April 9, 2025

The regular meeting of the Washington County Fair board of directors was called to order by Brian Gilchrist, President.

An attendance sheet was circulated.

**March Meeting Minutes**: Robbin Anuszewski moved to accept the minutes as corrected. Seconded and carried.

**Staff reports**: Meeting with Tammy from North Pole productions on June 9th. Chris Doyle indicated that he had not confirmed that Holiday Lighted Nights will not be extending the contract. The box that the microphone plugs into in the meeting room is on backorder. Exhibitor handbook is online. Vet check meeting went well. Report on file.

**Correspondence**: Thank you was read.

**Treasurer’s Report**: Beginning balance on 3/1/25 was 502,194.92 with income of 47,085.13 and expenses of 85,404.05 with an ending balance on 3/31/25 of 459,415.83. Jay Skellie moved to accept the report and pay the bills. Seconded and carried.

**Committee Reports**

*Museum History*: Report on file. 65th Anniversary of the fair being on the current fairgrounds. Maybe do pictures and ribbons. Will be sent to the fair history committee.

*Concession*: Report on file

*Jr Committee*: They would like to add animals to the youth achievement parade. Would like to start a social media page.

*Entertainment*: Report on file

*Policy*: Report on file

*Buildings and Grounds*: Report on file

*Beef*: Report on file

*Equine*: Report on file

*Capital Campaign*: Deadline for Bricks has been extended for 2 more weeks.

*Sunshine*: Several cards were sent.

**Old Business**

*Craft Beverage*: Discussed the cost of the security and who will pay for it. Discussed the times of the serving/selling.

*Homesteading festival*: Decided to cancel the event due to low advanced sale tickets.

*Bylaw*s: The Bylaw changes were adopted at a special association meeting. Will email the updated version to the association.

*Outside Sign*: Outside LED sign has to be controlled/changed at the pole instead of remotely.

**New Business**

*Ag Literacy book donation*: The topic of the book is pumpkins. Robbin Anuszewski moved to purchase 10 books. Seconded and carried.

*Open Herdmanship programs*: Diane Smith moved to give the Dairy/Beef herdmanship 700.00, Sheep/Goat 250.00 and the Swine 150.00. Seconded and carried.

*Dressage Superintendent*: Received a letter of interest from Julia Houser. Katie Plude resigned as dressage superintendent. Janet Brown moved to give Katie Plude a lifetime pass. Seconded and carried.

*Rabbit superintendent*: Jill Greening has sent out a request for letters of interest for the position.

*Bite Protocol Procedure*: If anyone is bitten (breaks the skin) needs to go to the first aid building and the entry office needs to be made aware. Department of health and public health will get involved. The animal will need to be quarantined and to be sent home.

*General Manager position*: Currently posted on social media, websites and the IAFE website. Will post on a job site such as Indeed or ZipRecruiter.

*Volunteers for Storage*: There is a signup sheet on the counter for those that want to volunteer.

*Passport Program*: Janet Brown moved to participate in the coupon program associated with the passport program. Seconded and carried.

*Committee Chairman resignations*: Tina Dearstyne has stepped down as chairman of the camper committee. Thanked her for her years of service. Will have the camper committee decide on a new chairman. Erin Perkins has stepped down as chairman of the Beef committee and will have the committee decide on a new chairman.

*IT issues*: Some of the ipads will need replacement.

*Office network*: The office is not on a shared network and cannot share folders in a shared drive.

**Action on Committee**

*Policy changes*

*Accounting/Record keeping.*

1. Scholarship, Memorial and other special fund monies will be accounted for separately but will not be held in separate bank accounts. Exception: Capital campaign funds which are accounted for separately. 2. All invoices with exception of utility bills, prepaid orders, discounted bills and pre-approved projects will be authorized by the Board of Directors for payment on the monthly warrant. 9. Minutes books, Committee reports, managers reports should be stored in an environmentally safe place accessible to Board and committee members. 10. Photos should be stored in a safe place accessible to Board and committee members. 11. The Washington County Fair board of Directors will follow the NYS recommendation for Record Retention and Disposition Schedule MU-1. 12. Monthly financials will include the debt service number. Tina Dearstyne moved to approve the changes. Seconded and carried.

*Attendance for the Day*

Formula for daily fair attendance is as follows:

Total # of single tickets sold and season passes sold that day.

Online tickets counted as received.

Presale tickets shall be logically/divided over the fair week.

# of Exhibitor passes (on the grounds each day)

# of Commercial spaces on the grounds (required to be staffed during Fair hours)

# of Promotional tickets collected that day

# of Pit passes sold that day

Total all the above and multiply by 1.83 (Note: on Children’s Day use 2.08 as the multiplier)

Tina Dearstyne moved to approve the above changes. Seconded and carried.

*Borrowing and Lending (materials, equipment, etc.)*

1. Certain items belonging to the Fair may be borrowed only by organizations at the discretion of management. All items, including but not limited to equipment, pictures, videos, etc., will be signed out and turned back into the Fair office in a timely manner. Tables, Picnic Tables, Chairs, Benches, and Garbage Cans may be borrowed at the discretion of the management. 2. Any damages are the borrower’s responsibility (app. 4/14/21) 3. The information needed to release any item is name, address, phone number, and anticipated time of return. Rob McWhorter moved to approve the above changes. Seconded and carried.

*Committee Make up and duties.*

9. No committee business to be discussed /conducted after 10pm. Diane Smith moved to approve the change. Seconded and carried.

*Hiring*

Janet Brown moved to table. Seconded and carried.

*Animal Liaison Committee*

1. Committee to facilitate non-fair animal events. 2.Committee members work with management to help communicate with animal event planners for their wants and needs (i.e. stall set-up, ring size, seating, etc.). 3. Members to represent various groups. 4. The committee will select one of their members to be chair of the committee or the President will appoint one. 5. Must work in collaboration with Grounds Use Committee when discussing rental, space fees and contracts which will be approved by the board. Margaret Brownell moved to approve the above changes. Seconded and carried.

*Buildings and Grounds committee*

1. For large, contracted projects and projects involving permanent improvements or infrastructure, three quotes must be obtained. Quotes must contain business name and quoted price. Businesses that were contacted and did not provide a quote must be documented as contacted. Jay Skellie moved to approve the above changes. Seconded. Discussion was held. Jay Skellie amended his motion to take out large. Seconded and carried. Diane Smith opposed.

*Capital Campaign*

1. The mission is to organize events to support the progress of raising money for new buildings, expansion projects, or improvements to our fairgrounds. 2. This committee is an intense effort on the part of a non-profit organization to raise significant dollars in a specified period of time. 3. The committee will select one of their members to chair the committee or the President will appoint the chairperson. 4. A separate accounting of income and expense of the Capital Campaign Fund should be provided monthly, including the total fund balance so that it is easily tracked. Tina Dearstyne moved to approve the above changes. Seconded and carried.

*Concessions Committee*

10. Concession vendor fee schedule, to be reviewed and updated annually. See Concession minute binder for list of fees. Janet Brown moved to approve the change. Seconded and carried.

*County Bounty Committee*

1. To work closely with the building superintendent to plan the exhibits in such a way that they meet the goals and mission of the building. 2. To make recommendations to the Fair Board when required. 3. The Building superintendent will serve as chair of the committee or the President will appoint a chairperson. 4. Further info in the County Bounty handbook. Jay Skellie moved the above changes. Seconded and carried.

*Scholarship Committee*

1. To establish the scholarship application criteria. Scholarship information will be published by March 1st and applications due by August 1st. 2. To review the application on a regular basis and recommend to the Board of Directors any changes approved by the committee. 3. To be present during the judging process to determine eligibility of the applicants, tabulate the scores and award the scholarships. 4. Applications received, copied, and put in a folder so that a chair can start processing the information. Names need to be redacted. Robbin Anuszewski moved to approve the above changes. Seconded and carried.

*Conflict of Interest*

6. Conflict of interest forms shall be distributed to all Board of Directors at the January meeting. Form shall be reviewed, discussed, and signed by all Directors and filed for compliance. Janet Brown moved to approve the change. Seconded and carried.

*Purchases by Management*

Non budgeted purchases over 1,500 require board approval. Diane Smith moved to approve the change. Seconded and carried.

*Superintendents*

Superintendents policy for documenting events, shows, competitions etc. held during the Washington County Fair: Superintendents/ Event Organizers shall be appointed annually by the Board. The superintendent or event organizer responsible for each event will develop a procedure for that event which will describe the process, equipment, sponsors, help, timeline etc. required to stage the event. Barn superintendent is responsible for running a safe and organized barn/building. Show Superintendent is responsible to run a safe, organized, and educational event. 1. Preference will be given to the Washington County resident for the position if the candidates are equally qualified. 2. The procedure should include requirements for before, during and after the event. Such documentation will be filed in the Fair entry office to be used in case of emergencies. 3. The procedure for events will be updated annually. 4.Superintendents/ Event Organizers must fill out a maintenance request form requesting equipment needed for each event, show, or competition. 5. Superintendents/ Event Organizers needing office supplies must submit an office request form. 6. Superintendents should work with the Entry Office regarding entries in their respective departments. 7. Animal Superintendents should coordinate with the entry office on stall space, pens, and cages needed plus any other entry questions they may receive. 8. Superintendents wishing to resign, should notify the entry secretary, in writing, by November 1st. 9. When a superintendent / Event Organizer position becomes vacant, it will be advertised via Exhibitor and Association email lists to solicit potential candidates. Interested candidates shall have 30 days to submit a letter of interest and qualifications. If there are multiple applicants for a vacant superintendent, the relevant committee should review applications and make a recommendation to the board, while also sharing who applied. Washington County residency is preferred but not required. Janet Brown moved to approve the above change. Seconded. Discussion was held. Janet Brown moved to approve with the addition of If no applicants the board will appoint someone. Seconded and carried.

*All Assistant Superintendents*

Originally proposed and tabled

Approved annually in January by the Board of Directors. Assist superintendents with their duties. Positions will be advertised via Exhibitor and Association email lists to solicit potential candidates annually in October. Potential candidates for a vacated position will submit in writing a letter of interest to the Board for consideration and appointment. To be presented to the Board 30 days after the posting. For consistency in communication for all involved (entry office, exhibitors, etc.) before and during the fair, the committee recommends a single point of contact to be named, and that is the Superintendent. The committee does not recommend the creation of new assistant and/or co superintendents. Existing assistants and co-superintendents to be grandfathered. Discussion was held. Rob McWhorter suggests appointing assistant superintendents for learning the position. The Assistant superintendent does not have the rights and privileges of a superintendent. Sherri Slater moved to make the change. Seconded and carried.

*Youth Achievement parade*: Jr Committee requested to have animals in the parade. Discussion was held and the consensus of the board was to decline due to safety reasons. *Social Media Acct for Jr committee*: Would like to setup account to promote the committee. Rob McWhorter moved to allow the Jr Committee to have their own social media account with adult supervision. Seconded and carried.

*Beef:* Would like to add a breed in the book if there is more than 3 animals for that breed for 2 consecutive years. If there are less than 3 animals of a breed for 2 consecutive years that breed will be taken out of exhibitor handbook. Diane Smith moved to accept the change. Seconded and carried.

*Entertainment*: Would like to add 2 more shows to the BMX bike show for a total of 800.00. It will still be in budget.

*Buildings and Grounds*:

*Storm Water tanks*: Will need tanks/ dry wells by the rabbit tent, picnic pavilion. Will table to get quotes.

*Commercial Bldg*. Electrical panels: Need 2- 100 amps. Need power for County Bounty Bldg. for Entertainment tent. Will get quotes.

*Curtains*: Would like to do 24 out of the 60 needed this year. Will get more quotes.

*Lights*: Chris Doyle reported that the rebate on lighting is still available. Would like purchase 60 lights to replace the rest of the large 1000-amp lights on the grounds. With the rebate we would be able to get 13,260 worth of lights with photo controls for 2,460. Tim Havens moved to purchase lights from Hill Electric. Seconded and carried. 60 lights/ 2460.00

**Set Committee Dates**

Big Push: April 16th Motorsports: April 23rd

Safety/Parking: April 30th Finance: April 29th

Equine: April 15th County Bounty: April 14th 5pm

Advertising: April 21st Concession: April 22nd

*Fairstore*: Looking for volunteers for the fairstore for Antique Show weekend. May 3rd and 4th. Please see Jennifer DeMoy or Julia Reynolds to sign up.

*Dressage Superintendent*: Diane Smith moved to appoint Julia Houser as Dressage Superintendent. Seconded and carried.

Janet Brown moved to go into executive session. Seconded and carried.

Jay Skellie moved to come out of executive session. Seconded and carried.

*Bova*: Tim Havens moved to pay the current bill (approx. 3,200) to Bova immediately and pay ½ of the protested bill with the balance of the protested bill to be paid by September 15, 2025, contingent on an acceptable submission of plans to DEC.

*Craft Beverage*: Discussion was to rearrange the building to move the craft beverage vendors to the back of the building. Quotes for security were discussed for the hours of 12-8. Do we need 2 or 4 people at all times. Cost of the Sherriff would be approximately 9,700 for 121 years. The outside firm for security would be approximately 11,300 for 248 hours. What hours should they be serving and/or selling. Lori Benson moved to not allow the craft beverage vendors to serve but to sell. Second. Discussion to allow tasting 10-10. Motion passed with 7 nays.

Janet Brown moved to adjourn the meeting.

Respectfully submitted,

Julia A Reynolds

Secretary