



# Maryland Department of Agriculture

Agriculture | Maryland's Leading Industry

Office of Marketing  
Animal Industries and Consumer Services

Larry Hogan, Governor

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 February 19, 2018

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

### Attendance

Board- Linda Brown, David Cavey, Diane Geary, Daniel Mast, James Moxley III, Connie Palmer, Hal Spielman

Staff- Jessica O'Sullivan

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

Motion to accept Daniel Mast and seconded by James Moxley to approve. Motion passed.

### Reports by the Executive Secretary

The Secretary gave an update on the fairs that have turned in their grant applications and those who haven't. Also we discussed the 2018 shows and fair brochure and the process being done to make the brochure. It was decided that last year's brochure would be sent to Daniel Mast with a list of the updated information and dates for the fair along with estimates from the printers so he can make updates and compare prices. An email was sent out to the Secretary of Agriculture and the Governor's office asking for updated letters and pictures to include in the brochure. Next year's budget was also discussed and the secretary will be asking the fiscal department about more information and will have it by the meeting in March.

### 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 an advancement on grant money and decided that if a fair would like an 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 then decide what amount or percentage of the total grant money they would receive. Once the after activity report is turned in the fair will receive the remainder of their promised grant money. The board was given a suggestion from Zach Evans as to a contact person that could possibly fill the empty position David Cavey will be forwarding the information along. A question was also brought up from a fair asking how long they should hold on to records. The agreed amount was at least 5 years with 7 years if it is financial information. Generally though it would be up to the fair itself on how long they would keep files for. The 2018 Brochure is currently being worked on just waiting for a few more fairs to return

with updated 2018 dates. The Board decided for this year's brochure that we will be taking off the board members addresses. We will also hopefully be replacing the letter from Logan with a letter from the Secretary of Agriculture.

### **Upcoming Board Meetings**

The next meeting will be March 22, 2018 at 10:00 A.M. at the MDA where we will discuss the upcoming fairs such as their highlights both positive and negative and discuss grant applications and actual funding to be given.

### **Adjournment**

Motion to adjourn was made by Linda Brown and seconded by Hal Spielman. Chairperson, Diane Geary adjourned the meeting at 2:15pm.

Respectfully Submitted by Jessica O'Sullivan Executive Secretary