



## Board of Directors- Minutes February 7, 2022

RJF Mission Statement: "Promoting the advancement of local youth through agriculture, industrial education, and recreational activities and exhibits."

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- 1) Called to Order by Curtis Martineau, President at 6:33 PM.
- 2) Flag Salute
- 3) Roll Call of Directors
  - a) **Directors Present:** Curtis Martineau, Travis Scott, Michelle Scott, Mary Martineau, Kristy Parker, Michael Audibert, Danielle Zurcher-Upson, John Wolfe, Mandy Garner, Morgan Nelson and Jasper Dilts. (Jacob Crosslin Excused)  
**Members Present:** Robert Wilson, Carolyn Audibert, Russ Christensen, Deb Huff, Trevor Herman, Isabella Pate, and Stacy Pate.  
**Guest Present:** Skylynn Wilson, Nikki Petersen, and Kristine Petersen.
- 4) President Curtis Martineau presented the agenda. A motion was made to approve the agenda for tonight's meeting. Motion/Second: John Wolfe/ Michelle Scott. Discussion: None. Motion passes unanimously.
- 5) Secretary Michelle Scott presented the minutes for review from the January 10th meeting. A motion was made to approve the minutes as read. Motion/Second: Danielle Zurcher-Upson/John Wolfe. Discussion: None. Motion passes unanimously.
- 6) Treasurer Kristy Parker presented the December treasurers report. Treasurer report from January 1<sup>st</sup>-31<sup>st</sup> 2022. Beginning balance on all accts: \$54,831.25. Beginning balance for General Checking Acct.: \$22,400.30. Total income for General Checking Acct.: \$3,839.60 (included Kahoots sponsorship for 2021). Total Expenses: \$1,312.39 (included a reimbursement check to Russ Christensen for camera/Wi-Fi equipment, CA Sec of State Statement of Facts, and RPRA rent). Exhibitors Acct. beginning/ending balance: \$2,396.40. Ending balance on all accts. as of Jan. 31st: \$57,358.71. A motion was made to approve the treasurer report for January 2022 as read: Motion/Second: John Wolfe, Mandy Garner. Discussion: None. Motion passes unanimously.
- 7) Open Forum – None
- 8) Officer Reports
  - a) **President:** Curtis Martineau reported that Judy VanTol asked if her family could use the RJF grounds, specifically the Home Ec building and concrete pad, for a memorial service. A motion was made to approve the use of the Home Ec building and concrete pad for the VanTols memorial. Motion/Second: John Wolfe/Mandy Garner. Discussion: None. Motion passes unanimously.  
Curtis also reported that the Liberty and Freedom JackPot Show is coming up in April. He is working with them to get the insurance squared away. They need a contract and rental agreement. Last year we charged them \$1k to rent the RJF grounds but this year they will have more exhibitors which will increase the power usage. They will not need tarps this year and they plan to have camping down the ROCC side. They would also like to host a dance on Saturday night. He spoke with Linda Johnson and everything is fine with the horse show, there

will be no issues with that. They would also like a roll off dumpster on the grounds this time, but they won't drop it off unless a BOD is present. The big question is what to charge them this year, he was thinking \$1,500 with the increase in numbers and power usage. A motion was made to approve the RJF ground rental for the dates of April 22-24, 2022 for the cost of \$1,500 (to include ground use and electricity). Motion/Second: Kristy Parker/ Danielle Zurcher-Upson. Discussion: None. Motion passes unanimously.

- b) **Vice President:** No Report. It was announced that Travis Scott was voted in as the new Vice President in a closed BOD meeting.
  - c) **Secretary:** No Report
  - d) **Treasurer:** Kristy Parker reported that she emailed the family that had the expired check and let them know that we will not be issuing a replacement. The family never responded to her email. She also reported that she got another dairy goat exhibitor check returned and will be looking into finding good contact information for them.
  - e) **Fair Administrator:** Mary Martineau reported that she has reached out to the judges and is waiting to hear back. She also stated that Jacob Crosslin booked John Openshaw.
  - f) **Fair Clerk:** No Report
  - g) **Board Members:** No Report
  - h) **Youth Directors:** No Report
  - i) **Livestock Superintendent:** No Report
- 9) Standing Committee Reports
- a) **Scholarship Committee:** Michelle Scott announced that her scholarship panel has been approved by the BOD in a closed session. She will be setting up a meeting with them soon. She has not received any scholarship applications yet but there is still lots of time for them to be submitted. She is going to send follow up emails to 4-H/FFA leaders.
  - b) **Budget Committee:** Kristy Parker reported that she had two of the checks that didn't go through with all the accounting issues and she realized that the exhibitors never reached out to her, so they were not reissued. She has one for Dakotah Audibert (which she gave to his parents) and Nicks check as well. Mary Martineau said she will let him know. Kristy Parker also announced that at the last Budget meeting in January, it was just her, Mary Martineau and Morgan Nelson. She passed out a printed-out budget comparison between 2020-2021 and this years proposed budget to show what the numbers have been for the past two years and what is forecasted for this year. A lot of the items are averaged because things fluctuate so much. She asked the BOD to review the print outs and let her know if she is missing anything. She tried to be cautious of our income that way we don't end up upside down at the end of the year. We would be starting with working funds of \$17,550.30 as of January 1<sup>st</sup>. That number includes scholarship funds that have been promised to kids but have not been collected yet. Auctions sales is a big one, she estimated \$285,000.00 based on the past two years average. She also included based on our discussions from the last meeting, even though it has not been voted on yet, the posters in case we decide to go that route. She estimated 200 posters at \$20 ea. under income and then under expenses she listed 250 posters at a cost of \$3.50 as well as the design cost of \$3000.00. This gives extra posters to be used for marketing purposes. For Grounds and Maintenance she put that one quite a bit higher than we've ever put on our budget because every year we're just overly confident that our grounds don't require as much work as they need so we always budget way lower and then have to approve funds throughout the year because of projects and problems, so she did put that at \$2400 just so we have that already in the budget in case something comes up needs to be fixed it can be taken care of without having to mess with new approvals. She also included tarp repair because the tarps are worn and if we could repair at least one or two a year, that would be great. She would like to have this in the budget every year moving forward. We need to repair at least one this year. Mary Martineau asked if we should go higher for trucking cost, but Kristy said it wasn't that cost that was higher last year, it was actually the CCI fees. The trucking cost stayed the same.

She based the 2022 CCI fees off what was paid last year. Money was lost last year on CCI fees because we did not charge enough because CCI changed their cost last minute. They charged more than what they told us originally and notified us by mail. John Wolfe pointed out that the 2021 Security cost was \$945, and it is projected to be \$950 for 2022. Kristy said there was no major reason for the change, she just tried to find an even number. John Wolfe stated it might need to go up a little bit. Kristy Parker said she could increase the Security cost to \$1200.00. Kristy also asked if anyone has talked to Parks about security, but Curtis Martineau said they have not discussed security. It was decided to leave the Security cost at \$950 until they are able to find out more information. Russ Christensen asked if there was a budget for office/computer type stuff. Kristy told him it is under Capital Improvements. It included the camera and video equipment as well as the Wi-Fi equipment. Kristy also added the Zoom auction Streaming so that can run for two months and then be shut down after fair. Also, the ShoWorks breaks down into auction, entries and base package. She had updates listed for \$100 because she feels like updates are always needed. Steering Committee was listed for \$1500 which included what was discussed with Morgan Nelson at the budget meeting. Michelle Scott suggested getting more board member T-shirts for the new BOD's that do not have one. Deb Huff agreed each BOD should have a shirt that helps them stand out. A motion was made to add the cost of \$400 for BOD t-shirts (regular t-shirts and polo) to the proposed budget. Motion/Second: Mary Martineau/ Danielle Zurcher-Upson. Discussion: None. Motion passes unanimously. Finally, a motion was made to approve the 2022 proposed budget with the t-shirt cost added. Motion/Second: Mary Martineau/ John Wolfe. Discussion: None. Motion passes unanimously.

Deb Huff made a suggestion about all of the BOD taking a group picture before the auction begins in their nice polo shirts. Kristy Parker suggested a group photo at the Pie Auction because it is not as busy. If so, maybe order sooner than later to get pictures done and posted on the website.

- c) **Auction Committee:** Mary Martineau mentioned she has spoken with Athena and will talk with Carolyn as well. She will work with them, so they know what is needed for the meal and everything. We know Matt Gorman will be the auctioneer.
- d) **Steering Committee:** Morgan Nelson and Jasper Dilts presented their proposed budget for 2022. It included the cost of games, t-shirts, open ceremony food and drinks, movie night, pee wee showmanship as well as parent showmanship. They also included a category named "other" for anything else that might come up. The total cost projected was \$1,500.00. Kristy Parker made a suggestion of changing the parent showmanship award from gifts cards to something like a tumbler, or another tangible item along those lines. It would not affect the budget cost, just something to think about. A motion was made to approve the 2022 proposed steering committee budget of \$1,500.00. Motion/Second: Mary Martineau/Danielle Zurcher-Upson. Discussion: None. Motion passes unanimously.

Morgan Nelson also reported that at the last meeting they discussed t-shirts and designs would be announced at the March or April meeting. Mary Martineau suggested waiting until the premium book comes out and maybe branching off of the premium book artwork. Jasper Dilts announced the next meeting will be February 17<sup>th</sup> at 6:30pm in the Home Ec building.

- e) **Rules & Premiums Committee:** Mary Martineau reported that the artwork is due at the end of this month and will be approved at the next board meeting. The horse show schedule is set and good to go. She put the updated dates on social media and a lot of local people/businesses liked it so now they know when the auction is and other dates. She's been paying attention to who is liking that post to ensure we don't miss anyone. Curtis Martineau reported that Ag Mech. would entail coupon welds that would be 4 inches in length (2" x 4" piece of metal). For the Arc Stick category, they would have ¼" thick metal that they would have to do a weld on. They would be doing different categories like a lap joint, and they get one weld as a lap joint. There would also be a butt joint, a t-joint, overhead joint, triple

pass, and vertical arc which will also be for mig as well. This is what you have to do for AWS certification. There would be 6 categories for stick welding and 6 categories for mig. No flux core just gas. The mig would be done on 1/8" thick steel. For tig there would be aluminum and stainless-steel categories. The only options for tig would be a lap joint, t-joint, butt joint and vertical. This is based off what is done in state FFA competitions. Regarding space for entries, Curtis will put out tables because there will be a lot of coupon welds. Entry fees (based on what was done in Del Mar) was right around \$2 for the entry fee. Premiums will be discussed, Del Mar was \$5, \$3, and \$2. Kristy Parker asked if it would be 16 classes total. Curtis said based on what the board decides we can cut that down. Kristy also asked what the limit would be for what the exhibitors could do per class. Curtis said they can do all 6 arc, all 6 tig but only enter one per class which would be specified in the rules. Curtis also mentioned that there would be a small, medium, and large category in Ag Mech. The small, medium, and large categories would be wood, metal and a combo. The small category for wood would be like cutting boards, bowls, cups, things that would be done on a lathe. Medium would be a small dining table or chair, bench, etc. Large would be a larger table, etc. Exhibitors would submit their project under what they think it is and the Ag Mech. Superintendent can move it around if needed. Russ Christensen asked where the entries would go, and Curtis mentioned he is not sure yet because we do not know what is coming. For the metal welding groups, small could be horse art or small tables. The medium could be work benches, etc. and large could be picnic tables, trailers etc. These are just examples. For group projects, it must be two or more exhibitors working on the same project.

Mary Martineau asked if the BOD wants to consider upping entry fees. Right now, we are charging \$2 for Home Ec. If we just raised everything to \$5 across the board Home Ec, Rabbits and Cavies) it would help offset cost because those are the most expensive judges to find. Plus, the awards/premiums costs as well. Travis Scott asked when the last adjustment was made to those fees, and it was mentioned that it has been a long while. Mary Martineau also mentioned upping premiums as well. Kristy Parker said all the entry fees should be \$5 and that the premiums could be adjusted as well. Mary said she will go through and adjust those numbers and bring them to the next meeting when the proposed premium book is presented. Kristy Parker suggested capping out the entry fees for the Ag Mech. categories.

- f) **Awards Committee:** Mary Martineau asked Kristy Parker if she has gotten the invoice for the banners yet, Kristy said she has not seen it but will check for it in the postal box. Mary said she will also check with the company they ordered it from. Mary also reported that she has talked to Victoria Stanley and they found some really neat belt buckles on sale at Molly's. They were able to order them at a ¼ of the cost what they normally cost. They are also looking for new award ideas if anyone has any, please let them know.

#### 10) Ad-Hoc Committee Report

- a) **Chamber of Commerce Committee:** Curtis Martineau reported that his contact information has been updated with them. Waiting for future meeting info.
- b) **Parks Board Committee:** Curtis Martineau reported that the last meeting was a discussion about trees. They voted to give the Parks Association a budget of \$9,500 if an emergency arises with a tree limb falling, they can have it cut. They are hoping now when something needs to be done, they can come help instead of waiting for each person to do it. Kristy Parker asked where the money comes from. Curtis stated it is coming from their budget that we already pay, and they are currently waiting for a grant. If they don't get the grant and this continues, it may be another \$70 added to our lease. Right now, there is no increase to our lease.
- c) **Construction & Grounds Development Committee:** Curtis Martineau reported that at this time, grounds responsibly is going to fall on everyone at this point. If we all work together to keep eyes on it, that would be great. A work party was also scheduled for February 27<sup>th</sup> at 8am. Another work party will be scheduled sometime in March or April, before the Jack Pot

show. The telephone poles need to be fixed in a timely manner as well, there is one that is hanging and needs to be removed.

- d) **Computer Committee:** Russ Christensen reported that there are no updates at this time for tech and office facilities. He still needs to talk to Mary Martineau about printers. He is currently working on the configurations for broadcasting. He is focusing on the auction along with the livestock shows being added. He needs to configure equipment to be used for these options. He is also considering a roving camera to give to a kid that can walk around and do some additional filming. He has used \$1300.00 of his approved \$2000.00 budget. He has purchased most of what he needs but he does need a laptop. He would like to add another \$500 to the budget, if possible, to help cover the cost of a laptop. Kristy Parker stated that the laptop will be an asset and we can give him \$600 to ensure it covers the cost of the new laptop. It breaks down better this way since it is not disposable and can be used for other intentions. A motion was made to approve a \$600 expense for a new laptop under Capital Improvement. Motion/Second: Kristy Parker/ John Wolfe. Discussion: None. Motion passes unanimously. Russ also reported that there have not been any new announcements about the ShoWorks training. A discussion was then brought up about the landline in the office. It was mentioned that it has been cancelled (turned off). Kristy Parker asked if there was a way to get a messaging system so people can call and leave messages during fair time. Maybe add a line that can be tied to a cell phone? We can shut it off between fair dates. Russ stated he will look into it.
- e) **Camping & Security Committee:** John Wolfe stated he had nothing to report. Kristy Parker mentioned that she does not have anything in the budget as of right now for replacing locks. She thinks it might be a good idea to add it? It was decided that John can do a walk through at the next workday to decide what will be needed for that and it will be discussed at the next meeting.
- f) **Fair Marketing & Education Committee:** Deb Huff presented the BOD with 3 quotes for posters/design. One from Maverick Design, one from Replica Printing Services and one from m BallPark Printing who mentioned they cannot handle what is needed. Maverick Design was cheaper for the cost of posters. When it comes to design, the other local printing companies cannot replicate what was done last year and cannot guarantee colors if they print Mavericks Design. If the board decides to go with Maverick, he will need a \$1,250.00 deposit and a signature on the agreement to move forward. Deb mentioned we need to decide to move forward quickly or go another route because she has already invested a lot of time into this. If a decision cannot be made tonight, the board will need to find someone else to do the marketing. Mavericks quote for design is \$2,250.00 with an additional \$250 for the main image of the animal. For 300 posters it would be \$785. And, if we want to add banner set up for a poster design, it would be another \$125. Deb would like to do two of the same size banners from last year, and one large one to be put on the side of a truck. Deb believes with all of her heart that we will make the money back in poster sales. We can also sell the stock of left-over posters from last year as well. With that, she would like to sell the posters out of a trailer as well. In addition to posters, the trailer can be used to showcase items for the after auction. She is still working on that idea. But wanted to ask if the BOD would be okay with selling posters again at the pie auction and fair out of a trailer. Mary Martineau stated on poster design, not to add the fair theme so we can keep it professional. Also, if Maverick can change the letterhead as well to remove the fair theme and replace it with something else. For the trailer, Mary stated she didn't mind having it. It fit the theme well. She also stated it would be good to stick with Maverick for consistency purposes. She is all for it because she thinks it makes us look professional, especially when we are inviting people to come spend a lot of money at our auction, etc. Kristy Parker stated that she has 250 posters to be sold on the budget, so we need to approve the new amount. We sold 189 the year before so she doesn't recommend going any higher than 300. Especially if we have no plans to use them as awards. Mary

Martineau stated it is not in the plans to use them as awards. Kristy Parker stated that with Mavericks discount, technically the cost has already been approved in the budget. We just need to change the number of posters to be purchased. A motion was made to increase the number of posters to be purchased from 250 to 300 in the budget and to use Maverick Design. Motion/Second: Mary Martineau/ Mandy Garner. Discussion: None. Motion passes unanimously.

Banner discussion was introduced next by Kristy Parker because we need a motion to approve the purchase of those. Last year, we paid \$96 for the 4 x 8" size banners. Kristy asked how many banners are need at those size. Deb Huff said she would like a minimum of 3. And she would also like to get a quote for a gigantic one. Kristy Parker stated for the three 4 x 8" banners it would be \$413. She assumes the larger one would be 3 times the cost of the 4 x 8" size. Travis Scott stated that the larger one will come back far more than that. It was decided to wait to approve the cost of the larger one until Deb can get a quote on one. A motion was made to amend the budget to include the cost of \$500 for three banners. Motion/Second: Kristy Parker/ Mary Martineau. Discussion: None. Motion passes unanimously.

Deb Huff then begin to discuss trailer location, and maybe move it out by the Cow Belles. She said she cannot be in the same spot as last year because it was too hot and dusty. Kristy Parker stated the new location is a highly congested area and that would be her only concern. Deb Huff reiterated that she cannot have it in the same location as last year but would like a new location in the shade. Mary Martineau stated that can be further discussed in the future. We have plenty of time.

- g) **Pie Auction & BBQ Committee**- No Report
- h) **Grants Committee**- No Report
- i) **After Auction Committee**- Jasmine King has not started the letter yet but plans to do so soon.

11) Old Business: None

12) New Business: None

In closing, Curtis Martineau announced the next RJF meeting is Monday, March 7th at 6:30pm in the Home Ec building.

Meeting Adjourned at 8:21 P.M. Motion/Second: John Wolfe/Mandy Garner. Discussion: None. Motion passes unanimously.

Respectfully Submitted,

Michelle Scott  
RJF Secretary

Minutes Approved at RJF BOD Meeting March 7th, 2022