



THE DEFIANCE COUNTY FAIR AGRICULTURAL SOCIETY, INC
P. O. BOX 184
HICKSVILLE, OHIO 43526

John Fifer
President

Carol Sines
Vice President

Paula Fairchild
Secretary

Alliance Tax Services
Treasurer

December 12, 2012 Meeting Minutes

President John Fifer called the December director's meeting to order at approximately 7:30 pm. The Pledge of Allegiance was recited by those in attendance.

Roll call was taken, those present:

Ann Beach, Mary Bishop, Brian Chittenden, Paula Fairchild, David Ferguson, John Fifer, Earl Klepper, Corey Maassel, Doug Moog, Jeff Rohlf, Jerry Sanders, Carol Sines, Joe Stotler and Mitch Troyer.

Not present:

Yvonne Blosser (E), Debra Cocke (A), Rusty Detray (E), Angie Etchen (E), Dave Fine (E), Don Retcher (E), Larry Retcher (E), Francis Schindler (E) and Lavon Wiles (E).

Secretary's Report:

President Fifer called for the Secretary's Report. Jerry Sanders made a motion to abstain from reading the report at this time; second by Joe Stotler, all in favor. There were no corrections noted at this time.

Guest:

Guest attending the meeting: Charles Fitzwater / no comment

Carol Sines asked that everyone keep Francis Schindler in their prayers as he is going through some medical issues.

Jr Fair update / Jerry Sanders

Jerry Sanders reviewed a flyer that was provided to the board members regarding the Jr. Fair. First page of the flyer shows the recommended committees and the second page covers Junior Fair recommendations for changes/Junior Fair Guidelines for 2013. They met with the Jr. Fair kids and covered state rule book and reviewed committees and this is where they want to be. All barns to include the horse barns will follow the state rule book.

Jerry pointed out a couple of the issues that was more of a concern from last year.

Class Time Limit: There is a two-minute time limit for all exhibitors to be in a class. Time begins when the announcer first calls for the class to begin entering the arena. After two minutes or if all exhibitors are in the arena before the two minute, the gate is closed and the class is started.

Health Papers: Animals imported into Ohio for exhibition must be accompanied by a certificate of veterinary inspection issued within thirty days preceding the exhibition opening date. See Ohio's Livestock Health Exhibition Rules for further clarification. There was some confusion with the animals that came across the state line needing health papers, according to Jerry.

Dogs on the Fairgrounds: With the exception of service dogs, dogs are not allowed on the midway, in or around the livestock barns and/or show arenas.

New Rule/Animal Leases: Junior Fair members must file written proof of any project animal lease agreement with the Defiance County OSU Extension office by June 1st of the current year. The lease must include where the animal is being housed. Examples of animal leases are at the OSU Extension Office.

Motion was made to accept Jr. Fairboard's updates.

Motion made by Dave Ferguson; second by Doug Moog, all in favor

Lavon asked John Fifer to provide the board with some information he has regarding the match of funds for the horse barn and funding for Strausbaugh arena donations

A check in the amount of \$1500 was donated to help with the horse barn roof. The Fair Board committed to matching this donation at that last meeting.

Lavon has been working with the Strasubaugh arena donations. Teresa has \$4600 in donations, Fair Board to provide \$3300 and the Junior Fair \$1500. Because the Junior Fair is a little short, Lavon suggested the Fair Board front them the \$1500 and then invoice them for that amount at the end of the fair.

Motion was made for the Fair Board to front the Jr. Fair \$1500.

Motion made by Corey Maassel; second by Brian Chittenden, all in favor

Correspondence

John received an email from Mutton Tent rental along with the contract for review if we are going to use them this year. John will get with Lavon since 2 tents will not be needed. This should make our deposit less. They are not raising prices and will be same as last year.

Motion to stay with Mutton

Motion made by Jerry Sanders; second by Mary Bishop, all in favor

Treasure Report: The annual financial report (2 copies) is due to go to the OFMA with the delegate, Lavon, who was elected by the Fair Board. Denise sent everyone a copy of the Annual Financial Report. To put it in a nutshell, the audited 2011 cash balance is \$89,217 and the unaudited 2012 cash balance is \$104,253, this will be audited next year. Compared to last year, the fair is up \$11,000. Everything balanced perfectly with the 2012 annual financial report.

Currently we have \$105,522 if all the checks are approved tonight to pay. The amount of checks to be paid is shown on page 2, \$18,841. Some of the bigger expenditures: \$5500, to lock Gallagher in, ribbons that was purchased by Mary and \$2952 for the audit.

Denise plans on moving \$30,791 from the money market designated accounts over to the operating account. OFMA money from the last year that was not used will be moved over. We will be receiving OFMA money sometime in January. Last year's audit cost \$17,000 and this year it will be \$9,000 when it is all done. We had 13 compliance and recommendation issues that needed to be addressed/fixd. 9 of the 13 were done in 2009, which was unable to be corrected due to not having a 2009 report. The other 4 issues:

1. Allowed checks to be written without proper receipts prior to writing the checks
2. Allowed a cash transaction to go out to a vendor
3. Money was not deposited in the account in a timely fashion based on the date of the check and the date of deposit. (it can happen, but must try to get checks to Denise as soon as possible)
4. Vouchers were only signed the E-Board and should also be signed by the person requesting the supplies and repairs. (A new process was put into place help rectify this)

These are all very minor situations. There were three material weaknesses. One of the problems that could have been fixed was to have a more vigilant/active audit/finance committee during the last audit period. This committee should be looking over what the treasurer is doing, reviewing bank statements, converting information over to excel to review and compare transactions to bank statements. We now have that covered. Second, there was no grandstand reconciliation. For each grandstand event, the beginning ticket number must be documented along with the ending ticket number. The last issue is the change fund money must be monitored more closely during the fair so that the startup money goes back in as startup and not as profit. Prior to planning the fair, the startup cash needs to be called out ahead of time. Denise asked what the three material weaknesses mean to the fair. Nothing, they cannot do anything to the fair. They can be fixed so it does not cost another \$9000 for the audit.

Mary Bishop asked how this audit will compare to the ODA audit. According to Denise, who did some research, more detail. Denise is going to a meeting in Columbus on Friday and will ask more questions regarding ODA audits.

There are several policies that will need to be adopted by the Defiance County Fairboard. Denise pulled up these basic policies that will only need to have minor changes. She would like to have these policies approved and in place by the end of January.

1. Public Records Policy
2. Travel and Expense reimbursement policy
3. Personal Information Collection, Retention, Destruction & Protection Policy

Motion was made to approve the three listed policies

Motion made by Jerry Sanders; second by Doug Moog, all in favor

A motion was made to Thank Tax Alliance for all of their hard work and extra time that is donated to ensure we are in complete compliance.

Denise continued to cover our accounts receivables. We made \$1,182 last month with paying expenses vs getting money in. She has listed current charges for stall rentals, which will be discussed later. Currently account payables are at \$32,000, so we must keep at least this much in an account. This is not including approximately \$11,000 for our insurance. According to Carol the insurance renewal was just signed.

Denise has requested the finance committee meet sometime in January 7-11 to review the audit report.

The finance committee consists of Dave Fine, Paula Fairchild, Larry Retcher, Deb Cocke and Francis Schindler.

Motion was made to accept finance report

Motion made by Jerry Sanders; second by Joe Stotler, all in favor

Motion was made to pay bills

Motion made by Doug Moog; second by Jerry Sanders, all in favor

E-Board/Committees: Carol went over the E-Board committee:

Carol Sines	Dave F (Ney)
John Fifer	Mary B (Adams)
Paula F (Hicks)	Jeff R (Def Cty)
Jerry S (Farmer)	Lavon W (at Ig Shwd)

Everyone should have received a hand out listing all the committees and who is on that committees. Does anyone have any request for changes? These committees have not been approved. Jerry made comment that if you go to someone or another committee to offer any help, they'll be glad to take you. These are just general, so you have a first group to go to.

Motion was made to approve committees

Motion made by Dave Ferguson; second by Doug Moog, all in favor

Board Member info updated: Please review the board member listing to make sure your information is correct and current, email, phone and address. If any corrections need to be made, please see Paula or Mary.

Quilts: The quilts last year were a very big success and we would like to continue this year with the same program. This year the program will be "Quilts for wounded warriors" There will be specific requirements for these quilts. Once the quilts are completed, they are sent to a soldier that is to be discharged from the hospital so they can be wrapped in the quilt to keep warm on his/her flight home. Flyers with quilt information were provided to those who were interested. This information will be put in the paper after January.

Finance Report/Committee: Will contact Deb and set up a meeting before tax season

Committee Reports: None

Old Business/Ticket Machine:

John discussed the cost and purchasing a ticket machine for Dave Fine. The cost of the Ticket Machine is \$3,000; 5 rolls of paper is \$124 and will print 5000 tickets per roll. There are 2 types of numbering systems to choose from for numbering the seats in the grandstand. One has a sticky backing that is guaranteed not to come off for the cost of .32 each (\$604.16 total) and the second will need to be attached by rivets for .81 each (\$1,529.28 total). There are 1888 seats in the grandstand. Denise thought we could postpone this year until you have a need; since Dave Fine plans on having 500 reserved seating on the track and general admission into the grandstands. It was commented that the printed tickets will let us know how many seats have been sold. Dave decided not to presale the grandstand this year. After discussion on the purchase of the ticket machine and grandstand numbering, a motion was made to purchase the ticket machine and paper.

Motion made by Brian Chittenden; second by Joe Settler, all in favor

A second motion was made to table the grandstand numbering.

Motion made by Doug Moog; second by Dave Ferguson

Log Rolling:

John would like to see the log rolling event at the Fair this year. They will perform 3 shows a day on: Tue, Wed, Thurs and Friday at the cost of \$5500. It would be nice to have more entertainment on the midway during the day. We are currently looking for sponsors. Motion was made to table until after the convention.

Motion made by Mary Bishop; second by Doug Moog, all in favor

New Business/Stall Rental:

There was a major complaint from one of the tenants not being notified of the increase in rentals. Tenants were all notified, but it's our word against the tenant because we have nothing in writing. John, Carol, Lavon and Paula met with three of the tenants to discuss some of the issues. It was then decided to revise the stall rental agreement and begin the increase December 1st. Initially, the increase was voted to begin on August 1st and all the tenants now know the new increase will be effective as of Dec. 1st. It was suggested by a board member that the tenants should sign an agreement at the beginning of every year. Carol admitted that it was our fault, we lax on a lot of our contracts. Also, that nobody is perfect and it is something that we really need to work on. Proposed changes that have been made to the contract: (1) \$60 per stall deposit (2) Stall count will be completed on the first of each month (3) A bill will be given by the 7th and must be paid by the 10th. (4) Failure to pay by the 10th will result in legal action after 30 days. (5) Starting the 11th, a late fee of \$5 will be assessed daily for up to 15 days at which time property becomes Fairboard's. (6) Empty stalls will be pad-locked (7) Stall rent can be raised at any time with a 30 day notice (8) No dogs allowed during fair week (9) Eviction after 30 days – 1st 30 days a certified letter will be sent. A new contract, invoice and a final notice letter will be sent stating the total invoice needs to be paid by February 1st or legal action will be taken. After a few questions and concerns from board members a motion was made to accept contract with changes.

Motion made by Brian Chittenden; second Doug Moog, all in favor.

Bi-Laws/Updated:

The updated bi-laws were in question. As of current date, the bi-laws have been updated and will be submitted to Teresa.

OFMA/expenses: Denise asked how we were going to handle expenses this year for the OFMA Convention. Mary made a motion for those who will be going to convention, that some of the expenses be covered. Originally the Fairboard wasn't paying any expenses. Last year it was voted in to give those who were attending \$40 a day. She believes this amount should be increased due to the increase of gas, food and hotel. After much discussion with the board on what how many classes should be attended a day (4) and the estimated cost, a motion was made for the Fairboard to cover the cost of rooms, mileage and food at a daily per-diem of \$40. Checks will be sent with John to cover the rooms, and then all receipts will be turned into Denise.

Motion was made by Jerry Sanders; second by Brian Chittenden, all in favor

9:19 pm

Motion to adjourn made by Dave Ferguson; second by Joe Stotler

Next Fairboard meeting: January 8th, 2013

EMA Building @ 7:30 pm