

ASSOCIATION OF CONNECTICUT FAIRS, INC.

April Director's Meeting

April 24, 2022, at 2:00 PM

Call to Order:

- Lisa Lamoureux called the meeting to order at 2:00 PM with the Pledge of Allegiance
- Lisa thanked the Durham Fair for hosting this meeting.

Roll Call:

- Completed by Jeanne Lewis, Recording Secretary

Secretary's Report:

- Written copies of the Minutes of the Director's Meeting held on 30 January 2022 were distributed prior to the meeting. Name spelling errors were noted. A Motion was made and seconded to approve the January 30, 2022, with spelling corrections. All voted in favor; the minutes were approved.

Treasurer's Report:

- Accounts receivables were reviewed. It was noted that dues for 3 Fairs were not recorded as received (Portland, Lebanon and Granby Grange). An envelope from the corresponding secretary was handed to the Treasurer containing Fair dues not recorded.
- Underreported funds for Account 821 were noted. Elaine will work with Wells Fargo for the necessary adjustments.
- Balance sheet was distributed. Motion was made and seconded to accept the Balance Sheet as presented. No opposition, motion passed to accept Balance Sheet as presented.

Committee Reports:

Banquet Committee:

- Committee met today and presented a venue for the Fall Meeting and Banquet: Best Western in North Haven on November 5, 2022
- Challenge has been getting a venue with available dates that has the space for the banquet, meetings, trade show and breakout sessions.
- Quilting and Baking will be in the same room so they will not need to move the baked goods and quilts to the Banquet Room.
- Outside food can be brought in for the Baking and Quilting Judges and Quilt of Valor (must purchase beverages from hotel)
- Additional tables for selling pies and Teacup Auction will be requested.
- Area in and near the Bar can be used for breakout session
- A separate room for the Trade Show
 - Expect 20-25 vendors to attend
- The cost will be \$60-\$70/person (lunch and sit-down meal for dinner) for this date and will charge accordingly with a plan to break even for this event.
- If we sign a 2-year contract, we will forego paying for the sapphire room and lock in 2022 prices.
- Joe DeLorenzo agreed to reach out to Sponsors to support this event
- Send any ideas for the Program or Workshop Topics to Paul Burnham. Paul will reach out specifically to 4H and Grange Fairs for ideas for workshop topics

Nominating Committee:

- Second VP position is open as Deb Tubbs has resigned effective 28 March 2022.

Budget Committee:

- Nothing to report

Audit Committee:

- Nothing to report

Member Committee:

- Nothing to report

Baking Committee:

- Interest in the Heritage Baking Contest should reach out to Laurie

Quilt Committee

- Sponsors for the Quilt Contest have been identified including the Durham Fair and CT Quilt Guild. Additional Sponsors are being solicited. Wallingford Sewing Shop has sewing machines and long arm quilting arms to support the Quilt of Valor.
- Quilting committee and judges are all in place
- Quilt of Valor nominations are needed by September 15, 2022. Contact Debbie Bellemare with information.
- Guilford lost their needlework Chairperson, looking for a volunteer

Photography Committee:

- Nothing to report

Premium Book Contest:

- The process will remain the same and the judging criteria will remain the same.
- There will be 3 winners in each category
- Bring your books to the July Meeting or mail to Sue Dearborne
- Please let me Sue Dearborne know if you are not submitted your Premium Book

ACF Website:

- Any off-season events for your Fair, let Joe know and he will add it to the ACF website. This enables the website to be a hub for all things CT Fair related.
- Documentation from Department of Agriculture continues to be that for 2021 on the ACF website, as it has not been updated by the Department of Agriculture on their website. ACF website will be updated when new information for 2022 becomes available.
- Thank you to everyone who updated their Fair webpage
- Season pass part of the website is being fine tuned
- Registration Form for the Fall Meeting will be updated

Website Committee:

- Nothing to report

Livestock:

- There is a new Vet at the State (Jane Lewis); Lisa will forward the contact information to Jody and Sandy
- Pullers will know they are being tested; at any given time, testing can be conducted
- Durham Fair has money in the budget for testing at the Durham Fair

Reduced Rate Tickets/Season Passes

- Reduced Rate Tickets:
 - Continuing to sell tickets
 - Tickets have been printed
- Season Passes
 - Are sent to all Fairs that have participated in the Annual Meetings/Directors Meetings
 - Discussion regarding Season Passes for Committee members: Standing Rule: Passes will be given Chairs and those who are recommended by the Committee Chairs for 2022 (retroactive to Jan 2022)
 - Past Presidents are Honorary Members; they get passes

Sunshine Committee

- Walter Vespuda, Founder of the Orange Country Fair, passed away

Scholarship Committee

- Revised application was sent to all Fairs
- Application due to the Secretary of the Fair by May 15, 2022, and to the Scholarship Chair by May 30, 2022.
- Applications must include Official sealed transcripts

Livestock Testing:

- Nothing to report

Legislative Committee

- Nothing to report

Marketing Committee

- Commercials are being finalized
- No billboards will be used as they are considered pricey and out of date
- Social Media will be handled internally and by each Fair
- Please don't rely on the Association for marketing your Fair, each Fair should also be doing their own marketing.

Fair Brochure

- If any Fair has extra brochures, please return them to Kathy so they can be distributed to Fairs that need them

Classification:

- There is no difference between District and smaller Major Fairs. Consider categorizing of small Major and Large Major Fairs; to be discussed at the next District Meeting
- Inspection assignments are forthcoming
- Inspection Committee will need passes

Bylaw Committee:

- Discussion regarding who should be bonded and may need to be reworded to include anyone who "Handles funds"
- Post Meeting Note: A special meeting was held in June to address the bylaws

Collaboration Committee:

- Currently no real committee
- "Collaboration" is on the ACF Website and includes lists of vendors, entertainments, suppliers used by member Fairs.
- Member Fairs can participate by sharing their vendor etc information
- Thank you, Wendy, for collating and posting this information

Old Business:

- IRS Tax Return:
 - Elaine spoke with the Auditors/Accountants and the ACF needs to file our Tax returns on all income above the \$50,000 threshold for the years 2015 - 2021
 - The cost will be \$750 for each year that needs to be filed, if the returns are filed by the Accountants/Auditors.
 - Tax returns will need to be filed and all back taxes and penalties paid. Once this is resolved, ACF can file for reinstatement of the Non-profit status (Forms 1120. 990 followed by 1024)
 - Joan Buvarsky (Former treasurer) has offered to file them for the ACF.
 - Motion was made and seconded to have Accountants/Auditor prepare and file all necessary documents and work to reinstate our Non-profit status. All voted, motion passed.
- Bid/Quotes Procedures:
 - All Bids and Quotes require a paper (email) trail.

- All receipts must state the purpose of the expense and must be approved by the President
- Any expenses must be submitted and reimbursed in the fiscal year.
- Do not use your own credit card; contact the Treasurer/President for expenses to be paid along with the cost and purpose

New Business

• Officer Status:

- Elaine Friedman officially resigned on March 26/28 as Treasurer effective immediately. The resignation was rescinded, and the Treasurer will remain in office. Elaine submitted a second resignation letter on April 17, 2022, effective 1 July 2022, which was rescinded on April 19, 2022. Motion made to and seconded to keep Elaine as Treasurer and “ignore resignation letters”. Member Fairs voted to keep Elaine as Treasurer, motion carries.
- Deb Tubbs (Second Vice President) resigned from positions of Second Vice President and Chair of Marketing Committee on March 28, 2022. The resignation letter was read, and resignation was accepted

• July Director’s Meeting

- 21 July 2022
- Bethlehem Fair
- Potluck

Adjourn: The meeting was adjourned at 4:02PM.

Respectfully Submitted,

Jeanne Lewis,
Recording Secretary