



**Agenda for the Regular Monthly Meeting
of the
Lane Agricultural Fair Association
Board of Directors**

The Lane Agricultural Fair Association Board of Directors will meet for their Regular Monthly Meeting on April 7, 2020 from 7:00 – 8:30 pm in the Pottawatomie Township Community Building at 402 S. Kansas Ave. Lane, Kansas.

Meeting cancelled due to COVID-19 Stay-at-home order.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES FROM LAST MEETING

TREASURER'S REPORT

COMMITTEE REPORTS

4-H/Open Class Exhibits (John for now)

- Nothing new to report

Concessions (John for now)

- Princeton Goal Busters 4-H will do an ice cream fundraiser Friday evening

Entertainment (John)

- Beekeeping presentations and booth

Fair Book/Sponsorship (Merry)

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- Action Item from previous meeting – Renee will provide update on engaging Central Heights art students to submit drawings for inclusion in the fair book.

Fairground/Equipment (Travis)

- Action Item from previous meeting - Travis will provide update on repairs at the Heath Building (fair barn) and band stand.

Horse Show (John)

- Discuss alternate venues for the horse show.

Parade (Don will help)

- Nothing new to report

Trunk and Quilt Show (Karen)

OLD BUSINESS

Address status of Board of Directors that have not met job description responsibility to “Attend and actively participate in at least one board meeting per quarter (approximately 2 hours in length, on the 1st Tuesday of the month, except December)”.

Review draft of standard operating procedure (SOP) format for various fair functions (knowledge retention) – John

NEW BUSINESS

Tax exemptions for food/soft drinks (update):

- Price Chopper (Ottawa and Paola)
- Dollar General (anywhere)
- Wal Mart – (online and in brick and mortar store)

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- Restaurant Depot – (KCMO)
- Do we need any others?

Determine the theme of the 2020 Lane Agricultural Fair

Review and distribute sponsorship trifold and contract – set strategy to sell ads/sponsorships

Determine proposed prizes and premiums and other expenses to set budget for 2020 Fair

STANDING AGENDA ITEM - COMMITTEES

Review previous committee lists and determine the number and purpose of committees needed for the 2020 Lane Agricultural Fair

- Continue assignment of board member to lead (coordinate) defined committees (attached)

STANDING AGENDA ITEM - FUNDRAISING

Fair Book – Merry

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Sponsorship – John

- Review of 2020 Sponsorship Tri-fold Brochure and contract.
- Discuss strategy on selling sponsorships/ads

Bingo License – John

- We have received our Bingo License valid through June 30. Must be renewed annually (July 1) at a cost of \$25.00. Suggest we try to have a bingo/dinner fundraiser early this year and periodically after that.

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Amazon Smile – John

- Our Amazon Smile account has been approved and set up. When people select the Lane Agricultural Fair as their charity, .05% of eligible purchases will be deposited in our account quarterly.
- Applied for \$400 scholarship from Franklin County Tourism – expect response mid-March. County Commissioners are interested in keeping small town fairs alive and well.

AGENDA ITEMS FOR NEXT MEETING

ADJOURNMENT

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