

**DELAWARE COUNTY AGRICULTURAL SOCIETY**  
**January 15, 2013**

**Attendance:** Don Wolf, Larry Moreland, Al Myers, Joe McLead, Phil Terry, Jim Stimmel, Diane Winters, Aaron Roll, Frank Reinhard Jackie Colflesh, Chip Hastings, Don Howard, Colleen Smith, Chip Thomson, Harold Wolford, Tom Wright;

**Ex-Officio:** Laryssa Hook

**Fair Advisory Members:** Carolyn Kay Riggle, Randy DeVault

Guest: See list.

Minutes from the Dec. 2012 board meeting were corrected to reflect 64 gallon totes and the board attendance list was corrected. Larry Moreland moved to accept the minutes as amended and seconded by Jackie Colflesh. Motion carried.

**Financial Report:** Phil Terry detailed current financial reports including accounts receivables and payables. The line of credit has been accessed for \$25,000. Transformers that will not be needed for the winter has been turned off which will reduce the electric bill. Discussion followed on various delinquent accounts. It was noted that there is only 1 payment left of \$58,000 on the Jugette Barn with \$55,000 of it sponsored. The grandstand loan has a principle payment due every October.

Discussion followed on the reduction of fairs that currently have racing. There are only 65 fairs now compared to 82 in years past. Discussion continued.

Tom Wright moved the treasurer's report be accepted as presented. Diane Winters seconded the motion. Motion carried.

**Administration Committee:** Don Howard reported the Administration Committee had met and had prepared a Request for Proposal for individuals or companies interested in controlling the Delaware County Fair and the Little Brown Jug souvenir sales. The RFP follows: "**dates were updated 2-8-13**"

**Request for proposal: A193**

**Right to sell licensed and approved novelties and souvenirs at and for the Delaware County Fair and The Little Brown Jug Harness Race.**

**Issue Date: February 8, 2013**

**Proposal due date and time: Must be received in the Fair Office by 4p.m. March 15, 2013**

**Under no circumstances shall late proposals or modifications be considered. Proposals will be opened only at the first meeting of the Administrative and Finance Committee of the Society following the submission deadline. The announcement of the results of the proposer selected will be announced after review and approval by the directors of the Delaware County Agricultural Society's meeting scheduled for March 19, 2013.**

**Deadline for requests for clarifications or modifications is 4p.m. March 1, 2013\***

**Contact for Information: Phil Terry Fair Manager and Secretary**

**PHONE: (740) 362-3851**

**EMAIL: pterry@littlebrownjug.com**

**RFP submittal location:**

**The Delaware County Fair**

**Attention Phil Terry**

**236 Pennsylvania Avenue**

**Delaware, Ohio 43015**

**The schedule of events and the dates contained therein are subject to modification as necessary at the sole discretion of The Delaware County Fair. If modification is necessary, the dates will be modified through written addenda issued by the Delaware County Fair.**

**\*The purpose of the period of time allotted for requests for clarifications or modification is to permit The Delaware County Fair to correct, prior to the opening of proposals, technical or contractual requirements that may be unlawful, improvident, or that unjustifiably restrict competition. This will allow The Delaware County Fair to make needed corrections through the issuance of an addendum, prior to the opening of proposals. In order to have their complaints considered, proposers must submit them within the time established in the RFP.**

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## **1.0 INTRODUCTION AND GENERAL INFORMATION**

### **1.01 Introduction**

The Delaware County Agricultural Society, owner of The Delaware County Fair is soliciting proposals from vendors qualified in the field of novelties, souvenirs, and apparel to design, furnish, and sell novelties, souvenirs, and apparel on behalf of The Delaware County Fair and the Little Brown Jug harness race (For purposes of brevity throughout this RFP The Delaware County Agricultural Society shall be referred to as the "Society", the Delaware County Fair shall be referred to as DCF and The Little Brown Jug as the LBJ).

## **2.0 SCOPE OF SERVICES & REQUIREMENTS**

The minimum requirements and the scope of services, as well as certain requests for information to be provided by proposer as part of its proposal, are set forth below. For purposes of this RFP, the successful proposer shall be sometimes referred to as "contractor."

### **2.01 Overview and Objectives**

The Society is seeking a Contractor who will provide novelties, souvenirs, and apparel for sale to the public at our fair and race events.

#### **2.01.1 Term**

Should the Society enter into an Agreement as a result of this RFP, the initial term of the Agreement shall be for thirty-six (36) months.

### **2.02 Scope of Services**

#### **2.02.1 Quality**

All novelties, souvenirs, and apparel supplied by contractor must be of respectable quality and produced in accordance with the highest standards of the contractor's profession or business. In its response to this RFP, the contractor must provide a list of products that the contractor is capable of supplying for sale. Failure to supply the list may result in the proposal being rejected, and not evaluated.

#### **2.02.2 Website**

Contractor will maintain a link to their respective website and send information on a regular basis to be defined to the fair manager for the DCF and LBJ websites to permit information and availability of novelties, souvenirs, and apparel to be updated.

#### **2.02.4 Pricing Schedule**

Contractor shall provide the Society with a designated percent discount off of retail price for apparel for use by the Society. In its response to this RFP, proposer shall provide a description of the discounted pricing schedule it proposes to provide to the Society.

#### **2.02.7 Additional Consideration Offered to the Society**

Proposers shall define any other additional merchandising, incentives, or considerations to be offered to the Society in exchange for the rights offered to contractor herein.

### **2.03 Consideration offered by the Society**

#### **2.03.1 Exclusive novelties, souvenirs, and apparel Product Rights.**

- (a) Exclusivity rights related to novelties, souvenirs, and apparel pursuant to contract, the Society will limit its novelty, souvenir, and apparel purchases to those persons, companies, and entities specified in the contract, for the term of the contract and subject to the terms and conditions provided below, which shall be reflected in the contract between the parties, which will incorporate this RFP, and the successful proposal selling novelties, souvenirs, and apparel.

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- (b) Exceptions to exclusivity rights lack of availability. If successful Proposer is unable to provide product in a reasonable time or in a manner suitable to fulfill the requirements of the Society, the Society retains the right to secure the specific unavailable product from any available source.

#### **2.03.2 Sponsorship Rights.**

Subject to the terms and conditions below, and subject to termination of the contract between the parties, the Society will provide the successful proposer who enters into a contract a revocable limited license. The Society will provide successful Proposer with the right to reference itself as an official sponsor and supporter of The Delaware County Fair and The Little Brown Jug in its advertising and promotional material (collectively the "promotional materials"), provided however, that any such reference shall not state or imply that the Society endorses the quality or value of supplier's products or services.

#### **2.03.3 Promotional Material Approval Process.**

All promotional materials will require the express written approval of the Society prior to use.

### **2.04 Required Experience**

Contractor must demonstrate competence and experience with performing the services of this nature for an event equal to the size and scope of The Delaware County Fair and The Little Brown Jug.

### **2.05 Pre-Proposal Conference**

There will not be a pre-proposal meeting for this RFP.

3.0 Required Submittals

3.01 Required Submittals

Proposal information must be ordered in the same order as listed below. Proposers must submit at a minimum the following information and in accordance with the instructions provided below:

- (a) A submittal letter detailing how proposer meets the required experience as outlined in paragraph 2.04 of this RFP, including information which lists the experience and dependability of the proposer. In this submittal letter, proposer shall also: document the quality of the items to be supplied by including brochure materials, news articles and trade publication articles. The submittal letter must be signed by a representative of the proposer who is authorized to bind the proposer.
- (b) Provide a list of the novelties, souvenirs, and apparel that the proposer is capable of offering to the public.
- (c) Provide a description of the discounted pricing schedule it proposes to provide to the Society.
- (d) Define any other additional merchandising, incentives, or considerations to be offered to the Society in exchange for the rights offered to proposer herein.
- (e) Attachment A – Proposer Certifications
- (f) Attachment B – Proposer Information Sheet
- (g) Attachment C – Reference Sheet with attached client list

3.02 Quantity of Proposal

Proposers shall submit one (1) original of the proposal, including all required submittals and photo copies of the same pages to the location listed on page 1 of this RFP by the time listed on page 1 of this RFP. Proposers shall mark originals, "ORIGINAL". Originals must contain original signatures on any pages where they are requested.

Additionally, proposer must submit four (4) copies of any illustrated literature or other technical matter included by way of explanation of your proposal. Proposers who fail to submit the requested number of copies may be disqualified from consideration.

4.0 Evaluation and Criteria for Selection

4.01 Evaluation

The successful proposer, if any, selected by the Society in accordance with the requirements and specifications set forth in this RFP will be the proposer that submits a proposal in response to this RFP on or before the submittal deadline and that is the most advantageous to the Society.

Proposals will first be evaluated for completeness and compliance with the requirements of this RFP. Those proposals that are incomplete, non-responsive and are not judged to support the mission may be rejected.

Responsive proposals will be sent to the evaluation committee who will perform evaluations on the written proposals. Proposals will be evaluated by an evaluation team consisting of the Administrative and Finance Committee.

The Society may make the selection of the contractor on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, if during the evaluation process, the proposal is determined to be unclear, proposers may be asked to provide written clarification on certain points contained in their submission. At the end of this evaluation stage, The Society may choose to award the contract or move forward to the next stage of evaluation. See section 4.02, Criteria for Selection.

After the opening of the proposals and upon completion of initial evaluation, the Society may choose to invite one or more selected proposers to participate in oral presentations and/or negotiations. This would be at the sole option and discretion of the Society as to whether this phase would be exercised.

After submission of a proposal, but before final selection, the Society may choose to negotiate certain elements of the competitive proposals. In that event, representations made by Proposer in its proposal, including price and fee quotes, and any additional merchandising, incentives, or considerations, will be binding on proposer. In conducting such negotiations, the Society will avoid disclosing the contents of competing proposals.

The Society may make the selection of the Contractor on the basis of negotiation with one or more of the selected proposers. The Society is not obligated to select the proposer offering the most attractive economic terms if that proposer is not the most advantageous to the Society overall, as determined by the evaluation committee. Price is not the sole determinative factor in selecting the successful proposer.

4.02 Criteria for Selection

The factors to be considered by the Society, in evaluating proposals and selecting the successful Proposer for this award, will be those factors listed and categorized below with their relative weightings.

Proposer's qualifications, abilities, and references services	35% Quality of proposed services
<u>30%</u>	35% Financial consideration
	100%

4.02.1 Proposer's Qualifications, Abilities, and References: (35%)

- (a) Proposer's demonstrated competence and experience in providing novelties, souvenirs, and apparel, including the quality of proposer's references from past and present clients.
- (b) Proposer's ability to perform the required services within the time periods projected based on proposer's demonstrated capabilities, staffing, and creative resources.

4.02.4 Supplemental Criteria

As a supplement to the above-described criteria, the Society may give consideration to any additional information and documentation submitted by a proposer if the Society deems such information to be relevant, and to serve the best interests of, and provide the best value to, the Society.

## **5.0 Instructions to Proposers**

### **5.01 Right to Reject**

The Society reserves the right to reject any proposal or to reject all proposals at any time prior to the Society's execution of a Contract if it is determined to be in the best interest of the Society to do so.

### **5.02 Requests for Clarification, or Modification**

All requests for clarifications, or modifications regarding information contained in this RFP (including, but not limited to, specifications, requirements, submittals, procedures, terms and conditions or contractual requirements) must be submitted, in writing, no later than the date and time listed in the schedule of events to the name and address listed. All requests must be received in writing. It is within the sole discretion of the Society whether it will accept or deny any exceptions raised by proposers. If the Society clarifies or modifies the RFP, it will do so through issuing an addendum or addenda to this RFP.

### **5.03 Change or Modification/Addenda**

Changes or modifications to the RFP specifications or the procurement process will be issued in an addendum to the RFP and made available to proposers. Only addenda approved by the board of directors of the Society and issued by the fair office may change the RFP in any way. No information obtained from any Society personnel, written or oral, will serve to change the RFP.

Note: If you have received an RFP you should contact the fair office to assure that you have not missed any addenda announcements.

Proposers are not required to return addendums with their proposals. However, proposers are responsible for making themselves aware of, obtaining and incorporating any changes made in any addenda issued by the Society into their final proposals. Failure to do so may, in effect, make the proposer's proposal non-responsive, which may cause the Proposer's proposal to be rejected.

### **5.04 Proposal Preparation and Submission**

In an effort to standardize proposals, Proposers are encouraged to print on standard 8-1/2" x 11" paper. Pages should be numbered consecutively and a set of tabs inserted to identify each section of the proposal, such as: "Submittal Letter", "Detailed Response", etc. All binders, reference materials, and other documents should be clearly labeled or otherwise identified and referenced in a clear and consistent manner throughout the proposal.

Proposals and pricing shall be typed and signed by an authorized representative of the Proposer where signatures are required in the attached forms. At least one proposal submitted by Proposer should bear original signatures.

Proposals must be submitted in sealed package(s) or envelope(s). To ensure proper identification and handling, all package(s) or envelope(s) must be clearly marked with the RFP Number and date and time of closing.

Proposals must be received and time-stamped by the Fair Office at the location listed on Page 1 of this RFP prior to the scheduled RFP closing date(s) listed in the Schedule of Events. It is the proposer's responsibility to submit proposals in a timely manner, allowing plenty of time for delivery. The Society will not be held responsible for late RFP delivery due to a courier's inability to deliver the proposal in a timely manner. Under no circumstances shall late proposals or modifications be considered. Proposals will be opened only at the first meeting of the Administrative and Finance Committee of the Society following the submission deadline. The announcement of the results of the proposer selected will be announced after review and approval by the directors of the Delaware County Agricultural Society's meeting scheduled for March 19, 2013.

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### **5.05 Proposal Modification**

Modifications or erasures made to proposals before proposal submission must be initialed in ink by the person signing the proposal.

Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications must be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposals. Proposers may not modify proposals after proposal due date and closing time.

### **5.06 Proposal Withdrawals**

Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the fair office prior to proposal due date and time. Proposals may also be withdrawn in person before the proposal due date and time upon presentation of appropriate identification.

### **5.07 Agreement to RFP Requirements, Terms and Conditions**

By proposal submission, Proposers agree to all requirements, terms and conditions contained in the RFP. Proposer further agrees that if proposer is awarded a contract pursuant to this RFP process, no terms and conditions will apply to the Contract other than those in writing and signed by an individual authorized to bind the Society

### **5.08 Information Submitted**

The Proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories, and that the Society is under no obligation to solicit such information if it is not included within the proposer's proposal. Failure by the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

### **5.09 Public Record**

In addition, proposers must be aware that all information submitted by them in response to this RFP is subject to review by the public under the Ohio Public Records Law.

**5.10 RFP Preparation Costs**

The Society shall not be liable for any costs incurred in the preparation and presentation of proposals.

**5.11 Alternate Proposals**

Proposers may submit more than one proposal. All proposals must comply with the requirements of the RFP except that additional proposals may incorporate, by reference, repetitive information which is provided in a complete proposal.

**5.12 Proposal Opening Procedure**

All proposals received in response to this RFP shall be opened at the scheduled time indicated on the cover of this RFP. Proposers who attend the opening will be informed only of the names of proposers submitting proposals. No other information will be available.

**5.13 Investigation of References**

The Society reserves the right to investigate and to consider the references and the past performance of any proposer with respect to such things as its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. The Society may postpone the award or execution of the contract after the announcement of the apparent successful proposer in order to complete its investigation. The Society reserves the right to consider past performance, historical information and fact, whether gained from the proposer's proposal, question and answer conference, references, the Society or any other source in the evaluation process.

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**5.14 Prior Acceptance of Defective Proposals**

Due to limited resources, the Society generally will not completely review or analyze proposals which on their faces fail to comply with the requirements of the RFP or which clearly are not the best proposals, nor will the Society generally investigate the references or qualifications of those who submit such proposals. Therefore, neither the return of a proposal, nor acknowledgment that the selection is complete shall operate as a representation by the Society that an unsuccessful proposal was complete, sufficient, or lawful in any respect.

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**ATTACHMENT A**

**PROPOSER CERTIFICATIONS**

Each Entity must read and comply with the following sections. Failure to do so may result in rejection of offer. By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Entity and that under penalty of perjury the undersigned will comply with the following:

**SECTION III. COMPLIANCE WITH SOLICITATION**

The undersigned agrees and certifies that they:

1. Have read, understands and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (including any attachments); and
2. Are an authorized representative of the Entity, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the offer or Contract termination;
3. Will furnish the designated item(s) and/or service(s) in accordance with the solicitation and the Contract;
4. Will provide/furnish federal employee identification number or social security number with offer.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_ Fax Number:(\_\_\_\_\_) \_\_\_\_\_

FEIN ID# or SSN# (required): \_\_\_\_\_

Business Designation (check one):

- Corporation     
  Partnership     
  Sole Proprietorship     
  Non-Profit     
  Limited Liability Company

**ATTACHMENT B**

**PROPOSER INFORMATION SHEET**

**PROPOSER:** \_\_\_\_\_

**CONTACT INFORMATION**

**POINT OF CONTACT:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE ZIP:** \_\_\_\_\_

**ACCOUNTING CONTACT INFORMATION**

**POINT OF CONTACT:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**REMITTANCE ADDRESS:** \_\_\_\_\_

**CITY, STATE ZIP:** \_\_\_\_\_

**NEAREST CORPORATE OFFICE (if applicable)**

**POINT OF CONTACT:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE ZIP:** \_\_\_\_\_

**ATTACHMENT C**

**REFERENCE SHEET**

Each Proposer must submit the following information as required in the Request for Proposal. Provide contact information for three (3) references. The references should be provided from other institutions similar in size and scope where proposer or parent company has exclusive apparel agreements. The Society reserves the right to contact these and other references.

**REFERENCE FIRM #1**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**POINT OF CONTACT AT REFERENCE FIRM:** \_\_\_\_\_

**PHONE NUMBER OF CONTACT:** \_\_\_\_\_

**NATURE OF BUSINESS AND SCOPE OF SERVICES PROVIDED:** \_\_\_\_\_

**REFERENCE FIRM #2**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**POINT OF CONTACT AT REFERENCE FIRM:** \_\_\_\_\_

**PHONE NUMBER OF CONTACT:** \_\_\_\_\_

**NATURE OF BUSINESS AND SCOPE OF SERVICES PROVIDED:** \_\_\_\_\_

**REFERENCE FIRM #3**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**POINT OF CONTACT AT REFERENCE FIRM:** \_\_\_\_\_

**PHONE NUMBER OF CONTACT:** \_\_\_\_\_

**NATURE OF BUSINESS AND SCOPE OF SERVICES PROVIDED:** \_\_\_\_\_

Discussion followed. Chip Hastings moved the board approve the RFP as presented. Jackie Colflesh seconded the motion. The RFP will be added to the website.

Don Howard explained the opinion of State Auditor Yost on alcohol sales to the fair board. The OFMA and Carolyn Towner are looking for an attorney to work with on the opinion. A request for an amendment will be pursued to allow fairs to sell alcohol.



The administration committee is currently looking at contracts. Discussion followed. Job descriptions for the fair office staff and the fair manager jobs are being evaluated. A travel request has been received by Phil Terry. Phil requested estimated expense reimbursement of \$1,700. Katie will be attending at Phil's expense. Don Howard moved to approve Phil's estimated travel expenses of \$1,700. Colleen Smith seconded the motion. Motion carried.

Emails will be sent to all board members announcing committee meetings.

Next Administrative/Finance Committee meeting is Jan. 30<sup>th</sup> at 6pm in the Log Cabin.

**Executive Committee:** Al Myers reminded the board of a committee meeting after the board meeting.

**Ag/Exhibits:** Aaron Roll announced a Fair Advisory committee meeting on January 19 at 8am in the Log Cabin.

**Community Affairs:** Committee meeting has been scheduled Jan. 24<sup>th</sup> at 6pm in the Log Cabin.

**Security/Medical/Staffing/Transp:** No Report.

**Motorized Sports:** Larry Moreland reported the committee had met and prepared a tentative schedule for the motorized sports during the fair. The schedule follows:

1 <sup>st</sup> Saturday, the 14 <sup>th</sup>	Lawn Mower Racing
Sunday, the 15 <sup>th</sup>	COTPC Truck and Semi Pull
Monday, the 16 <sup>th</sup>	OSTPA Truck and Tractor Pull
Tuesday, the 17 <sup>th</sup>	Rough Truck & Tug of War
Wednesday, the 18 <sup>th</sup>	Motocross
Thursday, the 19 <sup>th</sup>	none
Friday, the 20 <sup>th</sup>	Fig. 8 School Bus & Pickup Races
Saturday, the 21 <sup>st</sup>	Demolition Derby – Cars & Trucks

Larry Moreland moved to approve the tentative schedule as presented. Don Howard seconded the motion. Motion carried.

**Facility & Facility Planning:** Next meeting of the facility committee is Jan. 17<sup>th</sup> at 6pm. Committee has lots to consider. The furnace in the fair office has been replaced as approved at the December meeting.

**Racing:** Tom Wright informed the board that John Cross would be having back surgery and would be unavailable for staking work. Discussion followed on the antiquated software currently in use and available web-based systems.

**Media/Advertising/Sponsorships:** Tom Wright reported the committee had met on Jan. 2, 2013. The advertising changes for the 2012 fair were discussed. Work has begun on the 2013 advertising which will focus on Delaware County and our immediate neighbors. For parades and floats and other advertising avenues, other board members may be solicited. Any funds that are solicited have to be coordinated through this committee.

Harold Wolford explained the award that was received at the OFMA Convention for the fairbook cover.

**Hospitality/Entertainment/Special Events:**

**All Horse Parade:** Diane Winters announced the get-together has been held for AHP workers.

**Wall of Fame:** No report

**Non Fair Events:** Phil reported that the coliseum will be busy with soccer, baseball, etc. practices in January and February.

**Chairman's Committee:** Al Myers explained the purpose of this committee is to keep all committee chairs informed of activities of the committees to avoid duplication of efforts.

**New Business:** The board was reminded that all media releases, public records and anything that references the fair must go through the fair office.

Frank Reinhard reported on a meeting with Consolidated Electric regarding fiber possibilities on the fairgrounds. Frank will maintain contact with the company who seems interested in further discusses.

The board was encouraged to attend the ribbon cutting for Buckeye Tractor, now Evolution Ag, at their facility on 36-37 January 18<sup>th</sup> at noon.

Larry Moreland moved that all board meetings be started at 6:00pm. Frank Reinhard seconded the motion. Discussion followed. Larry Moreland amended his motion to “all board meetings will be started at 6:30 pm effective with the February 19<sup>th</sup> meeting.” Frank Reinhard seconded the motion. Motion carried.

Aaron Roll reported that there have been changes in the Ohio 4-H Affiliate Constitution. Laryssa Hook explained that all 4-H clubs must submit financial accounting to the Extension Office and will be audited internally.

**Old Business:** none

Phil Terry moved that the board enter executive session to discuss an employee matter. Don Howard seconded the motion. Roll Call vote was taken and the board entered executive session.

Tom Wright moved the board exit executive session with no decisions made, and return to regular session. Diane Winters seconded the motion. Motion carried and the board returned to regular session.

Jim Stimmel moved to adjourn the meeting. Chip Thomson seconded the motion. Meeting adjourned.

Next meeting is February 19, 2013 at 6:30 pm in the Log Cabin.

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Al Myers, President

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Phil Terry, Fair Manager

Prepared 02/15/13 by mlj