



## **Jefferson County Fair Park December 1, 2016 | Meeting Minutes**

The Jefferson County Fair Park committee met on Thursday, December 1st at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, Matthew Foelker, Ron Buchanan, Kathy Steindorf, Debra Hall-Kind, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt, County Administrator Ben Wehmeier and County Board Chairman Jim Schroeder.

A quorum of the Jefferson County Fair Park Committee was present, meeting duly noted and the door open.

### **Review and Approve Agenda**

**Minutes:** A motion was made to accept the minutes of the November 3, 2016 meeting as presented and seconded. Motion carried. New committee members Debra Hall-Kind and Kathy Steindorf abstained.

**Communications:** Christmas card from Regalia and newspaper clipping of the Fairest of the Fair Ann Schroeder in the Watertown Holiday Parade.

**Public Comment:** None

**Financial Report:** The financial report from October 2016 was reviewed.

**Director's Report:** David recapped that he has sent a revised contract and rider for Friday's entertainment for the 2017 Fair. There is an offer pending for a younger country artist for Saturday's fair entertainment. He will continue to look at other artists in case this doesn't pan out. The Fair Park is working with the Land Information office to develop a vendor map that can be updated easily. Nick's Kids Show has been verbally confirmed. Cherry Pie will be the entertainment in the Miller Tent on Thursday night of fair. David stated Winter storage is 85-90% filled. David will continue to work on contacting sponsors.

**Supervisor's Report:** Roger reported indoor winter storage is almost full. There are still some smaller boats and campers coming in. Ott Schweitzer is storing trailers at the Fair Park. The Wisconsin Surplus Auction has ended and items sold totaled \$5,111.01. The Fair Park has acquired a 1-ton dump truck from the Parks Department to replace the truck sold at the auction. The crew is still working on repairing ruts in the grass from the Car Show. Roger reported that the flea market organizer has cancelled the shows for 2017. Roger will continue to work on finding a replacement for these events. MAP committee will donate \$500 toward new outlets for the MAP building. The Fair Park will need to match this amount.

**Office Report:** Amy Listle stated that the office staff has been keeping up on the website along with the JCFP TV ads, radio commercials and social media. 2017 event contracts are being prepared and sent out for signatures. The office has also been managing the winter storage with a total of \$44,970.41 being collected. The office staff has been working with the Finance Department on the new Tyler system. Fairest of the Fair Ann Schroeder has been in holiday parades in the area including Watertown, Fort Atkinson and plans to be in the Helenville and Jefferson parades also. There will be a practice for Jennifer Michel to ready her for convention in January. The Fair Park staff has been signed up for the Wisconsin Association of Fairs convention.

**Next Meeting:** The next meeting was set for January 5, 2017 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Ron Buchanan made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 8:52 a.m.

Jefferson County  
Fair Park Totals

Date Ran 12/21/2016  
Period November  
Year 2016

92.00%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(560,729.58)	(614,757.00)	(54,027.42)	91.21%
	Expenditures	512,724.84	687,757.00	175,032.16	74.55%
	Other Sources	-	-	-	0.00%
<b>Total</b>		<b>(48,004.74)</b>	<b>73,000.00</b>	<b>121,004.74</b>	<b>0.00%</b>
6902 Fair Week	Revenue	(454,649.63)	(557,246.00)	(102,596.37)	81.59%
	Expenditures	548,609.24	557,246.00	8,636.76	98.45%
	Other Sources	-	-	-	0.00%
<b>Total</b>		<b>93,959.61</b>	<b>-</b>	<b>(93,959.61)</b>	<b>0.00%</b>
Total All Business Units	Revenue	(1,015,379.21)	(1,172,003.00)	(156,623.79)	86.64%
	Expenditures	1,061,334.08	1,245,003.00	183,668.92	85.25%
	Other Source	-	-	-	0
<b>Grand Total Fair Park</b>		<b>45,954.87</b>	<b>73,000.00</b>	<b>27,045.13</b>	<b>62.95%</b>

Fair Park  
6901 Fair Park

Date Ran 12/21/2016  
Period November  
Year 2016

Revenues 92.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(114,818.88)	(125,257.00)	(10,438.12)	91.67%
451002	PRIVATE PARTY PHOTOCOPY	(3.60)	-	3.60	0.00%
457010	SPONSOR REVENUE	(37,000.00)	(45,000.00)	(8,000.00)	82.22%
457023	OTHER PUBLIC CHARGES	(212.10)	-	212.10	0.00%
457025	HORSE SHOW FEES	(21,169.29)	(20,000.00)	1,169.29	105.85%
457026	SHAVING SALES	(33,643.31)	(35,000.00)	(1,356.69)	96.12%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%
480102	MISC. REIMBURSEMENTS	(446.14)	-	446.14	0.00%
482012	BUILDING RENTAL	(134,939.00)	(170,000.00)	(35,061.00)	79.38%
482013	STALL RENTAL	(78,471.00)	(85,000.00)	(6,529.00)	92.32%
482014	WINTER STORAGE RENTAL	(45,633.64)	(42,000.00)	3,633.64	108.65%
482015	SPACE-FOOD VENDOR	(9,108.25)	(18,000.00)	(8,891.75)	50.60%
482016	SPACE-BEVERAGE VENDOR	(6,964.82)	(18,000.00)	(11,035.18)	38.69%
482017	SPACE-OTHER VENDOR	(3,127.89)	(2,500.00)	627.89	125.12%
482021	CAMPING FEE OTHER	(58,880.72)	(49,000.00)	9,880.72	120.16%
486001	VENDING COMMISSION	(1,056.35)	(1,000.00)	56.35	105.64%
486004	MISCELLANEOUS REVENUE	(11,254.59)	-	11,254.59	0.00%
<b>Totals</b>		<b>(560,729.58)</b>	<b>(614,757.00)</b>	<b>(54,027.42)</b>	<b>91.21%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	79,596.52	101,381.00	21,784.48	78.51%
511210	WAGES-REGULAR	91,078.23	109,940.00	18,861.77	82.84%
511220	WAGES-OVERTIME	602.36	118.00	(484.36)	510.47%
511240	WAGES-TEMPORARY	12,489.01	12,459.00	(30.01)	100.24%
511310	WAGES-SICK LEAVE	3,364.79	-	(3,364.79)	0.00%
511320	WAGES-VACATION PAY	5,984.53	-	(5,984.53)	0.00%
511330	WAGES-LONGEVITY PAY	245.31	261.00	15.69	93.99%
511340	WAGES-HOLIDAY PAY	5,870.75	-	(5,870.75)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	8,330.78	-	(8,330.78)	0.00%
512141	SOCIAL SECURITY	15,669.28	16,890.00	1,220.72	92.77%
512142	RETIREMENT (EMPLOYER)	11,293.00	12,205.00	912.00	92.53%
512144	HEALTH INSURANCE	27,462.77	55,878.00	28,415.23	49.15%
512145	LIFE INSURANCE	53.22	47.00	(6.22)	113.23%
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.31%
512173	DENTAL INSURANCE	3,134.63	4,050.00	915.37	77.40%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	235.00	-	(235.00)	0.00%
521297	STALL CLEANING	3,999.00	4,500.00	501.00	88.87%
529170	GROUNDS KEEPING CHARGES	20,989.92	21,217.00	227.08	98.93%
531298	UNITED PARCEL SERVICE UPS	-	100.00	100.00	0.00%
531301	OFFICE EQUIPMENT	390.99	1,000.00	609.01	39.10%
531303	COMPUTER EQUIPMT & SOFTWA	4,150.75	3,000.00	(1,150.75)	138.36%
531304	NONCAPITAL AUTO	25.00	-	(25.00)	0.00%
531311	POSTAGE & BOX RENT	155.30	850.00	694.70	18.27%
531312	OFFICE SUPPLIES	1,338.82	1,600.00	261.18	83.68%
531313	PRINTING & DUPLICATING	1,285.27	1,000.00	(285.27)	128.53%
531314	SMALL ITEMS OF EQUIPMENT	2,190.39	12,500.00	10,309.61	17.52%
531320	SAFETY SUPPLIES	771.77	150.00	(621.77)	514.51%
531322	SUBSCRIPTIONS	121.95	110.00	(11.95)	110.86%
531324	MEMBERSHIP DUES	1,291.10	1,400.00	108.90	92.22%
531326	ADVERTISING	2,545.18	4,000.00	1,454.82	63.63%
531349	OTHER OPERATING EXPENSES	1,356.33	1,240.00	(116.33)	109.38%
531351	GAS/DIESEL	7,066.30	13,000.00	5,933.70	54.36%
531367	WOOD SHAVINGS	21,580.00	24,500.00	2,920.00	88.08%

532325 REGISTRATION	1,185.00	1,000.00	(185.00)	118.50%
532332 MILEAGE	176.04	300.00	123.96	58.68%
532334 COMMERCIAL TRAVEL	-	600.00	600.00	0.00%
532335 MEALS	101.10	700.00	598.90	14.44%
532336 LODGING	1,428.00	2,900.00	1,472.00	49.24%
532339 OTHER TRAVEL & TOLLS	-	75.00	75.00	0.00%
533221 WATER	8,606.88	7,500.00	(1,106.88)	114.76%
533222 ELECTRIC	42,955.22	36,000.00	(6,955.22)	119.32%
533223 SEWER	7,703.94	7,000.00	(703.94)	110.06%
533224 NATURAL GAS	4,636.39	9,000.00	4,363.61	51.52%
533225 TELEPHONE & FAX	1,751.66	500.00	(1,251.66)	350.33%
533235 STORM WATER UTILITY	13,532.94	16,000.00	2,467.06	84.58%
533236 WIRELESS INTERNET	218.35	350.00	131.65	62.39%
535232 GRAVELING	-	4,500.00	4,500.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	3,693.81	9,000.00	5,306.19	41.04%
535245 GROUNDS IMPROVEMENTS	10,850.78	15,500.00	4,649.22	70.01%
535247 BLDG REPAIR & MAINT	12,827.05	26,000.00	13,172.95	49.33%
535297 REFUSE COLLECTION	4,810.69	13,000.00	8,189.31	37.01%
535344 HOUSEHOLD & JANITORIAL SUPP	6,874.47	-	(6,874.47)	0.00%
535347 BEVERAGE PURCHASES	9,459.62	12,000.00	2,540.38	78.83%
535349 OTHER SUPPLIES	1,650.25	-	(1,650.25)	0.00%
535352 VEHICLE PARTS & REPAIRS	2,492.53	5,000.00	2,507.47	49.85%
535355 PLUMBING & ELECTRICAL	5,894.72	13,000.00	7,105.28	45.34%
536533 EQUIPMENT RENT & LEASE	4,687.95	2,500.00	(2,187.95)	187.52%
571004 IP TELEPHONY ALLOCATION	1,455.63	1,588.00	132.37	91.66%
571005 DUPLICATING ALLOCATION	1,180.63	1,288.00	107.37	91.66%
571009 MIS PC GROUP ALLOCATION	7,500.13	8,182.00	681.87	91.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	4,162.62	4,541.00	378.38	91.67%
591519 OTHER INSURANCE	7,529.34	10,849.00	3,319.66	69.40%
594810 CAP EQUIPMENT	3,126.00	21,000.00	17,874.00	14.89%
594822 CAP IMPRV BLDG	6,939.85	52,000.00	45,060.15	13.35%
<b>Totals</b>	<b>512,724.84</b>	<b>687,757.00</b>	<b>175,032.16</b>	<b>74.55%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
<b>Totals</b>		-	-	-	0.00%
<b>Total Business Unit</b>		<b>(48,004.74)</b>	<b>73,000.00</b>	<b>121,004.74</b>	

Fair Park  
6902 Fair Week

Date Ran 12/21/2016  
Period November  
Year 2016

Revenues 92.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	50,332.37	54,908.00	4,575.63	91.67%
421001	STATE AID	(7,162.77)	(7,154.00)	8.77	100.12%
457005	RESERVED SEATING FEES	(15,093.30)	(55,000.00)	(39,906.70)	27.44%
457009	CONTEST ENTRY FEES	(980.00)	-	980.00	0.00%
457010	SPONSOR REVENUE	(79,405.00)	(85,000.00)	(5,595.00)	93.42%
457011	GATE RECEIPTS	(211,459.90)	(245,000.00)	(33,540.10)	86.31%
457013	STALL & PEN FEES	(7,165.50)	(5,000.00)	2,165.50	143.31%
457021	PREMIUM BOOK SALES	(205.00)	-	205.00	0.00%
457029	FFA ENROLLMENT	(5,703.50)	(6,500.00)	(796.50)	87.75%
457030	CREDIT CARD SURCHARGE	(2,208.50)	-	2,208.50	0.00%
457033	SMALL ITEMS SPONSOR	(50.00)	-	50.00	0.00%
459001	SODA	(18,431.89)	(15,500.00)	2,931.89	118.92%
482015	SPACE-FOOD VENDOR	(30,037.28)	(35,000.00)	(4,962.72)	85.82%
482016	SPACE-BEVERAGE VENDOR	(55,226.78)	(80,000.00)	(24,773.22)	69.03%
482017	SPACE-OTHER VENDOR	(15,316.43)	(25,000.00)	(9,683.57)	61.27%
482018	SPACE-CARNIVAL	(31,657.70)	(30,000.00)	1,657.70	105.53%
482019	CAMPING FEE 4-H	(22,865.00)	(20,000.00)	2,865.00	114.33%
482020	CAMPING FEE VENDOR	(2,013.45)	(3,000.00)	(986.55)	67.12%
<b>Totals</b>		<b>(454,649.63)</b>	<b>(557,246.00)</b>	<b>(102,596.37)</b>	<b>81.59%</b>

\$8,000

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	37,542.13	44,060.00	6,517.87	85.21%
511210	WAGES-REGULAR	25,080.50	26,974.00	1,893.50	92.98%
511220	WAGES-OVERTIME	53.72	10,843.00	10,789.28	0.50%
511240	WAGES-TEMPORARY	42,561.42	36,440.00	(6,121.42)	116.80%
511310	WAGES-SICK LEAVE	77.14	-	(77.14)	0.00%
511320	WAGES-VACATION PAY	2,839.80	-	(2,839.80)	0.00%
511330	WAGES-LONGEVITY PAY	80.94	65.00	(15.94)	124.52%
511340	WAGES-HOLIDAY PAY	325.65	-	(325.65)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	1,347.71	-	(1,347.71)	0.00%
512141	SOCIAL SECURITY	8,440.39	8,974.00	533.61	94.05%
512142	RETIREMENT (EMPLOYER)	6,124.52	5,285.00	(839.52)	115.88%
512144	HEALTH INSURANCE	15,349.77	15,216.00	(133.77)	100.88%
512145	LIFE INSURANCE	31.10	32.00	0.90	97.19%
512150	FSA CONTRIBUTION	-	213.00	213.00	0.00%
512173	DENTAL INSURANCE	1,631.10	1,350.00	(281.10)	120.82%
514151	PER DIEM	1,620.00	-	(1,620.00)	0.00%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	5,110.00	500.00	(4,610.00)	1022.00%
521647	VETERINARY SERVICES	477.75	700.00	222.25	68.25%
521648	AMBULANCE/EMS SERVICES	2,500.00	2,500.00	-	100.00%
521649	SECURITY SERVICES	4,705.38	5,000.00	294.62	94.11%
529299	PURCHASE CARE & SERVICES	5,000.00	-	(5,000.00)	0.00%
529301	FAIR GATE WORKERS	5,795.64	6,300.00	504.36	91.99%
529302	FAIR JUDGES	7,317.65	7,200.00	(117.65)	101.63%
529303	FAIR SUPERINTENDENTS	5,478.85	7,200.00	1,721.15	76.10%
529304	FAIR PARKING SERVICES	1,545.00	1,800.00	255.00	85.83%
531001	CREDIT CARD FEES	4,542.94	1,400.00	(3,142.94)	324.50%
531101	TICKETS/ENTRY TAGS	2,104.38	4,000.00	1,895.62	52.61%
531102	TROPHIES/PLAQUES	310.00	500.00	190.00	62.00%
531103	RIBBONS	2,534.03	2,500.00	(34.03)	101.36%
531181	PREMIUMS	17,507.45	20,000.00	2,492.55	87.54%
531182	FAIR WEEK SPECIAL ACTS	178,420.48	178,500.00	79.52	99.96%
531183	SPONSOR FEES	2,081.70	4,300.00	2,218.30	48.41%
531184	FAIREST OF THE FAIR	1,104.72	500.00	(604.72)	220.94%
531311	POSTAGE & BOX RENT	599.15	650.00	50.85	92.18%
531312	OFFICE SUPPLIES	541.97	400.00	(141.97)	135.49%

531313 PRINTING & DUPLICATING	170.22	500.00	329.78	34.04%
531314 SMALL ITEMS OF EQUIPMENT	537.82	500.00	(37.82)	107.56%
531326 ADVERTISING	38,739.51	43,500.00	4,760.49	89.06%
531349 OTHER OPERATING EXPENSES	2,011.58	750.00	(1,261.58)	268.21%
531351 GAS/DIESEL	-	2,000.00	2,000.00	0.00%
531367 WOOD SHAVINGS	2,023.00	1,000.00	(1,023.00)	202.30%
532332 MILEAGE	246.78	200.00	(46.78)	123.39%
533221 WATER	662.70	1,200.00	537.30	55.23%
533222 ELECTRIC	6,556.73	7,500.00	943.27	87.42%
533223 SEWER	777.16	1,500.00	722.84	51.81%
533224 NATURAL GAS	-	100.00	100.00	0.00%
533235 STORM WATER UTILITY	712.26	1,200.00	487.74	59.36%
535242 MAINTAIN MACHINERY & EQUIP	1,095.91	200.00	(895.91)	547.96%
535245 GROUNDS IMPROVEMENTS	4,969.15	2,500.00	(2,469.15)	198.77%
535247 BLDG REPAIR & MAINT	3,547.78	3,000.00	(547.78)	118.26%
535297 REFUSE COLLECTION	-	1,200.00	1,200.00	0.00%
535347 BEVERAGE PURCHASES	15,920.55	15,000.00	(920.55)	106.14%
535355 PLUMBING & ELECTRICAL	7,219.76	4,500.00	(2,719.76)	160.44%
536533 EQUIPMENT RENT & LEASE	65,592.00	68,000.00	2,408.00	96.46%
571009 MIS PC GROUP ALLOCATION	1,323.63	1,444.00	120.37	91.66%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,397.12	2,651.00	253.88	90.42%
591519 OTHER INSURANCE	3,322.60	3,699.00	376.40	89.82%
<b>Totals</b>	<b>548,609.24</b>	<b>557,246.00</b>	<b>8,636.76</b>	<b>98.45%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
<b>Totals</b>		-	-	-	0.00%
<b>Total Business Unit</b>		<b>93,959.61</b>	-	<b>(93,959.61)</b>	

Fair Park  
6906 Donations

Date Ran 12/21/2016  
Period November  
Year 2016

Revenues 92.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	(4,575.00)	(3,500.21)	1,074.79	130.71%
<b>Totals</b>		<b>(4,575.00)</b>	<b>(3,500.21)</b>	<b>1,074.79</b>	<b>130.71%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
531314	SMALL ITEMS OF EQUIPMENT	-	1,600.00	1,600.00	0.00%
531349	OTHER OPERATING EXPENSES	1,550.00	-	(1,550.00)	0.00%
594960	CAPITAL RESERVE	-	28,477.00	28,477.00	0.00%
<b>Totals</b>		<b>1,550.00</b>	<b>30,077.00</b>	<b>28,527.00</b>	<b>5.15%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	2,400.00	2,400.00	0.00%
691200	CAP REV ADJUST	-	(2,400.00)	(2,400.00)	0.00%
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

<b>Total Business Unit</b>		<b>(3,025.00)</b>	<b>26,576.79</b>	<b>29,601.79</b>	
----------------------------	--	-------------------	------------------	------------------	--



## **Fair Park Director's Report – January 5, 2017**

1. 2017 Fair
  - a. Entertainment – Nightly
    - a. Wednesday Night – Tractor Pull
    - b. Wednesday Day – Tractor Pull - changes
    - c. Thursday Night – Truck Pulls
    - d. Friday – Country Band
    - e. Saturday night – Offer Pending
      1. Country artist
      2. raised offer
      3. Artists available
    - f. Sunday – La Movida & Demo Derby
  - b. Fair Layout
    - a. Change layout for 2017 – Roger & Amy
    - b. Carnival & Miller tent to move
    - c. Carnival contract
    - d. Move Mexican vendors closer to Main Street
  - c. On Grounds Entertainment
    - a. Nicks Kids Show
    - b. Pleasure Valley Pig & Duck Races
    - c. Bingo – Helenville Fire Department
    - d. DJ Dylan – Wed. – Sat night
    - e. Holding off other acts until we have Saturday's entertainment locked up
  - d. Bands – Miller Entertainment Tent
    - a. Pat McCurdy - Wednesday Night
    - b. (OPEN) – Thursday Day
      1. Nick – 50'-60' Show - Yes
      2. Jimmy Hartwig Band - ?
    - c. Cherry Pie – Thursday Night
    - d. (OPEN) – Friday Night
    - e. Madison County – Saturday Night
    - f. (OPEN) – Saturday Day
    - g. La Movida – Sunday all day
2. JCED – Met with Vicki Pratt
  - a. RFP – Review
  - b. Feasibility Study
  - c. Strategic Plan

- d. Sponsorship Program
3. Signage
    - a. Portable
    - b. Noticeable
    - c. Wind resistant
    - d. Material
    - e. Changeable per day/year
4. PA Announcements

**FAIR PARK SUPERVISOR'S REPORT**  
**January 5, 2017**

- After the bad weather at the last 2 Flea Markets that ended December 18 they lost \$1,000 after paying rent and advertising. Had only had 6 vendors show and the last weekend no one showed up to buy. Not sure if anyone is willing to take on that risk if there is bad weather. Also the kitchen has to be open and they lose out as well.
- Worked with Amy on a new layout for vendors and acts for Fair and called the carnival so we can talk more with them at convention.
- Gun Show and Christmas Neighbors went well and no other events until January 2 so vacation time is being used up, unless we get too much snow.

# **Jefferson County Fair Park Committee Meeting**

## **Thursday, January 5, 2017**

### **Fair Office Report**

- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information.
- Finishing contracts for 2017 events.
- Reconciling December Fair Park events.
- Held a practice session on Dec. 27th with 2016 Fairest for Convention.
- Prepping for Fair 2017
  - InFAIRmation email blast has gone out announcing In-Park Trailer Parking, Vehicle Parking, and the need for Goat and Small Animal Vet Sciences Superintendents.
  - The Fair theme has been decided and we are working on a logo and other artwork associated with promoting the Fair and the theme.
  - Exhibitor Camping Forms will be available in February.
  - Working with a new ticket company: Xorbia Tickets.
  - Vendor contracts can be available as soon as the layout of the Fair is determined.