**Sterling Fair Committee Meeting Agenda**

May 22nd, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order at 6:36 PM
2. Roll call
	1. In-person: Doug Downey, Megan Fowler-Magaw, Scott Handler, Terry Heinold, Cynthia Dodge, Merylee Calahan, Barbara Roberti, Tim Hardy, Maggie Agurkis, Dave Agurkis, Carl Gronblom, Healther Rockwell
	2. Via zoom: Muriel Johnson, Tahna Hallet
3. Approval of the minutes for the last meeting
4. Chairperson report
5. Open issues/old business
	1. Livestock chair: Maggie has one person interested in helping, likely not the director position, who wants more information. Ideally, we would establish a team of people to work on livestock together. Terry will reach out to discuss with her. Tahna reached out to Worcester County 4H extension officer (maybe for the state) – no response yet. Terry will reach out
		1. Rachel will put out request for “expanding the livestock team” on social media/website
	2. Donation/appeal letter: Maggie’s draft was approved as good to go.
		1. We need to be cognizant about who/where is getting sponsorships so we don’t have overlaps or too many spots taken
		2. Designated points of contact to confirm sponsorship availability: Horse & Oxen – Muriel, Tractor Pull – Chris, Dave & Maggie for everything else. Can touch out to Rachel so she can feature sponsors on the website
		3. Will create an excel sheet to keep track of sponsors (areas, years donated, etc)
		4. Could consider paying for one of those companies that provide mailing lists as a base
		5. If you have a business in mind that you don’t think is already contacted or sponsoring the fair, or if you want to hand-deliver a letter, check with Dave & Maggie
	3. Weighing horse and oxen – Joe Curtain seemed to indicate it will be all set, but he needs to confirm with the new owner
	4. Dave Mercurio had donated his loader to horse and oxen pull for many years and passed away recently. Without prompting, the family confirmed they will still donate the loaders
	5. Budget for music entertainment - all acts are booked. $5100 budgeted, it was booked for $6500 so we will need to adjust the budget
	6. Possible volunteer ideas: make a workbook where volunteers could take notes on certain aspects of the fair (i.e. number attended for an entertainment show, general audience feeling)
	7. Parking: AHUG and masons want to do parking together – they will meet to coordinate
		1. Brianna will be the parking coordinator
	8. Mass Cultural Council Grant: submitted. Won’t know until around the fair if we are accepted
	9. Volunteer section on the website is up and running – choose day availability and interest(s)
	10. FOX Zip Trips (Aug 18) – still waiting to hear from producers
	11. Yard signs: Scott ordering signs this week
	12. Schedule meetings up through the fair
		1. Wednesday, June 14th
		2. Monday, June 26th
		3. Wednesday, July 12th
		4. Monday, July 24th
		5. Wednesday, August 9th
		6. Monday, August 14th
		7. Wednesday, August 23rd
		8. Monday, August 28th
		9. Wednesday, September 6th – at fairgrounds
6. New business
	1. Vote on Tim Hardy’s membership for the Fair Committee

**A motion was made, seconded, and approved for Tim Hardy to become a member of the Fair Committee.**

**A motion was made, seconded, and approved for Tahna Hallet to become a member of the Fair Committee.**

**A motion was made, seconded, and approved for Brianna Williams to become a member of the Fair Committee.**

* 1. New vendors for 2023: airbrush tattoo, new kettle corn, bundt cake, Portuguese cuisine
	2. Muriel will reach out to the military group for the tank display
	3. Eagle Scout project opportunities (one leading multiple) - ~$500
		1. Attendance and cost estimate project for the fair – shows/general attendance
		2. Area (cages, boards) needs to be disinfected after the chickens prior to the rabbits. Chemical monitoring/tracking and submit information to the agricultural board
		3. Terry will reach out to Adam Bennett to determine interest
	4. Merylee will reach out to Table Talk for a pie eating contest
1. Adjournment at 7:55 PM