**Sterling Fair Committee Meeting Minutes**

September 25th, 2023 6:30 pm to 8:00 pm in-person at the Butterick Municipal Building, or via zoom

1. Call to order: 6:34 PM
2. Roll call
	1. In-person: Doug Downey, Megan Fowler-Magaw, Cynthia Dodge, Phil Campbell, Heather Rockwell, Val Pruneau, Mark Pruneau, Maggie Agurkis, Dave Agurkis, Muriel Johnson, Barbara Johnson, Terry Heinold, Heather Rockwell, Bob Kneeland, Carl Gronblom, Chris O’Neil
	2. Zoom: Rachel Catlow, Gina Melnick, Mike Pineo, Tahna Hallet
3. Approval of the minutes for the last meeting
4. Chairperson report
5. Open issues/old business
	1. Livestock premiums update
		1. Rachel is finishing up collecting all the information and should have it done by Oct 1
	2. Ribbons and trophies for 2024 – Heather is going to create an inventory for current in-hand ribbons and trophies so we make an informed order ahead of time (i.e. January) for next year
		1. We owe the livestock costume winner a medallion/trophy
	3. Spray paint and bee spray – Doug has a current inventory of our stocks that we can reference for next year. We’ll need some white striping and orange inverted for next year
	4. Outstanding bills needing to be paid
		1. Livestock (Rachel working on it)
		2. NEMA trailer
		3. Tent bill – needs to be revised and finalized
		4. A&M Welding
		5. K&F Trucking
		6. Blacksmith
	5. Financial report for the 2023 fair
		1. We did fairly well considering the weather, especially raising funds during the fair. While we did not make a profit, we also did not lose as much money as we thought!
	6. Wrap-up party – October 1st 2 - 4 PM at Barber’s Crossing with appetizers and cash bar available
		1. Please check-in with your group and provide a ballpark RSVP number
	7. MAFA – Meeting weekend of November 10th in Devens – Muriel, Doug, Terry, Barbara
6. New business
	1. Open committee seats
		1. Music entertainment – Maggie has someone interested
			1. Karaoke was very popular
			2. Could consider open mic night (sign up online, free, they’ll bring their friends). Give time blocks per group (i.e. Wachusett, Clinton, Leominster, etc.)
			3. Bluegrass / country / banjo
			4. Guitar player for kids
		2. Volunteer coordinator – Dave & Maggie will handle for now
		3. Livestock
			1. Meeting with Mary Jordan of MA Agricultural dept – she has connections. Wachusett just restarted their Agricultural dept

**Motion made and accepted for the submitted resignation of Tim Hardy fair committee member**

* 1. What went well in 2023?
		1. It felt like we were more prepared by Friday of the fair than in previous years, so thank you to **everybody** who contributed in any way
		2. Great teamwork with all the town departments
		3. The crafter section was well-placed – we can make a few adjustments but overall good
		4. Many comments from vendors on positive interactions with the town
		5. Senior Center coordinated volunteers to drive for transport in 2hr periods which went very well
		6. We were able to coordinate clean-up with volunteers better across the entire fairgrounds this year and were able to get out earlier
		7. Using channel 3 for transport was great to distinguish and not compete with general chatter
	2. What needs to change for 2024?
		1. Revisit vendor charges – space cost, electricity, water, camper plug-ins
			1. Revisit the cost v. charge for electricity for vendors (Megan)
		2. Check and repair/rebuild/replace the electricity panels prior to next summer
		3. Need a block of parking for tractor pull (longest was 67’)
		4. Revisit the location of the information booth
		5. Handicapped parking – far from the entrance
		6. Antique tractor show – Terry has someone interested, may want to locate near tractor pull
	3. Next meeting
		1. Monday, January 8th, 2024
1. Adjournment at 8:04 PM