**Sterling Fair Committee Meeting Minutes**

August 14th, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order: 6:33 PM
2. Roll call
	1. In-person: Doug Downey, Megan Fowler-Magaw, Gloria Rugg, Scott Handler, Cynthia Dodge, Mark Pruneau, Val Pruneau, Barbara Roberti, Tim Hardy, Carl Gronblom, Al Carnali, Phil Campbell, Maggie Agurkis, Dave Agurkis, Terry Heinold, Heather Rockwell
	2. Zoom, Muriel Johnson, Kiirja Paananen, Tammy Matthews, Gina Melnick
3. Approval of the minutes for the last meeting with corrections
4. Chairperson report
	1. Insurance: has finalized at $14,958. We had a third-party special event insurance agent review the policy and she said it was exactly what we need.
		1. We need to add Simpson, Ground Control, Mercurio’s, and Princeton Diesel as additional insureds for their equipment – loaders and flat beds. Add Onyx
	2. Military show: all set
	3. A big thank you to Cynthia, Heather, Merylee for selling buttons and t-shirts. A thank you to Scott for putting out all the volunteer signs
5. Open issues/old business
	1. Petty cash requests for start-up funding were received for 50/50 booth, Portuguese booth. **If you need petty cash please tell Phil as soon as possible.**

**Motion made and passed by majority vote for Megan to spend up to $800 for the blacksmith Jennifer Petrila.**

 **Update:** During the meeting the blacksmith replied and is only able to do Sunday due to a prior conflict. She will charge us $200 for Sunday’s demonstration.

* 1. Relocating the information booth and the command post to the fence along the airport parking lot
		1. Give the firefighter’s the airport parking lot and put the command post right in front of that next to the airport office. The Firefighter’s Association (food) will not be present due to not having enough volunteers, but are hoping to come back next year. Having the command post
		2. Information booth: we’d need to use a radio to do the announcements instead of a microphone – concern is that someone might accidentally come on the frequency for the announcements
	2. Checks being drawn and held to be paid at the end of the fair
		1. Golf carts (before)
		2. Sound by Rick
		3. Messa Farms
		4. Animal Adventures
		5. Whoa Rad (radios)
		6. Fireworks
		7. Michael David
		8. Paul Blasquere (?)
		9. Matthew Jacobs
		10. Craig Smith
	3. Ribbons
		1. Heather has the following blue ribbons:
			1. Reserve champion: 76
			2. Champion: 163
			3. 1st: 1030
			4. 2nd: 1511
			5. 3rd: 1120
		2. Doug and Tahna have more boxes to be counted – going to Heather
		3. Need to make sure we have best in show ribbons for the Livestock – one for each species and breed within species
	4. Livestock: schedule a meeting via zoom. No swine this year (as of yet).
		1. $12.24 a roll of Roslin paper – Mark will get 3 rolls
	5. Trophies
		1. May need some for livestock (best fitter, best showman, etc.)
	6. Exhibit hall – judges in progress after 8 PM
	7. Plastic barriers: RUD66 barricades. Come out of Texas $394.90/barrier – shipping is $1500. Will not be ordering these at this time
	8. Cones: 20’ cones 3’ high costs $640 (~22-23 runway lights). DPW will order them and we will transfer money to them. We will increase our order to 30 cones to make up for the lack of barriers
1. New business
	1. If you have any leftover buttons from previous years that you don’t need or want, feel free to bring them so we could sell them to “complete the collection”
	2. Staff shirts – Henderson is making them – 15 medium, 6 large, 9 XL, 6 XXL, 6 XXXL (42)
	3. Anyone with a vendor needs to makes sure they get a copy of the vendor’s insurance in hand. Can store them with Phil in his trailer
	4. We can discuss the wrap-up party next meeting so we can confirm a date and location, that way we can make flyers and hand them out at the fair to our volunteers
2. Adjourned at 8:06 PM