**Sterling Fair Committee Meeting Minutes**

March 6th, 2024 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order at 6:32 PM
2. Roll call
   1. Doug Downey, Megan Fowler-Magaw, Mark Pruneau, Scott Handler, Cynthia Dodge, Val Pruneau, Jake Pruneau, Mary Roy, Gloria Rugg, Amy Legere, Terry Heinold, Merylee Callahan
   2. Zoom: Muriel Johnson, Gina Melnick, Dave Jolie, Chris
3. Approval of the minutes for the last meeting
4. Chairperson report
   1. Ribbons ordered for Muriel and 500 participant ribbons
   2. Doug has the updated livestock requirements/judging information if you need it
5. Open issues/old business
6. New business
   1. Budget
      1. Review of the drafted budget to determine whether we need to increase or decrease line items. We would like to **finalize the budget by the May 30th meeting**
      2. **Procurement officer**: in order to control costs to proactively stay on top of our budget/spending we propose to instate this as the responsibility of the Treasurer.
         1. If this is passed via majority vote, we would write up a policy to clearly define the process and requirement of approval from the procurement officer
         2. Likely, line items in the budget (i.e. buttons, shirts) would not require approval. However, extra / misc / building supplies / paint -type items would be included which will help control excess/waste

Motion made to establish the Treasurer as a procurement officer for purchases beyond specified budget line items. The procedure will be clearly written out in

* + 1. **Charge account at Maki’s**: Doug is going to contact them to establish a few authorized individuals to make purchases. Slips must be handed to the Treasurer. Proposed: Chair, Vice Chair, Dave Agurkis
  1. Entertainment: Doug and Dave Jolie will meet
  2. Discuss Feb-April task items
     1. In progress: sound guy, scheduling safety meeting, artwork, ribbons & trophies
  3. General discussion
     1. Current fair logo/artwork is in progress. Started discussion for reaching out to the schools to discuss a fair logo design competition through the schools for next year
     2. Plan to inventory/clean out trailers, try to get down to 4 (eliminate white one)

1. Adjournment at 7:39 PM