



## **NEBRASKA STATE FAIR BOARD**

Nebraska State Fair \* PO Box 1387 \* Grand Island, NE \* 68802-1387 \* 308-382-1620

### **MEETING MINUTES**

**June 2, 2017 – 1:00 p.m.**

**Board room in the Nebraska Building located at Fonner Park, Grand Island NE**

A regular monthly meeting of the Nebraska State Fair Board was held on Friday, June 2, 2017, at 1:00 p.m. Public notice of this meeting was published in the May 25 & 26, 2017 issues of the Grand Island Independent newspaper and posted to the Nebraska Public meeting calendar website from May 18 – June 2, 2017.

Roll call was read with the following members present: Stan Brodine; Bob Haag; Harry Hoch, Treasurer; Denny Hoffman; Chris Kircher, Chairperson; Jeff Klimont; Kathleen Lodl; Doug Lukassen; Chuck Rolf, Secretary; Kirk Shane, Vice Chairperson; Steve Wehrbein and Kent Zeller via conference phone. Others in attendance were: Joseph McDermott, Executive Director; Kelly O’Brien, Administrative Assistant; Bill Angell, Livestock Superintendent; Sandy Spiehs, Assistant Livestock Superintendent; Shaun Schleif, Marketing & Sponsorship Director; Jace Robinson, Marketing Assistant; Selena Aguilar, Entertainment Assistant; Kayla Crowder, Events Assistant; Gabby Christensen, Events Assistant; Jaime Parr, Facility Director; Janna Kuklis, Facility Assistant; Scott Yound, Maintenance Director; Brad Bennett, 4-H Representative; Robert Pore, the Independent.

Kircher announced the meeting had been properly advertised as an open meeting and informed those in attendance of the posting location of the Open Meetings Act.

#### **Minutes of May 12, 2017**

There being no corrections:

**Motion made by Lukassen to approve the minutes of May 12, 2017 as printed.  
Brodine seconded the motion. Upon voice vote, motion passed unanimously.**

#### **May Financial Report**

McDermott reported total current assets of \$3,774,271; total current liabilities at \$461,377; total direct revenue at \$806,751 and total direct expenses \$796,121.

**Motion made by Hoch to approve the May Financial Report.  
Haag seconded the motion. Upon voice vote, motion passed unanimously.**

### **Executive Director's Report**

McDermott congratulated Angell on the NALSARMA Convention that the Fair recently hosted. McDermott stated the convention was very well done. Those attending the convention were very impressed with our facilities and had a good time.

Angell added the attendees were also impressed with the tours that were lined up for them as well as the Nebraska State Fair facilities.

McDermott also reported the contract for the wireless network and cameras has been signed. The first meeting takes place on June 8.

### **2018 Nebraska State Fair Entertainment Budget**

McDermott reported, in 2016 we started the process of approving the entertainment budget early so we can get concerts and acts booked and contracts signed.

Jungck stated we are requesting advanced approval of the 2018 Concert budget. In 2016 we asked for \$1,100,000.00 for the 2017 Concert Talent. We'd like to begin booking concerts for the 2018 fair, this summer, to allow more time for the time intensive booking process (waiting for tours to be scheduled, researching available artists, building routing, submitting offers, waiting for confirmations/regrets, contracting, etc.). The goal is to attempt to receive earlier confirmations, so that concert announcements and ticket sales can take place earlier. Therefore, we are again asking for \$1,100,000.00 for the 2018 Concert Talent.

We are also requesting early approval of the 2018 Grounds/Strolling Entertainment budget this year. Popular acts and attractions are often booked 1-2 years out. Early approval would allow the opportunity to book popular attractions, rather than waiting for other fairs to tire of them. It also provides our staff the time to plan for the attraction, or make any needed layout changes. Thus we are asking for \$220,000.00 for the 2018 Grounds/Strolling Entertainment.

McDermott added we were part of an email exchange where one of the Artists agents realized that fair and festivals need to book earlier. A lot of it is us waiting for the acts to put their schedules together. McDermott has talked to the Executive Committee about the requested Entertainment budget.

Kircher commented you almost can't start looking at the budget early enough. Thinks this process of trying to establish the budget as soon as possible will help us. Executive Committee felt comfortable with the amount of money being asked for. Kircher mentioned he also feels good about the acts that are lined up for 2017.

**Motion made by Rolf to approve the 2018 Entertainment budget as proposed;  
\$1,100,000.00 for Concert Talent and \$220,000.00 for Grounds/Strolling Entertainment.  
Shane seconded the motion. Upon voice vote, motion passed unanimously.**

### **Nebraska State Fair Rules and Regulations**

McDermott mentioned in their packet they will find the Fair's General Rules and Regulations that the board approved in 2013. Over the past few years the board has made changes. Today we are presenting a document with the additional changes the board has made over the years.

McDermott noted there is one change to the document presented to them that didn't get made, under Auxiliary Vehicles (AVs) the non-refundable permit is to be \$200.00.

**Motion made by Shane to approve the Nebraska State Fair Rules and Regulations as presented with the update to be made to the permit fee under Auxiliary Vehicles to \$200.00.**

**Wehrbein seconded the motion. Upon voice vote, motion passed unanimously.**

### **Employee Code of Conduct**

McDermott reported he has had conversations with the Executive Committee regarding an Employee Code of Conduct. There currently is a Board Member Code of Conduct. McDermott felt it was time to put into place an Employee Code of Conduct. "All" employees will sign this document whether fulltime, part time or seasonal.

Kircher commented he feels an Employee Code of Conduct will strengthen the organization.

**Motion made by Brodine to approve the Employee Code of Conduct.  
Seconded by Lukassen. Upon voice vote, motion passed unanimously.**

### **Rain Insurance – Permission to discuss with Executive Committee**

McDermott shared in 2015 we moved the opening weekend concerts to the infield of the race track. Due to this, we look into Rain Insurance to protect ourselves. McDermott is in the process of filling out forms so we can get insurance premium amounts and is asking permission to work with the Executive Board once he has the insurance premium amounts.

Hoffman asked how much are we approximately looking at.

McDermott replied, the dollar amounts vary based on rain amounts, etc.

Kircher noted this is accounted for in the budget.

McDermott mentioned, based on the dollar amount at risk this year, he thinks the premium will be approximately \$20,000 - \$25,000

### **Committee Reports**

**a. Facility Planning**

-Rolf – Did not have a meeting this month. Nothing to report.

**b. Finance**

-Hoch –Did not have a meeting this month. Auditors are about ready to issue a draft of the audit. Will be going through that when they receive it.

**c. Public Affairs and Outreach**

-Lukassen – reported that they discussed the policies of the Fair.

**d. Livestock**

-Shane – reported they talked about the following:

- High School Rodeo. Will have a different Arena Director on 2017.
- Talked about the placement of security cameras.
- Working on Livestock Advisory Committee.

**e. Events**

-Wehrbein reported the committee met this morning and discussed the following:

- Jungck and her team are trying to identify historic pictures for the digital historical display on the main floor of the Nebraska Building. Also,
- Canopy for the digital display wall came in, but, it was the wrong size. It will be redone.
- Opening Ceremony
- Board Reunion Reception
- Grand Marshall – they decided on nine Grand Marshall’s for the 2017 Fair.
- County Fair Day

**f. Executive**

Kircher reported the committee met this morning and talked about the following:

- 2018 Entertainment Budget and the board approving the Entertainment Budget for 2018.
- Upcoming contribution to the City of GI.
- What measures we can look at to make sure our shuttles are safe, especially on busy days.
- Outstanding loan balance.

**Future Nebraska State Fair Board Meeting Dates and Locations**

- a. August 12 – Board meeting, Nebraska State Fair Board room
- b. August 12 – 1868 Foundation – Blue Ribbon Roll Out, Heartland Event Center
- c. August 25-September 4 – “148<sup>th</sup> Nebraska State Fair”
- d. October 13 – Board meeting, Nebraska State Fair Board room
- e. November 10 – Board meeting, Nebraska State Fair Board room
- f. December 7 – NSF Board, 1868 Foundation Board & NSF Staff Christmas Dinner
- g. December 8 – Board meeting, Nebraska State Fair Board room
- h. January 19 – Board meeting, Ramada Inn, Kearney
- i. January 19-20 – NAFM Convention, Ramada Inn, Kearney

**Other Business**

None

**Adjourn**

**Motion made by Shane to adjourn.**

**Hoffman seconded the motion. Upon voice vote, motion passed unanimously.**

**Time: 1:31 p.m.**