

Agenda
Fair Committee
November 8, at 7:00 pm
Bridge Creek Town Hall: S9515 Wis-27 Augusta, WI 54722

Meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mce1eea5c42c3abf8c9b2946e07b8defa>

Meeting number: 2539 472 1818

Meeting password: PTaMdFp39k8

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Traci Martinson tompki9098@aol.com or attend the meeting in person. Comments are limited to three minutes; you will be called on during the public comment section of the meeting.

A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Committee Minutes- Discussion/Action
 - a. October 11, 2023- minutes
5. County and Fair Relationship – Discussion/Action
 - a. Fair Structure
 - b. Roles/Responsibilities
 - c. Mutual Respect
 - d. Code of Conduct
6. 2024 Fair – Discussion/Action
 - a. Fair Theme
 - b. Fairbook
 - c. Superintendent Applications

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.

- d. Committee Assignments
 1. Fair Committee Chair-
 2. Animal Coordinator-
 3. Expo Coordinator-
 4. Awards Coordinator-
 5. Schedule/Activities-
 6. Sign-up Genius & Volunteers-
 7. Set up & Take Down-
 8. Oversight (Insurance/Legal Health)-
 9. Food-

7. Fair Committee Structure Fair Representative Reports- Discussion/Action
 - a. County Board- Missy
 - b. Livestock- Derrick
 1. Health Papers
 2. Poultry Project
 - c. Extension- Rachael
 - d. Friends of the Fair- Tammy
 1. Financial Report

8. Fair Coordinator Report- Discussion/Action
 - a. Updates

9. Announcements

10. Future Agenda Items

11. Future Meeting Date
 - a. December 13, 2023, at 7:00pm

12. Adjourn

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**Fair Committee Meeting
Minutes
October 11, 2023, at 7:00 pm
Bridge Creek Town Hall: S9515 Wis-27 Augusta, WI 54722**

Meeting link:

<https://uwmadison.webex.com/uwmadison/j.php?MTID=m3aa650eeb77086333becc9222be0476d>

Meeting number: 2621 186 7442 Password: JAeWuSre847 (52398773 from phones) Join by phone: 1-415-655-0001 US Toll

1.Meeting was called to order by Chair Traci Martinson at 7:10 p.m. A confirmation of meeting notice was made.

2.Secretary Jodi Thesing-Ritter called roll.

Present: Missy Christopherson, Jenni Haan, Tammy Schlewitz, Traci Martinson, Derrick Nelson, Devin Hadorn-Papke, Jodi Thesing-Ritter, Valerie Strauch, Rachel Hart-Brinson

Meg Mueller- Fair Coordinator

Guests- Chauncy Ellefsen, Brian Antczak, Lyssa Seefeldt, Heather DeLuca via Webex,

3. Public Comment – Brian Antczak, Poultry Project Leader; Presented a request for the Poultry Project to be added to livestock auction- Motion to close public comment by Valerie and Second by Devin Hadorn-Papke

4. Approval of Committee Minutes - Discussion/Action

a. September 13, 2023 - minutes

Motion to approve minutes as presented without correction by Derrick Nelson and Seconded by Valerie Strauch

5. County and Fair Relationship - Discussion/Action

a. Fair Structure – It was recommended that the fair structure be added as a November action item for discussion. Chair Martinson agreed to add this item to the November agenda.

b. By-Laws and Conflict of Interest Clarification-

Missy Christopherson moved and Devin Hadorn-Papke seconded the motion to proceed with the bi-laws as written in consultation with Corporation Council who indicated that the bi-laws are not being broken as written with the current Fair Committee membership.

c. Structure for Fair Committee Members – This item has been referred to the November meeting when we will discuss the fair committee structure.

d. Mutual Respect Policy –

Jenni Haan raised concerns about committee members speaking about one another outside of the committee. She asked that this concern be addressed with some policy changes and consequences added to the document.

Missy Christopherson suggested that a working committee be constituted to look at the mutual respect policy and bring forward suggested language revisions.

Derrick Nelson indicated that the policy already reflects specific language currently.

No action taken on this matter.

e. Code of Conduct

Rachel and Meg will work on bringing some language forward. Chair Martinson indicated she would add this as an item to the November meeting.

6. Eau Claire County / Friends of the Fair MOU - Discussion/Action

The Corporation Council brought forward the MOU and briefly shared the draft document. The terms of the MOU are extended to the period the lease of the Expo Center of 2026.

Tammy Schlewitz made a motion to amend the MOU to indicate that all contracts over \$2000. Missy Christopherson provided a second. Motion carried.

Tammy Schlewitz made a motion to approve the MOU as amended. Derrick Nelson seconded the motion. Motion carried.

The MOU will now go to the Extension Committee. Friends of the Fair should provide any recommendations at their November meeting.

7. Eau Claire County Fair, F.O.F, Extension Roles/Responsibilities - Discussion/Action

a. Updated Document – Roles/Responsibilities

It was requested that the document be emailed to committee members. Meg will send the document to the committee. It will be added to the November meeting as an action item. The updated document will be shared at the meeting for approval.

8. 2024 Fair - Discussion/Action

a. Committee Assignments – Missy Christopherson made a motion to postpone this item to date definite to allow for time for committee to receive the document with the roles. Valerie Strauch seconded. Motion carried.

Jenni Haan recommended that the committee assignment document be updated to include changes based on fair evaluations from 2023.

1. Fair Committee Chair-
2. Animal Coordinator
3. Expo Coordinator

4. Awards Coordinator
5. Schedule/Activities
6. Sign-up Genius & Volunteers
7. Set up & Take down
8. Oversight (Insurance/Legal Health)-
9. Food

9. Fair Committee Structure Fair Representative Reports - Discussion/Action

a. County Board - Missy

Missy Christopherson reported that there are two upcoming budget public hearing sessions- October 17 and November 7 at 7:00 p.m. with a possible follow up session on November 8 at 1:00 p.m.

b. Livestock - Derrick reported on the Livestock Committee meeting on Tuesday, October 10.

A committee will meet on October 30 to discuss possible Livestock Committee changes for 2023-2024. Changes will be presented at the November meeting.

A motion was made by Jodi Thesing-Ritter to forward the Poultry Project proposal to the Livestock Committee for consideration. Motion was seconded by Jenni Haan. Motion carried.

c. Extension - Rachel

Rachel Hart-Brinson reported on the Extension Health and Well-Being position. In person interviews will take place on October 23rd. The Chippewa County 4-H Coordinator position is closing and interviews will follow.

d. Friends of the Fair - Tammy - Financial Report -Exhibitor Checks

Tammy Schlewitz reported the Meg Mueller has been hired as the Fair Coordinator.

The Donkey Races were a success.

Fair Checks were mailed and should have been received by exhibitors.

A question was asked about the status of an Assistant Fair Coordinator. Meg will have more detail at our next meeting. By-law changes will be needed to add an assistant position.

Tammy was asked for a financial report. There is no financial report to share. A question was asked about the DATCAP report financial report. A question was asked about the timeline. October 31 is the end of the fiscal year reporting and the goal is to have the accounting reconciliation completed by that time.

A request was made to have this report submitted to this committee by our December meeting.

The Friends of the Fair Annual Meeting will be on November 28 at 6:30 p.m. at the Pleasant Valley Community Center.

10. Fair Coordinator Report - Discussion/Action

a. Updates

Meg was offered the position for a second term. There is the potential for an assistant coordinator to be added. Tammy, Meg and Jenni attended the District 2 meeting. The WAF meeting will take place in January. Committee members are invited to attend this meeting as well.

b. Fairbook Edits

Meg will draft Fairbook edits for our committee to review. It was suggested that a working group be formed to review the Fairbook and then bring those edits to the committee for approval.

A Fairbook work group meeting will take place on Tuesday, October 24th at 6:30 p.m. at the Pleasant Valley Community Center.

11. Announcements

Jodi Thesing-Ritter announced the Field of Screams Haunted Barn and Trail sponsored by the Pleasant Hill Go Getters 4-H Club and the 4-H Older Youth Council will take place on October 14, 19, 20, 21, 26, 27, 28 from 7:00 to 10:00 p.m. at 8020 Curvue Road, Eau Claire, WI 54703.

Jenni Haan reported the potential for engaging with the Boys and Girls Club to get them engaged in the Fair. Jenni will be meeting with the Director in the coming weeks and will report.

12. Future Agenda Items

Jenni Haan requested that the Superintendent process be added to the agenda. Please share agenda items with Traci by November 1. Agenda will be posted by November 3.

13. Future Meeting Date

a. November 8, 2023, at 7:00 pm at the Bridge Creek Town Hall.

14. Adjourn

Meeting was adjourned at 9:17 p.m.

Respectfully submitted October 16, 2023

Jodi Thesing-Ritter

Secretary

Fair Committee-Committee Assignments 2023-24

FAIR COMMITTEE CHAIRMAN

- Plan/post monthly agendas with the Secretary, Fair Coordinator, and County Office Coordinator.
- Make sure postings are made public with the county.
- Set following year's fair dates with the fair committee.
- Work with the Fair Coordinator on the fair schedule

GROUNDS COORDINATORS

- 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)?
- Clean up 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 & VOLUNTEER COORDINATORS

- 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.
- Volunteers for judging.
- 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.
- 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.

AWARDS COORDINATORS

- Works with the Fair Coordinator and FOF Corresponding Secretary on awards for the fair
 - Trophies, Cutouts, Plaques, Useful items, Chairs and Banners
- Work with trophy and award companies (Blue Ribbon and Redline design in past)
- Place thank you's in envelopes 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 Expo, Barn A, C & D
- Tablecloth for awards tables/champions display
- Display banners sponsored by the Fair Coordinator at the fair.
- Overachiever Award nomination form and recognition
- Special award selection with Fair Coordinator and superintendents (Bob Matz Dairy, Diane and Elaine Schroeder, Judy Preston Memorial-Poultry)

ANIMAL MANAGER:

- Organize and collect all health papers with Fair veterinarian
- Ensure YQCA completed for exhibitors participating in livestock auction from records received by Fair Coordinator
- Ensure managerial papers completed from records received by Fair Coordinator
- Be point of contact for animal species superintendents
- Herdsmanship Barn Awards - Judge's and criteria. Discuss at superintendent meeting.
- Ensure with Fair Coordinator that results are entered into FairEntry
- 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, Judges contact information, and any other pertinent information.

EXPO COORDINATOR

- Set up Expo per diagram.
- Tablecloths on tables where needed
- Department banners displayed.
- Work with Fair Coordinator for check-in workers and runners on sign up genius.
- Set up tables for fair check-in.
- Be point of contact for expo superintendents
- Clean up after judging is completed.
- Ensure with Fair Coordinator that results are entered into FairEntry
- Organize volunteers for Sunday for project pick up. Vacuum, Expo and sweep floor.

SHOW TENT COORDINATOR

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.
- 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 workers areas.
- Have a 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 for costs
- Arrange location for vendors with grounds coordinator
- 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 if needed
- Regulate Cleaning practices and procedures.
- Liability Insurance certificates.
- Waivers signed.

HEALTH & SAFETY COORDINATOR

- First Aid stations on the ground.
- Safety Data Sheets.
- Eye Flush Kit & Other supplies.
- Narcan
- Handwashing signs.

FAIR COORDINATOR DUTIES AND RESPONSIBILITIES:

- 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 Fairbook, 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.



Application and Superintendent Policy

Agreement for Eau Claire County Fair Project Superintendent

Name of Department Applying for: _____

Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Date: _____

Superintendents are required to spend a significant amount of time at the fair, during the Fair Week. Are you available when needed for your department? Example: at a minimum, project drop off, judging and pick up.

_____Yes _____No

Superintendents are required to help with project events throughout the year (for example, weighing and tagging, committee meetings, educational opportunities for members, etc.) Are you willing to commit to those requirements:

_____Yes _____No

Please complete the questions below, sign and return the application to the current Fair Committee Chairman.

1. Why are you interested in being a Superintendent for this department? What makes you a good candidate for this position?

2. Please describe your 4H, FFA or any other youth related organizational experience.



3. Please describe your strengths and weaknesses when handling stressful situations and when working with youth and adults with various opinions.

4. What suggestions or ideas do you have to improve the department you are applying for?

5. Please disclose any potential relevant financial benefits relating to the department role you are applying for. Eg, sale of an animal, arts, and crafts to exhibitors. This benefits everyone offering additional transparency.

Please initial and sign

_____ I agree to submit all requested information to complete a thorough background check.

_____ I have read the job description for this year-round volunteer superintendent position and hereby agree to perform all duties as assigned for this project area.

_____ I have been given a copy of the job description.

_____ I am willing to abide by the same Mutual Respect and Trust policy and all other Roles and Responsibilities that apply to the Eau Claire County Fair, leaders, and volunteers.

_____ I am aware of the time and energy this position requires and will volunteer my time to perform the position in its entirety.

_____ I understand, if chosen, that if I am not able to complete the position, I will notify the Fair Committee Chairman immediately.

Signature _____

Date _____