**Sterling Fair January 25th, 2023 Committee Meeting minutes**

Attendees (in person or Zoom): Doug Downey, Megan Fowler-Magaw, Linda Davis, Barbara Roberti, Tina Robinson, Carl Gromblom, Bob Holden, Muriel Johnson, Scott Handler, Merylee Calahan, Phil Campbell, Tammy Matthews, Terry Heinold

* Meeting opened at 6:36 PM
* Minutes from the November meeting were approved with the following edits
	+ Edits for minutes
		- Scott Handler was an attendee
		- 6th bullet “$300” - $300 was raise**d**
		- Golf carts – typo in “car**t**”
		- Helicopter - $3700, Portuguese booth just under $1000
* Fair party starts between 5 and 5:30 PM (we don’t have to end at 7 PM)
	+ Gloria unable to attend and was going to handle set-up. Dave, Maggie, Phil, Megan and others have reached out to set-up
	+ Set up – arrive around 4 PM
	+ Reach out to your volunteers to make sure your volunteers know about the party
	+ Food from Athen’s Pizza: Tossed salad from Athens, chicken fingers, rigatoni/pasta with sauce, 2 sheet pizzas – cheese and veggie, sheet cake
	+ BYOB, but non-alcoholic (water, soda, coffee) drinks will be provided
	+ Macaroni and cheese, chicken dish, broccoli frittata, roast
	+ Others are welcome to bring food but not required
* No open issues from the 2022 fair
* Phil asked for any remaining outstanding bills from 2022
	+ Bob Kneeland has one, but was not in attendance
* Insurance
	+ A letter was drafted and sent to agencies in Massachusetts – still waiting for responses
	+ Currently sourcing quotes from insurance companies
		- The company that insures Bolton and Spencer - $10,480 for $5 million dollars of coverage
			* Still waiting for a quote for $10 million from this company
		- House and Wilkerson – Gillette insurance company – getting a quote
	+ Barbara recommended Lloyds of London
	+ Town insurance quoted $50,000 for $5 million
	+ If you know an insurance company or have a lead on a company for special event insurance, please let Doug/Phil know
	+ Barbara will place marker to save a spot a warrant item on town meeting
		- Ask town to pay for insurance and tell Select Board they need to pay the insurance if we go with their town
		- $10,000 per million from the town’s insurance company
	+ If the town does not agree we **might** consider 501c3, further appeal to the Select Boards and continue trying to negotiate
* Negotiate an increased percentage from the ATM machines for next year
* Planning for the 2023 fair:
	+ We need a new Livestock chair - Chip does not want to be Livestock chair, but will help whoever takes over
		- Town cut the checks without the vendor numbers which makes the job easier
		- Please start sourcing anyone you know for a new Livestock chair
		- List of responsibilities is on the Google Drive
* Possible election of officers – tabled until the February meeting due to missing officers
* Massachusetts Agricultural Fair’s Association
	+ Muriel attended Horse & Oxen pull – want to go over all the rules again in April
	+ Conference Nov 10 – 11th, 2023 at Devens Conference Center
		- Classes regarding rules and regulations about the fair; how to increase attendance; grants available and how to write one; things that have happened; vendors are present to advertise (sound, etc.); dinner at the end. There have been contests in the past for t-shirts, advertising, website
		- Usually have a few people in attendance
		- Pencil in the date if you’re interested in going
		- There are overnight accommodations if needed (you have to pay)
	+ Meeting March 11th at the Big E or on Zoom to vote on by-laws
		- Choose one representative from the fair to vote
		- Provide name by January 28th
		- Motion was made and seconded to make Terry Heinold the voting representative for the Sterling Fair
* Tina asked for the form for requesting money ahead of the fair for shopping as well as the tax-exempt ID number from Phil
	+ Town will not reimburse any taxes – use the tax-exempt ID number. It basically needs to be “registered”. Any money spent on taxes ends up as a “donation” to the fair effort
* From Heather
	+ Grange exhibits was well received but due to low participation and a lot of effort, it is unlikely that it will happen again in the future
	+ Doing research on mini-antique/flea market component for the fair. Only vendors with a website or social media presence – might require security. Could be located opposite the animals near the hangar.
* February meeting will be held Monday, February 13th at Butterick Municipal Building and on zoom with election of officers to take place and voting on new members
* Meeting adjourned at 7:18 PM