

Agenda

Eau Claire County Fair Committee
Date: February 9, 2022, at 6:30 PM
Virtual meeting via WebEx.

For those wishing to make public comment, you must e-mail Debbie Kitchen at **eauclairefair@gmail.com at least 30 minutes prior to the start of the meeting.** You will be called on during the public session to make your comments.

Join from the meeting link

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mac7e1de37beb47e57439d6fb68282ebc>

Meeting number (access code): 2594 043 6243

Meeting password:

WAmwFwQw863

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Committee Minutes - Discussion/Action
 - a. January 19, 2022, minutes
5. Advertising
 - a. Daycare Letter, Boy Scouts, Girl Scouts
 - b. Promotion of the Fair
6. Fair Committee Structure Fair Representative Reports - Discussion/Action
 - a. 4-H Leaders - Darren
 - b. County Board - Missy
 - c. Livestock - Scott
 1. By-laws – See attachment
 2. Awards
 - d. Extension - Rachel
 - e. Friends of the Fair - Kyle
7. 2022 Fair - Discussion/Action
 - a. Committee Coordinator assignments
 - b. Food Trucks and food stands
 - c. ATCP 160 – Premium Checks/State Requirement – (Carcass contest/Ultrasound)
 - d. Augusta FFA Alumni Display
 - e. Fair Committee Assignments
 - f. Schedule

8. Fair Coordinator Report - Discussion/Action
 - a. Updates
9. Announcements/Discussion from any member
10. Future Meeting Date
 - a. March 9, 2022
11. Adjourn

Eau Claire County Fair Committee Minutes

January 19, 2022

Meeting by WebEx

Meeting was called to order by Jennifer Haan at 7:10 pm.

Confirmation of meeting notice.

Roll Call of members was done by Danyelle Steinke

Fair Committee members present: Jennifer Haan, Tammy Schlewitz, Darren Schlewitz, Scot Zimmerman, Letecia Papke, Missy Christopherson, Rachel Hart-Brinson, Tyson Flottmeir, Bethany Strauch.

Others Present: Debbie Kitchen, Eau Claire County Fair Coordinator.

Guests Present: Don Mowry

Public Comment – None, Scot moved to close public comment, Tammy second.

Committee Minutes – Changes noticed, Lisa Roettger and check-in for poultry and rabbits not weigh-in. Missy moved to accept December meeting minutes with changes, Scot second. Motion passed.

Fair Entries and Fees - \$10 exhibitor fee versus \$25 worth of raffle ticket sales. Can sell raffle tickets if exhibitor would like. Missy moved to approve the \$10 fee. Tammy second. Motion passed.

Stalling Fees – Scot moved to pass stalling fees that align with the 2020 stalling fees with poultry added to be the same fee as rabbits. No maximum per family. Tammy second. Motion passed.

Fair Entry Dates – June 1 – June 17. Missy moved to except entry dates as proposed. Scot second. Motion passed.

Enrollment in Project Deadline – Any youth group, in the area, that has an educational component. Need to check into insurance.

4-H Leaders – Darren, food situation does not look hopeful. Need a volunteer to run the stand at the fair.

County Board – Missy, ARPA Fund application process for non-profit. Surveys are out for those interested in applying.

- No in person meetings yet
- WEXA meeting to update on fair

Livestock – Scot

- By-Laws - still in progress
- Rules and Regulations - Scot moved to accept as printed. Tammy second. Motion passed.

- Carcass and Ultrasound- Not sure about carcass contest because of potential locker plant sale.
- Rabbit and poultry check-in – Superintendent does not want both days as previously proposed unless by appointment. Scot moved to have poultry check-in Wednesday night or Tuesday night by appointment. Danyelle second. Motion passed.

Extension – Rachel, Discussion on dropped project placings and ribbon only qualifications. Scot moved that any item entered in wrong category or department or displayed in a way that does not follow fairbook, ribbon only. Mistakes result in dropped placing. Tammy second. Motion passed.

Friends of the Fair – No update

2022 Fair – Managerial forms due May 1st

Fair Theme – Sprouting Wisconsin’s Future Leaders. Logo voted on and passed.

Committee Coordinator Assignment – Tabled to February meeting.

Food Trucks and Stands – Tabled to February meeting.

ATCP-160 – Premium Level 2 closest to current premiums. Darren moves to use premium Level 2 for this fair year. Scot second. Motion passed.

Sheep Superintendent – Letecia moves to accept Kayla Martinson as sheep superintendent. Danyelle second. Motion passed.

Showmanship Document – Tammy moved to add, if animal poses safety risk to exhibitor or others, alternative option will be considered after consultation with species superintendent, livestock liaison, and Fair committee chair. If exhibitor opts out of consultation and shows another animal, that exhibitor will be eligible for ribbon only. Scot second. Motion passed.

- Jenni moved to amend above motion. Motion passed.

New motion by Jenni reads as follows, if animal poses safety risk to exhibitor or others, alternative options will be considered after consultation with species superintendent and either Livestock liaison, or Fair committee chair. If exhibitor opts out of consultation and shows another animal, that exhibitor will be eligible for ribbon only. Danyelle second. Motion passes.

- Leticia moved to clarify all fair entries must enter showmanship on the showmanship document. Missy second. Motion passed.

Fair Book – Went through formatting issues and typos. Missy moves to approve Fair Book with changes discussed. Tammy second. Motion passed.

Open Classes – Tabled to February meeting.

Fair Coordinator Report – Debbie

- Updating fair book
- Sponsorship letters went out
- Awards going well
- Working on fair schedule
- Attended fairs association conference
 - Need a mission statement
 - No system for committee members
 - Need to set goals
 - Need job descriptions for all members

Announcements from members – Missy, monthly goals for fair-discuss at February meeting.

Future Meeting Date – February 9, 2022, at 6:30 pm

Meeting adjourned at 8:46 pm

Respectfully submitted,

Danyelle Steinke
Committee Clerk

2022 Eau Claire County Fair Schedule:

Sunday, July 24

12 - 5 PM Fair & Barn Set-Up

Monday, July 25

2 - 8 PM Project Drop-off, **Expo Building**

4 PM Conference Judging, **Expo Building**

Tuesday, July 26

8 - 5 PM Expo Judging, Department's conference judging, **Expo Building**
(Check Fair Schedule for Judging Areas)

5 - 8 PM Rabbit Check-In, **Barn C**

Wednesday, July 27

9 AM Rabbit Show, **Barn D Tent**

9 AM Horse Pleasure Show, **Horse Arena**

12 PM Eau Claire County Coloring Contest Entries Due, **Fair Office**

2 PM Rocket Launch, **Large Outside Field**

3 - 8 PM Livestock & Poultry Check-in, **Barn A, C, & D**

Thursday, July 28

8 - 4 PM Youth Development Judging, **Expo Building**

8:30 AM Small Animal/Cat Show, **Tent Barn D**

9 AM Beef Show, **Tent Barn A**

9:30 AM Poultry Show, **Tent Barn D**

12 - 8 PM Dairy Check-In, **Barn A**

3 PM Livestock Ultrasound, **Barn A & D**

Friday, July 29

8 AM Swine Show, President's Class & Alumni Show, **Tent Barn D**

10 - 3 PM Blue Ribbon Youth Activities, **Blue Ribbon Tent**

10 - 3 PM Ask the Master Gardner Your Questions, **Blue Ribbon Tent**

12 PM Kindschi Pedal Tractor Pull, **Barn C**

2 PM Gymkhana, **Horse Arena**

4 PM Goat/Sheep Show & President Class, **Tent Barn D**

5 - 7 PM Collector Car Show

Saturday, July 30

9 AM Dairy Show, **Barn A Tent**

9 AM Dog Show, **Dog Arena**

11 - 2 PM K9 Dog, Bike Safety, Bike Rodeo, & Giveaway, **Blue Ribbon Tent**

11 AM Mounted Justice Shooting Sports, **Horse Arena**

10 - 3 PM Blue Ribbon Youth Activities, **Blue Ribbon Tent**

10 - 3 PM Ask the Master Gardner Your Questions, **Blue Ribbon Tent**

8 PM Fair Lego Theme Contest Entries Due, **Expo Building**

12 PM Dairy President's Class, **Barn A Tent**

2 PM Military Color Guard Presentation, **Tribute Garden**

5 PM Livestock Auction, **Barn D Tent**

6 PM Livestock Sale of Champions, **Barn D Tent**

Sunday, August 31

9 AM Mounted Justice Shooting Sports, **Horse Arena**

10 AM Small Animal Fun Day, **Barn C**

10 AM Friends of the Fair Silent Auction Ends, **Online**

11 - 2 PM Friends of the Fair Chicken Dinner, **Blue Ribbon Tent**

11 AM Horse Pull

12 PM Cleghorn Lion's Bingo, **Blue Ribbon Tent**

2 PM Tribute Garden Dedication & Dedication Ceremony, **Tribute Garden**

3 PM Friends of the Fair Silent Auction Pick-Up, **Expo Building**

4 PM Animals & Exhibits Released

4 - 6 PM Fair Entry Pick-up, **Expo Building**

2022 Eau Claire County Fair Schedule:

Profiles Livestock Show Supply & Custom Embroidery will be on the grounds Thursday – Sunday

Fairly Fun Games – OYC is working on

Fair Olympics – OYC is working on

Fair Entertainment – OYC Working on or might be something else???

Eau Claire County Livestock Project Bylaws 2021-2022

The Eau Claire County Livestock Project is open to youth exhibiting at the Eau Claire County Fair and enrolled in a youth project that includes a livestock education program. (4-H, FFA, Boy Scouts, or approved Junior Association Youth Group).

The project is led by a Leadership Committee, which consists of three adult leaders, the fair committee livestock liaison, and the fair veterinarian in conjunction with four species specific directors which can be youth or adult. The leadership committee will consist of an adult leader, an adult project secretary, adult treasurer, the fair committee livestock liaison, and the fair veterinarian. The four species specific representatives will add input related to their species and serve as a resource for the exhibitors of their species. All the positions, including the fair committee livestock liaison, are filled by volunteers. These positions will have staggered terms, with the adult leader having a three-year term, the adult secretary and adult treasurer having two-year terms. The adult secretary will be filled on the odd years and the treasurer on the even years. An election will be held if needed. The Leadership Committee gives guidance and support to the youth enrolled in the project by holding educational meetings throughout the year. The Eau Claire County Livestock Project's fiscal year will be from November 1st through October 31st of each year.

Purpose and Structure

PURPOSE

Provide an educational experience for all participants that will enhance personal growth and expand their knowledge of the livestock industry.

Provide an educational "learn by doing" activity that allows the participant to take a livestock project from an infant animal to the final marketable product.

Provide an economic understanding of the costs involved in raising livestock including purchasing the animal, housing, feed, and other costs to raise the animal.

Understanding promotion and marketing of the project and agriculture from purchase through the time of the sale.

COMMITTEE STRUCTURE AND OFFICERS

The Leadership Committee will consist of an Adult Leader, Adult Project Secretary, Adult Treasurer, the Fair Committee Livestock Liaison, and the Fair Veterinarian. The Species Representatives are a point of contact for youth exhibitors and will be consulted by the Leadership Committee on an as needed basis. The Species Representatives are aimed as a peer resource for exhibitors.

From time-to-time, special meetings may need to be held to determine enforcement of rules and regulations involving members of the project. These meetings will be attended by the Leadership Committee and any disciplinary action will follow as needed.

Livestock Superintendents will be invited to attend leadership meetings for consultation and input as needed.

COMMITTEE RULES:

Any exhibitor with challenges to the rules, awards, checks or any other concerns regarding the project must be put in writing within 30 days of the incident (or within 30 days of the Livestock Banquet at which time the current livestock project year will be considered closed) and presented to the Adult Leader, **other Leadership Committee members**, and/or the Fair Committee Liaison.

The Adult Leader and/or the Livestock Liaison will call a Special Meeting of the Committee to resolve any issues.

All decisions made by the Leadership Committee are final.

PROJECT RESPECT FOR JUDGES AND BUYERS:

Judges and project supporters/auction participants (potential buyers) are an integral part of the livestock project and are to be treated with the utmost respect by participants and their families. There will be zero tolerance of any badgering, harassment, etc. of judges or project supporters/auction participants by either project participants or their families (including parents, siblings, grandparents, and stepfamily members.). This includes and is not limited to face--to--face, phone calls, texting, email, Facebook postings or any other forms of social media. The Eau Claire County Livestock Project will determine punishment, which may lead up to, and including, termination of participation in the Eau Claire County Livestock Project for life. Eau Claire County Fair Committee will be notified of any incident and the action taken.

EAU CLAIRE COUNTY FAIR – FISCAL RESPONSIBILITY:

The Eau Claire County Fair Committee Enacted Exhibitor and Family Fiscal Responsibility for the fair. If an exhibitor or the exhibitor's family owes for ANY financial obligations that are fair related, that exhibitor will not be allowed to participate in the fair until said fiscal obligations are met including any penalty charges.

DISSOLUTION OF THE LIVESTOCK PROJECT

If the Livestock project is dissolved, all funds that are remaining in the treasure will be transferred to the Friends of the Fair organization.

Modifications to the Bylaws:

Any purposed changes or modifications to the Bylaws need to be submitted, in writing, to the Adult Livestock Secretary two weeks prior to the October Meeting to allow for review by the membership prior to the start of the project year.

(REVISED (01/21/2022))

FAIR COORDINATORS

FAIR COMMITTEE CHAIRMAN: JENNI HAAN

- Plan/post monthly agendas with the Secretary, Fair Coordinator, and County Office Coordinator.
- Coordinate signing of the Expo contract with the county, and Fair Coordinator. ● Sign/notarize affidavit for the state paperwork after the fair. Make sure postings are made public with the county.
- Contact the county office coordinator in April to post fair committee openings for May 1st.
- Set following year's fair dates with the fair committee.
- Go through entries with the Fair Coordinator, and another fair committee member to managerial papers.
- Finalize the fair schedule with the Fair Coordinator, and present it to the fair committee. ● Get guidance from the Eau Claire County Health Department on health and safety. Coordinator.

GROUND'S COORDINATORS: DARREN SCHLEWITZ & KYLE WATHKE

- Make sure FFA and 4-H flags are hung on flag poles, coming into the fairgrounds.
- Attend a walk-thru meeting with the county.
- Garbage cans/ bags set up each for the handwashing station.
- Garbage cans and bags around the fairground. (We need more garbage cans)
- Block off barricades for the roads.
- Secure Fire Extinguishers (make sure fire ext. are up to date at expo) & No smoking & Fire Extinguisher signs in tents.
- Call Diggers Hotline.
- Tent inspections.
- Secure a tractor for horse shows and water wagon.
- Step Stools distributed in bathrooms and hand washing stations.
- Contact Premium Lawn if the facility needs to be sprayed for bugs, before the fair. ● Make sure all barns and outside areas are cleaned up, ready for walk thru Tuesday following the fair.
- Make sure all bunkers are raked up after the fair.
- Bathroom cleaning documentation.
- Rocket launch table.
- Car Show tables (2)?
- Cleanup of barns after the fair is completed.
- Contact the company to pressure wash barn floors.
- Coordinate signage to be placed at set up for signs that will be up for the fair. ○
 - No Dogs signs
 - Handicap, Parking signs, & Judges signs.
 - No manure signs on the back fence.
 - No smoking/vaping signs on grounds and in the barn.
 - Organize signage ahead of the fair. Create an inventory, putting them in order of the schedule.

SIGN-UP GENIUS COORDINATORS: TYSON FLOTTMEIER & MISSY CHRISTOPHERSON

- Coordinate a schedule of workers for Sign Up Genius.
- Set up & Take Down Volunteer Sign up.
- Set up Sign up Genius for fair activities.
- Check-in and check-out volunteers.
- Judging Volunteers.
- Judging comment writers.
- Volunteers to take water around to expo judges, and workers.
- Coordinate check in schedule with the Check in coordinator.
- Description of duties put under each task.

AWARDS COORDINATORS: BETHANY STRAUCH & DANYELLE STEINKE

- Works with the Fair Coordinator to order all awards for the fair.
- Place thank you's in sleeves and put on each award prior to the fair, with sponsor addresses.
- Organize awards in judging order ahead of the fair, awards will be given out during judging.
- Photo backdrop display in Barn "A, C & D".
- Tablecloth for awards tables.
- Display banners sponsored by the Fair Coordinator at the fair.
- Outstanding Youth Award recognition.
- Overachiever Award recognition.
- Promote President's Class.
- Herdsman ship Barn Awards - Judge's and criteria. Discuss at superintendent meeting.

EXPO COORDINATOR: JENNI HAAN & RACHEL HART-BRINSON

- Set up Expo per diagram.
- Tablecloths on tables.
- Banners displayed.
- Check-in workers and runners per sign up genius.
- Set up tables for fair check-in.
- Organize hand sanitizer & disinfectant sprays.
- Obtain Plexiglas for judging??
- Clean up after judging is completed.
- Organize volunteers for Sunday for project pick up. Vacuum, Expo and sweep floor.

SHOW TENT COORDINATOR: SCOTT ZIMMERMAN

- Organize Animal Totes for each show: Staplers, scissors, batteries, tape, shipping tape, zip ties, pens, pencils, caution tape, clip boards, sharpies, note pads, highlighters, Clorox wipes, wet wipes, Judge's contact information, and any other pertinent information.

ALL SHOWS HAVE PA SYSTEM SET-UP AND WATER FOR JUDGES AND WORKERS

Show ring set up for each show:

- Rabbit - 6 tables, 4 chairs, 1 table for awards & rack of cages
- Poultry - 6 tables, 4 chairs, black mats from FOF shed (clean when they are done), 1 - table for awards, 2 hog panels to display banners, and cages.
- Goat & Sheep – 2 worker tables, 2 award tables, 4 chairs, red gates for the ring.
- Swine – 2 worker tables, 2 award tables, 4 chairs, hog panels for the show ring.
- Beef – 2 worker tables, 2 award tables, 4 chairs, gates for the show ring. ○
- Dairy – 2 worker tables, 2 award tables, 4 chairs, gates for the show ring. ○
- Auction – 2 tables for the bank, 8 chairs, green gates for the ring.
 - Livestock project will set this up
- Order shavings for the show rings, sale ring, rabbit & poultry cages, and petting zoo
- Cleaning supplies available: Disinfectant spray, hand sanitizer, wipes, and masks.
- Worker table & chairs set up. Disinfect before & after each show.
- PA set up for each show
- Clean up after each show. Disinfect entrances and worker's areas.
- Have a cooler of water for judges and helpers
- Clean up after each show. Disinfect entrances and worker's areas.
- Have cooler of water for judges and helpers.
- Clean up at the end of each show & at the end of the fair.

FOOD COORDINATOR:

- Contact vendors/ groups.
- Put together a food schedule for the week of the fair.
- Coordinate Food Trucks/ 4-H Leader's Stand/ OYC/ Dairy Promotion?
- Food License Certificates.
- Contracts signed with food vendors per FOF motion on % of profit.
- Arrange location for vendors.
- Work with the health department on inspections.

OVERSIGHT COORDINATOR:

- Expo Contract Review with FOF.
- Insurance certificates for food vendors, and others.
- Attend meetings with Eau Claire County Health Department
- Regulate Cleaning practices and procedures.
- Liability Insurance certificates.
- Waivers signed.

VOLUNTEER COORDINATOR:

- Coordinate a schedule of volunteers.
- Give volunteer shifts to Sign-up Genius Coordinator to post.
- Contact 4-H clubs, FFA chapters, civic groups, and volunteers to find enough volunteers for the shifts that need to be filled.
- Post volunteers needed in Clover Leaves and send information to the fair coordinator to post on social media.

HEALTH & SAFETY COORDINATOR: TAMMY SCHLEWITZ

- First Aid station on the ground. Staffed Friday, Saturday & Sunday)
- Safety Data Sheets.
- Eye Flush Kit & Other supplies.
- COVID Regulations.
- Handwashing signs.

FAIR COORDINATOR DUTIES AND RESPONSIBILITIES: DEBBIE KITCHEN

- Oversees and coordinates all aspects of the county fair's operations including administration, marketing, and event scheduling.
- Develops, along with Friends of the Fair, the annual Budget, and is responsible for administering it.
- Oversees purchasing functions and plans.
- Work closely with the Website manager to update and manage the official fair website.
- Oversees Fair Entry and updates the program.
- Update the Eau Claire County Fair book, and manage proper postings and printing of the books.
- Secure superintendents for each judging area, train, and pass paperwork onto them prior to the fair. Organize a superintendent training before the fair.

- Hire all judges for the fair, send out contracts, and follow up with them closer to the date.
- Conducts special projects and assignments as requested by the Fair Committee. ● Keeps abreast of trends in programming, promotion and management to learn new creative opportunities to expand, diversify, and otherwise optimize the Eau Claire County Fair. ● Enforces rules and regulations of the Eau Claire County Fair in conjunction with the Fair Committee.
- Ability to communicate orally and in writing with management, vendor representatives, and fair volunteers.
- Secure manure handling during and after the fair.

UPDATED 12.28.2021



Eau Claire County Fair Coordinator Monthly Report - December 2021

<p>Week of December 6th</p>	<p>Sponsorship letter updates - 2 hours Sponsorship update of mailing lists w/2021 sponsors - 4 hours Fair Book Updates - 4 hours Fair Committee Meeting - 2 ½ hours Emails, Phone calls, and Fair Relations - 3 ½ hours Total for the week: 16 hours</p>
<p>Week of December 15th</p>	<p>Fair Schedule - 2 hours Awards Committee Meeting - 4 hours Updating award forms and spreadsheets - 4 hours Extension Education Meeting - 2 hours Emails, phone calls, and fair relations - 6 hours Total for the week: 18 hours</p>
<p>Week of December 20th</p>	<p>Organize, and update sponsorship paperwork - 2hours Emails, Phone calls and Fair relations - 6 hours Total for the week: 8 hours</p>
<p>Week of December 27th</p>	<p>Fair Book Committee Meeting - 5 hours Fair Book updates - 4 hours Organize sponsorship forms, recording book and spreadsheets - 5 hours Emails, phone calls and Fair relations - 4 hours Total for the week: 18 hours</p>



Eau Claire County Fair Coordinator Monthly Report - January 2022

Week of January 3rd	Fair Schedule Contacts - 3 hours Superintendent Check-In - 2 hours Fair Book updates and formatting - 5 hours Sponsorship Relations - 3 hours Check-In with Rachel - 1 hour Emails, Phone calls, and Fair Relations - 4 hours Total for the week: 18 hours
Week of January 10th	Wisconsin Fairs Association Convention - 22 hours Met with DACPT/ Deb & Pam: 2 hours Met with Deb from Dunn County - 1 hour Fair Committee Agenda & Attachments - 2 hours Organizing notes from WFA - 3 hours Social Media Calendar - 3 hours Emails, phone calls, and fair relations - 6 hours Total for the week: 39 hours
Week of January 17th	Updating and formatting of the Fair Book - 6 hours Check-In with Rachel - 1 hour Scale Compliance - 2 hours Fair Committee Meeting - 2 hours Website - 3 hours Fair Schedule/ Securing Activities - 2 hours Extension Committee Meeting - 2 hours Fair Advertising - 2 hours Day care letter - 1 hour Emails, Phone calls and Fair relations - 6 hours Met with Jenni - 3 hours Total for the week: 30 hours

Week of January 24th

Fair Book changes, updating formatting & Premiums - 12 hours

Website - 4 hours

Social Media Calendar - 3 hours

Schedule updates - 3 hours

Sponsorship updates - 2 hours

Fair Book proof reading - 3 hours

Met with Missy on FOF Grant - 2 hours

Fair Coordinator detailed hours and duties - 2 hours

Emails, phone calls, and fair relations - 7 hours

Total for the week: 38 hours