

## **Agenda**

April 10<sup>th</sup>, 2024, at 7:00 p.m.  
Fair Committee  
UWEC Brewer Hall Room 255  
131 Garfield Ave Eau Claire, Wi 54701

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Derrick Nelson [derricknelson4240@gmail.com](mailto:derricknelson4240@gmail.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.

Join by meeting link:

<https://eau Claire County.webex.com/eau Claire County/j.php?MTID=m6ae69b4d427a196cb8f3de42fe30e459>

Meeting Number: 2535 136 5137 Meeting Password: RNxvBbGv639

Phone: 415-655-0001 Access Code: 25351365137

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Committee Minutes- Discussion/Action-
  - a. March 27, 2024 – minutes
5. County and Fair Relationship – Discussion/Action
  - a. Fair Structure
  - b. Roles/Responsibilities
  - c. MOU
6. 2024 Fair - Discussion/Action
  - a. Superintendents/Superintendent Meeting
  - b. Mentorship program
  - c. Committee Updates/Review
  - d. 100 Year Activities
7. Fair Committee Structure Fair Representative Reports – Discussion/Action

- a. County Board - Missy
  - b. Livestock – Derrick
  - c. Extension – Rachel
  - d. Friends of the Fair – Tammy
8. Fair Coordinator Report – Discussion/Action
- a. Updates
9. Announcements
10. Future Agenda Items
11. Future Meeting Date:
- a. May 8, 2024
12. Adjourn

Fair Committee Minutes

March 27, 2024 at 7:00pm

UWEC Brewer Hall Room 255, 131 Garfield Ave, Eau Claire, WI 54701

Meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m53474b28a438aa2ce5af05160548ffee>

1. Call to Order and Confirmation of Meeting Notice- Meeting called to order at 7:08am

2. Roll Call -

Committee Members Present- Jodi Thesing-Ritter, Tammy Schlewitz, Jenni Haan, Meg Mueller, Valerie Strauch, Derrick Nelson

Visiting- Sarah Brown-Jager, Corporation Counsel.

3. Public Comment Jenni Haan made a motion to close public comment; Tammy Schlewitz seconded.

4. Approval of Committee Minutes- Discussion/Action

a. February 14, 2024 – minutes Jenni Haan made a motion to approve the minutes as circulated; Valerie Strauch seconded the motion. Motion carried.

5. Election –

Jenni Haan nominated Derrick Nelson for Chairperson; Jodi Thesing-Ritter seconded the motion. A roll call vote was taken.

Jodi Thesing-Ritter- Yes

Tammy Schlewitz- Yes

Jenni Haan- Yes

Tammy Schlewitz- Yes

Derrick Nelson- Yes

Derrick Nelson will be the new Chairperson

Jodi Thesing-Ritter nominated Jenni Haan, Jenni declined the nomination. Derrick Nelson nominated Valerie Strauch. She accepted the nomination. Jodi Thesing-Ritter seconded the nomination.

A roll call vote was taken.

Jodi Thesing-Ritter- Yes

Tammy Schlewitz- Yes

Jenni Haan- No

Tammy Schlewitz- No

Derrick Nelson- Yes

Valerie Strauch will be the new Vice-Chairperson

## 6. County and Fair Relationship – Discussion/Action

a. Fair Structure – Sarah Brown-Jager, Corporation Council, explained the process that will follow the outcome of the joint committee meeting on March 4, 2025. Sara requested samples of the documents of possible bylaws for the new body moving forward after the 2024 County Fair. Tammy Schlewitz agreed to forward draft documents to Sarah. She explained that the priority for the committee is to focus on this year's 100<sup>th</sup> anniversary fair. Sara offered to meet with a working group to discuss planning for the new structure.

Sarah suggested that the potential working group should include: Derrick Nelson as Fair Committee Chair and Livestock Liaison, Tammy Schlewitz as the Liaison to Friends of the Fair, Steve Erdman as the Chair of Friends of the Fair, Meg as Fair Coordinator, and someone for the County Board/Extension Committee. Sarah offered to create a monthly meeting schedule and invite the suggested working group members.

### b. Roles/Responsibilities

c. Code of Conduct- Tammy Schlewitz presented a proposed document. The committee reviewed and discussed the document. Jenni Haan made a motion to approve the document as presented. Derrick Nelson seconded the motion. 4 people voted in favor and 1 against. Motion carried.

d. MOU – Chancy made the requested changes. Sarah Brown-Jager presented the revised MOU. She indicated that the Extension Education reviewed the document and approved MOU. Jenni Haan made a motion to approve the MOU. Derrick Nelson seconded the motion. Motion carried.

## 7. 2024 Fair - Discussion/Action

a. Fair Schedule – Meg Mueller presented the completed Fair Master Schedule. Jenni Haan made a motion to approve the schedule as presented. Valerie Strauch seconded the motion. Motion carried.

### b. Fair Vet – No action taken.

c. Open Class – Jenni Haan presented the amendments to the Open Class Book. Jodi Thesing-Ritter made a motion to approve the Open Class Book as presented. Derrick Nelson seconded the motion. Motion carried.

d. Superintendents – Meg Mueller presented the four superintendent applications. Jodi Thesing-Ritter made a motion to approve the slate of superintendent applications as presented. Jenni Haan seconded the motion. Motion carried.

New Superintendents:

Danielle Strauss- Crops and Soils

Geraldine Erdman- Cake Decorating

James Stone- Natural Science

Tammy Knuth- Sheep

e. COOL Forms – Jenni Haan made a motion to remove all COOL Form requirements. Jodi Thesing-Ritter seconded the motion. Motion carried. Derrick Nelson will request that Charlene Deetz, Livestock Secretary, send out an email to all Livestock members and a post to be made on Facebook to alert all members to the changes.

f. YQCA for non-livestock members – Jenni Haan made a motion for all YQCA for non-livestock members due at the time of fair entry. Derrick Nelson seconded the motion. Motion carried. This announcement will not be made until after the April 1 deadline for youth enrolled in the Livestock project to avoid confusion.

Jodi requested that emails be sent to all livestock members reminding them about the April 1 deadline for YQCA completion, a post be made on the Fair, 4-H and Livestock Facebook page. Derrick indicated that he would ask the Livestock Secretary to do this. Meg indicated she would post to the Fair Facebook page.

g. Mentorship program – Jodi reported that Devin was able to fill all three species.

#### 8. Fair Committee Structure Fair Representative Reports – Discussion/Action

a. County Board - MOU - Missy was not present. Sarah Brown-Jager reported on the MOU in a prior agenda item. Sarah indicated that Missy is not running for reelection and her replacement will be assigned following the election. That person will likely not be in attendance until our May meeting.

b. Livestock – Derrick reported that he received a mutual respect complaint. He consulted with Chancey and will follow the process outlined in the mutual respect policy.

#### a. Mutual Respect

c. Extension – Rachel was not present. Meg reported the Foods Revue has been postponed due to lack of enrollment. The Clothing Revue date is in question.

d. Friends of the Fair – Tammy presented a brief report. The next meeting will be on April 23<sup>rd</sup> at 6:30 p.m. in Fall Creek. The District WAF meeting is scheduled for April 16<sup>th</sup>. Meg will need RSVPs by April 1st. Tammy, Meg, and Derrick will attend from our committee.

9. Fair Coordinator Report – Discussion/Action Meg gave her report. She reported on the donations received. The assistant coordinator is working on getting the judges solidified. Bands have been contracted for the Friday and Saturday night activities. The Cleghorn Lions will assist with bartending at the events. Permit paperwork has been started. The Army Reserve reached out the set up a booth and may be able to help with security. Sponsorships for the Rodeo are separate from the Fair donation amounts presented in Meg's report. Jodi asked a question about the food committee. Meg indicated that the goal is to meet on Tuesday, April 2.

a. Updates

10. Announcements – Breakfast on the Farm will be on June 15 from 7:00 to 11:00 a.m. at Bischoff Farms this year. A farm has been secured for 2025. Parking will be at Equity with a Shuttle running to Bischoff's.

11. Future Agenda Items

- Committee Roles and Responsibilities and Updates
- Superintendents
- Mentorship Program
- Opportunities for engaging volunteers in fair planning roles
- 100 Year Activities
- Superintendents welcome and introduction meeting

12. Future Meeting Date:

a. April 10, 2024 in Brewer Hall 255, UW- Eau Claire. Agenda Items are due to Derrick by April 3, 2024

13. Adjourn- Meeting adjourned at 8:40 p.m.

Respectfully submitted March 28, 2024

*Jodi M. Thesing-Ritter*

Jodi M. Thesing-Ritter

Committee 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)
- Coordinate Sunday awards ceremony

### **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.