



MINUTES OF MEETING

COMMITTEE: Oneida County Fair Planning Team

PLACE: UW-Extension Conference Room, Lower Level, Airport Terminal
3375 Airport Road, Rhinelander, WI 54501

DATE: Thursday, January 9, 2020

TIME: 6:00 pm

Members Present: Fred Andrist, Meg Sprecksel, Theresa Seabloom, Bill Freudenberg, Jean Platek, Jim Perlberg, Bonnie Breivogel, Jim Winkler, Amanda Colón, Kerry Bloedorn

Absent: Amanda Wendt

Excused: Cheryl Salzman, Tim White,

Others Present: Tom Barnett, Myles Alexander

MINUTES:

1. **Call to Order and President's Announcements:** President Fred Andrist called the meeting to order at 6:10 p.m. The meeting was properly posted. The facility is handicap accessible. Andrist read a letter from Josh Skubal informing the Committee of his resignation.
2. **Approve Agenda for Today's Meeting:** A motion was made by Perlberg/Platek to approve the agenda. Motion carried.
3. **Date(s) of Future Meetings:** Tuesday, February 4 and March 3, 2020 at 6:00 pm at the Airport.
4. **Approve Minutes of December 3 and December 10, 2019:** A motion was made by Freudenberg/Perlberg to approve the minutes of December 3, 2019 with an amendment to Item #7 adding Amanda Colón's name as an applicant to the Committee. Motion carried. A motion was made by Andrist/Seabloom to approve the December 10, 2019 minutes as presented. Motion carried.
5. **New Member Confirmation:** With an approved background check, Kerry Bloedorn is welcomed as a member of the Fair Committee. Winkler will present Amanda Colón's application for approval at the next Oversight Committee. (An amendment was made to the above Item #4 that includes Amanda Colón as an applicant.)
6. **President's Report:**
 - a. **Document Approval:**
 1. **Handbook:** Andrist explained more of his ongoing work on the Handbook which will replace the existing Fair Bylaws.
 2. **Exhibit Court Superintendent:** An updated complete job description is being prepared to include in the Handbook and will be used for hiring this position.
 3. **Operational Guidelines:** Andrist wants this ready with no changes to be approved ASAP.
 4. **Working with County on Contracts:** Corporate Counsel, Tom Wiensch, has agreed that he, with Andrist and two other appropriate choices, will be working on upcoming Fair contracts.
7. **Treasurer's Report:**
 - a. **Approve Current Expenses.** Sprecksel reported an expense amount of \$2,067.17. A motion was made by Winkler/Platek to pay this expense. Motion carried.

- b. YTD Budget Report:** The current Fair Ending balance is \$13,932.83. Sprecksel explained she will be working with Netsuite (like Quikbooks) but adapted to non-profit organizations, and free, to set up the Fair budget. She intends to align our budget to DATCP form.
- 8. CUW Committee Rep Report:** Winkler spoke of his continuing contact regarding Fair sponsor situations. He met with Brian Desmond and in discussing contracts, was informed that any over \$1,000 must be specifically designated. He got approval of Kerry Bloedorn's member application and will take Amanda's to the next meeting. It was decided best to address our 501c3 standing this year for future structure. This topic will be on all future agendas.
- 9. Fair Coordinator Report:**

 - a. Vendor Fee Recommendation:** Barnett relayed his experience as a former Vendor at the Fair and recommended it makes sense to increase all Vendor fees except for the non-profit ones. A motion was made by Breivogel/Freudenberg we up the fees by \$50 except for non-profit Vendors starting in 2020. Motion carried.
 - b. Marketing Proposal:** To be addressed at the next meeting. Barnett reported he can't seem to reach anyone from the McNaughton Camp to adjust their 2019 bill for time not spent for Fair set-up. Also, photographer Jack Flint still has not sent us a w9 Form so we can pay his bill. After discussion, he agreed to still reach out to them.
- 10. Chamber of Commerce Membership & Dinner:** It was decided we continue our membership with the Chamber and utilize their services. We are invited to attend their Annual Dinner on January 23 at the Cabaret Cove. A motion was made by Sprecksel/Perlberg to attend and decorate a table of 8, with expense of \$210 to be paid for by the Fair. Motion carried.
- 11. Fair Carnival Vendor Update:** Andrist announced we have the contract with Tri-State Amusements signed and ready to go for the 2020 Fair.
- 12. Second Date Carnival Vendor Update:** A date is set to use Tri-State Amusements for a fund raiser with Minocqua on the last weekend in August – the 28, 29 and 30th. It will be held at the Hwy 70 West Complex.
- 13. Exhibit Court Handbook Review Process:** Winkler announced he will work on the Junior and Open Exhibition books to condense, simplify, and make them relevant to our Fair.
- 14. 2020 Planning from Debrief List:** A plan was made to bring a proposal for approval to the February meeting to purchase tables from Menards for the Exhibition Court.
- 15. Strategic Planning:** It is set for that committee to meet on Tuesday, January 21st at 3:00 pm at Tom's workplace to proceed with planning.
- 16. Old Business:** Sprecksel and Seabloom gave a summary of what they took from the 2019 Fair Convention in the Dells – regarding IAFE, Instagram, Contracts, Trade Shows, SharePoint, and most importantly, the forms we were missing and how to get them sent there. Sprecksel suggested we pay to join the IAFE library to take advantage of all the valuable information available on that site.
- 17. Public Comments:** None.
- 18. Items to be included on Next Agenda:** Vendor fees, IAFE Membership, Exhibit Checks, Debriefing, Marketing, Table Proposal.

19. Move to Closed Session: *(Pursuant to Wisconsin Stats. Sec. 19.85 (1) (c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee and (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.)*

At 8:15 pm a Roll Call was taken: (Andrist, Seabloom, Freudenberg, Sprecksel, Perlberg, Platek, Bloedorn, Breivogel, Colón). A motion was made by Perlberg/Platek to enter Closed Session. Motion carried by unanimous vote.

Topic: Coordinator Evaluation/Contract

20. Open Session: Roll Call was taken: (Andrist, Seabloom, Freudenberg, Sprecksel, Perlberg, Platek, Bloedorn, Breivogel, Colón). A motion was made by Freudenberg/Perlberg to rise out of Closed Session. Motion carried by unanimous vote.

a. Announcement of any action taken in Closed Session: A motion was made by Sprecksel/Seabloom to keep the 2020 year's wage amount at \$11,000. Motion carried by unanimous vote. An addendum to the contract was suggested: An additional 5% would be earned if, at the end of the Fair, the Coordinator exceeded the amount raised in grants and sponsorships over the previous year. A motion was made by Sprecksel/Breivogel to add this addendum to the contract. Motion carried by unanimous vote. This 2020 contract, with addendum, was offered to the Coordinator, Thomas Barnett.

21 Adjournment: The meeting was adjourned at 8:40 pm.

Respectfully submitted by
Theresa Seabloom, Secretary

Signed by President _____ Or Vice President _____