



## MINUTES OF MEETING

**COMMITTEE:** Oneida County Fair Planning Team

**PLACE:** Pioneer Park, Rhinelander, WI 54501

**DATE:** July 23, 2013

**TIME:** 5:35 pm

**Committee Members Present:** Craig Mandli, Nancy Gehrig, Eric Britton, Leroy Eades, Tom Peterson, Lisa Kuczmariski, Toni Schickert, Jean Platek, Sue Glentz

**Excused:** Greg Berard, Denise Rheaume-Brand

**Absent:** Jim Perlberg

**Others Present:** Theresa Seabloom, Terri Angell, Marilyn Riggs, Bob Glentz, Sue Rodziczak, Brian Gehrig

### MINUTES:

1. **Call to Order and President's Announcements:** The meeting was called to order at 5:35 pm by Craig Mandli. The meeting was properly noticed and the facility is handicap accessible. There were no president's announcements.
2. **Approve Agenda for Today's Meeting:** The agenda was approved by Leroy, seconded by Eric. Motion carried.
3. **Approve Minutes of July 16, 2013:** A motion was made to approve the minutes of July 16 by Denise, seconded by Jim. Motion carried.
4. **Approval of Contracts:** Nancy presented a charge of \$660.00 to Yogi's to rent the golf carts. A motion to approve this contract was made by Jean, seconded by Lisa. Motion carried. Two handicap carts will be donated at no cost.
5. **Sponsorship Update:** An extensive list of sponsors (as of the printing date) was given to Northwoods River News to thank them all on the final page of the fair booklet they created for us. Nancy reported that we have received two free one-night stays from Comfort Inn. She plans to ask them to also sponsor the \$150.00 cost of a horse-drawn carriage owned by Steve Lee from Irma to transport the dignitaries of the Opening Ceremony to the flag pole on Thursday.
6. **Financial Update:** Terri reported \$19,616.27 has been deposited today, noting that not all sponsorship money has been received to-date. An estimated \$2,500 is expected to come in yet with profits from the Fish Fry, raffle, etc. The amount of figured expenses totals \$34,815.68 so far. Terri also reminded the committee that if they use any petty cash monies, it is necessary and important to turn in a receipt for it.
7. **Approve Bills:** The present bills to approve at this meeting totals \$3,865.48, which includes the Northwoods Mounted Patrol, dance floor, golf carts, fair judging contracts and Pete the Pony Guy. A motion to approve the expenditures was made by Leroy, seconded by Nancy. Motion carried.
8. **Administrative Report:** Nancy met with Erica to discuss the Northwoods Brass Quintet music set they will use during the opening ceremony. She, Tom Swearingen and Theresa met with Russ and Billie of Fishers Resort to finalize details of the Fish Fry. Approximate cost per plate was thought to be \$9.50 per two pieces of fish, and \$10.50 per three (cost may be rounded off to eliminate use of change). Serving will include choice of French fries or baked potato, coleslaw and bread stick. A meeting will take place with the Health Department to double-check procedures.

- 9 Advertising:** Northwoods River News will mail out the 32-page Fair booklet as an insert with their Super Shopper this Saturday, July 27<sup>th</sup>. They have many ads included and have done a great job with it. Advertising has been on-going with WJFW, Coyote and NRG Radio, posters, etc. WJFW has reported a good response to the sale of wristbands on their ad for us. They sold 77 so far, having 166 to start with.
- 10. Team Leader Reports:** A form on Team Leader area needs to be turned in ASAP.
- **Vendors:** Leroy reported we have 16 food vendors and 15 non-food vendors and designated spaces for them. Some vendors requested certain spots and got them.
  - **Dunk Tank:** Lisa and the committee discussed the location of the dunk tank. She has a schedule made out to operate from 11:00 am through 7:00 pm each day and none on Thursday. She has five groups committed so far and expects more to sign up. Craig or Eric will arrange to pick up the tank from the Crandon area.
  - **Security:** Eric reported the need for Security to see a photo ID card and/or driver's license. Also there should be a list of names of the carnival workers for Security to work from.
  - **Entertainment:** Entertainment passes are being mailed out to the entertainers. Theresa reported working on advertising at this point.
  - **Drivers:** Jean reported a need for more drivers for the two handicap/courtesy carts yet. Tom still has open spots to drive the air-conditioned tractor to pull the trolley. The tractor will be picked up from the Forestry Department on Thursday. A discussion took place regarding possible lighting for the trolley steps for safety. The trolley route will be fenced off also for safety purposes.
  - **Volunteers:** Toni reported the gates are covered for volunteers. Each gate will have a cooler and table there. An issue was brought up about the kids volunteering who have an accumulated amount of hours from 2012 towards a free wristband – do we honor that? And do they need 20 hours to achieve that? Sue Glentz said there was a report made on these hours last year and should be found in the files. This will be looked into and discussed later.
  - **Banners:** Another fair banner was put up on corner of Hwy K and 47 and want one put up on the hill near the WJFW Channel 12 TV station.
  - **Emergency Planning:** Brian reported the generators are set and the Emergency Plan is finalized. There are a dozen radios available and a tented first aid station will be manned. He also plans to fix a door in the hockey rink fence to use for the horses so they won't walk near the people.
  - **Contest & Craft Show:** Sue Glentz reported Ben Meyer from Channel 12 has agreed to judge the Ugly Lamp Contest. She will need two tables for the display. Sue will meet with Gunder to determine the craft show and flea market area to take place within the North gate and the South gate overflow. She reported two vendors wanted a refund from the July 11<sup>th</sup> craft show but it was decided not to do that. Sue and Nancy talked with them and handled the situation.
  - **Family Land:** Sue Rodziczak requested four tables for the area. Nancy said that Sowinski Farms will give them potatoes to use for crafts and also gunny sacks for the races.
- 11. Correspondence (specifically addressed to Committee):** None
- 12. Date(s) of Future Meeting(s):** The next fair meeting will be at 5:30 pm on Tuesday, July 30<sup>th</sup> at the fairgrounds under the Big Top.
- 15. Public Comment:** None.
- 16. Items to be Included on Next Agenda:** An itemized agenda will be provided at the next meeting.
- 17. Adjournment:** Tom made a motion to adjourn the meeting, seconded by Leroy. Motion carried. The meeting was adjourned at 7:45 pm.

Respectfully submitted by,  
Theresa Seabloom, Secretary