

DATE: Tuesday, April 16, 2019  
 TIME: 5:30 pm  
 LOCATION: BLG 4

**AGENDA:** (subject to change at the discretion of the Board)

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
<a href="#">05:31:44 PM (00:00:03)</a>		
<b>1.0</b>	<b>Welcome</b>	Jeff Wade
1.1	Pledge of Allegiance	
1.2	Call for Attendance	
	Present were Fair Board members: Chairman Jeff Wade, Vice-Chair Brenda York, Michael Everts, Ann Marie Moran & Tawnya Dykstra; Fairgrounds Staff: General Manager Dennis Voeller, Finance Manager Rachel May & Office Manager/Fair Board Secretary Linda Blomback. Absent were Fair Board members Kelton Jensen, K.C. McLaughlin and Commissioner Scott MacFarlane.	
1.3	Review & Approval of Minutes of January 15, February 19 & February 27, 2019 meetings <b>Michael Everts made a motion to approve the minutes for Feb 27, Feb 19 &amp; Jan 15.</b> <b>Brenda York seconded.</b> <b>Unanimous for, motion carries.</b>	
<a href="#">05:35:33 PM (00:03:53)</a>		
<b>2.0</b>	<b>Call for Public Comment - None</b>	Jeff Wade
<a href="#">05:35:42 PM (00:04:02)</a>		
<b>3.0</b>	<b>Presentation - None</b>	
<a href="#">05:35:49 PM (00:04:09)</a>		
<b>4.0</b>	<b>Gallatin County Commission Report – No Report</b>	Scott MacFarlane
<a href="#">05:35:54 PM (00:04:14)</a>		
<b>5.0</b>	<b>4H Report – No Report</b>	Kelton Jensen
<a href="#">05:36:02 PM (00:04:22)</a>		
<b>6.0</b>	<b>Financial Report</b>	Rachel May
6.1	Aging <ul style="list-style-type: none"> <li>• <i>Longer report due to invoicing Fair commercial vendors</i></li> </ul>	
6.2	FY19 Year End Projection <ul style="list-style-type: none"> <li>• <i>Budget season has started so Finance Dept needs year-end numbers and start-up numbers</i> <ul style="list-style-type: none"> <li>○ <i>Interim Revenue: Conservative numbers were used which are more realistic</i></li> <li>○ <i>Interim Expenses: Grounds maintenance is over budget due to snow removal</i></li> <li>○ <i>Fair Revenue: Admissions was originally \$288,000 but \$20,000 was moved to the parking lot revenue</i></li> </ul> </li> <li>• <i>Fair fiscal year in Munis accounting system will have two different Fairs in it. Separate budget sheets are used to keep accurate revenue and expenses for each Fair.</i></li> <li>• <i>Fair Expenses:</i> <ul style="list-style-type: none"> <li>○ <i>Professional services is under-budgeted because we had to hire Express Services for temp labor for Fair which is more expensive that hiring our own temps. The employee wages show less expenses.</i></li> </ul> </li> </ul>	

- Taxes:
  - Finance department lets us know what these numbers are
- Profit & Loss:
  - We should be above zero, however the reason it doesn't show more profit is that more was spent on equipment, i.e a new tractor and skidsteer, etc.
  - Some winter and spring projects were budgeted and not all of them will get done so it should reflect more profit by the end of the year.
- \$90,000 is in the 905 reserve account and only \$52,000 is required

## 7.0 Marketing/Sponsorship Report

Carrie Gilman

[05:51:59 PM \(00:20:19\)](#)

## 8.0 Competitive/Office Report

Linda Blomback

- Long-term RVs are picking up
- Contracts for Fair are almost done
- Competitors Guide was distributed in the paper and will go to the schools
- Competitive Exhibit workshops are coming up
- Fair RV info will go out May 1
- Buckles & bronzes are ordered, ribbons will be ordered soon

## 9.0 Operations Report

Kole Kuntz

[05:55:34 PM \(00:23:54\)](#)

## 10.0 Manager Report

Dennis Voeller

### 10.1 Fairgrounds Foundation

- Met with Dan Welch, acting president of the Fairgrounds Foundation. The board is inactive unless there is a project that is viable, i.e. multipurpose building for them to become active again.
- Discussion:
  - Is there really a foundation board if they are not doing anything?
  - There is about \$7,000 in their account.
  - Once there is a presentation developed, we could ask them to use the money to help with the project.
  - Is one person in charge of the foundation account enough accountability?
  - In the past they did not give any reports to the board. That would need to change.
  - The funds would not be able to be used unless they bring the board into current status.
  - Would another county department be able to help us determine our next step?
  - Is there an official agreement between the Foundation and the Fairgrounds?
  - Is it easier to let it be a latent foundation in case it can be made active in the future vs. dissolving it?

### 10.2 FY20 Project Proposals for board review:

- Building emergency expense fund for Catastrophic failure consideration. The 905 (emergency expense) account is at \$90,000. Intent is to build it up to about half of what it takes to put on a fair, approximately \$250,000, as an emergency fund should we have a catastrophic failure during the Fair, i.e. multiples days of rain, etc. This would be done over several fiscal years.
- Focus on surface treatments, i.e. Roads, parking lots, etc.
- Replaced a skidsteer and tractor this year. The old grader which is approximately a 1960 model is getting close to losing its transmission. Looking into what equipment we need to replace it or look into contracting out some of the service needs.

- *Sand truck is also in need of replacement. The brakes failed last fall and Phil almost put it through the office wall. Planning to replace it with a small unit that would install on a flatbed.*
  - *Went through a quote process for gravel in the parking lot. Nick Borzak asked that we re-submit the quote with some re-wording. It probably won't get done this FY. It is approximately \$43,000 for two projects.*
  - *Additional projects that weren't funded or completed: exterior gates at the barns, new ticket booth at Gate B, invest in some pipe and drape and hog barn project.*
  - *Invites board to add improvements to the list as they hear comments from the public.*
  - *Discussion:*
    - *Do we still buy rain insurance for Fair? Yes, currently we cover the hard costs for the night shows. Premium is \$4,300.*
- 10.3 Board Fair Projects – Board asked to help out during Fair.
- 10.4 Fair Programming Update
- *Padua Promotions – Warrior Run & Wife Carry*
  - *Still looking for a historical rendezvous group*
  - *Blacksmith demonstration-Hial Steel*
  - *Barnyard Brawl coordinator offer to Holly Vennes*
  - *Reached out to Connie Lien with Working Horse & Driver group – didn't think they could get it going this year but are interested in next year*
- 10.5 Master Plan – Capital Projects plan
- *Reviewed the Master Plan and prioritized the projects to help the board decide where energies should be devoted.*
  - *Asked board to review and come back with suggestions.*
- 10.6 County CIP committee project list – Fairgrounds is on it 4 times:
- *Multipurpose building (#8)*
  - *Surface treatment*
  - *Exhibit building renovation and expansion*
  - *Equestrian area developments*

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## **11.0 Business Items**

Jeff Wade

### 11.1 Policy Changes – Secretary Appointment

- *Bylaws state that the secretary needs to be elected, however, should it be an appointed position?*
- *Suggested “The Secretary is appointed by the Chair. The Secretary serves for the length of the Chair’s tenure. A Fairground’s staff person shall serve as the Secretary to the Board.” The rest of the duties stay the same.*
- *Discussion:*
  - *Can it be simplified to “A Fairground’s staff person shall serve as the Secretary to the Board?”*
  - *Added “the Secretary serves for the length of the Chair’s tenure” to give it an end date. That way if there is a new Chair they have the option to keep the current secretary or choose a new one.*
  - *Shouldn't it be included in their employment contract as part of their job duties? This way they can't say no to the appointment. If this is the case, do we need to have an appointment?*
  - *It needs to be considered an office. Do we also need to include the General Manager, etc. of the Fairgrounds?*
  - *What about adding to Article 2-Board of Directors, Section 9 stating that there will be secretary appointed to serve?*

- *Why wouldn't we also include the Finance Manager, Operations Foreman, etc. It is Dennis' responsibility to make sure staff is at the board meetings.*

**Ann Marie Moran made a motion to have the bylaws remain as written.**

**Tawnya Dykstra seconded.**

**Unanimous for, motion carries**

11.2 Other:

*Quorum discussion – how many board members are required to make a decision?*

- *There are times when there are only 3 members present and there are decision that need made. If there is trust amongst the board, can the 3 make the decision for the whole board?*
- *Why isn't there a proxy system? When people aren't present at the meeting, they don't hear the full discussion. Would rather have them not vote than to vote without hearing the complete discussion.*
- *Board is asked to think about it for future discussion.*

11.3 Confirm next board meeting – May 21 2019

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**12.0 Adjournment**

Jeff Wade