

Fair Park Committee Agenda

Jefferson County

Jefferson County Fair Park

Activity Center

503 N. Jackson Avenue

Jefferson, WI 53549

Date: Thursday, July 6, 2017

Time: 8:00 am

Committee members: Poulson, Blane (Chair) Buchanan, Ron
Foelker, Matthew (Vice Chair) Hall-Kind, Debra
Hanneman, Jennifer (Secretary) Kutz, Russell
Steindorf, Kathleen

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of Fair Park Committee minutes of June 1, 2017.
6. Communication
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Convene in closed session pursuant to 19.85(1)(e), Wis. Stats, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" for the purpose of discussion and possible action on Marketing Partnerships and Sponsorships.
9. Reconvene in open session for possible action on items discussed in closed session.
10. Discussion and update on the 2017 Jefferson County Fair Operations
11. Discussion and possible action on Fair Signage for Fair 2017
12. Review of Community Feedback
13. Review of Financial Report
14. Review of Fair Park Director's Report
15. Review of Supervisor's Report
16. Review of Fair Park Office Report
17. Discussion and possible action on future meeting schedule and agenda items
18. Adjourn

Next scheduled meetings:

Meetings to be held at 2:00 p.m. outside the main gate off Puerner Street:

July 12, 2017

July 13, 2017

July 14, 2017

July 15, 2017

July 16, 2017

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920/674-7101 so appropriate arrangements can be made.

Jefferson County Fair Park June 1, 2017 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, June 1st at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson at 8:05 am, Russell Kutz, Jennifer Hanneman, Matthew Foelker, Ron Buchanan, Debra Hall-Kind, Kathy Steindorf, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt. Fair Park Director David Diestler was not present.

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 May 4, 2017 meeting as presented and seconded. Motion carried.

Communications: A letter from the Humane Society of Jefferson County commending the Fair Park staff for the Furry Friends event.

Public Comment: None

Closed Session for Discussion of Marketing Partnerships and Sponsorships for 2017 Fair: Ron Buchanan made a motion to convene in closed session. Jennifer Hanneman seconded. Roll Call unanimously voted to go into closed session. Closed session convened at 8:23 am. Ron Buchanan made a motion to come out of the closed session, Jennifer Hanneman seconded. Closed session ended at 8:59 am.

Discussion and update on the 2017 Jefferson County Fair Operations: The committee had a discussion on admission pricing and special days at the fair. It was decided that kids 5-11 years of age and seniors would be admitted for \$5. There will be no \$5 before 5 p.m. Kid's Day will be held on Wednesday so kids under 12 will be admitted free. Buy one, get one free adult admission with PremierBank coupon will be Wednesday and Thursday. Thursday will be a free gift give away by Daybreak Foods for the first 1,000 fair goers. Sunday is Celebrate Freedom Day. Military personnel and veterans admitted free with ID.

Review of Community Feedback: There was concern about a rumor that M.A.P. should provide monies to superintendents to get better quality judges for fair. The superintendents should be separated from M.A.P. Jefferson County Agri-Business Club suggested that the Fair Park stay with a straight vendor fee for fair and not go to a percentage of sales.

Financial Report: Review of April 2017 financials.

Director's Report: None

Supervisor's Report: Roger reported that Charlie's Concession served food for the last 2 weekends and. Roger will be meeting with Amanada Velasquez as a possible kitchen vendor. The Fair Park purchased 4 sets of bleachers that will seat 82 people per bleacher. Students will be at the fair park on Friday to do Community Service: cleaning, staining fence, staining bleachers and stage. Richard Manthe decided to go back to selling vehicles which leaves the park in need of another 1,000 hour employee. Ads are out for fair help although we do have some returning. Charlie Wieder is returning as a summer employee. Tents, chairs, office trailer, porta potties and portable lighting have been ordered for fair.

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. May events have been reconciled. 2017 Fair updates were presented.

Discussion and possible action on future meeting schedule and agenda items: Discussion was had about moving the August 2017 meeting due to a conflict with State Fair.

Next Meeting: The next regular meeting is set for July 6 at 8:00 a.m..

With no further business, Ron Buchanan made a motion to adjourn the meeting. Jennifer Hannemann seconded. Motion carried. Meeting adjourned at 9:34 a.m.

Jefferson County
Fair Park Totals

Date Ran 6/22/2017
Period May
Year 2017

42%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(175,169.34)	(580,075.00)	(404,905.66)	30.20%
	Expenditures	238,109.69	635,075.00	396,965.31	37.49%
	Other Sources	-	-	-	0.00%
Total		62,940.35	55,000.00	(7,940.35)	0.00%
6902 Fair Week	Revenue	(108,141.41)	(558,606.00)	(450,464.59)	19.36%
	Expenditures	56,600.91	558,606.00	502,005.09	10.13%
	Other Sources	-	-	-	0.00%
Total		(51,540.50)	-	51,540.50	0.00%
Total All Business Units	Revenue	(283,310.75)	(1,138,681.00)	(855,370.25)	24.88%
	Expenditures	294,710.60	1,193,681.00	898,970.40	24.69%
	Other Source	-	-	-	0
Grand Total Fair Park		11,399.85	55,000.00	43,600.15	20.73%

Fair Park
6901 Fair Park

Date Ran 6/22/2017
Period May
Year 2017

Revenues 42%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(33,364.60)	(80,075.00)	(46,710.40)	41.67%
457010	SPONSOR REVENUE	(37,000.00)	(45,000.00)	(8,000.00)	82.22% *
457023	OTHER PUBLIC CHARGES	(5,281.30)	-	5,281.30	0.00%
457025	HORSE SHOW FEES	(7,625.00)	(23,000.00)	(15,375.00)	33.15%
457026	SHAVING SALES	(1,526.07)	(34,000.00)	(32,473.93)	4.49%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00% *
482012	BUILDING RENTAL	(68,575.57)	(176,000.00)	(107,424.43)	38.96%
482013	STALL RENTAL	(3,498.00)	(83,000.00)	(79,502.00)	4.21%
482014	WINTER STORAGE RENTAL	(200.00)	(42,000.00)	(41,800.00)	0.48%
482015	SPACE-FOOD VENDOR	(1,116.53)	(18,000.00)	(16,883.47)	6.20%
482016	SPACE-BEVERAGE VENDOR	(2,241.75)	(17,000.00)	(14,758.25)	13.19%
482017	SPACE-OTHER VENDOR	(414.00)	(5,000.00)	(4,586.00)	8.28%
482021	CAMPING FEE OTHER	(7,882.53)	(52,000.00)	(44,117.47)	15.16%
482100	PRIOR YEAR RENT INCOME	(2,300.00)	-	2,300.00	0.00%
486001	VENDING COMMISSION	(143.99)	(1,000.00)	(856.01)	14.40%
Totals		(175,169.34)	(580,075.00)	(404,905.66)	30.20%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	35,555.05	103,753.00	68,197.95	34.27%
511210	WAGES-REGULAR	41,468.92	114,198.00	72,729.08	36.31%
511220	WAGES-OVERTIME	-	139.00	139.00	0.00%
511240	WAGES-TEMPORARY	3,167.57	12,317.00	9,149.43	25.72%
511310	WAGES-SICK LEAVE	3,256.11	-	(3,256.11)	0.00%
511320	WAGES-VACATION PAY	4,106.22	-	(4,106.22)	0.00%
511330	WAGES-LONGEVITY PAY	-	273.00	273.00	0.00%
511340	WAGES-HOLIDAY PAY	1,887.57	-	(1,887.57)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	1,096.59	-	(1,096.59)	0.00%
512141	SOCIAL SECURITY	6,833.10	17,535.00	10,701.90	38.97%
512142	RETIREMENT (EMPLOYER)	5,362.52	13,014.00	7,651.48	41.21%
512144	HEALTH INSURANCE	12,532.90	30,889.00	18,356.10	40.57%
512145	LIFE INSURANCE	25.85	47.00	21.15	55.00%
512150	FSA CONTRIBUTION	450.00	450.00	-	100.00% *
512173	DENTAL INSURANCE	1,454.27	3,589.00	2,134.73	40.52%
521219	OTHER PROFESSIONAL SERV	595.40	200.00	(395.40)	297.70% *
521297	STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170	GROUNDS KEEPING CHARGES	8,647.47	24,323.00	15,675.53	35.55%
531001	CREDIT CARD FEES	3.50	850.00	846.50	0.41%
531298	UNITED PARCEL SERVICE UPS	-	50.00	50.00	0.00%
531301	OFFICE EQUIPMENT	35.80	1,000.00	964.20	3.58%
531303	COMPUTER EQUIPMT & SOFTWARE	2,043.65	3,000.00	956.35	68.12% *
531311	POSTAGE & BOX RENT	46.75	500.00	453.25	9.35%
531312	OFFICE SUPPLIES	659.57	1,600.00	940.43	41.22%
531313	PRINTING & DUPLICATING	703.07	1,000.00	296.93	70.31% *
531314	SMALL ITEMS OF EQUIPMENT	1,931.75	7,000.00	5,068.25	27.60%
531320	SAFETY SUPPLIES	303.79	750.00	446.21	40.51%

531322 SUBSCRIPTIONS	-	110.00	110.00	0.00%
531324 MEMBERSHIP DUES	1,133.10	1,500.00	366.90	75.54% *
531326 ADVERTISING	4,502.18	4,000.00	(502.18)	112.55% *
531349 OTHER OPERATING EXPENSES	399.00	1,000.00	601.00	39.90%
531351 GAS/DIESEL	926.30	6,000.00	5,073.70	15.44%
531367 WOOD SHAVINGS	8,469.00	24,500.00	16,031.00	34.57%
532325 REGISTRATION	-	600.00	600.00	0.00%
532332 MILEAGE	72.23	200.00	127.77	36.12%
532334 COMMERCIAL TRAVEL	-	1,500.00	1,500.00	0.00%
532335 MEALS	177.37	850.00	672.63	20.87%
532336 LODGING	1,227.95	3,500.00	2,272.05	35.08%
532339 OTHER TRAVEL & TOLLS	-	30.00	30.00	0.00%
533221 WATER	3,479.49	9,000.00	5,520.51	38.66%
533222 ELECTRIC	14,678.42	40,000.00	25,321.58	36.70%
533223 SEWER	2,896.80	6,900.00	4,003.20	41.98%
533224 NATURAL GAS	2,473.96	8,500.00	6,026.04	29.11%
533225 TELEPHONE & FAX	792.25	2,150.00	1,357.75	36.85%
533235 STORM WATER UTILITY	7,122.60	16,000.00	8,877.40	44.52%
533236 WIRELESS INTERNET	139.28	250.00	110.72	55.71%
535232 GRAVELING	3,000.00	3,500.00	500.00	85.71%
535242 MAINTAIN MACHINERY & EQUIP	6,939.64	6,000.00	(939.64)	115.66% *
535245 GROUNDS IMPROVEMENTS	1,336.49	12,500.00	11,163.51	10.69%
535247 BLDG REPAIR & MAINT	10,702.65	23,500.00	12,797.35	45.54%
535297 REFUSE COLLECTION	1,824.45	11,500.00	9,675.55	15.86%
535344 HOUSEHOLD & JANITORIAL SUPP	3,664.63	3,750.00	85.37	97.72% *
535347 BEVERAGE PURCHASES	3,348.47	12,000.00	8,651.53	27.90%
535349 OTHER SUPPLIES	67.11	-	(67.11)	0.00%
535352 VEHICLE PARTS & REPAIRS	294.28	3,500.00	3,205.72	8.41%
535355 PLUMBING & ELECTRICAL	3,860.56	9,000.00	5,139.44	42.90%
536533 EQUIPMENT RENT & LEASE	-	2,500.00	2,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	457.10	1,588.00	1,130.90	28.78%
571005 DUPLICATING ALLOCATION	430.00	734.00	304.00	58.58%
571009 MIS PC GROUP ALLOCATION	3,490.00	8,376.00	4,886.00	41.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,303.75	5,529.00	3,225.25	41.67%
591519 OTHER INSURANCE	3,232.40	8,531.00	5,298.60	37.89%
594819 CAP OTHER EQUIPMENT	-	25,000.00	25,000.00	0.00%
594821 CAP IMPRV LAND	12,500.81	30,000.00	17,499.19	41.67%
Totals	238,109.69	635,075.00	396,965.31	37.49%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		62,940.35	55,000.00	(7,940.35)	

Fair Park
6902 Fair Week

Date Ran 6/22/2017
Period May
Year 2017

Revenues 42%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	11,232.10	26,957.00	15,724.90	41.67%
421001	STATE AID	(7,176.38)	(7,163.00)	13.38	100.19%
457005	RESERVED SEATING FEES	(17,980.00)	(40,000.00)	(22,020.00)	44.95%
457009	CONTEST ENTRY FEES	-	(800.00)	(800.00)	0.00%
457010	SPONSOR REVENUE	(38,000.00)	(85,000.00)	(47,000.00)	44.71%
457011	GATE RECEIPTS	(8,847.00)	(240,000.00)	(231,153.00)	3.69%
457013	STALL & PEN FEES	(6,308.75)	(4,500.00)	1,808.75	140.19% *
457021	PREMIUM BOOK SALES	(74.00)	(100.00)	(26.00)	74.00% *
457023	OTHER PUBLIC CHARGES	(23.62)	-	23.62	0.00%
457029	FFA ENROLLMENT	(5,232.00)	(6,500.00)	(1,268.00)	80.49% *
457030	CREDIT CARD SURCHARGE	(1,940.71)	(1,000.00)	940.71	194.07% *
457034	PARKING FEES	(1,104.25)	-	1,104.25	0.00%
459001	SODA	(1,971.80)	(15,000.00)	(13,028.20)	13.15%
482015	SPACE-FOOD VENDOR	(7,700.00)	(32,000.00)	(24,300.00)	24.06%
482016	SPACE-BEVERAGE VENDOR	-	(75,000.00)	(75,000.00)	0.00%
482017	SPACE-OTHER VENDOR	(2,145.00)	(25,000.00)	(22,855.00)	8.58%
482018	SPACE-CARNIVAL	-	(30,000.00)	(30,000.00)	0.00%
482019	CAMPING FEE 4-H	(20,030.00)	(22,000.00)	(1,970.00)	91.05% *
482020	CAMPING FEE VENDOR	(840.00)	(1,500.00)	(660.00)	56.00%
Totals		(108,141.41)	(558,606.00)	(450,464.59)	19.36%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	15,168.81	45,381.00	30,212.19	33.43%
511210	WAGES-REGULAR	7,274.59	28,140.00	20,865.41	25.85%
511220	WAGES-OVERTIME	-	10,864.00	10,864.00	0.00%
511240	WAGES-TEMPORARY	891.00	36,158.00	35,267.00	2.46%
511310	WAGES-SICK LEAVE	2,774.40	-	(2,774.40)	0.00%
511320	WAGES-VACATION PAY	633.06	-	(633.06)	0.00%
511330	WAGES-LONGEVITY PAY	-	68.00	68.00	0.00%
511340	WAGES-HOLIDAY PAY	825.00	-	(825.00)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	445.74	-	(445.74)	0.00%
512141	SOCIAL SECURITY	2,107.91	9,183.00	7,075.09	22.95%
512142	RETIREMENT (EMPLOYER)	1,844.32	5,613.00	3,768.68	32.86%
512144	HEALTH INSURANCE	5,086.44	12,207.00	7,120.56	41.67%
512145	LIFE INSURANCE	13.97	32.00	18.03	43.66%
512150	FSA CONTRIBUTION	175.00	175.00	-	100.00% *
512173	DENTAL INSURANCE	477.32	1,235.00	757.68	38.65%
521219	OTHER PROFESSIONAL SERV	595.40	500.00	(95.40)	119.08% *
521647	VETERINARY SERVICES	-	750.00	750.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	3,000.00	3,000.00	0.00%
521649	SECURITY SERVICES	-	5,200.00	5,200.00	0.00%
529299	PURCHASE CARE & SERVICES	-	5,000.00	5,000.00	0.00%
529301	FAIR GATE WORKERS	-	6,320.00	6,320.00	0.00%
529302	FAIR JUDGES	-	7,305.00	7,305.00	0.00%
529303	FAIR SUPERINTENDENTS	-	6,875.00	6,875.00	0.00%

529304 FAIR PARKING SERVICES	-	1,800.00	1,800.00	0.00%
531001 CREDIT CARD FEES	2,659.10	1,850.00	(809.10)	143.74% *
531101 TICKETS/ENTRY TAGS	5,550.71	4,650.00	(900.71)	119.37% *
531102 TROPHIES/PLAQUES	-	400.00	400.00	0.00%
531103 RIBBONS	1,647.28	2,900.00	1,252.72	56.80%
531181 PREMIUMS	-	19,000.00	19,000.00	0.00%
531182 FAIR WEEK SPECIAL ACTS	-	170,000.00	170,000.00	0.00%
531183 SPONSOR FEES	-	2,500.00	2,500.00	0.00%
531184 FAIREST OF THE FAIR	200.00	500.00	300.00	40.00%
531311 POSTAGE & BOX RENT	194.51	500.00	305.49	38.90%
531312 OFFICE SUPPLIES	49.01	400.00	350.99	12.25%
531313 PRINTING & DUPLICATING	-	250.00	250.00	0.00%
531314 SMALL ITEMS OF EQUIPMENT	-	1,600.00	1,600.00	0.00%
531326 ADVERTISING	5,223.34	40,000.00	34,776.66	13.06%
531349 OTHER OPERATING EXPENSES	352.00	750.00	398.00	46.93%
531351 GAS/DIESEL	-	1,000.00	1,000.00	0.00%
531367 WOOD SHAVINGS	-	2,000.00	2,000.00	0.00%
532332 MILEAGE	-	200.00	200.00	0.00%
533221 WATER	-	1,000.00	1,000.00	0.00%
533222 ELECTRIC	-	6,500.00	6,500.00	0.00%
533223 SEWER	-	1,400.00	1,400.00	0.00%
533224 NATURAL GAS	-	75.00	75.00	0.00%
533235 STORM WATER UTILITY	-	750.00	750.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	-	100.00	100.00	0.00%
535245 GROUNDS IMPROVEMENTS	-	2,000.00	2,000.00	0.00%
535247 BLDG REPAIR & MAINT	-	1,500.00	1,500.00	0.00%
535297 REFUSE COLLECTION	-	800.00	800.00	0.00%
535347 BEVERAGE PURCHASES	-	15,000.00	15,000.00	0.00%
535355 PLUMBING & ELECTRICAL	-	4,500.00	4,500.00	0.00%
536533 EQUIPMENT RENT & LEASE	-	82,500.00	82,500.00	0.00%
571009 MIS PC GROUP ALLOCATION	615.85	1,478.00	862.15	41.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,326.25	3,183.00	1,856.75	41.67%
591519 OTHER INSURANCE	469.90	3,514.00	3,044.10	13.37%
Totals	56,600.91	558,606.00	502,005.09	10.13%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		(51,540.50)	-	51,540.50	

Fair Park
6906 Donations

Date Ran 6/22/2017
Period May
Year 2017

42%

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	-	(197.93)	-	(989.67)	989.67	(2,375.21)	(2,375.21)	0.00%
Totals		-	(197.93)	-	(989.67)	989.67	(2,375.21)	(2,375.21)	0.00%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
531314	SMALL ITEMS OF EQUIPMENT	-	133.33	-	666.67	(666.67)	1,600.00	1,600.00	0.00%
594960	CAPITAL RESERVE	-	2,573.08	-	12,865.42	(12,865.42)	30,877.00	30,877.00	0.00%
Totals		-	2,706.42	-	13,532.08	(13,532.08)	32,477.00	32,477.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
		-	-	-	-	-	-	-	0%
Totals		-	-	-	-	-	-	-	0.00%
Total Business Unit		-	2,508.48	-	12,542.41	(12,542.41)	30,101.79	30,101.79	

FAIR PARK SUPERVISOR'S REPORT

July 6, 2017

- Hired Theodore Gerfin to work 1000 hour position. He is in the National Guard and will be going to WCTC this fall so can work while he is in school
- All fair workers are signed up and hired. We have 5 returning and 2 new. All but 1 of the seasonal workers have worked at least 2 Fairs.
- Vera Concessions is doing good serving out of the kitchen. They are looking forward to the Fair and may be doing some grilling outside.
- Will be starting tent set up on Sunday July 3, and laying out all vendor spots.
- New bleachers are in and will be ready for Fair
- Dumpsters are ordered for the Fair but Advance Disposal will no longer be able to do a Monday morning pick up of garbage after the Fair. I am trying to contact another company to come in so we have all garbage removed and grounds picked up by Wednesday for Tomorrows Hope.

Jefferson County Fair Park Committee Meeting

Thursday, July 6, 2017

Fair Office Report

- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information and Fair updates.
- Reconciling June Fair Park events.
- Fair 2017 Updates:
 - In-Park Trailer Parking and Vehicle Parking are still available. No additional spots have been sold.
 - There are still a few camping sites available. North/Northwest, West 30 amp and West 50 amp areas are full.
 - Still seeking applications for Cultural Arts Superintendents
 - Tickets are still on sale for Charlie Daniels and Brothers Osborne. Updated ticket count will be given at the meeting.
 - Fairest of the Fair interview day was held on June 13th
 - Fairest Royalty, Amy & Renee promoted the Fair in the Lake Mills Parade on June 24th
 - 15,000 Brochures, 350 Posters, 500 Yard Signs and 100 Bumper Stickers were distributed between May & June by Fair Staff and Fairest Royalty
 - Sponsor comp tickets are being delivered.
 - Fair car was wrapped and picked up on June 3rd
 - There are 18 Jr. Amateur Talent Contest Applications
 - New sign board stands were designed by Amy and built by the Fair Park maintenance department. Banners will be ordered to hang on the stands.
 - Work has been done on contacting and billing sponsors. This will be updated in agenda item 8.