

Morton County Fair Board  
Special Meeting  
July 5, 2022  
Minutes

Call to Order – 6:36 PM

Roll Call of Directors

Shawn Feiring  
Melanie Gaebe  
Annie Gartner  
Kristine Koepplin  
Peggy Brandt  
Mark Issacs  
Barry Schulz

Approval of Agenda – Kristine/Peggy – agenda approved

1. Financial Update

- a. Access to Stripe but not Paypal – Stripe is the only way to take payments on Fair Entry
- b. Quickbooks – Kristine and Don have access to Quickbooks – Karla is still on there but Kristine has asked that Karla remove herself and add Kristine. Karla is primary admin so it can't be changed unless she changes it
- c. How much cash do we need for the fair? How many bags and per day amounts for gates/beer ticket booths/etc. – Can the bank check the records from last year? – Not ordered last year from the New Salem branch – Check in Mandan
  - i. One gate – Friday, Saturday, and Sunday
  - ii. 2 beer gardens – Friday and Saturday with one bag for Sunday
  - iii. Bags will be dropped off at the bank and counted on Monday morning
  - iv. Horse pull payout – checks written on Sunday afternoon
  - v. Don will be available during the fair to write checks as needed
    1. How do we want to do payouts for premiums?
      - a. Friday and Saturday finalize?
      - b. Mail out a single check after the fair is over – premiums for things in Fair Entry
    - vi. 4H static projects immediately get a payout for the same ribbon from the open class static payout without a static exhibit judging
      1. Karla provided copies of previous letters stating the arrangement and that 4-H will send a bill to MCFA to be paid out
      2. There was discussion about open class static premiums being paid out for projects that hadn't been judged by the open class judges
  - d. Quickbooks – Don went back to 12.24.2019 – worked up through the end of May

- i. Numerous missing checks
    - ii. Numerous duplicated deposits
    - iii. One deposit never got to the bank
    - iv. Switched from desktop to online version – not kept up to date
    - v. Compared totals to 990 for taxes – totals match but don't have the reconciled Quickbooks
    - vi. How would we like to move – go back on from 2019
      1. Melanie will email Don the Fair Entry reports
    - vii. Deposits are more difficult
  - e. Received checks from county for annual and special project
2. Employee or Contractor
  - a. What is the plan for the employee vs. contractor? – need to make plan to get quotes from payroll services
    - i. Mary and Carrie would be fine with being an hourly employee with commission on the winter storage
    - ii. Mahoney and Mahoney prepared the 990 last year
    - iii. Don will check on them and accounting firms in Mandan
    - iv. Paying \$75 a month to Quickbooks for payroll service that isn't being used
3. Payroll – 3 employees and independent contractor for the lawn mowing
4. Printer update
  - a. Need authorization for more money
  - b. Barry moves going up to \$1000 on a printer/Nathan seconds
  - c. Roll call vote - Unanimous passage
5. Fair laptop
  - a. Could use something like Chrome Book
  - b. Nathan moves up to \$1000 for a laptop for the fair/Peggy seconds
  - c. Roll call vote – Unanimous passage
  - d. Melanie will send Don the MCF gmail account information
6. Safe code
  - a. Does anyone know how to change the safe code – no instructions on the inside
    - i. Going to look online for the method
    - ii. Will be changed by fair time
7. Update Fair Entry account
  - a. Stripe available – should be going live tonight
  - b. Karla is still on the account as a top level administrator
    - i. Agreement was to leave her on to not impact the 4H account
    - ii. Fair Entry said removing her will not impact the 4H account at all
    - iii. Melanie moves/Peggy seconds to remove Karla from the account
    - iv. Motion passes
8. Paid volunteer positions

- a. Do we have enough people, do we want to pay them so we get enough people?
  - b. 40 people at the gates for three days – getting some lined up – pay \$15 an hour
  - c. 24 people for the beer tickets
  - d. Need to know where and when so we can send them to the right place
    - i. Horse show needs lots of people to help
9. Associate members
- a. Are former associates coming back to help considered associates or volunteers, what do they have access to?
    - i. Sheet at barns for barn bosses to authorize volunteers for the duration of the fair to run equipment?
    - ii. Need to hold associates and volunteers as different entities because they are held at different levels of accountability
    - iii. Should be associate to get access to fair board things – need to have applications approved at the July meetings
    - iv. If a person is an associate but is not a part of any committee, why do they need access to the social media? Why not just provide that information to the public relations person to post things.
    - v. Mark moves that Wayne Seeman be an associate member/Kristine seconds
    - vi. Motion passes

Melanie moves adjourn/Peggy seconds/Motion passes

A handwritten signature in cursive script that reads "Melanie Gaebel".

August 16, 2022