

MINUTES OF MEETING

COMMITTEE: Oneida County Fair Planning Team

PLACE: Pioneer Park, Oneida Avenue, Rhinelander

DATE: Wednesday, August 31, 2011

TIME: 5:30 p.m.

MINUTES:

1. **Call to order and President's announcements.** The meeting was called to order by President Craig Mandli at 5:30 pm. It was properly noticed and the facility is handicap accessible. There were no announcements made at this time.
2. **Roll call.**

Committee Members Present: Eric Britton, LeRoy Eades, Nancy Gehrig, Sue Glentz, Craig Mandli, Mark Pelletier, Tom Peterson, Denise Rheaume-Brand, Theresa Seabloom, Freda Waalkens, Michelle Wich, Jenny Zier, Tina Werres, Melanie Ostermann

Excused: Jim Perlberg

Others present: Brian Gehrig, Dawn Olson
3. **Approve agenda for today's meeting.** Freda Waalkens made the motion to approve the agenda with the order of agenda items at the discretion of the President. It was seconded by Nancy Gehrig.
4. **Approve minutes of 8/3/2011.** LeRoy Eades made the motion to approve the minutes of 8/3/2011. The motion was seconded by Mark Pelletier. All ayes. Motion carried.
4. **Administrative Reports**
 - a. **Raffle.** Discussion held regarding the television donation from Wal-mart. Jenny Zier made the motion to pay the winners of the television an additional \$450.00 as the value of the set is \$550, and the printing on the ticket indicates \$1,000.00 value. Eric Britton seconded the motion. All ayes. Motion carried.
 - b. **Financial Reports.** Noted the additional receipts of \$400.00 contribution made by Calvary Baptist Church and \$200.00 contribution from Herbert Kohl Foundation. Reviewed the August 31 submission of invoices for total of \$17,887.68.
 - c. **Approval of Expenses** With the addition of \$316.15 (for Wisconsin Public Service), \$200.00 to Freda for a new tent (like the one she had), and the \$450.00 expense to the raffle -- the new total of invoices submitted is \$18,853.83, Mark Pelletier made the motion to approve all invoices as submitted. Denise Rheaume-Brand seconded the motion. All ayes. Motion passed.
5. **Team Leader Reports**

Kim Swisher – E-news will be rebuilding our website per Tina. She plans to continue to Inform the community any news regarding the fair. Tina advised the

fair is contracted for August 2, 3, 4, and 5 2012 with K & M Amusements due to the 2 year clause in the contract.

Dawn Olson, Exhibit Court / Open. Overall Dawn was quite pleased with all the Various exhibits and commented on the growth of exhibit court. She mentioned a need for more help during the tear down process.

Denise Rheaume Brand, Exhibit Court/Schools. Pleased to report that her exhibits this year doubled in quantity. She expressed concern for more tents to exhibit next year, and indicated we need to plan the use of the area to expect continued growth.

Freda Waalkens- Exhibit Court Open. Freda reported the various display equipment loaned to us from Wal-mart were a huge success. This year she had a great deal of growth in container gardening. She informed us her personal tent had been damaged while on loan to the fair. She also indicated that the canopy had not been returned. The best solution to both of these issues will be the purchase of a replacement tent. Freda also advised the OCFPC that she was resigning from the committee to spend more time with her husband, and Craig advised the committee he had received her formal letter of resignation.

Theresa Seabloom – Front Porch Stage. Much thanks to Brian Gehrig, Blake Jensen, Tom Peterson, and Joel Pearson for all the help they provided. The stage was attractive and the equipment protection was very effective. CCL provided plants that also spruced up the stage area and were much appreciated. Theresa submitted a written report in which she stated good feedback of the area and the music. The entertainment was excellent, varied, and enjoyed by those who stayed to listen. She expressed concern that not enough people are aware of the location of her stage and her disappointment that more people don't take advantage of the opportunity to sit and listen to the good music. This can be further discussed as the 2012 fair is planned.

LeRoy Eades – Electrical & Vendor Support LeRoy submitted a written report as well as summarized some of the work Gaber Electric provided for the fair. He indicated there are still some upgrades needed. LeRoy was pleased with the direction the electrical service was heading and indicated more planning discussion would be coming. He advised the committee that he followed up with vendors during the fair, and was pleased to report that no one had attempted to understate their needs. He also stated that the campers by Animal Alley should have paid more for electrical hook up, however next year we can implement a hook up charge which should cover expenses that occurred this year.

Jenny Zier – Exhibit Court/4H Liaison for Animal Alley. Jenny expressed the general public's acceptance of the hand sanitizers and felt it was money well spent. She indicated they need to be wiped off during the fair as they occasionally "reset" themselves and it gets a little messy. There were some issues with the schedule and Jenny would like a map layout available to fair goers. She indicated that Paige Mahner is interested in managing Animal Alley next year. She voiced concerns about cars and people during the fair event itself. There were some problems with parking areas when people needed to drop or pick up exhibits and with the growth of exhibits she is hoping to redefine some of the designated areas. Jenny is currently working to map the exhibit area and to determine tent needs for next year.

Eric Britton Eric said he had no report to offer.

Sue Glentz – Gazebo and Poster Display. Sue suggested the gazebo should be moved next year and would like to see big maps of the fair areas displayed in a couple of areas. She also commented that several people asked for an ATM machine and wondered where a drinking fountain was. Sue is willing to tackle the sponsor signage should it be placed near the gazebo area.

Tom Peterson – Trolley and Signage Concerns. Tom handed in a written report reviewing the trolley transportation and placement of signs prior to the fair. It is available for review, but to summarize the trolley needs to go later and have lights installed. Tom also believes a tractor is better for pulling the trams. CCL has offered the use of their tractor next year since they normally park it while the fair is running. Tom also indicated that some of the sign locations need to be further discussed, especially the Hwy 51 location near Tomahawk.

Brian Gehrig – Safety Sanctuary. He arranged for roving first aid with several EMT during the fair. They went through lots of band aids this year. Brian believes we need to dedicate an area for a first aid station, however liability issues dictate that the people be licensed who work that area. The area assigned to the safety area this year was a little touch getting into and he suggested the area where the timber show was last year is probably a better location for their displays. The extraction was a huge success this year, and should be continued. Brian also indicated that he thought we needed more radios than the original 6 that were provided to us by Oneida County Emergency Management. He contacted Ken Kortenhof during the fair, and they provided us with a total of 12 this year. Brian suggested those using the handicap carts should also have a radio. . Several of the EMT, Brian, and Tom Peterson carried their own radios. Further discussion for the 2012 fair should indicate the needed assigned radio carriers.

Nancy Gehrig – Gates and Volunteer Procurement. Gates were manned without much incident this year. The lights we had requested from RSC were not available and this created some problems. Thankfully Musson's provided a generator and light for part of the parking area and this helped a great deal. Nancy suggested we should try to work with them next year and try for an additional light. She indicated the handicap parking area was good, however there is the need to monitor the area during busy times. She also indicated a need for radios for the handicap drivers, and said next year handicap carts are a must next year. She suggested renting carts with extra capacity to carry people.

Michelle Wich –Action Arena. Michelle read her written report to the fair committee before she handed it in. To summarize, there were some issues with the PA system and it needs to be upgraded. She also indicated some concerns regarding large horse participation and said that both her presentation and Derrick Dupler's presentations were well received by the public. Michelle also stated her opinion regarding volunteer participation and suggested that whatever time the volunteer could offer should be accepted gracefully.

Mark Pelletier – Wristbands and Vendor Placement. Mark indicated there were some problems but he learned a lot from what he experienced. Next year he believes it would be helpful to have someone assigned to pick up raffle tickets and wristband tickets the afternoon of fair opening. He also said he needed to plan to be more available during vendor placement than he had allowed time for this year.

Mark also indicated the need to have a booth and/or people assigned to Wal-mart the week prior to the fair. He indicated the sales of wristband tickets during Redikulas Dae also indicate planning for that event as well. Most of what was sold occurred the last week of July, and although it is good to have a booth at the farmer's market we are mostly advertising good will for the fair.

Craig Mandli – Family Land Craig did not have a written report, however he spoke for his wife Trisha is stating it is important to have a plan set in place prior to the fair event. For the most part Bob Boehm's magic act was well received, and he felt the YMCA had a large part of the success of the area.

Craig advised the committee he had sent written responses to two individuals who had concerns regarding "Thomas the Train" and the Ferris wheel. Tina said she had also received verbal complaints on the same two pieces of equipment from two individuals. There were also numerous complaints about operators smoking while on duty and one operator was thought rude. Tina also brought up a complaint that there were inappropriate tee shirts for sale in the midway area. Craig said he had viewed the tee shirts and there were maybe two that should not have been there, but most of the shirts for sale weren't as suggestive as the complainer indicated.

Craig also advised the committee he had written and mailed an apology to the people who manned the Democratic Party booth at the fair. They were upset over the placement of their tent and being moved four times. Craig explained this was a political issue in response to other political placement during the fair and the discontent escalated as each party reacted to each other's placement. It is hoped that next year we won't have some of the problems we experienced this year. Several of the committee members expressed their opinion that it was unfortunate that political issues were brought into the family friendly environment.

Melanie Ostermann – Secretary. Melanie quickly read Jim Perlberg's written report on the raffle as he was out of town today. It was our first raffle attempt and Jim felt it was successful; however he made some recommendations for next year. He indicated we had ten nice prizes to raffle this year. He believes we can improve ticket sales next year by making a few changes in our ticket sale approach. There is also a need to rethink the raffle payment process as our part of the expense was not paid prior to the fair. This will require additional discussion as we plan for next year.

Melanie read a thank you from Mike Romportl for including the Lions in the participation of vendors. He expressed the improvement in power and the growth of the fair since the previous year. He said it was obvious that we had worked hard to make the fair successful and thanked the fair committee for the opportunity.

Melanie expressed her opinion on some concerns. She indicated the communication between committee members still had some tweaking to improve the process, but that for the most part the fair had been successful. She also indicated that more physical help was needed the week of set up and tear down and had indicated the same to Dan Kuzlik. Melanie also stated she had a much better understanding of much of the planning of the fair and had no idea of the time commitment involved when she accepted her position. She thanked all the committee members for their commitment and willingness to work hard for this community event, but stressed the need for more timely communication on a consistent basis. Also expressed was need to have a meeting prior to the budget

deadline as it was already getting late and much of the agenda had not been covered.

Tina Werres. Coordinator. Tina thanked the committee for the hard work over the last year. She shared some concerns regarding her position as coordinator and asked that we all consider our commitments and advise of intent at the next meeting. Tina advised the committee that if there were concerns regarding the function of the coordinator position.. She advised the committee of some physical concerns and should she remain as coordinator she would most likely be relying on heavy use of a golf cart next year. Tina said she was also trying to determine whether or not she wanted to remain in the coordinator position. She suggested that Dan Kuzlik be aware of any individual concerns so that he too could best evaluate whether or not she should remain. Tina also requested that we all consider our budget needs and that we come prepared with suggestions and estimates of anticipated expenses that will be necessary for the 2012 fair..

6. **2012 Budget Discussion – Deadline 3/12/2011.** Due to the length of the meeting we all mutually agreed to table this and meet September 7 to discuss budget needs prior to the deadline.
7. **Dates(s) of future meetings.** The fair committee will meet Wednesday, September 7 @ 5:30 pm at the Curran Professional Building. The primary purpose of the meeting is to discuss budget needs as 9/12/11 deadline. Come prepared.
8. **Public comment (3 minute limit).** None given.
9. **Items to be included on next agenda.**
 - a. Committee membership status
 - b. Committee recruitment efforts.
 - c. Containment fencing for outdoor storage
 - d. International Assoc. of Fairs & Expos Convention Nov 27-Dec.1 in Los Vegas
 - e. Wisconsin Fair Association Meeting Oct 6 in Shawano
 - e. State Convention in January
10. **Adjournment.** Jenny Zier made the motion to adjourn the meeting. It was seconded by _____. All ayes. Meeting adjourned.

Respectfully submitted,
Melanie Ostermann
2011 Fair Secretary

Craig Mandli, President of the Fair Planning Committee