes stated that she is concerned about the bills and is unclear about what she should approve or not approve. Within the last month she approved a \$862 bill for batteries for the floor cleaner and a \$1,000 bill for t-shirts. Robinette stated that she has been told to pay bills if funds are allocated in the budget. Solution was suggested: Copes approves payment of the bill, Robinette cuts the check, and Copes compares the check



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to the payment order. The process will need to be considered by the Internal Controls Committee within separation of duties.

Committee Reports:

Buildings and Grounds –LeCureux presented a written report. In addition, LeCureux reported that the water wells have been checked. West well is pumping at 100 gal/min. East well is pumping at 50 gal/min to the barns. Front well that is connected to the dog barn and new horse barn could be tied to the east well to boost it to 75. Estimate of \$1200 from Birkmeier Well Drilling. Motion by B. Newton and supported by Felton to accept the quote from Birkmeier for the well work.

Also, Ron Schultz wants to talk to camping chair about Gate 10. There is still a need for a chair of trash collection.

Motion by Birchmeier and supported by Felton to approve purchase of Round-Up and weed killer as described in #8 of written report (\$170 and \$131). Motion passed.

F. Sloan had checked on dumpsters. B. Newton has quotes for the same price as last year.

Copes asked that the water to the horse department be turned on.

Horse Department – Copes presented a written report.

Dog Department – Copes presented a written report.

Livestock Department – Written report was provided.

Camping – Birchmeier reported that it is going well.

Vendors – Birchmeier reported that it is going well.

Entertainment – V. Newton reported that we are in need of a stage for the concert as Elsie's is not available. Beth Ann Miller offered to check with Ashley.

Internal Controls – Meeting moved to 5:30 on Monday.

Office Manager –Rosencrans provided a written report. Motion by Birchmeier and supported by Felton to give the senior center up to 25 weekday (Tues-Thur) admission only passes in exchange for a donation of a showcase. Motion passed. Discussion about a beer and wine tent during Gypsy Goddess Festival. Festival organizer will need to have license, insurance, and security.

SVAA Report: Ebenhoeh reported that funds for the bleachers were transferred. Borm is investigating the purchase of memorial benches. Next meeting is June 6.

Partnership – Copes reported that \$12,500 has been received. Some new sponsors have joined. Second notice usually goes out in June.

President's Report:

- Quarterly report to USDA is done.

- Terry Henne has contacted Denno's about the TV and recliner for the giveaway. Motion by B. Newton and supported by Valentine to purchase the TV from Denno's for \$500 if they will donate the recliner. Motion passed.
- All board members are asked to be thinking of names for the Volunteer of the Year so that it can be decided at the June meeting.
- Grounds clean-up and landscaping day on May 17 at 6:00 pm.
- Copes requested that she be brought into and updated about events and work taking place on the grounds.
- As money comes into the office, checks should be immediately stamped "for deposit only" and slid into the treasurer's office each night.
- We are currently missing a key to the treasurer's office, and it needs to be turned in immediately. Motion by Felton to change the lock on the treasurer's office door. Bruckman stated that he turned his key in and that there is a list of the keys that were made in the President's desk. Copes requested that Rosencrans turn over the key that he uses to her.

Unfinished Business:

- Bleacher project update – is near completion.
- Audit – Hoerner's is working with Ken Berthiaume to prepare documents for the audit.

New Business:

- Several memorial plaques in the office meeting room and leaves on the donation board near the gate need updating.
- Dog department would like to fundraise and would like the treasurer to reimburse families who need financial assistance for vaccines. Board recommends that it be handled by individual clubs.
- Zev Bales, exhibitor, would like to do his Eagle Scout project here at the fairgrounds and is looking for ideas.

Correspondence: Linda Dorr has requested support for the Walk for Hope. Motion by Frahm and supported by Tomac to donate \$200 as we have done in the past. Motion passed.

Directors' Comments:

Robinette asked if Facebook messages to superintendents could be forwarded to them.

Borm reported the passing of Ag Society member Alice Rex.

Ebenhoeh extended an invitation to the scholarship dinner at Horizon Conference Center. Copes said she plans to attend.

Felton asked about her son's membership renewal that was recently sent in. He was a member in the past, and she thought he was a life member. V. Newton recommended checking records.



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Public Comment:

F. Sloan reported that he has taken care of updating the sign by the gate. Dust control bid is the same as last year. Past practice has been to buy Bernie Coonrod a \$50 gift card and send him a thank you for mowing. Motion by Valentine and supported by Askins to purchase a \$50 gift card to Showboat. Motion passed.

Motion by Askins and supported by Valentine to adjourn. Motion passed. Meeting adjourned at 9:45 pm.

Respectfully submitted,

Sara Engelhardt
Secretary

APPROVED