

## **Agenda**

Eau Claire County

*Extension Committee*

**Date:** December 16, 2020 at 6:30PM

Virtual meeting via WebEx

Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mcf22d7ddb209ebee6df24b252568947b>

Password: n6JHZjJeN32

Join by phone: 415-655-0001 US Toll

Access code: 145 977 2920

For those wishing to make public comment, you must e-mail Kristi Peterson at **kristin.peterson@co.eau-claire.wi.us** at least **30 minutes prior to the start of the meeting**. You will be called on during the public session to make your comments.

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Review/Approval of Committee Minutes – **Discussion/Action**
  - a. November 18, 2020
5. Educator Report – Yia Lor, Human Development & Relationships
6. Fair, County, and Extension Partnership – Discussion
  - a. Review and future options
  - b. Budget overview

Invited guests: Eau Claire County Fair Committee, Kathryn Schauf, Eau Claire County Administrator, Jason Hausler, Area Extension Director (Area 7) and Liaison to the Wisconsin Association of Fairs, and Jennifer Swensen, Wisconsin 4-H Assistant Program Manager
7. Area Extension Director Report - Catherine Emmanuelle
8. Scheduling of Future Meetings / Agenda Items
  - a. January 20, 2020
9. Announcements
10. Adjourn

## Minutes

Eau Claire County

*Extension Committee*

**Date:** November 18, 2020 at 4:00PM

Virtual meeting via WebEx

Members Present: Supervisor Mowry, Supervisor Deluka, Supervisor Janssen, Supervisor Bates, and Supervisor Christopherson

Others Present: Kathryn Schauf, Catherine Emmanuelle, Kristi Peterson, Margaret Murphy, and Debbie Kitchen

1. Call to Order at 4:05 pm and confirmation of meeting notice
2. Roll Call done verbally by Kristi Peterson
3. Public Comment - no one from the public was present
4. Review/Approval of Committee Minutes – **Discussion/Action**
  - a. October 21, 2020 Supervisor Bates moves to approve, Supervisor Janssen seconds motion passes.
5. Fair Committee Relationship – Discussion
  - a. Administrator Schauf discussed pros and cons that the Fair Committee prepared. Supervisor Bates asked if the fair board really wants this. The state continues to strive for a uniform approach to County government between UW-Madison to focus on education vs administrative.
  - b. Fund raising as 5013c – yes
  - c. Multi-year contract – Is a consideration but is not currently being done
  - d. Supervisor Deluka asked if the fair committee could become a subcommittee under Park and Forest
  - e. Communication needs to be worked on between Extension and fair committee
  - f. Friends of the Fair applied for the outside source for \$4,500 and it was granted.
6. Area Extension Director Report - Catherine Emmanuelle
  - a. Andy continuing to help in Parks
  - b. Educators and most staff continue to work from home
  - c. Mark Hagedorn is retiring
7. Scheduling of Future Meetings / Agenda Items
  - a. December 16, 2020 4:00pm

8. Announcements
  - a. The Visitors board discussed the hardline education coming from state educators. Relationships are equally important. We are still working through the changes.
  - b. The committee would like an update on Farm Technology Days at the next meeting.
9. Adjourn at 5:34 pm



Date: December 9, 2020

To: Eau Claire County UW-Extension Committee

From: Kristi Peterson, Eau Claire County Extension Office Coordinator

Re: Fair Budget Documentation

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At the November 18, 2020 UW-Extension Committee meeting, Supervisor Christopherson requested information regarding budget details on Fair funding.

You will find a detailed overview including:

- County-related fair expenditures/revenue for a 5-year period between 2017 – 2021, with annotation to give details of the history
- Eau Claire County Outside Organization request for the 2021 county budget. The full request by Friends of the Fair was approved.

I will discuss the budget details at the December 16, 2020 UW-Extension Committee meeting.

Sincerely,

Kristi Peterson

### Eau Claire County Fair Related Budget

Expenses	Description	2017	2018	2019	2020	2021
County Board	Mileage/per diem	\$ 74.56	①			
Extra Help Non-payroll	Judges wage & mileage	\$ 4,361.33	\$ 3,667.09	\$ 4,799.34	⑦	
Data Processing	Blue Ribbon	\$ 259.00	\$ 259.00	\$ 259.00	⑧	
Printing & Duplicating	Fair books, copies, forms	\$ 475.44	\$ 369.81	\$ 646.94		
Membership Dues	WI Association of Fairs	\$ 412.20	\$ 412.20	\$ 412.20	⑦	
Operating Supplies	Fair Entry tags	\$ 78.96	\$ 122.51	\$ 120.87	⑦	
Prizes and Awards	Premiums	\$ 7,604.25	\$ 5,826.90	\$ 5,547.18	⑦	
<b>Totals</b>		<b>\$ 13,265.74</b>	<b>\$ 10,657.51</b>	<b>\$ 11,785.53</b>		

Revenue	Description	2017	2018	2019	2020	2021
Fairs & Exhibits	DATCP Grant	\$ 4,062.17	\$ 4,308.29	\$ 4,248.02	②	
UW Ext/Fairs & Exhibits	Collection of entry fees, stall fees	\$ 3,351.50	\$ 3,001.00	\$ 2,885.20	③	
Donations		\$ 500.00	④			
<b>Total</b>		<b>\$ 7,913.67</b>	<b>\$ 7,309.29</b>	<b>\$ 7,133.22</b>		

Total Expenses	\$ 13,265.74	\$ 10,657.51	\$ 11,785.53		
Total Revenues	\$ 7,913.67	\$ 7,309.29	\$ 7,133.22		
County Levy	\$ 2,533.00	\$ 2,500.00	\$ 2,500.00	\$1,250 ⑤	\$4,500 ⑥
Owed to the County	\$ (2,819.07)	\$ (848.22)	\$ (2,152.31)		

① This was moved to the Administration budget

② DATCP allocation went directly to Friends Of the Fair. This is a better alignment for the Friends of the Fair to receive the allocation directly as they are the financial arm of the fair.

③ Collection of fees was done through Friends Of the Fair. This is a better alignment for the Friends of the Fair to receive the fair entry fees, stall fees, etc. directly as they are the financial arm of the fair.

④ All donation collection was moved to Friends Of the Fair. This is a better alignment for the Friends of the Fair to receive donations directly as they are the financial arm of the fair.

⑤ \$1250 was paid by County levy dollars in 2019 to purchase the first year membership of FairEntry Software (utilized in 2020). The former software was called Blue Ribbon, however was very staff intensive. New software, FairEntry, interfaces with 4-H Online, greatly reduces staff time, many user efficiencies, and can be used by county-wide youth participating in the fair (such as 4-H, FFA, Boy Scouts, and Girl Scouts, etc.).

⑥ 2021 funding through Administration outside funding. For reference, the Friends of the Fair 2021 Eau Claire County Outside Organization budget request is attached on the next page. The request was fully funded from Eau Claire County.

⑦ Payments processed through Eau Claire County finance in 2019 and included in the yearly invoice to Friends of the Fair (pass through account). Invoice or payments completed directly to Friends of the Fair in 2020.

⑧ No longer using in 2020

Note: Eau Claire County account titles are used in this document. Regarding line 16, UW-Extension/Fairs & Exhibits, this refers to the county department, and not the state Division of Extension.

**EAU CLAIRE COUNTY, WISCONSIN  
2021 BUDGET  
OUTSIDE ORGANIZATION REQUEST**

<b>Organization</b>	Friends of the Fair
<b>Prepared by:</b>	Debbie Kitchen
<b>Phone #</b>	
<b>E-Mail</b>	eauclairefair@gmail.com

Request for Eau Claire County County Funds for the year beginning January 1, 2021: \$ 4,500.00

**Organization Purpose:**

Eau Claire County Friends of the Fair supports the youth of Eau Claire County. Each year the youth work very hard on projects to be able to showcase their hard work, at a yearlong event. The Eau Claire County Fair is a family event. Youth are members of various 4-H, FFA, Boy Scouts, and Girl Scouts in Eau Claire County. Our members work very hard each year to provide a safe, and fun activity for the youth each year.

Provide revenue and expense figures for your total organization's 2021 budget:

REVENUES AND EXPENSES	ACTUAL 2019	ESTIMATED 2020	REQUEST 2021
REVENUES:			
EAU CLAIRE COUNTY REQUEST		-0-	\$4,500.00
USER FEES		-0-	
ALL OTHER REVENUE		\$29,000.00	\$19,500
TOTAL REVENUES		\$29,000.00	\$24,000
EXPENSES:			
SALARIES, WAGES & FRINGES		\$13,000.00	\$13,000.00
SUPPLIES & SERVICES		\$ 8,000.00	\$ 8,000.00
CAPITAL OUTLAY			
TOTAL EXPENSES		\$24,000.00	\$24,000.00

List the programs provided to Eau Claire County residents:

We put on the Eau Claire County Fair, which is a seven-day event for the youth of Eau Claire County. We provide many educational learning opportunities, for the youth to learn strengths in their projects that they choose during the year.

List the major goals of your organization for 2021 and beyond:

This past year we have dealt with many challenges with the COVID-19 pandemic. Our volunteers worked very hard to be able to put on a modified event this year for the youth of Eau Claire County. Families were very grateful that we were able to put on a Summer Showcase for the exhibitors. Hoping that 2021 will be a more normal year, we are hoping for the fair to back to normal, and be able to have more educational activities and events for the youth.

What funding alternatives do you have in the event Eau Claire County funding is reduced or eliminated? Each year we have fundraisers to be able to support the Eau Claire County Fair. We run a raffle to help raise funds for our group to be able to rent the Eau Claire County Expo for our event.



## Extension

UNIVERSITY OF WISCONSIN-MADISON

### **Guidelines on the Educational Roles of County Extension Educators at County Fairs**

*Approved May 16<sup>th</sup>, 2019 by the Division of Extension Leadership Team*

*This document has been reviewed and endorsed by the  
Wisconsin Association of Fairs*

#### **Introduction**

The University of Wisconsin System has a three-fold mission in resident instruction, research and extension. In 1973, and again in 1982, the UW Board of Regents affirmed the historic commitment of all its institutions to public service and the public good. Concurrent with this reaffirmation was the assignment of the University of Wisconsin-Madison Division of Extension to lead, coordinate, plan and administer the extension function of the UW System.

Over the years Extension has demonstrated its strong support for county fairs. This is appropriate because county fairs can offer numerous educational opportunities for participants and the general public. Participating in educational initiatives at the fair also provides extension educators and program coordinators an opportunity for relationship building and interaction with the public. Fairs have also added a special dimension and focus to a variety of educational programs involving individuals of all ages as well as local organizations.

#### **The Role of Extension Educators and Program Coordinators in County Fairs**

The role of all extension educators and program coordinators working in county and regional settings is **education**. Extension educators and program coordinators are often the first point of contact with the University of Wisconsin System for people throughout the state. Extension educators and program coordinators teach, learn, lead and serve connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

The educational purpose is accomplished in many ways – through seminars, workshops, information meetings, tours, demonstrations, exhibits, field studies, teleconferencing, Facebook, twitter, web sites, publications, and the mass media, both public and commercial. Extension educators and program coordinators work with personnel from other agencies, organizations, institutions and elected bodies to develop educational programs and provide professional expertise based on the research

and knowledge foundation base of the University. Extension educators and program coordinators are also charged with upholding the integrity, policies and guidelines of Extension and the Wisconsin 4-H Program.

Area Extension Directors, in cooperation with County oversight Committees, will review the roles and responsibilities of educators and program coordinators. Increasing and strengthening the involvement of local residents in planning and conducting county fairs will help the fairs achieve their goals as major educational, cultural, economic and social events in the lives of people.

There is a need for extension educators and program coordinators across institutes to work closely with county fairs, whether the county fair is an official county event, or sponsored by a private organization. However, it is the responsibility of Extension administration and individual educators and program coordinators to monitor the job descriptions and day-to-day responsibilities to ensure that services provided to county fairs are directly related to specific educational goals.

Adequate clerical staff ought to be employed by county fair organizations specifically to assist with fair responsibilities, so that support for ongoing extension programs can be maintained without disruption. We expect county extension educators and program coordinators to focus on educational roles at county fairs. Examples of these educational roles may include:

1. Direct education with youth and volunteers related to 4-H Projects
2. Coordinating trainings for fair boards and superintendents; particularly in the areas of decision-making, leadership and organizational stewardship.
3. Instructing volunteer leaders in how to conduct a demonstration, prepare an exhibit, improve displays or supervise others.
4. Teaching at workshops, demonstrations or exhibits at the county fair (which may include pre-fair events).



5. Providing advice and counsel to fair boards, managers and various other fair committees to ensure that the educational dimensions of the fair are strengthened. Members of the county extension staff may serve as a non-voting liaison to the fair governing board. Examples of advisory roles:
  - a. Advisement on the development of job descriptions for paid and volunteer leaders working directly with the fair board;
  - b. Advising fair boards and various fair committees on state premium list recommendations;
  - c. Advising on publicity, promotion and display arrangements;
  - d. Advising on selection and scheduling of judges and training and evaluation of judges.

Administration or organizational roles in connection with county fairs are **not appropriate** for county extension educators or program coordinators. Examples of such inappropriate roles include:

1. Serving as fair secretary or manager or superintendent
2. Serving as a voting member of the fair board
3. Booking, contracting, and/or setting up for carnivals or other non-educational entertainment
4. Scheduling or supervising the maintenance and upkeep of the fairgrounds or its buildings
5. Handling fair receipts and/or disbursements, or selling tickets at the fair
6. Employing and/or supervising paid personnel for the fair, including judges and departmental superintendents.

Specific questions regarding roles or responsibilities (and what may or may not be appropriate at each given fair) should be discussed between the Extension Educator(s), Program Coordinator(s), the Area Extension Director and the Fair Board.

## Considerations of Fair Committee Continuing as an Oversight of the Eau Claire County

The primary differential is in how the Junior Fair is structured.

# How are “Fair Boards” Structured?

Generally, there are three main types of Board Structures:

- **Fair Board/Ag Society** (self governing body with complete autonomy from county government)
- **County Fair Board** (a subcommittee of a county governing body – with both community member representatives and county board supervisors)
- **County Board Fair Committee** (a committee of the county government, made up of primarily county board supervisors)

### **Pros of working with the County:**

Many of the “pros” remain in place regardless of which board structure is chosen. It is dependent upon the choice(s) made by the Fair Board. (Indicated with an asterick)

Insurance. (Fair provides liability insurance – the County does not)

- \*County board person on the committee.
- \*Extension educator on committee.
- \*Provides structure of the decision-making process.
- \*Cooperation with Extension Committee.
- \*Cooperation with Parks and Forest with Expo rental.

Administration services.

### **Cons of working with the County:**

Communication: We can clarify point person and relational aspects of the structure after a structure is chosen. Likely to be an ongoing area of discussion.

Communication.

Changes in bi-laws without involving the Fair Committee. Changes in by-laws: as a subcommittee of the Extension Committee, the Extension Committee has the authority to change the by-laws of the Fair Committee. The changes should have been communicated to the Fair; and it suggests a more integrated process would have value.

- Extension Committee made two changes to the by-laws:
- Changes in how members are appointed to the Fair Committee not discussed before change.
- COVID-19 protocols. When they could meet and protocols of posting agenda's protocols not communicated.
- Walking quorum consideration amongst the community outside of the committee official work.
- Questions about what the Extension educator can and cannot do.
- Unknown contact person of the County.
- Communication to the Extension Committee.
- County Code. Who should be educating the Committee? Education needed should be identified by the Fair Committee – recommend an onboarding process for new Fair Committee members.

Financial Questions unanswered.

- Unknown costs of future rental of Expo Center and property.
- Administration assistance steadily declining. This will continue as the county does not have the ability to provide administrative support.

#### **Questions:**

Can the Fair Committee remain apart of the County, but not be under Extension?

Would need to be a subcommittee of another standing committee if not Extension. Would require board action.

#### **Questions if Fair were to separate from the County:**

Financially:

- How would the rental of Expo Center and property be affected? It would not – negotiation of the rental would occur as the contract expires and is renewed,
- How would it affect the role of the Extension Educator and the Fair Committee? Educator would still be providing services to youth.