



November 17, 2022

Fair Board Meeting Minutes

Attendees: Jerry Johnson, Elise Burton, Dave Fair, Joe Doellefeld, Tim Vulles, Kevin Kirking, Sharon Nelson, Mike Mclean, Jessica Mclean, Brian Taylor, Merlin Berger, Dave Paul, Jim Wilson, Greg Bennett, Michaela Woempner, Shanda Masterson and Alexcia Jordan.

Meeting minutes recorded by Alexcia.

Called to order at 5:01 pm

Pledge of Allegiance led by Jerry

Changes to the Agenda

- None

Hearing of Delegates

- Brian Taylor joined us to discuss Kootenai Classic Livestock Show with request to reevaluate their rental agreement and potential trade partnership. Staff will prepare detailed rates for the board to review, and Brian will send over sponsorship opportunities for further review.

Approval of October Meeting Minutes

- Joe moved to approve minutes: Dave second. Motion carried.

Reading of Correspondence

- None

Claims and Financial Statements

- Elise moved that usual and customary claims to be paid; Tim second. Motion carried.

Old Business

- NISF Youth Stock Show and Sale Committee Structure and Application Review – Elise reported a small working group has been diligently working on the initial structure and rules for 2023 Fair. Rules and structure of the committee is with legal for review. Applications have been distributed to the Fair Board for selection recommendations, that will be shared with 4-H and FFA for their recommendations. Committee selection will be notified first week of December.
- NISF Youth Stock Show and Sale Timeline – Elise reported with the forming on the new committee we hope to post rules the first of the New Year.

New Business

- Audit Results – Elise reported our audit came back clean with no material findings.
- 2023 Budget Update – Alexcia reported the 2023 budget is coming together and discussed staffing changes for 2023 as well as various programs and capital needs.

Committee Reports

- Food/Beverage – No report
- Development/Planning – Alexcia reported the latest master plan has come in and needs phasing. We will be calling for a meeting in the New Year to finalize.
- Educational Programming – No report
- Events, Fair & Policy – No report
- Finance & Budget – Elise discussed current bookkeeping service. Alexcia presented RV Park comparison report for discussion. Alexcia will present other recommended fee changes in the new year.
- Facilities, Equipment & Maintenance – Tim requested we proceed looking for a forklift sooner than later. Board consensus to find a forklift that will serve our needs and move forward with a budget to remain under \$40,000.
- Jr. Fair Advisory Board – Michaela reported the JFAB will have minor changes to reflect rewards based on participation levels.
- Livestock, 4-H and FFA – Jim reported 4-H has been working with the Fair on new Livestock programs and that Extension is once again interviewing for Sharla's position.
- Marketing – No report.
- Rodeo – Dave reported committee headed to PRCA Convention and Lake City Jr Rodeo would like to make a donation to the Fair Board to go towards a new arena groomer in the coming months.
- Executive Committee – No report

Public/Open Comments

- Elise shared Friends of the Fair Foundation 501©3 is underway. Dave and Sue Farwell reception on Friday.

Meeting adjourned at 7:03 pm – Motion to adjourn by Tim, seconded by Kevin, motion carried.



November 2022 Managers Report

Presented by Alexcia Jordan

GROUND/MAINTENANCE PROJECTS

- Working on Spring/Summer Project list and timelines and budget needs
- Building new bar props for NFR viewing party
- Capital Project Planning for 2023 Budget
- Firehouse funds
- Master Plan Update

INTERIM, IN-HOUSE EVENTS & RV BOOKINGS

- See attached calendars for the months of November and December
- Next In-House event is Cowboy Christmas, Beer and Wine Rodeo and the NRF Viewing Party December 9-11.
- RV Park Pricing Structure Review
- Working on Interim Events Pricing Structure

FAIR

- Tentative Schedule of Arena Shows
- Ticket Pricing Update
- Grounds Entertainment Update
- Concerts Update
- Black Friday Merchandise Sale

Other

- Holiday Party - December 13 in Building 2
- Rodeo Meeting – Dave to Report, no meeting this month
- Foundation Meeting – Illness canceled this month's meeting will meet December 14
- Fair Board Retreat - January 28

AWARDS

WPRA/PRCA

1st Place - Best Ground Columbia River Circuit

Rocky Mountain Association of Fair 2022 Summit Awards

1st - Fair Theme Logo

1st - Premium Book

1st - Non-Fair Rental Guide



IAFE Awards

Non-Fair Facility Usage

- 1st – Successful Non-Fair Event Produced by Facility Staff – NFR Viewing/Cowboy Christmas
- 1st – Best 1st Year Event NOT Produced by Staff – 208 Qualifier
- 1st – Video Used to Promote Your Facility – Livestock Barn
- 1st – Printed Promotional Material Specific to Facility Rentals – Rental Guide
- 1st – Facility Partnerships – Terra Underground – Arena Project
- 2nd – Capital Improvement Plan and Execution – Arena Footing

Agricultural Awards

- 1st – Program/Exhibit Designed to Educate Consumers/Fair going public Food Story – Beekeepers
- 1st – Agriculture Equine Photo
- 1st – Agriculture Rodeo Photo
- 2nd – Any other agriculture program/exhibits – Barbara Renner 1st Time Exhibitor Grant
- 3rd – Technique/Policy developed by Fair Management to correct an issue or challenge related to agricultural issue – Revamp of Stock Sale

Competitive Exhibits

- 1st – Display Method or Prop – Demo Stage in 8
- 1st – Strategy to engage competitive exhibits participants - Barbara Renner 1st Time Exhibitor Grant
- 1st – Additional Competitive Exhibit Measures Taken Non-Traditional – Junior Advisory Fair Board
- 2nd – Use of Theme Throughout Multiple Divisions of Exhibits – Salute to a Century
- 3rd – Special Contest – Decades Dress Up Costume Contest

Hall of Honor Communications Contests

- 1st Best Overall Marketing Campaign – Divisional Award!!! 😊
- 1st - Souvenirs and Commemorative Items
- 3rd – Out-of-the-Box Marketing – Selfie Museum