



# 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 March 22, 2018

The meeting was called to order by Diane Geary, Chairperson at 10:04 AM at the Maryland Department of Agriculture Building.

### Attendance

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

Staff- Jessica O'Sullivan

### Minutes of February, 2018

Motion to accept James Moxley III and seconded by David Cavey 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 designer had sent over a draft and was currently waiting for the letter from the Governor. During the meeting the Governor's letter came through and was approved. The letter was sent to the designer along with some spelling and grammar corrections and a second draft is being made. 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. After the final draft is complete the design will be sent over for production and a total of 37,000 copies will be made to distribute. The brochure will hopefully be complete before the Ag Forum on April 22<sup>nd</sup>. To help lower cost of distribution the secretary will be bringing the brochures to the Forum. The Secretary also updated the board on the budget for FY 19 and was asked to schedule a meeting with a member of fiscal to answer some questions.

### Updates

The board 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 began

the allocation discussion by comparing the amount each fair/show requested to the percentage we would be able to cover. A draft was made up of amounts each fair/ show would receive in FY 19. Once discussing the budget with a member from fiscal the grant amounts will be finalized and grant agreement letters will be sent out by Donna Hill.

### **Upcoming Board Meetings**

The next meeting will be April 30 at 11:00 A.M. at the MDA where we will discuss the Fair Board budget with a member from the fiscal department and finalize the grant agreements for FY 19.

### **Adjournment**

Motion to adjourn was made by Linda Brown and seconded by Hal Spielman. Chairperson, Diane Geary adjourned the meeting at 12:31 P.M.

Respectfully Submitted by Jessica O'Sullivan Executive Secretary