**Sterling Fair Committee Meeting Minutes**

April 1st, 2024 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. Doug Downey, Megan Fowler-Magaw, Mark Pruneau, Scott Handler, Cynthia Dodge, Val Pruneau, Mary Roy, Gloria Rugg, Terry Heinold, Merylee Callahan, Muriel Johnson, Mike Pineo, David Jolie, Maggie Agurkis, Dave Agurkis, Barbara Roberti, Phil Campbell, Bob Kneeland, Heather Rockwell, Carl, Kerry Wilder, Rachel Wilder
   2. Zoom: Chris O’Neil, Carl Gronblom
3. Approval of the minutes for the last meeting
4. Chairperson report
   1. MAFA sent out information on judging clinics that are going to be available for various fair-related judging areas. We can also offer to present a judging workshop if you have any experience you would like to share with other fairs

Motion made and unanimously passed to allow David Jolie to become a Sterling Fair Committee member.

1. Open issues/old business
   1. **Budget**: Reviewed an updated draft of the budget. We will discuss at the May 1st meeting to finalize the budget by the May 20th meeting.
      1. Keep in mind that areas of revenue that break-even for the fair are very important, however that doesn’t account for the general fair operating costs (tents, police, parking, etc.) When bringing in revenue, the goal should be to make more than the cost of each fair component to pay towards general operating costs.
   2. **Procurement officer**: Reviewed the written description of the procurement officer responsibilities now held by the Treasurer in regard to non-specified budget items
2. New business
   1. **2024 MAFA conference**: November 16-17 in Springfield. Terry would like to submit a Sterling Fair item(s) – brochure, button/t-shirt, signs
   2. **Entertainment**:
      1. **Music**: David Jolie is still getting quotes from bands, but plans to be under budget and finalized in May
      2. **Non**-**music**: helicopter is secured. Plans to ask the magician and animal show to come back. Heather is going to reach out to a kite maker from an Artisan fair to see if he is interested in coming
   3. Discuss Feb-April task items
      1. Volunteer event/recruiting: gear towards the youth (ROTC, high school, etc.). Sterling Street Market, possibly Sterling Farmer’s Market. Need people for the Dunk Tank (20 1-hour slots, town elected officials, teachers, fair committee, DPW).
   4. General discussion
      1. Make sure to alert the Sterling Street Market of the fair date
3. Adjournment at 7:50 PM