



# Maryland Department of Agriculture

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Office of Marketing  
Animal Industries and Consumer Services

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Agricultural Fair Board

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## Maryland Agricultural Fair Board Minutes February 20, 2019

The meeting was called to order by Hal Spielman, Vice Chairperson at 10:05 AM at the Maryland Department of Agriculture Building.

### Attendance

Board- Linda Brown, David Cavey, Jo Ann Cashman, Diane Geary, Daniel Mast, Connie Palmer, Hal Spielman

Staff- Jessica O'Sullivan

### Minutes of January 8<sup>th</sup>, 2018

Motion to accept previous minutes with the addition of Daniel Mast in the attendance for last meeting was approved first by Daniel Mast and seconded by Jo Ann Cashman. Minutes approved

### Reports by the Executive Secretary

The Secretary gave an update on the fairs that have turned in their grant applications at this time all shows and fairs that were sponsored last year have turned in their application. Also we discussed the 2019 shows and fair brochure and the process being done to make the brochure. We are using the same designer and printer as last year in that they had the best pricing. At the time the dates and locates had been sent to the designer and we were waiting for the letter from the governor. As of now we have received the letter and have received drafts from the designer they are under review and will be going to the printer by the end of the first week of March. It was brought up during several of the regional meetings that fairs were not entirely sure what the money from the fair board could be used for. They were unsure what could be classified as a premiums and what all they could list to try and get money back on. The board discussed and decided that the funds cover premiums, trophies and ribbons. This could also include any cash given out during contest such as baby contest, horse polls or items that are given out as prizes that are not necessarily listed as premiums in the shows catalogs. It was also discussed that we have some money remaining that was not given out to fairs due to lack of attendance or premiums paid out or getting their report in on time. It was discovered that there is approximately \$8,000.00 that the board has saved that can be granted to other fairs/shows. After reviewing the budget and seeing that the report we were looking at has the amount we hope to receive not the actual amount we receive it was determined that the board did not actually have money left last year that we did in fact use all the money that was provided. Being that the funds are based on revenue we can only spend what we get in and unfortunately

that total amount is not determined until the grants are determined. This fiscal year we received 1,377,000.00 which is actually 8,000.00 less than the previous year. The ag forum is scheduled for April 7<sup>th</sup> at the Maryland State Fairground where we hope to hand out most of the fair brochures to the fairs and shows that attend which will help cut back cost on mailing. I will be making up a memo for Connie Palmer for the amount of \$500.00 for last year and this year and I apologize that it was not done sooner. After reviewing all the numbers and looking closely at the budget I feel that we are on track with spending and that we do have that extra \$8,000.00 that we saved to grant to others shows. I would not feel comfortable handing out too much more than that in that we spent everything last year I would not want us to begin our next fiscal year in the negatives. Calvert county fair was mailed about 30 funding cards.

### **Updates**

Each member discussed their regional meetings that occurred over the last month and what fairs requested and what has changed at each fair. The board also discussed the proper way of requesting advancement on grant money and decided that if a fair would like advancement on the grant money that they would have to write a written request that could then be approved by the board and the board would give them 75% of their allowed amount. Once the after activity report is turned in the fair will receive the remainder of their promised grant money. The board was informed that Gloria Smith has filled out an application to possibly fill the empty position on the board and I am just waiting to hear from the appointment office. The 2019 Brochure is currently being worked on and is under review before being sent to the printer.

### **Upcoming Board Meetings**

The next meeting will be March 20, 2019 at 10:00 A.M. at the MDA where we will discuss the budget, the discuss grant applications and actual funding to be given.

### **Adjournment**

Motion to adjourn was made by Hal Spielman and seconded by Daniel Mast the meeting adjourned at 2:45pm.

Respectfully Submitted by Jessica O'Sullivan Executive Secretary