



# Maryland Department of Agriculture

Agriculture | Maryland's Leading Industry

Office of Marketing  
Animal Industries and Consumer Services

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Boyd K. Rutherford, Lt. Governor

Joseph Bartenfelder, Secretary

Julianne A. Oberg, Deputy Secretary

Agricultural Fair Board

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## Maryland Agricultural Fair Board Minutes April 30, 2018

The meeting was called to order by Diane Geary, Chairperson at 11:00AM at the Maryland Department of Agriculture Building.

### Attendance

Board- Linda Brown, Jo Ann Cashman, David Cavey, Diane Geary, James Moxley III, Connie Palmer, Hal Spielman

Staff- Jessica O'Sullivan, Donna Hill, Mark Powell

### Minutes of March, 2018

Motion to accept David Cavey and seconded by Connie Palmer to approve.

Motion Passed

### Reports by the Executive Secretary

The Secretary gave an update on the 2018 Fair and Shows brochure and how the process is coming along. The Secretary informed the board that the brochure had been sent to all fairs and shows that requested it along with tourism centers and public libraries. The board was informed on the exact cost of design and production of the brochure. The Secretary was able to save a lot by using the same designer from the previous year and contacting multiple printers to find the best price. A brief update on the Ag forum was given along with the topics that the forum covered such as the swine flu, disabilities act and fair ride safety procedures. The Secretary also updated the board on the budget for FY 19. Eric Von Paris from the fiscal department updated the board on where the money for the budget comes from and gave reasoning's to why fairs were not receiving their full mandated amounts. He also explained how the money they were receiving came about in means of total percentage of the total money that comes in. Eric informed the board that he has been in touch with the race board to find out how much the board will be receiving and that we should expect the same amount as the following year. The secretary will be checking on when mandated amounts are sent out and informing the fairs letting them know what amount to look for and why they received that amount.

### Updates

The board 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. The board decided that if asked for an

advancement of grant money the fair would receive 75% of their total amount allowed. The letter or email must include reasoning behind needing advancement in funds. Once the after activity report is turned in the fair will receive the remainder of their promised grant money. The board finalized the allocation discussion by comparing the amount each fair/show requested to the percentage we would be able to cover. Grant agreement letters will be prepared and sent out by Donna Hill.

### **Upcoming Board Meetings**

The next meeting will be November 8th at 10:30 A.M. at the MDA where we will discuss the regional meeting schedule, fairs that have and have not turned in their after activity reports and have been paid, and sending out the grant application for FY 20.

### **Adjournment**

Motion to adjourn was made by Connie Palmer and seconded by Rob Moxley. Chairperson, Diane Geary adjourned the meeting at 1:00P.M.

Respectfully Submitted by Jessica O'Sullivan Executive Secretary