

DELAWARE COUNTY AGRICULTURAL SOCIETY

BOARD MEETING

February 15<sup>th</sup>, 2022 – Agricultural Hall of Fame

ATTENDANCE

Present – Adam DeMarco, Mark Fisher, Patricia Gladman, Mike Harter, Dan Huffman, Michael Knapp, Bryan Mellen, Jon Melvin, Tiffany Rankin, Colleen Smith, Chip Thomson, Chris Welker, Benjamin Wenner, Diane Winters, Tom Wright, Laryssa Hook.

Absent – Jeff Armentrout, Jennifer Brown, Jackie Colflesh

GUESTS – Jeff Stover, Steven Kline, Blake Lantz, Cynthia Price, and T. Thomson

CALL TO ORDER AND ROLL CALL

Tiffany Rankin called the meeting to order at 6:00 pm. Tiffany Rankin led the Pledge of Allegiance. Benjamin Wenner took roll call.

C. Thomson moved, D. Howard seconded to excuse absences for all three individuals. No discussion. Motion carried 17-1.

PUBLIC COMMENT

Jeff Stover requested to be appointed to the board of directors.

Cynthia Price and Black Lantz presented from Hometown Ticketing. Afterwards there was extensive Q&A.

- T. Wright inquired about scanning codes for 1 day only versus weekly. A: Flexible to do both.
- T. Wright inquired about how Hometown is paid. A: \$1/ticket or \$3/pass.
- C. Smith asked about scanners. A: DCAS can buy or rent. Or can use phone.
- C. Smith asked if we will still use cash/in-person sales as well. A: Yes, can do both.
- C. Smith asked what happens if code/email lost. A: DCAS can look it up manually.
- C. Smith asked if a scanned code can be used for multiple locations such as the front gate and pavilion hill. A: Yes.
- C. Smith asked if this emailed ticket would also work for Canadian guests. A: Yes, Canadians receive email. But if there were ever an issue, there is a hotline to call that will reach a real human on the phone with questions for customer service (for the users).
- T. Thomson asked if can send a sponsor ticket the day-of from phone? A: Yes and no fees assessed on free tickets.
- T. Thomson asked if able to share multiple tickets to one sponsor. Are they later sharable to the group? A: Yes.
- C. Thomson asked if they use “Accessibee” (re: website accessibility). A: The tickets are still sold through DCAS website. Hometown only helps provide point of sale feature.
- T. Wright asked what credit card processor fee is. A: Still pay normal CC fees. Another provider may be available soon.
- T. Rankin asked C. Welker to explain to the board how this system would work for our fair specifically.
  - Help with pre-sales and assist T/Jen in the office.
  - Build grandstand seat map for later use.
  - Data for C. Welker to use in tracking sales/sponsor compensation.
  - Emails to reach guests for future events.
- D. Winters asked if this would affect this year’s seating chart. A: No.
- M. Fisher asked if normal sales could still pay directly online. C. Smith added or call it in. A: Yes.

Steven Kline presented on Kline Productions and the opportunity to use a promoter for fair entertainment. Q&A followed.

- C. Thomson asked if you can change out a stage pre/post rack race events. A: Yes, but will take significant infrastructure and planning.

- C. Welker asked for a ballpark cost. A: Last year would have been \$35,000.
- M. Fisher asked what Kline's cost is. A: He sells the stage, power, equipment. No cost added to performers. And opportunity to sell advertisements on the stage. Also owns printing company.

### MINUTES

J. Melvin moved, D. Winters seconded that the previous meeting minutes be approved. Motion carried.

### PRESIDENT'S REPORT

- The fair manager job posting is done. We will all get together to rank once the applications are received.
- The Destination Delaware position is gaining momentum again. T. Wright working to get this moving.
- Thankful for all of the committee meetings happening.
- Dan has quoted for tear-down of the old Jr. Fair and Fair offices.
- Attended the annual 4-H recognition banquet here in the Ag Center.

### SECRETARY'S REPORT

None.

### TREASURER'S REPORT

D. Huffman stated that our finances are stable.

- Wants to receive committee budgets by the March meeting.
- Holding some money in the Bed Tax account for Marker.

D. Howard asked about any progress on financing projects. A: Delay this conversation to finance report.

B. Wenner moved and M. Fisher seconded to approve the treasurer's report. Motion carried.

### COMMITTEE REPORTS

#### EXECUTIVE COMMITTEE (minutes included in packet)

Tiffany Rankin reviewed her committee minutes, emphasizing the following points:

- Fair manager position discussion
- Updates from the G & A meetings
- D. Huffman now has a fair treasurer email address: [Ftreasurer@littlebrownjug.com](mailto:Ftreasurer@littlebrownjug.com)
- D. Huffman working on the alcohol sales project from last year's board. This issue will need to go up for vote on the fall election ballot.

#### GENERAL & ADMINISTRATIVE COMMITTEE

C. Thomson reported that the committee has been meeting a lot, at this point has met with the majority of employees. To demonstrate an example, he read the interview notes from XXXXXXXX verbatim, highlighting important safety and management questions that came up from this meeting.

- C. Smith asked if personnel files were being stored in a secure location. A: Yes, locked up.
- B. Wenner moved and C. Welker seconded to have the employee file read and name of employee removed from the board meeting minutes, citing violation of confidentiality. Motion carried.

#### FINANCE COMMITTEE REPORT

C. Welker reported on his progress in identifying profit/loss on the fairgrounds by sector. He has been working closely with C. Smith to figure out hospitality tent figures. Stall rents were doing better than expected.

D. Huffman will bring up an office furniture proposal in new business. RFP for demolition of buildings was sent out.

D. Huffman asked for a board motion to raise the credit card limit to \$50,000 and separate card controls for different users, in order to prevent purchasing delays during the fair in 2022. J. Melvin moved, M. Fisher seconded. Motion carried.

D. Huffman is seeking potential new insurance providers. The permanent alcohol permit would disrupt our current supplier.

#### FAIR ADVISORY COMMITTEE (minutes included in packet)

B. Wenner referred board members to the meeting minutes.

- Next meeting is March 19<sup>th</sup>, 8:00 am.
- Will be working on 2022 budget using 2021 numbers from D. Huffman
- Will be asking for airflow improvements, funds from Bed Tax to prevent animal losses

#### ADVERTISING COMMITTEE

No report.

#### SAFETY COMMITTEE

M. Harter put out to the board a potential towing contract and is seeking feedback.

- Plans to send to G&A committee and bring to board for approval next month.
- M. Fisher asked if will be posting for towing companies to submit a bid. A: Yes.

M. Harter reached out to Highland and waiting to hear back.

D. Huffman communicated that new insurance providers due to the alcohol permitting will require safety committee to take on additional roles: First aid/CPR, improved signage for lanes, parking, exits.

- T. Wright asked about liquor control. How will this be controlled/restricted and how will it impact visitors who bring coolers. A: We will have control to restrict/fence just like a temporary permit.
- C. Smith asked for clarification on why we won't be covered by current provider and how much this will cost us. A: D. Huffman will bring pricing estimate to next meeting.
- C. Welker asked for clarity about where the permit would be applied. A: We will be able to specify the locations for alcohol consumption after permit is approved
- M. Fisher added that we should all be trained for First-aid/CPR and other emergency situations
- D. Huffman added that maintenance will also have to establish an emergency notification protocol.

#### MOTOR SPORTS COMMITTEE (minutes included in packet)

B. Mellen said the committee discussed schedule and budget. D. Huffman asked to hold on budget approval until March meeting.

#### FACILITIES/MAINTENANCE COMMITTEE

M. Fisher reported that the committee had met and discussed the following:

- Drainage issues that required an emergency fix around the horse barns. This will need further attention and additional excavation but the immediate issue has been relieved.
- D. Huffman had Cintas bring contract for first-aid kits to be placed at Log Cabin, Ag Center, and Maintenance offices to address any future injuries.
- Both Kubota tractors failed during the winter storm.
  - One under warranty review
  - Another due to lack of maintenance and care by staff
- Waiting on C. Thomson to provide decals for maintenance vehicles
- Maintenance employee broke the skid steer door again.
- Bid sent out for grader as approved at last meeting. M. Fisher and B. Mellen will attend. Wayne Byus is very positive about the potential equipment upgrade.
- Steve Vaughn got new track screens.
- Looking into paying former employees to come back and help with grounds care this summer.

- Shelving approved at last meeting is installed in the Ag Center.
- Referenced RFP for demolition of the old fair office and Jr. Fair office.
- Working on scope of work for plumbing, electrical, sound contracts for grounds
  - C. Smith asked if we will specifically choose a local provider or look as most cost-effective. A: We will review and check references, choosing the best overall option

D. Howard asked if any progress had been made on a floor scrubber.

- C. Thomson can look elsewhere. Nothing yet.
- C. Thomson wants to seal floor. J. Melvin indicated floor is already sealed, C. Thomson more likely referring to an epoxy.

D. Winters asked where the employment trailer will go?

- C. Welker says that while former employment trailer operators indicated 2021 was last year, he will call Linda to see about 2022.

#### RACING COMMITTEE

T. Wright reported that payments are starting to be received. No meeting.

#### HOSPITALITY COMMITTEE

C. Smith reported tent numbers she is working on with C. Welker. Most tents did well but the Pavilion Hill is not quite figured out. Wants to grow top of stretch tent if possible.

#### BED TAX COMMITTEE (minutes included in packet)

T. Wright reported they had met twice. Highlighted the following topics:

- Building concrete issue – will send a letter of defect
- Grandstands project – met with Kevin and Scott, w/racing group.
  - Project will need to move in phases. Could reach \$2.5 million with electric, restroom, ADA improvements.
  - C. Thomson indicated he requested additional support from the state for grandstands ADA improvements and that A. Brenner said many requests are coming in right now.
- Met last Saturday morning for broader planning
  - Prioritize projects and funding
  - Will invite small groups of DCAS for discussion
  - Discussing project packages (multiple at one time), utilizing Kevin to help manage
- Explained/discussed strategic pillars draft shared with board
  - J. Melvin asked that previously drafted mission statement be shared out to board
  - T. Wright emphasized goals is agriculture, educating kids, providing a place for youth/community to call home

#### ALL HORSE PARADE

No report.

#### AG HALL OF FAME

D. Howard repeated that he had submitted a budget and was now working with D. Huffman to revise.

Discussion followed about a white chair that was broken and the importance of screening all chairs for stability prior to events, including the fair.

D. Howard seeking T. Rankin feedback on old files in the former office. What should be destroyed or preserved prior to demolition.

D. Howard to send 2 documents to the board for feedback: 1) a call for donations and 2) a vision for the Agriculture Hall of Fame.

D. Howard noted that the historical society reached out to potentially donate Joe Neville's desk.

## OLD BUSINESS

C. Thomson to share an image of the new sign being completed in Powell. Sign will display on SR23 in color.

C. Thomson reported on fair contract with Dotson Media

- No training date established. Propose engaging local to train Jen and T
- Currently paying \$260/mth for maintenance. Will re-evaluate contract position

T. Rankin updated that the ride company contract was signed.

T. Thomson's incentive package was in the final stages to be completed. There was some additional information needed. This should be wrapped up by end of the week.

C. Thomson has not had time to look at chairs yet that were proposed for purchase at last meeting. Will do soon.

D. Huffman presented the following purchases that need made for the Ag Center.

- Door mats on contract with Cintas to prevent floor damage.
  - Need purchase carpet cleaner for entryways.
- \$3,313 for filing cabinets to secure information and store appropriately
  - T. Wright asked to clarify for whom. A: Quita, fair manager (personnel files), and Jen (ticketing information).
- \$1,299 for 3 coat hanger racks (to purchase hangers later)
- \$12,500 for 25 chairs with or without wheels.
  - B. Wenner asked if wheels would prevent floor damage in new boardroom. A: Yes.
  - M. Fisher commented that more chairs would allow 2 meetings to occur in building simultaneously.
  - C. Smith asked why the chairs were bid out. A: Because the work for this building falls under Bed Tax funds and process.
  - C. Thompson moved and D. Winters seconded to approve this purchase. Motion carried.
- \$63,153,84 plus freight for hightop tables, rectangle tables, round tables, chairs, and carts to seat 300 people for events.
  - C. Smith challenged the reason for 300 when we've previously sat up to 500 (e.g. for ODOT event). A: This is seating with tables rather than chairs only.
  - D. Huffman to meet with C. Smith and discuss occupancy current versus opportunity/need following the meeting.
  - C. Thomson moved and B. Wenner seconded for up to \$70,000 plus freight to purchase these furnishings after D. Huffman and C. Smith discussed needs to make sure they are addressed. Motion carried.

## NEW BUSINESS

B. Wenner presented that T. Thomson needs sales tracking software to better complete his work, reach customers, and report to board.

- Proposed up to \$2,000 for sales tracking software to support T. and Jen.
- M. Fisher moved, D. Huffman seconded. Motion carried
- C. Thomson to work out a package with T. and Jen.

## EXECUTIVE SESSION

M. Fisher moved and B. Wenner seconded to enter Executive Session for personnel reasons. Motion carried. A 5-minute break was taken and the board reconvened.

Chip Thomson motioned and Mike Harter seconded to leave Executive Session. Motion carried.

D. Huffman moved and C. Welker seconded to engage an attorney for up to \$7,000 for initial consultations regarding a legal issue. Motion carried 15-0. Abstentions noted from A. De Marco and B. Wenner. Also noted T. Rankin is a non-voting President.

D. Huffman moved and C. Welker seconded to accept Board's recommendation on personnel matter. Motion carried.

ANNOUNCEMENTS

None

ADJOURN

D. Huffman and Jon. Melvin moved to adjourn. Motion carried.

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Tiffany Rankin, President

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Benjamin Wenner, Acting Secretary