

Minutes Of Meeting

COMMITTEE Oneida County Fair Planning Team

PLACE: Curran Professional Park –Basement Conference Room
315 South Oneida Avenue, Rhinelander

DATE: **Thursday, May 5, 2011** **TIME: 5:30 pm**

Call to order and President's announcements. Craig Mandli called the meeting to order at 5:40 p.m. The meeting was properly noticed and the facility is handicapped accessible. There were no announcements made at this time.

Committee Members Present: Jenny Zier, Denise Rheaume-Brand, Jim Perlberg, Theresa Seabloom, Michelle Wich, LeRoy Eades, Sue Glentz, Nancy Gehrig, Craig Mandli, Tina Werres, Mark Pelletier, Melanie Ostermann

Excused: Bill Bell, Tom Peterson, Cindy Eckardt

Absent: Erick Britton, Freda Waalkens

Others Present: Dawn Olson, Romelle Vandervest, Jim Winkler, Sgt, Paul Magnusen, Tony Jones. Jim Liillis representing media

Approve agenda for today's meeting. Jenny Zier made the motion to approve the agenda with the order of agenda items at the discretion of the President. It was seconded by LeRoy Eades. All ayes. Motion passed.

Mission Statement. Tina Werres read the Mission Statement of the Oneida County Fair Planning Committee.

Approval of minutes of April 7, 2010. Jenny made the motion to approve the minutes of April 7, 2010, with 2 corrections: the addition of Mark Pelletier as excused absence, and the correction of the name of Mike Skubal in the Pending projects/Team Reports (section D incorrectly stated as Bill Skubal). The motion was seconded by Nancy Gehrig. All Ayes, Motion passed. Mark Pelletier abstained as absent at the previous meeting.

Committee Changes

- a. Resignation of Cindy Eckardt due to health reasons was read by Melanie Ostermann. Mark Pelletier made the motion to accept Cindy's resignation. It was seconded by Nancy Gehrig. All ayes. Motion passed.
- b. Acceptance of new committee member Eric Britton.. Eric Britton had been approved by the Oneida County Ag Committee as an alternate member of the Oneida County Fair planning Committee should a vacancy occur. Jenny Zier made the motion to approve the acceptance of Eric Britton as a member of the Oneida County Fair Planning Committee. The motion was seconded by LeRoy Eades. All ayes. Motion passed. She will be missed. Cindy was a valuable participant in the OCF for over 20 years.

Correspondence. At this time the Oneida County Fair Planning Committee does not have any correspondence that was specifically addressed to the committee.

Financial report and approval of expenses.

- a. Tina reported the acceptance of \$25.00 award from WFA for the scrapbook submitted at convention.
- b. Tina read submitted invoices for (mileage, lunch and registration of WFA meeting) and miscellaneous office expenses that totaled \$194.44. Theresa made the motion to _____

approve the invoices submitted. Jim Perlberg seconded the motion. All ayes. Motion passed.

- c. Discussion was held regarding IAFA membership. Membership will enable the OCFPC access to an on-line library, exhibit and advertising material, and insurance availabilities not previously available. LeRoy made the motion to approve \$100 payment for active one year membership.. Michelle Wich seconded the motion. All ayes. Motion passed.

Contracts. No contracts to discuss at this time.

Various projects reports.

- a. **Tee shirts.** .Michelle reported the availability of Polo shirts for \$24.50 each for most sizes, and \$34.50 for a larger size. Those committee members that desire a polo shirt in addition to the tee shirt provided will be responsible to purchase the polo shirt.
- b. **Premium Book Covers.** The two winners of the premium book covers were announced.
- c. **Electronic marketing.** Kim Swisher had agreed to assist the fair committee with electronic marketing. She will update as needed.
- d. **Assured Marketing.** Tina announced the sudden closing of Assured Publishing and laying off of employees. We do not know what this means to the ad campaign with 10 other fairs. She passed around the one ad that was published, but they have not returned her phone calls. She is hopeful that we will have something to report at the next meeting.

Administrative Reports.

- a. **Secretary Data Forms.** In an effort to keep the data base current we introduced a new data form for all volunteers to fill out.
- b. **Meeting schedule.** Current emails addresses and future meetings were emailed to committee members.
- c. **Binders.** Each team leader received a binder with information pertinent to their area. It was suggested that notes be kept, and then turned in after the fair to assist in the planning for the next fair. It will include things that worked, didn't work, the events, prizes, time lines, or anything each leader thinks is important to note.
- d. **Coordinator** – WFA Passes were given out to committee members.

Various Leader Reports / Handouts.

Briefly Summarized:

Nancy Gehrig reported that many of the people who volunteered last year are planning on doing so again. She requested that committee members let her know if they need volunteers to let her know as soon as possible. All of us were encouraged to assist in recruiting volunteers, and not to wait until the last minute to do so.

Sue Glentz is currently working on flyers for the gazebo.

Theresa Seabloom reported also for Tom Swearingen. She advised the committee of many of the musical groups that have contracts pending. She named many of the groups they have been in contact with. There is a good variety of quality entertainment being arranged for. Calvary Baptist church has offered to sponsor a musical group as well as feed the volunteers.

LeRoy Eades is currently receiving calls from vendor applicants and answering questions. He is currently working with the city to provide electricity for campers at the fair. They are also working to improve electrical supply.

Michelle Wich gave the tee shirt update previously.

Jim Perlberg advised the committee of many of the raffle prizes he is gathering for the Fair. Donated to date: a gas grill, a flat screen television, a microwave, and a few more possibilities are in the works.

- Tony Jones provided many of the maps he has been creating for the fair using soft wear from his surveying business. He will also assist in parking and camping areas as well.
- Sgt. Paul Magnusen expressed what his requirements were for the McNaughton crew during set up and tear down. His men are not allowed to work in the area of youth volunteers, must eat away from other volunteers and on premises. He also expressed that all requests must go to him directly, and that he needs a list of priorities to work from.
- Denise Rheaume Brand advised the committee of her success with various teachers, and it appears that she will need more display materials. She will advise further what her needs will be. Jim Winkler and various committee members discussed the possible need of another tent for the exhibit court area. Discussion included using tents other than the many 10x10 tents currently available. The purchase of material for additional display is anticipated.
- Jenny Zier is working with Jim Winkler and the 4 H groups this year as well as be a liaison between the fair planning committee, learn how to set up the 4 H exhibit areas. She conveyed an interest in using a hand sanitizer system instead of the hand washing stations previously used. It is hoped that a system can be negotiated that will be satisfactory to 4H families and the OCFPC.
- Mark Pelletier reported his progress in preparing for wristband sales. He has received information from the previous wristband team leader, and has been working to simplify the process of selling wristbands. It will be a more positive experience than it was last year.
- Tina Werres reported several financial institutions have stepped forward and offered to assist us with counting money.

Sign up to help participate with Pre-Fair. Various opportunities and sign up sheets were passed around to participate in the 4th of July parade, raffle sales, wristband sales, fair promotion and exhibit promotion.

Public Comment. None made.

Date(s) of future meetings. The Fair Planning Committee meeting will meet **THURSDAY, June 2, 2011.** The meeting will be held **at the Curran Professional Building at 5:30 pm.** It will be held in the basement conference room unless indicated otherwise by a note on the entrance door.

Note: Jenny Zier, Michelle Wich, and Sue Glentz are unable to attend the June 2 meeting as they each have prior commitments requiring them to be out of town.

Adjournment. Jenny Zier made the motion to adjourn. It was seconded by Jim Perlberg. All ayes. Motion carried.

Items to be Included on next agenda. (** All agenda items assumed to be discussion/decision items.)
 Filling the Vacancy of Vice President
 Various project reports
 Various leader reports

Respectfully submitted,

 Melanie Ostermann, Fair Secretary

 Craig Mandli, President