



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: Tuesday, November 5, 2019 **TIME:** 6:00 pm

Members Present: Fred Andrist, Josh Skubal, Theresa Seabloom, Bill Freudenberg, Jim Perlberg, Jim Winkler, Meg Sprecksel

Absent: Cheryl Salzman, Tim White, Kelsey Mueller

Excused: Amanda Wendt, Jean Platek, Bonnie Breivogel

Others Present: Tom Barnett, Myles Alexander, Will Nosek (editor of Hodag News)

MINUTES:

1. **Call to Order and President's Announcements:** President Fred Andrist called the meeting to order at 6:00 p.m. The meeting was properly posted. The facility is handicap accessible. No announcements.
2. **Approve Agenda for Today's Meeting:** A motion was made by Perlberg/Skubal to approve the agenda. Motion carried.
3. **Date(s) of Future Meetings:** Tuesday, December 3, 2019 and Thursday, January 9, 2020 at 6:00 pm at the Airport.
4. **Approve Minutes of October 1, 2019:** A motion was made by Winkler/Perlberg to approve the minutes of October 1, 2019. Motion carried.
5. **New Member Consideration:** None at this time.
6. **President's Report:**
 - a. **Budget Update:** Andrist announced the approval of \$16,000 to be asked for by the Fair. The final decision will be made when the County Budget meeting takes place on November 12.
 - b. **Fair Handbook Discussion:** Andrist is working to change the Fair Bylaws to an Operational Policy. This will change the current "duties" to "job descriptions." This will also include the Vision Statement, list of officers, general operating principles and will be ready for approval at the December meeting.
 - c. **December Election:** Skubal explained that due to his job situation, he won't be available for many upcoming Fair meetings in 2020 and suggests we elect a new Vice-President at this time. Also, positions to be appointed/voted on are President, Treasurer and Secretary where appropriate.
7. **Treasurer's Report:**
 - a. **Approve Current Expenses.** Freudenberg reported an amount of \$1,334.66 in expenses. A motion was made by Skubal/Sprecksel to pay Barnett's wage; Jack Flint after he provides his W9 to us; and the McNaughton Crew when the correct expense amount on their bill is confirmed. Motion carried. The issue of unclaimed premium checks was brought up and discussion on this will continue at the January meeting.
 - b. **YTD Budget Report:** The current Fund balance is \$11,151.36.
8. **CUW Committee Rep Report:** Winkler has talked with Lauren Cahak of the Chamber of Commerce who will include the Fair on their agenda for the December 2nd meeting to discuss. Winkler cannot make that meeting and urged Committee members to attend that and also the next County Board meeting to speak out for the Fair. He has not made contact with any perspective donors at this time.
 - a. **Pioneer Park Contract:** Winkler and Andrist met with Brian Desmond to further discuss our contract with the City which is due on January 1, 2020. The contract is now on a year-to-year basis.

9. **Fair Coordinator Report:** Barnett reported he has filled out the Room Tax Proposal and has also contacted the Chamber to enter the Fair in the Christmas parade. He informed us the Lights of the North Woods requested to use our three trolley carts again this year. A motion was made by Skubal/Perlberg to approve the use of the trolley carts by the Lights of the Northwoods. Motion carried.
10. **Carnival Vendor Update:** Skubal discussed with Cary Schneider of Hurley, the owner of Tri-State Carnival, the use of his carnival for 2020. A two-year contract was drafted for Barnett to take to Corporate Council for approval to include 20% of the profit, 7 major rides and 7 kiddie rides, etc. There is the chance to also use Tri-State Carnival another time during the year as a money-maker for the Fair.
11. **2020 Budget Preparation:** Andrist reported wanting to eventually come up with a 2020 budget with breakdowns to show us where the money is coming from and where we are spending it. It is also a target to help free up Merry's time that she spends on the Fair's finances. She will continue to tell us what gets paid and what comes in and give to our treasurer to do the paperwork.
12. **Fair Debrief Final Review (pick 5 Priorities):** This will be continued on the December agenda. The plan is to address different priorities each month until completed.
13. **January Fair Convention:** The Convention will take place in Wisconsin Dells on January 5-8, 2020. Meg expressed she would like to attend. A motion was made by Winkler/Perlberg to approve payment to cover entrance fee, lodging and mileage for Sprecksel to attend the convention. Motion carried
14. **Christmas Parade:** A motion was made by Sprecksel/Winkler to participate in this year's Rhinelander Christmas Parade. Motion carried.
15. **Long Range Planning Report:** The meeting was held November 4th with some action plans remaining to work on yet. The next meeting is planned for November 14th at 4:00 pm. It is hoped to be finished by the Fair's December 3rd meeting.
16. **Coordinator Evaluation Discussion:** Andrist handed out an evaluation form for the Committee members to fill out and return to be used at the December meeting.
17. **Old Business:** Freudenberg shared the map of the new design the city of Rhinelander will eventually use in the future remodeling of Pioneer Park.
18. **Public Comment:** None.
19. **Items to be included on Next Agenda:** Carnival Contract, Debriefing, Operational Policy, Convention, Election of Officers.
20. **Adjournment:** The meeting was adjourned at 8:00 pm.

Respectfully submitted by
Theresa Seabloom, Secretary

Signed by President _____

Or Vice President _____