

**Country Fair Committee Meeting
February 22, 2006**

Present: Barney & Tara Sheridan, Robin & Jim Miotke, Roger Christopher, Jerry Marks, Charlie Deschamps, Tracy Charles, Lori Zeiser, Lisa Mills, Joey Hennes, Scot Meader, Colleen Terrazas

1. **Logo.** The subcommittee submitted a graphically simple and identifiable logo.

Robin Miotke moved to accept the logo as presented. Jim Miotke and Tara Sheridan seconded the motion which carried unanimously.

Charlie Deschamps did have one question - is the weathervane a rooster? The answer was — yes.

2. **Draft Memorandum of Understanding**

A draft was presented by Lisa Mills and Jerry Marks.

- Lisa Mills presented the DRAFT Memorandum of Understanding which outlines the responsibilities of the Fair Board and the Extension Office. The Memorandum of Understanding would be signed by: the Board of County Commissioners, the Chair of the Fair Board, the Missoula County Extension Chair, the Country Fair Committee Chair, and the Chief Civil Deputy County Attorney.
- Jerry Marks spoke with Dale Bickell, Chief Financial Officer for the County, regarding tracking Country Fair donations and expenditures. Dale recommended creating a Country Fair Trust Fund that is not part of either Extension or Fair.
- It is referenced in the last paragraph of the Memorandum of Understanding that "The Western Montana Fair Board and the Missoula County Extension Office mutually agree that this memorandum of understanding may be terminated with cause and updated for continuation by January 31, 2007. At termination of the Country Fair, the Western Montana Fair Board and the Missoula County Extension Office mutually agree to assign all remaining funds in the Country Fair Trust Fund to benefit 4-H/FFA Youth and Agriculture-relation Programs at the Western Montana Fair, or returned to donors."

The Country Fair Committee agreed unanimously to approve in concept the Memorandum of Understanding submitted by Jerry and Lisa.

The Country Fair Committee is requiring that any expenditure over \$5,000 be discussed and approved by the Country Fair Committee.

The Country Fair Committee will set up a budget and the items listed in the budget are considered approved expenditures.

The Country Fair Committee approved the Extension Office handling the deposit of monies into the Country Fair Trust Fund. Colleen Terrazas will process the claims for payment and provide a report of deposits and expenditures to the Fair and Country Fair Committee.

- Scot Meader, Fair Manager, requested that the Memorandum of Understanding define what it means for the Western Montana Fair Board to provide support and administration.
- Jerry Marks and Lisa Mills will clean up the language in the DRAFT Memorandum of Understanding, present it to the Fair Board for input, and any changes, and submit it to Mike Sehestedt, Chief Civil Deputy County Attorney, for review and approval.
- Jerry Marks said it is very important that we track donors and send a thank you. Lisa Mills stated that Lucy Clouse volunteered to send out thank you cards.

3. **Country Fair Schedule**

- The logistics of entering, showing and leaving the fairgrounds is very important.
- Charlie Deschamps said he spoke with Leroy Christopherson, Open Class Beef Superintendent, and Charlie said Leroy will "trust us" in making Open Class Beef decisions.
- Scot Meader reported that Eunice Misbe, Fair Office Support Staff, is currently contacting Open Class exhibitors to determine the number of Open Class animals that wish to remain on the fairgrounds all week and which would prefer doing a demonstration and not staying at the Fair all week.
- **A committee was formed which will fondly be referred to as the "Miotke Sub-Committee."** The purpose of this sub-committee is to finalize the Country Fair schedule. Committee members are: Jim & Robin Miotke, Scot Meader, Eunice Misbe, Lisa Mills, Dale Clouse, John Warehime, and Charlie Deschamps.
 - ▶ Jim Miotke stated that the old wash rack is 24x120. Jim Miotke and Jeri Delys will do a "walk through" to determine if the Charlie Russell Riders can fit in this area.
 - ▶ The Butler Barn could possibly house the mini horses.
 - ▶ Open Class Goat will show just before fair week, details still need to be decided.
 - ▶ Charlie Deschamps suggested that exhibitors of Open Class Goats that wish to remain on the fairgrounds all week could be located by the Long Horns on the northwest corner of the fairgrounds.

4. **Tents**
 - The recommendation from the Country Fair Committee is that the 4-H Council purchase one 60x60 pole tent and the Fair Office purchases one 60x60 pole tent. The tents would be used to house open class and 4-H/FFA sheep, petting zoo, and 4-H goats at the 2006 Western Montana Fair. The ownership of the tents would lie with the organizations making the purchase. Lisa Mills stated that the 4-H Council meets on March 1 at 7:00 pm and since the Fair Board meeting is March 1 at 3:00 pm, she will find out in advance of the evening Council meeting what the feeling is of the 4-H Council regarding the 4-H purchase of a tent. We need to place the tent order soon.

5. **Radio Fundraising**
 - Barney Sheridan stated that the radio fundraiser for the Country Fair would take place the end of May or the first part of June.

6. **Bleachers**
 - Scot Meader reported that Trapper Creek Job Corps has the specifications to make the bleachers. A decision will need to be reached regarding who is paying for the bleachers . . . the Fair Office or the Country Fair Committee.

7. **Benches/Picnic Tables**
 - Lisa Mills will develop a letter to potential donors regarding the donation of commercial grade benches and/or picnic tables. She will notify donors that all benches and picnic tables donated will have identification in place stating their business donated that piece of property.

8. **Traffic Flow**
 - Scot Meader reported that Fence Masters is responsible for installing the new gate accessing South Avenue, and the City of Missoula will cut the curbing.

9. **Committee Responsibilities Combined**
 - Several responsibilities were combined into one committee. Logo (which is done), Perimeter, Fence, Entrances, Decorations, Signage, Photography and Sale Breakfast Locations were identified as the responsibility of Joey Hennes, Lori Zeiser, Daryl Thompson, Tracy Charles, Jeri Ball, Lisa Mills and Larry Henderson.
 - Lori Zeiser presented pleated fans which she purchased for decorating the Country Fair because they were on clearance at Walmart. Walmart had 24 pleated fans, which they sold to Lori for \$5.00 each — which is the best deal Lori could negotiate with Walmart. ***The Country Fair Committee approved the decorating idea and will reimburse Lori \$124 once the Country Fair Trust Fund Account is operational.***

- Daryl Thompson's son is an architect. Daryl's son will draw an architecturally-sound diagram for a contractor to construct the perimeter fencing. Since Larry Henderson was not present today, Tracy Charles and Lisa Mills will contact Larry regarding fencing.
- It was decided that the photo backdrop needs a location out of the sun where it can be in place all week.

The next Country Fair Committee meeting will be Wednesday, March 8 at noon in the Extension Office conference room.

Minutes submitted by: Colleen Terrazas