**Sterling Fair Committee Meeting Meeting**

August 23rd, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order at 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, Maggie Agurkis, Dave Agurkis, Terry Heinold, Muriel Johnson, Merylee Calahan, Veronica Laterio, Phil Campbell
	2. Zoom: Adam Bennett, Gina Melnick, Tahna Hallet, Mike Pineo
3. Approval of the minutes for the last meeting
4. Chairperson report
	1. The staff shirts from Hendrickson’s Advertising have arrived – please make sure to get what you need. If we need to order more we can.
	2. Going forward – we will try our best to wait to vote on financial motions
5. Open issues/old business
	1. **Petty cash requests:** anyone who has not submitted their request please get it to Phil ASAP
	2. **Final tent discussion**: no changes made. Hoping to get the early tents (tractor pull, cattle, rabbit/fowl)
	3. **Livestock update**: Chip is back on board to help, so livestock is up and running! Took down the deadline to allow for last minute entries for this year
	4. **Insurance**: gathering the requested insurance policies from vendors, but in good shape
	5. **Fair layout / Fire Department command post:** We’ll use picnic tables in the fire spaces to help block off the required 10’ or 20’ spaces between vendors. The fire department will have the whole parking lot and a 20’ x 35’ space for the command post and an additional 60’ for cars.
	6. **Ribbons / trophies**: there are more ribbons than previously counted. Trophies were ordered
	7. We now have a QR code that leads to the fair brochure that we will laminate and post around the fair
	8. The zip trip went really well and was a lot of fun! A big thank you to Scott for organizing that
	9. Review checklist
		1. **Opening ceremony:** same singer as last year but the flag won’t be raised during the song, no word from the Legion yet. Use a portable speaker and keep the ceremony at the same flagpole. Maureen Cransen, Doug Downey, and Terry Heinold will speak. Sheriff Lou will join if he is not traveling.
		2. **50/50** tickets – done
		3. **Building Dept permits**: pulled, in progress. Electrical ones done
		4. **Checks**: Animal Adventures in progress, Blacksmith information in progress
		5. **Fairground underground electrical boxes**:all set
		6. **Golf carts**: just waiting for town to get the insurance, check mailed
		7. **Hay**:Terry has it covered
		8. **Helicopters**: all set. Lucas will reach out to Lt. Tom regarding parking the fuel
		9. **Layout**: labor day weekend – paint center lines Sunday, mark vendors Monday
		10. **Loader forks**:coming on 29th, DPW pick them up, Mark Pruneau as back-up
		11. **Parking**: confirmed AHUG and Masons Saturday/Sunday AM. CERT Friday/Saturday PM
		12. **Premiums**: all set
		13. **Pull tabs**: at Phil’s house
		14. **Snow fence**: Muriel left a message
		15. **Tractor pull**:Chris O’Neil is still out of town, so we’re in contact with Cody who should be back in a few days and will reach out to Keith to cover tractor pull
		16. **Trash** **bags**: picked up – same bags as last year
		17. **Volunteer water**: waiting to hear from Pepsi
		18. **Water truck with apparatus**:Perkins, not Onyx
		19. **Website**: anything needed on website?
6. New business
	1. **Wrap-up party**:
		1. Dave will reach out to Barber’s Crossing to get information on what it would entail to have the backroom and buy some appetizers
		2. Gloria will talk to the 8-Point about availability at the end of September
		3. Consider taking place at the end of September to keep the momentum of the fair
	2. **Bleachers**: Mark and Val checked out the bleachers at the fair and found that they’re damaged. We’ve ordered new steel and aluminum so that they can redone so that they can be moved by forklifts without damage. Andy Parker (A&M Welding) has been helping as well. Mark talked to the DPW and the Rec department as they use the bleachers as well – each department is contributing 25%, so the fair will only cover 50%.
	3. For the insurance money from the town – two approaches were discussed. It’s also possible the insurance bill was already paid and this discussion was mute
		1. Approach 1: after we determine how much we make for the fair, the fair pay for the insurance and let that money stay in reserves for possible use for future fairs. If it rains or we don’t do well, then we use the town money to pay the insurance. Concern: if we don’t use the money and need it in the future
		2. Approach 2: use the money from the town now and use that to keep additional money in our account for future fairs.
	4. **Volunteers**: Tim passed out a current schedule of confirmed volunteers that he’s been working with.
	5. **Brochures**: They’re here and ready to go
7. Adjournment at 8:04 PM