



MINUTES OF MEETING

COMMITTEE: Oneida County Fair Planning Team

PLACE: UW-Extension Conference Room, Lower Level, Airport Terminal
3375 Airport Road, Rhinelander, WI 54501

DATE: November 12, 2013

TIME: 5:30 pm

Committee Members Present: Craig Mandli, Nancy Gehrig, Tom Peterson, Jim Perlberg, Jean Platek, Lynn Feldman, Lisa Kuczmarski (via phone).

Excused: Greg Berard, Leroy Eades, Sue Glentz.

Absent: Eric Britton, Toni Schickert, Denise Rheaume-Brand.

Others Present: Theresa Seabloom, Terri Angell, Kathy Silbernagel, Erica Brewster, Kim Swisher.

MINUTES:

1. **Call to Order and President's Announcements:** The meeting was called to order at 6:05 pm by Craig Mandli. The meeting was properly noticed and the facility is handicap accessible. There were no president's announcements. The Fair Mission Statement was read by Nancy
2. **Approve Agenda for Today's Meeting:** The agenda was approved by Tom, seconded by Jean. Motion carried.
3. **Approve Minutes of October 8, 2013:** A motion was made to approve the minutes of October 8 by Jim, seconded by Nancy. Motion carried.
4. **Financial Update:** Erica gave a report on her meeting with the County Board to request funding for a paid part-time position for the Fair coordinator. The County Board passed and approved a yearly wage of \$14,372.00 to support a part-time Fair coordinator. Nancy agreed to coordinate the 2014 Fair with the assistance of Kim Swisher as they share the time and work needed for a successful 2014 Fair.
A list of the itemized bills was presented to the committee for approval: \$222.64 to McNaughton Camp, \$510.00 for 2014 ad in the Chamber magazine, \$100 for Rhinelander Chamber dues, \$83.29 for petty cash, \$30.00 for both Nancy and Theresa to attend October district meeting in Antigo -- totaling \$945.93. Jean motioned to approve the payment of these bills, seconded by Jim. Motion carried.
Terri reported that the Room Tax is due in November which she will take care of. When she gets the end-of-the-year State Fair report done, it will show approximately \$10,000 profit for 2013. Erica said the County Board agreed the Fair Board will keep the approximate \$10,000 carryover earned from 2013 to begin 2014. A big thank you was given to Erica for her efforts in convincing the County Board to support the Fair in this way.
5. **Update on Coordinator Position/Committee Members:** The positions for 2014 will be: Nancy Gehrig – Part-time Coordinator; Kim Swisher – Co-coordinator; Theresa Seabloom – Part-time Secretary; Terri Angell – Part-time Treasurer. It was agreed that Nancy, Kim and Terri will work on the Facebook page and Kim will keep the Fair website updated as needed. It was requested these positions not be County LTE positions, but be written up as independent contracts. The by-laws will need to be changed to create the extra executive position we will now have. It was pointed out that this is a work in progress and more details will be discussed at the December meeting.

6. **Discuss State Fair Convention:** The State Fair Convention held at the Chula Vista in Wisconsin Dells will be held on January 5th-8th, 2014. A short discussion took place as to who might be interested in going, who it would benefit, and who would even have the time available to go. Nancy will send out an e-mail to find out who may be interested. A registration can be filled out on-line in December. It's possible that not all four days would have to be attended.
7. **District Meeting Update:** Nancy and Theresa attended the District Meeting in Antigo in October. Nancy reported that the main focus was on the subject of E-Coli, and we felt that a 4-H representative would have benefited from attending this meeting. Theresa touched on comments some Fairs offered on what went over well at their Fair and what didn't.
8. **Approved Contracts for 2014 Fair:** It was agreed to use Cassidy Critters again in 2014 because of how well this went over in 2013. Their offer is to bring all their "critters" for all four days at the Fair at our cost of \$400 (\$150 down after January 1st, the balance to be paid at the end of the Fair). A motion was made by Lisa, seconded by Jean, to approve this contract with Cassidy Critters for the 2014 Fair.
9. **Looking for Area Leaders:** Because of the many hours and effort it takes to putting on the Fair, it is important to delegate and distribute the management of the many areas involved. When asked what some of the areas are, Nancy proceeded to list the many opportunities where team leaders were needed. A list of these areas was passed around for the committee members to consider.
 Tom showed the committee a design he created for the new banners to be made for 2014. The cost would be \$691.20 for Press Express to make six of them and we would be able to just change the dates on them as long as they last.
 A suggestion was mentioned for entertainment for the Fair. A few members felt it might be successful to provide a good Polka Band on Sunday afternoon with, perhaps, a Polka Service in the morning. This will be considered by the Entertainment team leaders.
10. **Correspondence (specifically addressed to Committee):** None.
11. **Date(s) of Future Meeting(s):** The next fair meeting will be at 5:30 pm on Tuesday, December 3, 2013 at the UW-Extension conference room in the airport lower level. It was brought up that because Tuesday evenings present a conflict for some of the board members, a survey should be taken to perhaps provide a more accommodating date for better attendance. An e-mail could be sent out to check the responses.
12. **Public Comment:** Erica expressed her thanks to the Fair Committee and all involved for their work and commitment to the Fair.
13. **Items to be Included on Next Agenda:** An itemized agenda will be provided at the next meeting. On the list will be the subject of insurance in case of rain, etc. Erica suggested an ongoing item each month should be Strategic Planning.
14. **Adjournment:** A motion to adjourn the meeting was made by Jim, seconded by Tom. Motion carried. The meeting was adjourned at 7:10 pm.

Respectfully submitted by,
 Theresa Seabloom, Secretary