

Forest County
Fair Committee Meeting Minutes
Thursday, March 19, 2015
6:30PM

Members Present: Larry Berg, Melinda Otto and Buck Dailey
Visitors: Joshua Jameson
Citizens Fair Board: Brenda Flannery, Bill Kalata, Charlene Kalata, Allen Flannery
Dennis Thiel, Edwina Thiel, Cole Kincaid and Howard Sipple

Meeting was called to order at 6:30PM by Chairman Berg.

Roll Call was taken.

Melinda Otto moved to approve the agenda with Bucky Dailey seconding the motion. Motion carried.

Melinda Otto made a motion to approved the meeting minutes of the February 12, 2015 Fair Meeting. Bucky Dailey seconded the motion. Motion carried.

Discussion was had on the 2014 Fair. The following questions were asked of the Citizens Fair Board:

1. What was the attendance for last year's fair? How does it compare to past years?

Brenda Flannery responded, "The Fair does not take attendance. Nor do we feel it is possible or necessary." A brief discussion followed. The Fair Board decided for quantifiable data the fair attendance needs to be recorded. The Chamber of Commerce and Forest County Economic Development Partnership shared how this could be done and offered to help Citizens Fair Board with this process. It was determined that recording the attendance is important to know the numbers at the fair each day for comparison each and every year. This data could then be used for funding purposes and tracking.

2. What is the history with the school supplies/backpacks donations to the schools? When was it started?

The Citizens Fair Board stated this started around 15 years ago. And they took the project over from another entity. This is modeled after the Dunn County Fair.

3. Are county funds being used? Where do the funds come from for this program?

County funds are not being used for this program. The funds come from donations made to the Citizens Fair Board. They go around the community asking for donations. They do not know how much money for donations was taken in. Money taken in from this program is also used during the fair to provide one meal and rides to children at the fair.

4. How does the school backpack/schools supplies donation program relate to the fair?

The Citizens Fair Board stated the county fair is based off of educational programs. The Backpack program follows this idea.

5. Are all schools in the county involved? If not, why? How are school children chosen to receive these items?

The Citizens Fair Board assured that all the schools in our county are involved. They do not pick the children in need the schools, churches and other social service agencies do that. They do not know who gets the backpacks. It is not recorded how many children are involved with this program or how many backpacks and supplies are sent to the schools.

6. How are donations recorded? What is the requesting process? Are thank you letters sent out to those that donate? How much and what was taken in in 2014?

The Citizens Fair Board stated they don't have a recording process for donations. They could not provide a dollar amount brought in by donations. They do turn money in to the County Treasurer. Members of the Citizens Fair Board go around and solicit donations from businesses in the community. Thank you letters are sent out to those that donate. It was also stated by Brenda Flannery, "No cash donations are accepted for the fair."

7. How many children attended the free ride night of the fair in 2014?

The Citizens Fair Board does not know how many children attended the free ride night or how many bracelets were handed out.

8. How is the financial statements prepared? Why are the complete ledgers not turned into the county treasurer's office? (Examples: How much beer tent brought in (Friday, Saturday)? Starting cash on hand?, etc...)

It was determined financial statements are not prepared and a system needs to be in place before donations can be accepted. The county supervisors of the Fair Committee stated the Citizen Fair Board needs a checks and balance system set up. Appropriate recording of financial information is necessary with anything that the county supports. The Citizens Fair Board should set a time with the County Clerk and Treasurer to have the appropriate system in place well before the fair. The Citizen Fair Board shared they are in the process of becoming a 501c3 entity. It was discovered that business have been told donations are tax exempt and they are not. Dailey made a motion that the Citizens Fair Board follow appropriate accounting and recording of financials with the guidance of the County Clerk, County Treasurer and FCEDP Executive Director. Berg seconded the motion. The motion carried.

Discussion was had about the current Fair Grounds. The need for repair and maintenance of buildings and grounds are an issue. The Citizen Fair Board does most of the maintenance to the grounds with no support of county funds or staff.

Discussion was had on the needs of the Citizens Fair Board. They stated that Volunteers would make a huge difference. The need for more help and participation would be beneficial. Forest County Economic Development Partnership Executive Director offered to work with the Citizens Fair Board on funding, a system of recording funds and donations, volunteers, expanding entertainment, and more participation from around the county. He asked that the Citizens Fair Board set a meeting and plan by May 31 so they would have help and support.

Discussion was had about moving the County Fair in the future to the Brush Run Grounds. The Citizens Fair Board is very against the move. They members of the group would not participate if the move occurred. They also stated that the grounds would need to be inspected by the State Inspector.

Discussion was had on the property the current County Fair is held on. Due to the changes in the land and parcels being sold to the City of Crandon the original deed of the property is null and void.

Melinda Otto Moved to adjourn the meeting at 8:55PM. Bucky Dailey seconded the motion. The motion carried.