

Agenda

Eau Claire County

*Fair Committee*

**Date:** March 11, 2020

**Time:** 6:30PM

**Location:** Extension Ag Building  
227 1<sup>st</sup> St West, Altoona, WI 54720

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Review/Approval of Committee Minutes – Discussion/Action
  - a. February 12, 2020
4. Fair Committee By-Laws – Discussion/Action
5. Fair Contract – Discussion
6. Fair Committee Roles and Responsibilities – Discussion
7. Livestock Sub-Committee – Discussion/Action
8. 2020 Fair – Discussion/Action
  - a. Superintendents
  - b. Judges
  - c. Fairbook
9. Fair Coordinator Report, Debbie Kitchen – Discussion/Action
  - a. Youth for the Quality Care of Animals (YQCA)
10. Future Meetings – Discussion/Action
11. Adjourn

**Eau Claire County Fair Committee**

February 12th, 2020 6:30 p.m.

Eau Claire County Extension Office

Fair Board Members present: Scot Zimmerman, Letecia Papke, Darren Schlewitz, Tammy Schlewitz, , Leslie Strey, Tami Schraufnagel, , Jennifer Hahn, Lisa Vetsch; Rachel Hart-Brinson, Teresa Miller Wathke, Josie Syverson, Tyson Flottmeir

Others Present: Debbie Kitchen, Eau Claire County Fair Coordinator

Absent: Lisa Vetsch

Meeting was called to order by Letecia Papke at 6:30 p.m.

No public comment

Motion to approve last month's minutes by Scot Zimmerman, second by Tammy Schlewitz. Motion carries.

Fair Contract-Would like to have it ready for review by the March meeting.

Debbie Kitchen updated the committee on what she found out on the insurance policy for the fair.

Fair setup-The County will set up the boards in the barns. Discussed having older youth come in and help set up pens, gates, fans as part of the pre fair setup.

Reviewed fair committee roles and responsibilities lists.

The Livestock Auction Sub Committee met on Friday, February 7<sup>th</sup>, 2020 and assigned jobs between the committee members.

Motion by Scot Zimmerman to formalize the Livestock Auction Sub Committee, second by Darren Schlewitz. Motion carries.

Rachel and Debbie will work on Superintendent appointment procedure.

Jennifer Hahn willing to work with Tammy Schlewitz and be a co-superintendent for the goat project.

At this time we have 80% of the judges filled for the fair.

Fair Coordinator Report-YQCA is online and ready for signup. Fair Entry project is moving forward. Fairbook is live on the internet.

Discussed possibilities for First Aid Tent at the fair.

Discussed possibilities for someone with a food license to help at the Leaders Food Stand.

Next meeting date: March 11, 2020 at 6:30 p.m. Extension Office

Agenda items: Fair Committee By-Laws

Meeting adjourned at 8:00 p.m.

**Respectfully submitted,**  
**Leslie Strey**  
**Fair Committee Secretary**



## **EAU CLAIRE COUNTY JUNIOR FAIR COMMITTEE RULES AND BY-LAWS**

The Eau Claire County Junior Fair Committee (hereinafter “Committee”) consists of volunteer who provide hands-on assistance in the production of the annual Eau Claire County Junior Fair (“Fair”) . The Committee is a working committee with oversight of this committee by the UW-Extension Committee and works with and represent UW Extension, Eau Claire County, and the USDA sponsored youth development 4-H program.

### **BY-LAWS:**

#### **A. MEMBERSHIP OF THE COMMITTEE:**

The Committee will consist of Two (2) non-voting members and Eleven (11) voting members created from the following:

1. The 4-H Youth Program Coordinator as a non-voting member.
2. The Fair Coordinator as appointed by the Friends of the Fair, as a non-voting member.
3. One (1) member who is either a FFA or agricultural teacher (active or retired); a FFA Alumni; or a member of a livestock group such as Wisconsin Simmental Association or Wisconsin Pork Producers
4. Three (3) youth members, of which one must represent exhibits other than livestock, i.e. photography, arts & crafts, etc.
5. One (1) member of the Eau Claire County Board of Supervisors, as appointed by the County Board Chair.
6. Two (2) members who are employed by a youth service agency or organization that provides services to youth such as the Boys & Girls club, YMCA, Boy Scouts, Girl Scouts, etc.
7. Two (2) members who are citizens at large and who have an interest in the fair.
8. One (1) member who is a member of the Friends of the Fair, other than the Fair Coordinator.
9. One (1) member who is a member of the 4-H Leaders Association.

#### **B. TERMS OF MEMBERS:**

1. Members, other than youth members, will be appointed for a two-year staggered term. Terms will begin on September 1<sup>st</sup> and end on August 31<sup>st</sup>. Five of the members will begin their terms in even years, and the remaining six will begin their terms in odd years. If and when vacancies occur the person appointed to fill the term of the departing member will fill out the term of the member who left and then will need to be re-appointed consistent with the staggered term of the member who left the committee.

2. Youth members will be a minimum of \_\_\_ years of age when appointed will serve a one (1) year term. Youth members may reapply for appointment up to and including the year they turn 17.
3. All members of the Committee with the exception of the County Board member, will be appointed by nomination and confirmation of the UW Extension Committee. Nominations for the year will open on May 1<sup>st</sup> of each year and appointments will be made at the August Extension meeting so that those who are appointed are able to begin their term on September 1<sup>st</sup>.

C. **MEETINGS:**

1. The Committee will hold a minimum of one (1) meeting per month.
2. The meetings will comply with the Wisconsin Open Meetings Law and will post notice of the date, time, place, and agenda of the meeting on the Eau Claire County website and the UW-Extension website.
3. Meetings will be conducted according to Roberts Rules of Order and follow the published agenda.
4. The Committee will determine the date, time and location of the following month's meeting as an agenda item for the current meeting.
5. Committee members are encouraged to attend all meetings. If a member misses more than three (3) meetings during a calendar year the committee may take action to remove the member from the Committee.
6. Annually, after the conclusion of the annual fair and during the September meeting, the Committee as part of its agenda will elect a Chair and a recording Clerk from its members. The function of the Chair will be to establish the agenda for the meeting, and to conduct the meetings according to Roberts Rules of Order and consistent with the published agenda. The recording clerk will take the minutes from the meeting, record the results of votes on motions, type the minutes and distribute them to all Committee members. Copies of the approved minutes will be stored at the offices of the UW Extension as a public record.

D. **REPORTING:**

The Committee will designate a member to at least one time per month report the activities of the Junior Fair Committee to the Extension Education Committee. The report can either be in person or by written report. The Extension Education Committee can change the frequency of the reporting.

E. **AMENDMENTS:**

These by-laws may be amended by a majority vote of the total members of the committee. Prior to taking the vote the moving member must provide a written copy of the proposed amendment to all the members of the committee and the matter must have been placed on the agenda for consideration at a properly noticed meeting.

**Not part of the sign-up genius:**

**AUCTION SUB COMMITTEE MADE UP OF THE LIVESTOCK BOARD AND FAIR COMMITTEE:**

**AUCTION:**

- Confirm bank that will clerk the sale.
- Arrange for auctioneers for the sale.
- Organize Ring men for the auction.
- Arrange for set up of the auction.
- Confirm with bank who has been approved not to be at awards banquet so check may be released (Secretary will have the approved exhibitor slips to notify the bank on Monday after the sale.
- Create signs for buyers at auction (Signs must be 2 sides). Order the tag board if needed – make sure there is enough for new buyers at check-in.
- Update Buyer's cards in boxes. Order more cards if needed – make sure there is enough for new buyers at check-in.
- Arrange helpers for buyer's registration (4) at buyer lunch and (4) at auction.
- Arrange for announcers at the auction.
- Arrange exhibitor's bios before the fair, and put in sale order.
- Update Buyers forms that will be used for the bank and committee for the sale.
- Organize Thank you in the Ad-Delite and digital in Leader Telegram for all buyers after the auction.
- Coordinate paperwork for all the truckers where all animals are going.
- Put up Sponsor Banners in Auction area
- Have pens and Buyer Pins at table (Confirm inventory of each item before fair in case they need to be ordered.
- Supply Bank with Beef and Pork Check-Off Forms before auction.
- Be prepared to complete other duties as they arise

**PROCESSING FACILITIES:**

- Confirm processing facilities.
- Confirm with exhibitors all extra swine have a facility before the fair.
- Confirm all trucking companies for load out.
- Confirm counts with processing facilities and confirm how many animals are coming.
- By the end of fair contact each facility and make arrangements for when and how extras will be delivered.
- Arrange people to help load swine, to make the process efficient.
- Create forms for buyers after buyer's auction that includes name of exhibitor, species and the tag number of animals with processing plant information so that buyer knows information when calling processing plant.
- Be prepared to complete other duties as they arise.

## Jill and Tammy

- Coordinate paperwork for all the truckers where all animals are going.
- Confirm processing facilities.
- Confirm all trucking companies for load out.
- By the end of fair contact each facility and make arrangements for when and how extras will be delivered.

## Debbie and Tammy

- Create signs for buyers at auction (Signs must be 2 sides). Order the tag board if needed – make sure there is enough for new buyers at check-in.
- Arrange helpers for buyer's registration (4) at buyer lunch and (4) at auction.

## Tammy

- Confirm with bank who has been approved not to be at awards banquet so check may be released (Secretary will have the approved exhibitor slips to notify the bank on Monday after the sale.
- Arrange for announcers at the auction.
- Organize Thank you in the Ad-Delite and digital in Leader Telegram for all buyers after the auction. (Social Media)
- Confirm with exhibitors all extra swine have a facility before the fair.
- Confirm counts with processing facilities and confirm how many animals are coming.
- Arrange people to help load swine, to make the process efficient.

## Leslie

- Arrange for auctioneers for the sale.
- Organize Ring men for the auction
- Put up Sponsor Banners in Auction area

## Lisa

- Update Buyer's cards in boxes. Order more cards if needed – make sure there is enough for new buyers at check-in.
- Have pens and Buyer Pins at table (Confirm inventory of each item before fair in case they need to be ordered).

## Debbie

- Confirm bank that will clerk the sale.
- Update Buyers forms that will be used for the bank and committee for the sale.
- Supply Bank with Beef and Pork Check-Off Forms before auction.

## Scot

- Arrange for set up of the auction.