

DOOR  COUNTY  
**FAIR**  
ESTABLISHED 1871

TOM ASH, President      AARON ASH, Vice President  
STEVE JENNERJOHN, Treasurer      SARA MUELLER, Secretary  
LAURA VLIES & JOHN WHITE, Members-at-Large  
DAWN VANDEVOORT, Educational Liaison  
THAD ASH & JEREMY SCHOPF, Development Coordinators  
421 Nebraska Street, Sturgeon Bay, WI 54235  
[www.doorcountyfair.com](http://www.doorcountyfair.com)      [dcfairinfo@gmail.com](mailto:dcfairinfo@gmail.com)  
**Door County Fair August 10th - 14th, 2022**

Meeting of the Door County Fair Board  
October 19, 2022 6:00 pm  
County Board Room, Door County Government Center, Sturgeon Bay

1. Call to order
2. Establish a Quorum
3. Approve Agenda
4. Approve September Minutes
5. Liaison Report
6. Intern/Ambassador Report
7. 2023 Fair
  - a. Oversight Committee - Budget/By-Laws
  - b. Events/Contracts
  - c. Sponsorships
  - d. Marketing
  - e. Capital Project
  - f. Annual Meeting
    - i. Slate of Officers
8. Next Meeting
9. Adjourn

*Deviation from the order shown may occur.*

## Minutes of the Door County Fair Board

September 14th, 2022

Door County Government Center Board Room, Sturgeon Bay Wisconsin

1. Meeting was called to order at 6:0 pm by President Tom Ash. Those in attendance include: Tom Ash, Steve Jennerjohn, Kristin Tassoul, Thad Ash, Roy Englebert, Wayne Spritka, Ken Pabich, Claire Olson, Jeremy Schopf, Aaron Ash, Sara Mueller, Hilary Heard, Emily Guilette, and John White.
2. Quorum was met.
3. Steve moved to approve the agenda. Second by John. Motion carried.
4. Thad moved to approve the August minutes. Second by Aaron. Motion carried.
5. Liaison Report – Roy approved Budget at 25% increase – Will go into budget more in item 8b
6. Claire talked about working on SOP's and requested a special spot to discuss this at a meeting in the future. Emily looking at going to the State Convention to compete at the next level. She believes she would be a great representation for our fair and it would help her to further her business career. Emily hopes to spread awareness about our fair at a state level. They asked for the board to approve the trip cost would be roughly \$1000 for Emily and 1 chaperone. Motion was made by Thad to approve the funding of the trip for Emily to compete at the state level. Aaron Seconded. Motion carries.
7. 2022 Fair Review – Read through notes that were made from the August meeting about changes for the 2023 fair.
  - a.
    - i. Note di – Determining a set opening time would be helpful for stands – was suggested to have each stand set their own time based on when they had available help.
    - ii. Note fi – Request to move BBQ stand due to smoke issues – Being worked on for next years layout.
    - iii. Note hi – Computer to use for show and review clerking for horse shows; clarify start time for horse shows on advertisements; horse chiropractor worked on other animals beyond the animals they were scheduled for. – Sara/Hilary will go over what needs to change with Kristen for next year and verify times are correct on all print items.
    - iv. Note ii – Sunday change demo time so barns are still full when its done – 2022 finished at 3:30 – may be able to push to a 1pm but will discuss further at a later date.
    - v. Note ji – First aid kits in barns for scratches and bites; Turkey for market class-clarify premium list for registration – Agreed that more clarification needs to be made on where to receive 1<sup>st</sup> aid. Not sure if having first aid in buildings is a great idea as they will be receiving care by untrained individuals. Suggested communication with leader or Rabbit and Poultry to remind parents to bring band aids if they think their kids will need them. Will discuss this further with new 4-H Liaison once hired. This is a work in progress

- vi. Note mi – Set schedule for South gate and share with Stands – Our confusion between two gates will straighten out for next year
  - vii. Note ni – Suggested spreading out judging of cultural arts throughout more days; wifi to ambassador at beginning of fair – missed will work back at later date
  - viii. Note ri – Pie eating contest needs a different time and a bigger area – suggested to have it 10 minutes prior to band on Sunday afternoon using a picnic table and moving out of area quickly for band to play.
- b. Went through NOTES FOR 2023 Sheet
- i. Many Premium list changes need to be made
  - ii. Set dates for flyers and posters to be made and delivered – need template back by June meeting.
  - iii. Each point was read many will be further discussed at later date in more depth.
  - iv. Dog Show discussed – confusion on if they are 4-H or not. Exhibitors did register through fair entry as members of a 4-h club or other youth club. Confusion with transfer of leadership and communication between group and board members. Clarification will need to be made by March or April if they plan to have their show the week before the fair as Hilary will have to apply for a split fair date no later than May of 2023. Note to add this to agenda in March to make sure clarification has been made.
  - v. Notes about cleaning were made in regard to when they are needed to potentially lower cost
  - vi. May need to rearrange festival stage for more seating in 2023
  - vii. Working on bands to play during carnival breaks

REQUEST TO REVIST THE NOTES FOR 2023 DOCUMENT AT FEB/MARCH MEETING BY TOM

#### 8. 2023 FAIR

- a. Officer Position and Duties – Tom requested as he feels we should add a few officer positions to disperse some of the workload. First would be assistant treasurer – Steve is still here however when he leaves it would be an easier transition. Steve and Kristen have already discussed this and will be switching roles this year. Kristen will be treasurer and Steve will be assistant to Kristen. Second addition suggested would be an assistant secretary position. The suggestion for this role would be to take on more of the digital media aspect of the role with Facebook and Website updates and correspondence. Thad agrees that having more people with more opinions is a good option as well as less likely to burn people out. It was suggested to create SOP's Standard Operating Procedures for each role to ease in future transitions. Ken will be working on this with Claire. There is confusion on what specific tasks fall under which role description. It was suggested to check the bylaws, upon checking Aaron stated that print marketing (News Paper, Radio, Print) falls under his description and he his wiling to take it on. It is agreed that task need to be clearer but also utilizing people for the fortes. Motion was made to add assistant secretary and treasurer as voting board members by Thad. JJ Seconded it, motion carried. Budget for the 2 new positions was then addressed. Wage of officers is

currently \$2500 with 30% being paid prior to the fair and 70% being paid at the fair. Motion was made to pay both new positions the same wage as every other officer by JJ. Aaron seconded it, motion carried. Steve Obtains.

- b. Budget – budget was discussed. See attachment A for more information. Key points discussed are as follows: Booster button and daily gate rate increase (Potential \$25 and \$10); Charge for Amps service for vendors; work and set wages for hired help for 2023 ex. Judges, gates, superintendents- will discuss and set at future date; Fairest of the Fair – discuss at future meeting and set budget and guidelines. Tentative additions to this year’s fair include more music and tractor pull. Increase in expense for next years fair is estimated at around \$40,000. Budget was filled in and balanced. Motion made by Steve to approve the budget for 2023 with a second by Aaron. Motion carried.
  - c. Capital Projects – Ideas discussed on projects to improve grounds and functionality of fair. Portable Stage – could use for band and rent out to other area events. Tom will find out a price for this; South Gate Improvements; asphalt parking lot. Advised to keep thinking and come up with more ideas.
  - d. Annual Meeting - County Annual Meeting will be November 8<sup>th</sup> and 10:15 Tom will attend. ***[Correction... County Annual Meeting will be November 15.... Statutory Date]***
9. Next meeting proposed to be the third Wednesday of the Month. Set for October 19<sup>th</sup> at 6pm at Door County Government Center Board Room.
  10. Motion to adjourn meeting made by Steve second by John Motion carried. Meeting adjourned at 7:34