**Sterling Fair Committee Meeting Minutes**

May 3rd, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order: 6:34 PM
2. Roll call
	1. In-person: Doug Downey, Megan Fowler-Magaw, Scott Handler, Terry Heinold, Cynthia Dodge, Merylee Callahan, Gloria Rugg, Barbara Roberti, Mary Roy, Maggie Agurkis, Phil Campbell
	2. Via zoom: Rachael Catlow, Bob Holden, Carl Gronblom, Tim Hardy
3. Approval of the minutes for the last meeting
4. Chairperson report
	1. Terry got in touch with one person who is involved in FFA and will look into Norfolk Agricultural School. Tahna recommended talking to Megan McDermott – state 4H director. Her daughter says that the 4H youth typically go to Greenfield that weekend
5. Open issues/old business
	1. Insurance recap:
		1. Received $30,000 from the town for insurance!
		2. Still waiting to hear from 2 companies for a quote, the third has been in touch. The town’s insurance company is not going to submit a bid this year
	2. Ed Perkins weighing our horse & oxen – seems we are all set, but not confirmed by Muriel yet
	3. Grant options: Scott heard from Mass Cultural Council – encouraged to apply. Last year everyone who qualified got one, but it’s dependent on applications. Scott will complete the grant process for us for 2023. Deadline June 8th, find out in September and receive 4-6 weeks later
	4. Livestock chair – no leads or updates yet. Please keep exploring options for the fair!
	5. FOX25 visit: Fair committee was included in the list of highlights submitted to the producers. The team comes 10 days ahead to film the area – we could possibly provide B-roll film from the Sterling-Lancaster TV channel and stills of the fair if chosen. We could provide members for live interviews if they want it.
	6. Fair signs: Hendrickson completed the edits of all the fair signs from last year. Scott will order new signs for this year soon
	7. Information binder: FAQs/resource binder for volunteers in the information booth (i.e. Where is X (bathroom, helicopter, booth, volunteers, ATM)? What time is X? How much is X? Where is X booth? Lost and found, volunteering, get ahold of X, need a ride, buy buttons/t-shirts)
		1. Make copies for the Las Vegas booth, 50/50, Portuguese booth, Dave & Maggie
		2. Start working on this now so we can edit it to be finalized by July
	8. Draft Budget 2023: incorporated changes from last meeting’s discussion (i.e. separated music and other entertainment). Reminder the budget is a planning document and can be adjusted based on contracts and prices that are finalized.
		1. Adjusted entertainment budget to include 2 shows for the magician to return
		2. Atlantic Tents will freeze the price from last year

**Motion made and seconded to accept the draft budget for 2023.**

**Amendment proposed by Barbara Roberti to increase the entertainment budget by $200 to cover the magician show.**

**Motion to amended budget for 2023 passed by majority vote**

1. New business
	1. Scott and Rachel are updating the volunteer form on the website to include timing availability (i.e. shifts) as well as areas volunteers are needed: trash, set-up, take-down, livestock, tractor pull, exhibit hall, button sales, Info booth person walking around with the binder, judges for crops/flowers/baked goods
	2. Every member of the Garden Club is going to have an entry in the fair (~50 more people). We could/can consider adding a raffle/purchase option for the entries for Garden Club/Fair profits.
	3. We could consider having a horticulturist come speak
	4. Fireworks company we have been using has been sold to another owner. Terry will talk to them about how the company is being run under the new owner
2. Next meeting will be on Monday, May 22nd at 6:30 PM
3. Adjournment at 7:55 PM