

Agenda – October 8th , 2025

Call to order

Approve the Meeting Minutes from September 10th

1-3

Agenda Additions

Visitors

Staff Reports: Manager, Facilities, Entry Office

Correspondence

Treasurers Report

Committee Reports

- Capital Campaign / Blue Jean Ball
- Cattle Committee
- Concession Committee – vendor review,
- Equine – minutes attached 4-5
- Finance
- Holiday Lighted Nights
- Policy - action items attached
- Safety 6
- Wool & Arts
- Sunshine

Old business

- Budget Requests
- Ag Center Superintendent 7
- Holiday Lighted Nights – Live Nativity
- Multi-use show arena conversation

New business

- Receptionist position 8-9
- Policy updates 10-12
- Website

Actions from Committees

Set Meeting Dates and Upcoming Meetings

- Antique and Flea Event 10/10-12
- Building & Grounds 10/15
- Scholarship 10/16
- Concession 10/20
- Entry Fee Ad hoc 10/29
- Camper 10/30
- Bylaw

Executive Session:

Teams link: [Join the meeting now](#)

September 10, 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.

August Minutes: Sherri Slater moved to approve the minutes as amended. Seconded and carried.

Staff Reports: Brian Gilchrist introduced the new General Manager, Sara Peterson. Sara reported on fair with working with Tim Hardy. Working on website, marketing, and social media. Working with HR and Ag and Markets. Jill Greening reported on the number of animals that were sent home for the week. Working on premium checks. Vet check for fair went well.

Brian Gilchrist thanked the Staff for all they did to put on a good fair.

Correspondence: None.

Treasurer's Report: Beginning balance on 8/1/25 was 308,2219.19 with income of 1,309,477.05 with expenses of 403,516.05 with an ending balance on 8/31/25 of 1,131,485.09. Janet Brown moved to accept the report. Seconded and carried.

Committee Reports

Scholarship: Reviewed the application. Winners were Serena Drost, Anna Maxwell, Eric Wade, Liam McKernon, and Brenden McClay. The Painted Pony winners were Chloe Bentzen and Amelia Parker. The NYSAAF scholarship recipient was Dylan Skiff.

Capital Campaign: Discussed Blue Jean Ball. Working on basket raffle. Discussed raffling off camper spots or 5 VIP parking spots. Discussed 2026 fundraisers. Looking to map out the bricks.

Wool and Arts: Tying up several loose ends. Moving forward and looking for volunteers for the pumpkin decorating.

Sunshine: Several cards were sent.

Old Business

Budget request: Asking for any budget items which are due by September 21st.

Concert / Christmas story: Kurt Akin presented that his group would like to put on a live nativity. There would be musical groups to provide background music. Each performance would be 40 minutes long and would need a decent size space. There would be live animals. Looking to do it December 13 and 14. 2 presentations per night. Sherri Slater moved to have the Holiday Lighted Nights committee discuss. Seconded and carried.

Proposal for Cameras in barns: Smart Farm Innovations presented a proposal. Putting up more cameras would cut into the bandwidth. Maybe use for birthing center. Sherri Slater moved to send to Buildings and Grounds. Seconded. Sherri Slater amended the motion to go to Animal committees (Cattle, Small Animal, Equine). Seconded. Sherri Slater amended the motion to not entertain the proposal. Seconded and carried.

Premiums and Entry Fees: Will need to discuss entry fees. Brian Gilchrist would like to put together an ad hoc committee to discuss entry fees.

Action from Committees

Auction off Parking spaces: Capital campaign would like to auction off 5 parking spaces for the 2026 fair. Robbin Anuszewski moved to allow the Capital Campaign to auction off 5 parking spaces with a week pass for the Blue Jean Ball with a minimum bid of 145.00. Seconded. Lori Benson asked what are the parameters for the fair shared building for the capital campaign. Discussion on the show barn was to happen once the goal of 250,00 was met. It was asked how do we stop other groups from auctioning off parking spaces. Motion passed with 4 nay votes.

Set Committee Dates

Fair Evaluation: Sept 17

Wool and Arts event: Sept 20+21

Entertainment: Sept 22nd

Cattle Committee: Sept 24th 7:30pm

Blue Jean Ball Event: Sept 27th

Finance: Oct 2nd 6:30pm

Antique Flea market: Oct 11th-12th

Camper: Oct 30th

Concession: Oct 20th

Buildings and Grounds: Sept 25th

Motorsports: Sept 18th

Ad hoc Entry – Oct 29th

Concession Review: Sept 30th

Policy: October 7th

Scholarship: Oct 16th

Holiday Lighted Nights: Sept 29th

Museum: Sept 15th 6:30

Equine: Sept 23rd

Safety: Sept 15th 6pm

Lori Benson moved to go into Executive Session. Seconded and carried.

Sherri Slater moved to come out of Executive Session. Seconded and carried.

Janet Brown moved to adjourn. Seconded and carried.

Respectfully Submitted,

Julia Reynolds

Secretary

Equine Committee

09/23/2025

Members present: Lynn Horton, Joan Harris, Lorraine Forcier, Janet Brown, and Sara Peterson.

Superintendent's Handbook:

Jill is working with Chris D. and Sara P. on a Superintendent's Handbook. Jill is hoping to produce something that provides a new superintendent with direction and provides a reference for things to be done.

Jill asked that superintendents turn in their SOP's and duties throughout the year. She also needs all changes by 10/17/2025.

Overflow Parking

We had a great discussion about overflow parking. We agreed, yes there were learning curves, but nothing that cannot be worked through or improved upon. We have ideas to discuss at the next Buildings and Grounds meeting.

Things to improve/change:

- More signage

- More communication

- Panels across horse parking to help deter cars from trying to park in with the trailers.

- Possibly moving turnout to overflow parking to make it safer for the kids. We need to be sure to keep it away from the fence line.

- 3 turnouts are needed but it would be great if the kids could have 4.

Fair Week Follow-up

Port A Potties by the arena – Thank you!!!

Water in the arena – Great! Thank you again!!

Could we please have the wash stall drain cleaned before fair?

Could we please have speakers facing off the announcer stand?

Budget

Scott would like a hand held microphone with a push button (\$54.95).

Wheelbarrows (5) and a few more manure forks.

Timer for speed events – we will present an offer of \$600 to Cathy Ellis.

Reimburse Julia Houser for the dressage arena supplies.

Sprinkler system – we will follow up at Buildings and Grounds first.

Water wagon for the back of the tractor.

Arena work - \$4000.00

Skidsteer – Joan Harris has offered the use of her skidsteer. Rob Horton said he would run it. We want to bring the edges back in.

Additional footing – Lynn is working with Czubs/Westwind Farm.

Trucking – original trucking was donated.

Draft Tent

The budget for the draft tent will be included in the Entertainment Budget.

Hitching posts are the most needed item.

Respectfully submitted,

Lynn Horton

Safety Committee Meeting Minutes
15,2025

September

Members in Attendance: Lt. Gary Danio, Chris Doyle, Tim Hardy, Sara Peterson, Frank Brownell, Robbin Anuszewski, Steve Wilbur, Shane Bailey

Lt. Danio reported calls for service were up but were unfounded. There were no major incidents overall a good year. There was a major traffic backup on Friday evening it was able to be cleared up in about an hour and 20 minutes. There were no traffic problems on Saturday which tends to be the busiest time. There were no carnival issues this year. The fire lane was great this year with no issues all week. There were no calls or complaints to the County Bounty Building.

Chris stated it was a good year, Parking lot still has poor lighting, even though more lighting was added this year. Will try to improve next year. Dust was an issue, but they did all that could to try and control.

Frank stated no problems on EMS end. He also reported that 2 helicopters had to be used late Saturday evening, they landed at the far end of the fairgrounds without incident.

Tim reported the highway truck placement was an issue but was resolved with good outcome. It may be possible to place it by CTE tent next year. Would like to meet next year to update evacuation map and possibly plan a drill.

Steve reported no issues on the fire end. He had 2 companies at most track events, and all went well. He did report he hasn't had to land 2 helicopters on the ground at once before, especially during fair week but all went well.

Respectfully Submitted

Robbin Anuszewski

September 22, 2025

Board of Directors

Washington County Fair, Inc

392 Old Schuylerville Road

Greenwich, NY 12834

Dear Board of Directors,

I am writing to express my interest in becoming the superintendent of the Ag Center. I spent some time with Amy Thomas, during this year's fair, going over her processes and procedures and getting a feel of how the Ag Center runs throughout the week of the fair. After speaking with Amy and observing the different displays/vendors, I have some ideas for some additional interactive experiences going forward. I would like the opportunity to carry on what has been developed in the Ag Center over the years and to broaden the focus to be more inclusive of some different types of Agriculture that help make up the current landscape of Washington County.

Amy has expressed her willingness to be a sounding board and to assist with opening and closing the building as needed. She has very thorough documentation of her procedures and contacts that she will share. I feel that my organizational skills and existing relationships are well suited to take on the role and I would be appreciative of the opportunity.

Regards,

Lori Benson



392 Old Schuylerville Rd.
Greenwich, NY 12834
518-692-2464

"An Agricultural Tradition for Over a Century"

Job Description

Position Title:	Receptionist / Office Assistant
Department:	Operations
Reports To:	General Manager
Supervises:	Office interns and volunteers (as needed)
Created/ Revision Date:	September 2025
FLSA Status (HR USE ONLY):	Non-Exempt / Full time
Pay Range:	\$32,000- \$40,000 yearly

The Receptionist / Office Assistant is responsible for core customer service interactions in the Fair office. The Receptionist / Office Assistant is a public-facing customer service role, requiring proficiency in standard office functions, as well as performing executive support duties as needed.

The Receptionist / Office Assistant reports to and takes direction from the General Manager. The role requires frequent constructive interaction with Fair employees from other departments, board members, and the public.

Office Support Responsibilities:

- Greet and assist visitors, clients, and event partners in person, by phone, and via email
- Perform basic office duties in support of Fair staff, board and committees; including helping to send board/committee agendas, minutes, filing minutes, and other tasks that are approved by the General Manager.
- Provide excellent customer service and general administrative support
- Handle transactions using Square (including credit card and cash payments), with basic accounting/reconciliation duties
- Maintain organized digital and paper records using Google Docs and Microsoft One Drive and associated software
- Perform general office duties such as filing, data entry, responding to inquiries, and assisting with event logistics
- Take direction well and be open to handling other administrative or operational tasks as assigned
- Interact in a professional and courteous manner with all patrons, vendors, contractors, and fair staff and its associates

Event Support Responsibilities:

- Distribute concession materials leading up to and during Fair Week
- Organizing and fulfilling - packets for directors and stakeholders
- Off-hours office coverage during events

www.washingtoncountyfair.com

The Washington County Fair is a 501c3 not for profit and is operated by a 32 volunteer Board of Directors

Core Competencies (Knowledge, Skills & Abilities):

- Proficiency with Google Docs/Google Workspace & Microsoft One Drive and associated software
- Familiarity with common office equipment and programs
- Ability to learn to access and use industry-specific equipment and tools
- Experience with Square or other POS systems
- Comfortable handling cash and credit card transactions, with basic accounting knowledge
- Friendly, professional demeanor with strong communication skills
- Ability to multitask in a fast-paced environment
- Dependable, self-motivated, and detail-oriented
- Must be comfortable working in an environment where events take place year-round, both indoors and outdoors
- Ability to work independently and exhibit good judgment and show initiative in performing job functions
- Ability to supervise, train, and coach interns and volunteers as needed

Education & Work Experience Requirements:

- 1+ year of customer service experience
- Event setting experience a plus
- Fair experience is preferred

Physical requirements

- Ability to lift 15-20 pounds
- Ability to stand, sit, squat, bend, walk, and stretch consistently and for long periods
- Manual dexterity for operation of handheld devices and standard office equipment
- Vision abilities, including close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Indoor work with exposure to common allergens, as well as dust, printer toner, paper, clothing, money, etc.
- Occasional outdoor work with exposure to weather extremes
- Frequent and mandatory off-hour, holiday, and weekend work, with workdays lasting beyond 8 hours.
- Availability by any of phone, email, and text.

Mental Demands:

- Ability to read, write and speak English fluently
- Effective management of emotions
- Demonstrate tolerance and empathy
- Demonstrate patience and flexibility with patrons, vendors, contractors, and fair staff and its associates
- Ability to handle difficult and challenging situations, multiple priorities, and meet deadlines

Proposed Policy Changes 10.8.2025

Hardship Policy (page 32 of Exhibitor Handbook)

Youth showmanship: If a youth animal exhibitor has only one animal and the animal was rejected at Vet Check and sent home, was not able to come, **or for some valid health reason could not participate on show day**, ~~the Youth Show Superintendent can allow the exhibitor to show another youth's animal in showmanship~~ youth may request, under the Hardship Case, to show another youth's animal in showmanship.

The Hardship request is made by the exhibitor to a committee made up of at least 3 of the 5 following positions: Show Superintendent, Entry Secretary, General Manager, Board President, or Species Committee Chair. The Committee will meet, discuss the request, and approve/disapprove the hardship request. Once a decision is made, the decision must be communicated to all 5 of the above positions.

☐ Approved ☐ Not approved

Guide

~~Guide~~ Person (page 52 of Exhibitor's Handbook, #11)

If there is a Guide Person needed, **they need to be identified as a "guide"** and dress in a manner consistent with that species show's rules.

☐ Approved ☐ Not approved

Stalling (page 48 of Exhibitor's Handbook)

No one other than the Barn Superintendent may make changes in assignments.

Add: **The consequence of an individual making changes to stall assignments will be a complete loss of premiums and the potential of being stalled last the following year.**

Add: **If you have scratches, every effort should be made to notify the barn superintendent prior to the time of stall assignments. If the actual number of animals that come to the fair is less than 20% of what you actually entered, without notifying the barn superintendent prior to stalls being assigned or a vet note, that is the only number of cattle you will be allowed to enter the following year.**

☐ Approved ☐ Not approved

Badge & Identification (new)

- Only Directors should be given the official "green" badge so that they are identifiable to the public
- Office staff should be given a staff badge of a different color so that they are identified.
- Volunteers and Department Superintendents should be identified by an official volunteer badge

____ Approved ____ Not approved

Fair History Committee

2. Preserve Historical Records, Document Fair Development (including the construction of new buildings, demo of buildings and re-location of buildings and dates related to such), Recognize Key Contributors, Maintain Historical Integrity, and Support Future Growth

____ Approved ____ Not approved

Museum Committee

Add #12 to list of charges: Prior to fair each year, secure volunteers to be positioned at the front and back doors of the Museum during fair week for security and safety of equipment.

____ Approved ____ Not approved

Policy Committee

3. To present all changes in policies, procedures, etc. as suggested by the committee, **in writing, prior to** the Board of Directors meeting for approval by the Board.

Add 7: Every Director should be provided a copy of the policy book, or have access to a digital copy.

____ Approved ____ Not approved

Meetings

8. Secretary shall keep attendance of all those participating, both in-person and virtual, with the official Board Minutes and then placed in the Board Meeting Binder.

Add 11. Virtual Meeting link shall be available, to anyone, for all Board of Director and Committee Meetings. Participation by such means shall constitute presence in person at a

meeting if all persons participating in the meeting can hear each other at the same time and each director can participate in all matters before the board, including, the ability to propose and/or object to a matters before the board. In order to vote upon a specific action to be taken by the board or committee visual confirmation that the member or director is present is required.

_____ Approved _____ Not approved

Membership

Add 5. Receipts for dues paid must include the names of all individuals paying for membership.

Add 6. The annual dues must be paid between September 1st and the 1st Friday of November as outlined in Article II Section 3 of the By-laws, along with the completed membership renewal form. Any member whose dues remain unpaid, or form not completed after 1st Friday of November shall automatically cease to be a member and shall forfeit all rights to vote as a member of the Corporation.

_____ Approved _____ Not approved

Passes – Parking Passes / Hangtags (also include in appropriate handbooks)

(This was discussed at prior meetings, but no record of having been approved)

- No duplicates
- Delivery Pass – for those bringing supplies to food vendors
- Monday Pass – would be good for the entire day of Monday
- Food Vendor – 2 parking per location
- Food Vendors serving breakfast – 2 additional passes
- Unmanned Booths – no parking passes
- Non-Food/Staffed Booths – 2 parking passes
- Carnival – per contract
- Entertainment – per contract
- Exhibitors – See Exhibitor Handbook

_____ Approved _____ Not approved