

Country Fair Fundraising Committee Minutes

February 13, 2006 meeting

Present: Barney & Tara Sheridan, Joey Hennes, Lori Zeiser, Colleen Terrazas & Lisa Mills.

Liability

On Thursday, February 9, Barney met with Samantha Kemp, who is employed at ALPS and is an expert in exposure on event management. Samantha advised Barney that we cannot place 1200-1300 pound animals in a tent. Beef, dairy and hogs all have to be inside a sold structure.

Now that we know the beef cannot be in a tent, we must handle the slippage problem that existed on the cement last year. Barney found out how the Metra in Billings handles this problem - 12 inches of dirt on top of the cement - an expense that should be covered by the Fair.

Memorandum of Understanding

The Country Fair Committee needs a memorandum of understanding between them and the Fair which identifies what the Fair is responsible for and what the Country Fair Committee is willing to fundraise for. After looking over our fundraising goals listed in the February 1, 2006 minutes, the Country Fair Fundraising Committee feels certain items such as:

site prep
advertising
generators
security
dirt for ice rink floor
water
electricity
superintendent stipends

are the responsibility of the Fair.

Tent

We need to put the tent issue to rest. Lisa will ask the 4-H Council to purchase one 60x60' tent. Barney will ask the Fair to purchase one 60x60' tent. Tara is still hoping to receive a donation of one 20x30' tent and a 20x40' tent.

Storage

It was mentioned that some of the storage unit owners around Missoula might be willing to donate a storage rental unit rather than a cash donation as we will need a spot to store signage, gate entrances and other items associated with the Country Fair.

Handling Fundraising Money

It was suggested that an account be set up as follows:

County of Missoula Accounting Department



County Extension Office



Country Fair Committee

- Nonprofit status would be maintained
- All bills would come to the County Extension Office
- Colleen would code the claim forms which must be accompanied by an invoice or bill
- Lisa would sign the claim forms
- Claim forms would go to the Accounting Department for generation of a check
- The County Auditor approves the claim
- One County Commissioner and the Clerk & Recorder sign the checks
- The checks are mailed by the Accounting Department