

## **Agenda**

Eau Claire County  
Extension Education Committee  
September 21, 2022, at 4:00PM  
227 1<sup>st</sup> Street West Altoona, WI 54720 Room 103/104

### **Join from the meeting link**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mf0940c64ef04c59e4e105da371f267c2>

Meeting password: Ysr2SRhhB33

**Join by phone** 1-415-655-0001 US Toll

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment [Form Builder List View | Eau Claire County \(eau-claire.wi.us\)](#)
4. Review/Approval of Committee Minutes – Discussion/Action
  - a. July 20, 2022
  - b. August 24, 2022
5. AED Report – Kristen Bruder, AED
  - a. Role of Division of Extension at the Fair
6. Eau Claire County and Eau Claire County Fair MOU – Discussion/Action
7. Fair Committee By-Laws – Discussion/Action
  - a. Application Process
  - b. Appointment Procedure
  - c. Appointment Qualifications
8. WEXA Update
9. Scheduling of Future Meetings / Agenda Items
  - a. October 19, 2022, at 4:00pm

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

10. Announcements

11. Adjourn

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## **Minutes**

Eau Claire County

Joint Extension Education Committee and Finance & Budget Committee Meeting

August 24, 2022, at 4:00PM

County Board Room 1277

The Extension Education Committee and Finance & Budget Committee convened at the Courthouse in the City of Eau Claire on Tuesday, August 24, 2022, and was called to order by Missy Christopherson Smiar at 4:01 p.m.

### **Roll Call Extension Education Committee:**

Present: Kyle Johnson, Missy Christopherson, Heather Deluka and Jodi Lepsch

Absent: Amanda Babb

### **Roll Call Finance & Budget Committee:**

Present: Jim Dunning, Robyn Leary, John Folstad and Dane Zook

Absent: Cory Sisk

### **Public Comment**

Stella Pagonis spoke about the fair committee by-laws and recommends to the Extension Committee to postpone the appointment of applicants.

Lisa Papke sent in public comment, and it was emailed to the Extension Education Committee.

Dyan Steinke sent in public comment, and it was emailed to the Extension Education Committee.

Leticia Papke spoke as a fair committee applicant.

Danyelle Steinke spoke as a fair committee applicant.

Traci Martinson spoke as a fair committee applicant.

Diane Steinke spoke to share concerns about the fair organization.

Bethany Strauch spoke as a fair committee applicant.

Valarie Strauch spoke as a fair committee applicant.

Debbie Kitchen spoke as fair coordinator.

Kirsten Meyers spoke as a fair committee applicant.

Steve Erdman spoke as a fair committee applicant.

Tami Schlewitz spoke as a fair committee applicant.

### **2023 Budget Presentation – Discussion/Action**

Kristen Bruder and Kristi Peterson provided an overview. Supervisor Deluka made a motion to pass the budget for administration review and Lepsch seconds. Unanimously passes.

### **Adjourn of Committee on Finance & Budget**

Chair Zook Adjourned the Finance and Budget committee at 5:10pm

### **Review/Approval of Committee Minutes – Discussion/Action**

July 20, 2022 - Lepsch was not in attendance, error in minutes. Postpone until next meeting since Amanda Babb is absent.

### **Fair Committee Appointments - Discussion / Action**

- a. Jenni Haan, Chair of the fair committee, was asked to speak on her proposal for the fair committee applicants.
- b. Supervisor Deluka moves to postpone the action for this agenda item. Deluka and Johnson approve, Lepsch and Christopherson deny - motion fails. Applicants will be chosen.
- c. All applicants were reviewed. Action:
  - i. Youth – Bethany Strauch DeLuka, Lepsch all in favor
  - ii. Youth – Valarie Strauch Deluka, Lepsch all in favor
  - iii. Business/youth – Papke Lepsch, Deluka all in favor
  - iv. Business/youth – Martinson Deluka, Johnson all in favor
  - v. Citizen at Large – Tammy Schlewitz, Christopherson, Lepsch 3-1 appointment passes
  - vi. 4-H Leaders Association - Darin Schlewitz, Lepsch, Johnson – all in favor

### **AED Report – Kristen Bruder, Interim AED**

Final interviews were held for area 6 on August 23, 2022.

### **Scheduling of Future Meetings / Agenda Items**

- September 21, 2022, at 4:00pm
- By-Laws
- Application Process
- MOU

### **Announcements:**

The butterfly house is open.

### **Adjourn**

Chair Christopherson adjourns at 6:16 pm

Respectfully submitted,

Kristi Peterson  
Committee Clerk

## **Minutes**

Eau Claire County  
Extension Education Committee Meeting  
July 20, 2022, at 4:00PM  
227 1<sup>st</sup> Street West Altoona, WI 54720 Room 103/104

### **Call to Order**

Supervisor Christopherson and confirmation of meeting notice at 4:02pm

### **Members Present**

Supervisor Christopherson, Supervisor Babb, and Supervisor Deluka

### **Members Absent**

Supervisor Lepsch, and Supervisor Johnson

### **Others Present**

Rachel Hart-Brinson, Kristen Bruder, Kristin Peterson, Erika Gullerud and Debbie Kitchen  
Jason Hausler arrived at 4:15pm  
Jenni Haan arrived at 4:28pm

### **Public Comment**

None

### **Review/Approval of Committee Minutes** – Discussion/Action

Supervisor Lepsch moves to approve, all in favor.

### **Educator Report** – Rachel Hart-Brinson 4-H Educator

An overview of programming and future was overviewed

### **MOU Discussion – Discussion / Action** – Discussions and no action was taken

### **Budget Update**

An overview was provided.

### **AED Updates**

AED interviews are in progress.

### **Scheduling of Future Meetings / Agenda Items**

August 24, 2022, 4:00pm at the courthouse joint with Finance & Budget

### **Announcements**

The fair is next week! Schedules were shared!

**Additions for the next meeting**

**Adjourn at 6:04pm**

Respectfully Submitted,

Kristin Peterson  
Committee Clerk

**MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN EAU CLAIRE COUNTY THROUGH ITS EXTENSION EDUCATION COMMITTEE, THE FAIR COMMITTEE, AND THE FRIENDS OF THE FAIR FOR OPERATION AND MONETARY SUPPORT OF THE EAU CLAIRE COUNTY FAIR**

**I. PARTIES**

This Agreement is between Eau Claire County, Wisconsin, a quasi-municipal corporation, ("County"), through the Eau Claire County Extension Education Committee (hereinafter "Extension Education Committee") and its sub-committee, the Eau Claire County Fair Committee (hereinafter "Fair Committee") located at 721 Oxford Ave, Eau Claire, WI 54703 with the Eau Claire County Friends of the Fair (hereinafter "FOF"), located at PO Box 434, Augusta, WI 54722.

**II. TERM OF MOU**

Services under this Agreement shall commence upon the approval and signature of all parties for the 2023 Eau Claire County Fair and budget. The MOU is enforceable through 2026 provided no parties are in default, and if all parties agree to terms hereunder. The MOU shall be extended for one (1) successive five-year term, unless either party gives notice to the other in writing of termination at least ninety (90) days prior to the termination date hereof or mutually agreed termination.

Parties may terminate or modify said MOU upon any substantial change to the bylaws.

**III. PURPOSE OF MOU**

The purpose of this MOU is to agree on responsibilities for all parties regarding the Eau Claire County Fair organization, operation, and payment of all expenses relating to the Fair.

**IV. RESPONSIBILITIES**

The Parties agree:

1. The Fair Committee operates the fair and is responsible for all by-laws, rules, policy, and approval of contracts for the Fair.
2. The Eau Claire County Fair Committee is a working committee comprised of volunteer members providing hands-on assistance in the production of the annual County Fair. Members serve a 2-year term. Members are organized as the following to limit conflicts of interest and ensure diversity among membership.

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

- a) The 4-H Program Educator as a non-voting member.
  - b) The Fair Coordinator as appointed by the Friends of the Fair, as a non-voting member.
  - c) One (1) member who is either an 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.
  - d) Three (3) youth members, of which one must represent exhibits other than livestock, i.e., photography, arts & crafts, etc.
  - e) One (1) member of the Eau Claire County Board of Supervisors, serving on the Extension Committee, to be appointed by the Extension Committee.
  - f) Two (2) members who are employed by a business or a representative of a youth service agency or organization that provides services to youth such as the Boys & Girls Club, YMCA, Boy Scouts, Girl Scouts, etc.
  - g) Two (2) members who are citizens at large and who have an interest in the fair.
  - h) One (1) member who is a member of the Friends of the Fair, other than the Fair Coordinator.
  - i) One (1) member who is a member of the 4-H Leaders Association.
3. All Fair Committee meetings are open to the public, have time allotted for public input and agenda and minutes are posted at least, but not less than, 24-hours before the public meeting.
  4. Per Eau Claire County Code 2.04.450, the Extension Education Committee has oversight of its sub-committees.
  5. The committee shall be responsible to the county board for the departmental policy and oversight of the county extension department and its board authorized functions, including the Eau Claire County Junior Fair Committee.
  6. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3). All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county administrator.



7. The Fair Committee is a sub-committee of the Extension Education Committee.
8. The Eau Claire County Fair is then overseen by Eau Claire County.
9. Friends of the Fair (FOF) is a not for profit 501(c)(3) corporation whose mission is to secure the resources needed to provide the financial stability that will assure the future of the Eau Claire County Fair as a family and youth focused community event. FOF receives and disperses funds to operate and support the Fair through donations, fees, and sponsorships.
10. Donations, fees, and sponsorships for the Fair are paid directly to FOF.
11. Premium dollars paid through the Wisconsin Department of Agriculture, Trade and Consumer Protection (hereinafter "DATCP") as well as administration of those dollars are the responsibility of the FOF. The FOF shall administer all payments for pre-fair and fair premium events, as dictated by the DATCP, which governs Wisconsin county fairs. The FOF shall be responsible for making the appropriate payments for judges, awards, operating supplies, extra help, and other expenses.
12. Attachment A (Eau Claire County Fair, Friends of the Fair, and Extension Roles/Responsibilities Approved 4/21/2021) indicates the roles and responsibilities of various parties and is attached to this "MOU" as a reference.

#### **V. RESPONSIBILITES FOR FAIR EXPENSES**

For service rendered under this contract, the Fair Committee shall approve all contracts associated with the fair prior to presenting to FOF. Once approved by the Fair Committee, FOF will be given the approved contract for release of payment. The FOF shall pay:

1. Rental of Exposition Center Facilities
2. Approved operating costs associated with the Fair.
3. Eau Claire County shall provide \$10,000 in funding to the FOF for the 2023 Eau Claire County Fair and thereafter as described in article II. The \$10,000 in funds are provided by Eau Claire County are specifically for the rental of the Exposition Center, tent rental, and sanitation for the Eau Claire County Fair.
4. Eau Claire County is not responsible for any expenses of the Eau Claire County Fair.

#### **VI. CANCELLATION OF FUNDING**

For any year in which FOF does not hold the Eau Claire County Fair, rent the expo center, or is in breach of this contract, Eau Claire County is not required to submit funding to FOF.

In the event the Eau Claire County Fair is removed from the County or the Fair Committee dissolves and/or a Fair Board is created, Eau Claire is not required to submit funding to FOF.

## **VII. NOTICES**

Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the "County" to: Eau Claire County Administrator, 721 Oxford Avenue, Suite 3520, Eau Claire, WI 54703 and upon the "FOF" to: Friends of Fair, President, P.O. Box 434, Augusta, WI 54722.

All parties are required to notify each other of any address change.

## **VIII. MUTUAL INDEMNIFICATION**

The parties agree to fully indemnify and hold one another harmless from and against all claims, actions, judgements, costs, and expenses, arising of damages or injuries to third persons of their property, caused by the fault of negligence of the said party, its agents, or employees, in performance of this Agreement. The parties shall give to each other prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise and defend the same.

## **IX. LIABILITY**

It is mutually agreed by the "County" and FOF that, as related to this Agreement, any loss or expense or resultant legal liability, involving personal injury or property damage, will be the responsibility of the party whose officer, employee or agent may have caused the loss or expense by his or her respective actions, acts, activities, or omissions which occurred or may occur in connection with this agreement.

## **X. WAIVER OF BREACHES**

No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered a cumulative and in addition to any other remedies provided by law.

## **XI. SEVERABILITY**

Should any article or any part of any article of this Agreement be rendered void, invalid or unenforceable by the court of law, for any reason, such a determination shall not render void, invalid or unenforceable any other article or part of any article in this Agreement.

## **XII. JURISDICTION AND VENUE**

The laws of the State of Wisconsin shall govern this Contract and executed amendments thereto. Venue for all legal proceedings arising out of this Contract, or breach thereof, shall be exclusively in Eau Claire County Circuit Court, Eau Claire, WI.

### **XIII. SECTION HEADINGS**

The headings of the several sections and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect hereof.

### **XIV. STATUTORY PROTECTIONS**

It is agreed by the parties that nothing in this Contract, including but not limited to indemnification and hold harmless clauses, shall in anyway constitute a waiver on the part of the "County" of any immunity, liability limitation or other protection available to the "County" under any applicable statute or other law. To the extent that any provision of this contract is found by any court of competent jurisdiction conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the "County" shall apply unless the "County" elects otherwise.

### **XV. PUBLIC RECORDS LAW**

Both parties understand that the "County" is bound by the public records law, and as such, all terms of this agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.31 et seq. "FOF" acknowledges that it is obligated to assist the "County" in retaining and producing records that are subject to Wisconsin Public Records law, and that the failure to do so will constitute a material breach of this agreement, and that they "FOF" must defend and hold the "County" harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under this agreement.

### **XVI. NON-ASSIGNMENT OF AGREEMENT**

The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed it in writing.

### **XVII. MODIFICATIONS TO AGREEMENT**

There shall be no modifications to this Agreement, except in writing, signed by all parties.

### **XVIII. INTEGRATION OF AGREEMENT**

The entire agreement of the parties is contained herein, and this Agreement supersedes all previous MOUs and agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the "FOF" and the "County" relating to the subject matter of the MOU.

Said MOU shall be attached and incorporated into the Exposition Center Lease Agreement approved July 14, 2021, between the parties.

**XIX. AUTHORITY TO ENTER INTO AGREEMENT**

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement and its attachments, if any, consisting of four (6) typewritten pages; they have authority to enter into this Agreement on behalf of the entity, corporation, or County they are signing for; they are knowingly, freely, and voluntarily entering into this Agreement; and that they accept and agree to be bound by the terms and conditions of this Agreement and its attachments, if any, as outlined in this Agreement.

**EAU CLAIRE COUNTY BY:**

\_\_\_\_\_  
Kathryn Schauf, Date  
County Administrator

\_\_\_\_\_  
Meg Mueller, Date  
President of Friends of the Fair

\_\_\_\_\_  
Missy Christopherson, Date  
Chair of Extension Education Committee

\_\_\_\_\_  
Jenni Haan, Date  
Chair of the Fair Committee



## EAU CLAIRE COUNTY FAIR, FRIENDS OF THE FAIR, & EXTENSION Roles/Responsibilities

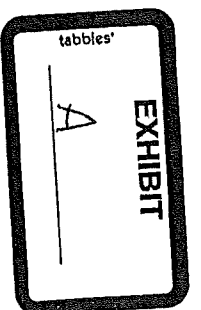
This document was created to assist in providing a better understanding of Eau Claire County Fair structure and responsibilities and how it relates to the Friends of the Fair and Eau Claire County Extension.

The amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, this document clarifies the roles and looks toward the future for healthy succession planning.

The document aligns the roles of University of Wisconsin-Madison Extension Eau Claire County staff with the "Guidance on the Educational Roles of County Extension Educators at County Fairs" 2019 document provided by Extension and endorsed by the Wisconsin Association of Fairs. Eau Claire County is looking at opportunities to increase efficiencies in all departments by providing only mandated services understands that this means shifting work; but doing so toward the logical and more appropriate actors involved in future Fairs.

Due to the changes within Extension and Eau Claire County and its roles regarding the Fair, a paid Fair Coordinator was hired in 2019 for the 2020 Fair to help significantly reduce the potential for volunteer burnout, facilitate committee transitions, and eliminate Extension office administrative commitments with the goal of participating within the fair with Extension educational support. The current Fair Coordinator is working from home and is financially supported by the Friends of the Fair. The Fair Coordinator reports to the Friends of the Fair and the Eau Claire County Fair Committee as a non-voting member. The Fair Committee is a subcommittee of the Extension Education Committee. The Extension Education Committee plays a supportive role to the Fair Committee and acts as a liaison between the Fair Committee and the Eau Claire County Board.

The financials of the Fair are provided and reviewed by the State of Wisconsin. DATCP in a required, yearly report. This report is also provided for review to the Friends of the Fair, Eau Claire County Fair Committee and Eau Claire County Extension Education Committee.



Date	Fair Coordinator	Eau Claire County Fair Committee	Friends of the Fair	Extension Eau Claire County
	<p>Role: Coordinates, sets up, and runs the operations of the fair. Reports to Friends of the Fair and provides updates to Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of FOF or Fair Committee. Prepares financial reports for the state, FOF and county. Responsible for keeping Fair website updated.</p>	<p>Role: Sets Eau Claire County Fair policy and schedule, approves updates to the fair book. Oversees planning and execution of departments covered in the Fair book. Reports monthly to Extension Education meeting. Supports Livestock Project education and coordinate project events that are include in Fair book and take place at the Fair. Approves contracts on behalf of the fair for submission to FOF for payment.</p>	<p>Role: The financial support for the Eau Claire County Fair. Handles all finances and pursues sponsorships for the Fair. Promotes the Fair. Coordinates the special activities and events not covered by the Fair book.</p>	<p>Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program and partners with the fair for educational opportunities. Extension shares Fair related updates that pertain to 4-H members and families.</p>
September	<ul style="list-style-type: none"> <li>Share Fair Committee &amp; FOF contact lists</li> <li>State paperwork</li> <li>Announce dates for next year's Fair</li> <li>Post next year's fair dates on WAF homepage</li> </ul>	<ul style="list-style-type: none"> <li>Election of officers</li> <li>Update Fair Committee contact list</li> </ul>	<ul style="list-style-type: none"> <li>Update FOF Committee contact list</li> <li>FOF Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Plan &amp; organize Educational opportunities</li> </ul>
October	<ul style="list-style-type: none"> <li>Fair Book changes</li> <li>Face-to-face judging</li> <li>Provide FOF &amp; Extension Education Committee with Fair financial report</li> </ul>	<ul style="list-style-type: none"> <li>Review Fair Book changes</li> <li>Assign Fair Committee assignments</li> <li>Activities &amp; Entertainment</li> </ul>	<ul style="list-style-type: none"> <li>FOF fiscal year</li> <li>Plan for the following years fair activities and entertainment</li> </ul>	<ul style="list-style-type: none"> <li>Plan &amp; organize Educational opportunities</li> </ul>

<p><b>November</b></p>	<ul style="list-style-type: none"> <li>● Contact Expo for next year's Fair Contract</li> <li>● Update Open and Jr. Class Fair book</li> <li>● Work with FOF to update sponsorship letters and tracking spreadsheets</li> <li>● Review stalling &amp; entry fees</li> </ul>	<ul style="list-style-type: none"> <li>● Finalize Updates for Open and Jr. Class Fair book</li> <li>● Review stalling and entry fees</li> <li>● Committee assignment updates</li> <li>● Activities &amp; Entertainment Updates</li> </ul>	<ul style="list-style-type: none"> <li>● <b>FOF Annual Meeting</b></li> <li>● Election of Officers &amp; Board of Directors</li> <li>● Activities &amp; Entertainment</li> <li>● Raffle Coordinator start collecting donations</li> <li>● Approve updated sponsorship letter/ mailing labels from FOF</li> <li>● Update sponsorship letter</li> <li>● Update mailing labels</li> <li>● Confirm sponsorship &amp; recognition levels</li> </ul>	<ul style="list-style-type: none"> <li>● Brainstorm educational projects/roles for fair in conjunction with Fair Committee</li> <li>● Plan &amp; organize Educational opportunities</li> </ul>
<p><b>December</b></p>	<ul style="list-style-type: none"> <li>● Contact contract companies</li> <li>● Secure tents</li> <li>● Entertainment &amp; Activities</li> </ul>	<ul style="list-style-type: none"> <li>● Approve Fair Book</li> <li>● Committee assignment updates</li> <li>● Activities &amp; Entertainment Updates</li> <li>● Discuss Judges Pay &amp; Mileage</li> </ul>	<ul style="list-style-type: none"> <li>● Research new donors</li> <li>● Print letters and labels for sponsorship</li> <li>● Set advertising budget</li> </ul>	<ul style="list-style-type: none"> <li>● Plan &amp; organize Educational opportunities</li> </ul>
<p><b>January</b></p>	<ul style="list-style-type: none"> <li>● Recruit judges for fair</li> <li>● Arrange for Activities &amp; Entertainment</li> <li>● Secure manure hauling for livestock</li> <li>● Secure hotel for judges</li> <li>● Contact Master Gardeners</li> <li>● Contact Dog Superintendent for judging schedule</li> <li>● Secure superintendents</li> <li>● Develop fair schedule</li> <li>● WAF Convention</li> </ul>	<ul style="list-style-type: none"> <li>● Committee assignment updates</li> <li>● Activities &amp; Entertainment Updates</li> <li>● Comments on Fair Schedule</li> </ul>	<ul style="list-style-type: none"> <li>● Stuff and mail the sponsorship letters</li> <li>● Contact Pedal Pull contract</li> <li>● Confirm Beer and Wine Open Class Judging Event</li> <li>● Research new donors</li> </ul>	<ul style="list-style-type: none"> <li>● Plan &amp; organize Educational opportunities</li> <li>● Food Revue</li> </ul>
<p><b>February</b></p>	<ul style="list-style-type: none"> <li>● Recruit Judges</li> <li>● Order ribbons through Blue Ribbon by 2/15</li> <li>● Get DATCP regulations for Fair book</li> <li>● Contact food vendors</li> </ul>	<ul style="list-style-type: none"> <li>● Committee assignment updates</li> <li>● Finalize Fair Schedule</li> <li>● Activities &amp; Entertainment Updates</li> </ul>	<ul style="list-style-type: none"> <li>● Distribution Raffle tickets</li> <li>● Activities &amp; Entertainment</li> <li>● <b>FOF Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>● Plan &amp; organize Educational opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Send out sponsorship Thank you letters for those received</li> <li>• Update FairEntry</li> </ul>			
March	<ul style="list-style-type: none"> <li>• Recruit Judges</li> <li>• Confirm there are enough Thank you notes and envelopes for the fair</li> <li>• Cookie recipe for contest</li> <li>• Send out sponsor thank you notes</li> </ul>	<ul style="list-style-type: none"> <li>• Committee assignment updates</li> <li>• Activities &amp; Entertainment Updates</li> <li>• Policies &amp; procedures for the check -in gate</li> </ul>	<ul style="list-style-type: none"> <li>• FOF Raffle</li> <li>• Activities&amp; Entertainment</li> <li>• Update advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Plan &amp; organize Educational opportunities</li> </ul>
April	<ul style="list-style-type: none"> <li>• Recruit judges for fair</li> <li>• Secure night watchman, garbage, &amp; security</li> <li>• Send out reminder e-mail for Managerial Papers</li> <li>• Contact WAF to request Fairest of the Fair appearance</li> <li>• Send thank you notes for sponsorships received</li> </ul>	<ul style="list-style-type: none"> <li>• Contact County to post open committee positions</li> <li>• Committee assignment updates</li> <li>• Activities &amp; Entertainment Updates</li> <li>• Decide the Distinguished Service and Partner in Fair Award Recipients: order plates and plaque (plates go to the extension office)</li> </ul>	<ul style="list-style-type: none"> <li>• Update advertising</li> <li>• Activities &amp; Entertainment</li> <li>• Organize special events</li> <li>• Silent Auction Items</li> <li>• Secure Volunteer Help</li> <li>• FOF Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Plan &amp; organize Educational opportunities</li> </ul>
May	<ul style="list-style-type: none"> <li>• Launch FairEntry on May 1</li> <li>• Answer FairEntry questions</li> <li>• Order Distinguished Service &amp; Partner in Fair Awards</li> <li>• Order Trophies/Awards</li> <li>• Organize judge's paperwork</li> <li>• Meal tickets</li> </ul>	<ul style="list-style-type: none"> <li>• Committee assignment updates</li> <li>• Activities &amp; Entertainment Updates</li> <li>• Plan Fair Set-up</li> </ul>	<ul style="list-style-type: none"> <li>• Fair promotional materials</li> <li>• Organize special events</li> <li>• Coordinate volunteer help</li> </ul>	<ul style="list-style-type: none"> <li>• Plan &amp; organize Educational opportunities</li> <li>• Older Youth Council participation in the fair</li> </ul>



<p><b>June</b></p>	<ul style="list-style-type: none"> <li>● Recruit/arrange Fair office staffing</li> <li>● Send map of grounds to food vendors</li> <li>● Clarify which departments can send to state fair and what projects are accepted</li> <li>● Collect insurance certificates</li> <li>● Plan Superintendent training</li> <li>● Organize Facebook Live volunteers</li> <li>● Organize photo volunteers</li> <li>● Print exhibitor tags and Mutual Respect to put in envelopes</li> <li>● Secure water donations</li> <li>● Secure paper product donations</li> <li>● Raffle permit</li> <li>● Plan awards program</li> <li>● Send out reminder stalling form</li> <li>● Coordinate Expo Set-up Committee Meeting</li> <li>● HotSpots for Expo</li> </ul>	<ul style="list-style-type: none"> <li>● Committee assignment updates</li> <li>● Activities &amp; Entertainment FINAL</li> <li>● Plan awards program</li> <li>● Meet with Expo Set-up Group</li> <li>● Coordinate volunteer help</li> <li>● Send out invitations to County Board, Extension Education, &amp; Civic organization members to attend Fair</li> </ul>	<ul style="list-style-type: none"> <li>● Collect Raffle tickets</li> <li>● Organize special events</li> <li>● Meet with Expo Set-up Committee</li> <li>● FOF Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Plan &amp; organize Educational opportunities</li> <li>● Older Youth Council participation in the air</li> <li>● Recruit volunteers for educational opportunities</li> </ul>
<p><b>July</b></p>	<ul style="list-style-type: none"> <li>● Re-do state fair exhibit invitation cards (include description, change age/grade order</li> <li>● Make state fair chosen cards</li> <li>● Arrange for printer/copier/computer for fair office</li> <li>● Set up Expo Pre Fair walk thru</li> <li>● Call Digger's Hotline 1.5 weeks before Fair starts</li> <li>● Apply for tent permit</li> <li>● Golf cart/vehicle waivers</li> <li>● Send Expo/Livestock Award lists to Extension and the Livestock Secretary</li> </ul>	<ul style="list-style-type: none"> <li>● Committee assignments updates</li> <li>● Set the next year's fair dates</li> <li>● Finalize map</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinate Volunteer Help</li> <li>● Advertising Material Distribution</li> <li>● FOF Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen"</li> <li>● Plan &amp; organize Educational opportunities</li> <li>● Older youth council plan participation for the fair.</li> <li>● Create 4-H promotion for fair</li> <li>● Order supplies</li> </ul>

	<ul style="list-style-type: none"> <li>● Print labels for thank you notes and attach to appropriate trophies</li> <li>● Arrange trophies/awards for all shows with thank you notes</li> <li>● Arrange for the backdrop for Fair pictures</li> <li>● Finalize Map for the fair and send to vendors ahead of time</li> <li>● Organize Stalling information forms for superintendents</li> <li>● Superintendent meeting</li> <li>● Equipment double check run thru</li> </ul>			
<p><b>Week before Fair</b></p>	<ul style="list-style-type: none"> <li>● Create department-specific trophy list from master awards list</li> <li>● Make superintendent packets (judging instructions, department list, judging worksheet, trophy list, state fair/alternate cards where applicable, Ribbons)</li> <li>● Create check-in/check-out system for judges and superintendents</li> <li>● Print name tags for superintendents &amp; judges</li> <li>● Create set up and take down checklists (sign inventory?)</li> <li>● Cleanup checklists for Expo, grounds, &amp; barns</li> <li>● Obtain cleaning supplies (mop, rags, ice cream buckets, Lysol, dish soap, Disinfect, &amp; masks, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Fair Committee – Double check assignment list to ensure your duties are completed. If something is not done secure help to finalize list</li> </ul>	<ul style="list-style-type: none"> <li>● Confirm Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>● Prepare educational exhibits</li> <li>● Order supplies</li> </ul>

	<ul style="list-style-type: none"> <li>● Golf cart signs "must be 21 years old to drive"</li> <li>● Double check with night watchman/security/garbage</li> </ul>			
<b>Week of Fair</b>	<ul style="list-style-type: none"> <li>● Organize "fair office" supplies</li> <li>● Shelves for storage</li> <li>● Golf cart signs</li> <li>● Collect all paperwork for the state, health certificates, coggins test, &amp; pullorum testing in binder.</li> <li>● Post photos on Facebook page and fair website</li> </ul>	<ul style="list-style-type: none"> <li>● Bleachers to EXPO (stored at Scot Zimmerman's)</li> <li>● Fair Set up</li> </ul>	<ul style="list-style-type: none"> <li>● Fair Set up</li> </ul>	<ul style="list-style-type: none"> <li>● Attend/Support Fair</li> <li>● 4-H Educational Activities</li> <li>● 4-H Promotional Activities</li> </ul>
<b>Week after Fair</b>	<ul style="list-style-type: none"> <li>● Compile and total Judge payment sheets</li> <li>● Collect fair judging results and put into report form from state and then submit</li> </ul>	<ul style="list-style-type: none"> <li>● Committee Members Fair Grounds walk through</li> <li>● Barn floors power washed</li> </ul>		
<b>August</b>	<ul style="list-style-type: none"> <li>● Pay Judges</li> <li>● Make sure all paperwork is cleared with the state</li> <li>● File all Animal Health paperwork</li> <li>● Send in all state paperwork within 30 days</li> <li>● Sign/notarize affidavit paperwork for the fair to send into the state</li> <li>● Fair Checks sent to exhibitors</li> <li>● Put together Thank You for the Fair Ad</li> <li>● Send out survey to exhibitors</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluate Fair</li> <li>● Brainstorm changes for next year</li> <li>● Announce next year's Fair Dates</li> </ul>		<ul style="list-style-type: none"> <li>● Evaluate fair programming</li> <li>● Help with Fair Satisfaction Survey with Fair Coordinator</li> </ul>

Final Approved 4/21/2021 by Extension Education Committee



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

The Eau Claire County Fair Committee (hereinafter "Committee") consists of volunteers who provide hands-on assistance in the planning and production of the annual Eau Claire County Fair ("Fair"). The fair partners with University of Wisconsin Madison, Division of Extension, Eau Claire County (including, but not limited to, the Eau Claire County 4-H program), FFA, and any other approved youth organization. The Committee is a working committee included within the structure and under the guidance of the Eau Claire County Extension Education Committee (hereinafter "Extension Committee").

**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 Program Educator 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 an 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, serving on the Extension Committee, to be appointed by the Extension Committee.
6. Two (2) members who are employed by a business or a representative of 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 and end on August 31. 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 14 years of age when appointed serving one (1) year terms. Youth members may reapply for appointment up to and including the year they turn 21.
3. All members of the Committee except for the County Board member will be confirmed by the Extension Committee. Nominations for the year will open on May 1 of each year and need to be submitted no later than July 31. The Fair Committee will meet in August to discuss applications and make recommendations for the appointments. The Fair Committee Chair will provide appointment recommendations to the Extension Committee Chair. Appointments will be confirmed at the August Extension Committee meeting so that those who are confirmed are able to begin their term on September 1.

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.
3. Meetings will be conducted according to Roberts Rules of Order and follow the published agenda.
4. The Chair of the Committee will be a voting member.
5. The Committee will determine the date, time, and location of the following month's meeting as an agenda item for the current meeting.
6. 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.
7. 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 provide them to the county for posting on the county website and inclusion with the member meeting packets provided prior to meetings. Copies of the approved minutes will be made public record on the Eau Claire County Website and stored at the offices of the Fair Coordinator.

D. **REPORTING:**

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

Once approved by the Fair Committee, the Fair Committee Chair will forward the proposed changes to the Chair of the Extension Committee for review and final approval by the Extension Committee.

**F. FRIENDS OF THE FAIR:**

The committee member representing the Friends of the Fair on the Fair Committee is the liaison for the financial support of the Fair. The Friends of the Fair helps secure the resources needed to provide the financial stability that will assure the future of the Eau Claire County Fair as a family and youth focused event.