

CLOSED MEETING MINUTES
HAYWOOD COUNTY FAIR BOARD, INC.
OCTOBER 28, 2010

As a point of information for the current HCF Board, a brief discussion occurred as to the history of the former HCAAC board's business dealings with Shawn Leatherwood as he created plans for improvements to the Haywood County Fairgrounds. Ensley and Enloe shared that there is a possibility of legal action from Leatherwood, relating to fees which Leatherwood claims are due him.

The Board went back into open session for further business.

Respectfully submitted,
Nancy Davis, HCFB Secretary

HAYWOOD COUNTY FAIR BOARD, INC.
CLOSED MINUTES, NOVEMBER 29, 2010

The HCFB Board went into closed session to discuss the proposed Release and Settlement Agreement between Shawn Leatherwood, individually, and McClure Nicholson Montgomery Architects, PA; and the Haywood County Fairgrounds. General discussion and questions occurred to ensure that the members of the Board understood the provisions of the Agreement. After 10 minutes of discussion, the Board resumed its regular session.

Respectfully submitted,
Nancy Davis, HCFB Secretary

HAYWOOD COUNTY FAIR BOARD, INC.
CLOSED MINUTES, JANUARY 13, 2011

The Haywood County Fair Board went into closed session at 7:50 PM for the purpose of discussing the applicants for Fairgrounds Manager at its January 6 and January 13 meetings/interviews, as follows:

Aaron Mabry	Melanie McKenna	Michael Hufstetler
Loana Leveritt	Jonathan Sears	Jerry Tate

General discussion of each interviewee's skills, resumes, and interviews followed. It was noted that all applicants were strong and could bring various strengths to the job. Each applicant was discussed and compared to the stated job description.

After approximately twenty minutes of deliberation, the Board left closed session.

Respectfully submitted,

Nancy Davis
Haywood County Fairground Board Secretary

HAYWOOD COUNTY FAIR BOARD, INC.
MINUTES, JANUARY 17, 2011

The meeting of the Haywood County Fairgrounds Board was called to order at 5:00 PM by chairman Mary Ann Enloe. Members present included: Mary Ann Enloe, Kevin Ensley, Mike Gordon, Bill Holbrook, and Nancy Davis.

General discussion by Ensley regarding a request by Monroe Miller for the past two years' of financial statements from the Haywood County Fairground occurred. The consensus of the group was that financials should be provided for the period since August 1, 2010, when the current Board became viable.

Mike Gordon shared a treasurer's report which showed the amounts of monies in various Haywood County Fairground accounts. Gordon and Ensley will find an accountant who can assist with treasury issues.

The meeting's stated purpose was to meet with Aaron Mabry for the purpose of answering questions he might have in connection with the job offer for manager of the Haywood County Fairground. Mr. Mabry was invited into the meeting at 5:15PM. Questions and issues follow:

- Mabry asked who would be his main "point of contact" on both the Fairgrounds Board and the VAC. Sam Smith and Skipper Russell were mentioned for VAC; Enloe for the Board.
- Mabry asked for clarification as to when he would start the job, pay periods, weekly hours, etc. The following decisions were shared with him:
 - o The job officially begins February 1, 2011
 - o Salary shall be paid bi-weekly
 - o The position shall be considered as an employee position; therefore taxes will be deducted each pay period and paid by the Fairground Board Treasurer on a quarterly schedule
 - o County Government holidays may be observed for this position
 - o The position shall be for approximately 40 hour per week; however, flex hours will be in effect. Mabry shall maintain a log of hours worked and make this log available to the Board if requested.
- The job title for the position shall be Director of Facilities and Marketing – Haywood County Fairgrounds, Inc.

General discussion of the job and its challenges followed. Davis shared a notebook of pertinent information and contact numbers with Mabry. The Board requested that Mabry attend the following meetings prior to his official start date, as follows:

- the January VAC meeting on Tuesday, January 18, 2011 at the NC Extension Office on Raccoon Road at 6:00 PM.
- The Haywood County Board of Commissioners meeting on Monday, January 24 at 5:30 PM at the Haywood County Courthouse on Main Street

The meeting adjourned at 7:30 PM.

Respectfully submitted,
Nancy Davis
HCFB Secretary

HAYWOOD COUNTY FAIR BOARD, INC.
MINUTES, FEBRUARY 10, 2011

The meeting of the Haywood County Fairgrounds Board was called to order at 6:00 PM by chairman Mary Ann Enloe. Members present included: Mary Ann Enloe, Kevin Ensley, Terry Rogers, Bill Holbrook, Mike Gordon, Dorothy Morrow, and Nancy Davis. Also in attendance was Aaron Mabry, Director of Facilities and Marketing.

Enloe opened the meeting by welcoming Dorothy Morrow, the newest Board member, recently appointed by the Haywood County Board of Commissioners.

Ensley spoke to the fact that he had shared the former Board's minutes and treasurer's reports from 1/09 – 7/10 with Monroe Miller, per his request. Ensley noted that no report was available for July '09 since no meeting was held in that month. Davis was directed to scan the reports and place them into the archives on Yahoo Groups.

Ensley shared that the Haywood County fire Marshal recently inspected the Fairgrounds facility, and that some deficiencies were noted. Mabry noted that he planned to go into these problems in more detail later in the meeting.

Discussion ensued about the continuing need for a bookkeeper. Upon a motion by Davis, seconded by Terry Rogers, she was directed to contact Tina Price and Connie Plemmons to research rates, etc., and to share this info with the Board. Following a motion by Bill Holbrook, seconded by Mike Gordon, Davis was directed to hire a bookkeeper after sharing the info found and after conferring with the Board Treasurer, Mike Gordon.

Mr. Gordon shared a treasurer's report outlining the Board's monies at present. The final Golden Leaf grant monies have now been received, and this funding will be placed into a money market account next week. Balances follow:

Golden Leaf Grant monies: \$177.06

Checking (expense account): \$10,147.76

Money Market: \$42,093.27

Aaron Mabry then shared a PowerPoint presentation about his work to date, and about questions he has re: various issues, as follows:

- Request an exterior window in his office to hopefully improve cell service. By consensus the Board approved expenditures up to \$200 to complete this project.
- Gordon requested that Mabry begin work on a budget for the Fairground. Mabry will have something to present to the Board by the April meeting.
- By consensus the Board agreed that Mabry would be given a credit card with a \$2500 limit and that he would be approved to spend up to \$200/month on office supplies, etc. Expenditures over this amount will require prior approval by the Chairman. All credit card expenditures shall be paid in full each month.
- Mabry shared a list of needed office supplies, and board members noted on the list any supplies/materials they would be able to donate, thus cutting down on overall startup expenses for the office.
- Mabry shared the need for an improved and expanded web presence, and shared a bid for web design, logo redesign, and brochure development submitted by Chris Pruett Designs. He also suggested that the current website, which is less than useful, be given to the VAC for use to exclusively promote the 2011 Haywood County Fair. Upon a motion by Davis, seconded by Dorothy Morrow, the Board unanimously approved the expenditure of up to \$2000 for the Pruett design activities. It was agreed by consensus that the old website be shared with the VAC at no cost for the 2011 Fair.
- Mabry asked that he be given approval to change the lock on the new office door. This request was unanimously approved by consensus.
- Mabry requested that he pursue the change of mailing address for the Fairground to 758 Crabtree Road, Waynesville, NC 28785, and that a locking mailbox be installed near the entrance gate. Upon a motion by Davis, seconded by Gordon, this request was unanimously approved. Mabry was directed to submit a change of

address to the Post Office so that future written communications would be received at the Fairground facility rather than through the NC Extension Office on Raccoon Road.

- Mabry reported that he is working with Sam Smith & Lynn Collins to finalize a TDA Grant application.
- The Board discussed the fact that the facility's insurance premiums will continue to be paid by the Board (Farm Bureau).
- By consensus, the Board directed Mabry to pursue phone and internet service based on best price and service. He was also directed to print a small number of business cards to tide him over until logo redesign is complete.
- Mabry will attend the ASAP Marketing School, a one-day seminar to be held on 2/26/11, at a registration cost of \$35, to be paid by the Board.
- Davis is to share the 2011 Schedule of Events with Mabry.
 - Mabry shared the list of materials and labor associated with correcting problems found during the inspection by the Haywood County Fire Marshal. Mabry reported that Steve Kirton of HCC has agreed to assist with equipment purchase and installation at a significant savings to the Board. The Haywood County Fire Marshal's date for completion of these repairs is March 11, and this deadline can be extended for a one month period if necessary. Expenditures for these repairs were unanimously approved upon a motion by Mike Gordon and seconded by Bill Holbrook.
- Mabry initiated discussion of a possible teaming agreement with HCC, given the consistent help and support that various departments have given the Fairgrounds over time. The Board agreed by consensus that Mabry approach HCC with an offer of "in kind" reciprocation by getting a dollar figure for the work HCC is completing at the Fairgrounds, then crediting HCC with this amount, to be used as credit toward facility rental for future HCC events.
- The Board agreed by consensus to direct Mabry to pursue entering into a cell service agreement and data plan in order to have a business phone and internet capability for his use as Director.

At 7:50 the Board unanimously agreed by consensus to extend the business meeting for an additional thirty minutes in order to cover additional issues. Dorothy Morrow left at this time; all other Board members remained, and a quorum was still present.

- The Volunteer Advisory Council (VAC) requested, through Mabry, that the Board select officers for their group. After discussion the Board directed Mabry to thank the VAC for their request, but to tell the group that this task could be better accomplished by the VAC members themselves.
- Mabry shared a preliminary budget from the VAC for the 2011 County Fair, and asked that the Board approve it (as requested by the VAC). After discussion, the Board directed Mabry to ask the VAC to add projected income as well as expenses before presenting the finalized budget to the Board for approval.
- Mabry shared that he had a new rental contract with a group to hold "Cowboy Church" in the B building, starting April 3. This contract would be extended on a month to month basis. Upon a motion by Davis, seconded by Gordon, the Board unanimously approved this contract.
- Mabry shared contacts he has made to date with various organizations in the county, including Parks and Recreation and the Chamber of Commerce. Possible use of the facilities by Parks & Rec for an indoor soccer league and possible use for a "Business After Hours" event in July were shared as points of information to the Board.
- Mabry asked about the possible future purchase of software including Adobe Suite to assist him in preparing marketing materials for the Fairground. The Board took this request under advisement for the future.

The meeting was adjourned at 8:25 pm.

Respectfully submitted,
Nancy Davis, HCFB Secretary

HAYWOOD COUNTY FAIR BOARD, INC.
SPECIAL CALLED MEETING/WORK SESSION
MINUTES, FEBRUARY 24, 2011

The special called meeting of the Haywood County Fairgrounds Board was called to order at 6:00 PM by chairman Mary Ann Enloe. Members present included: Mary Ann Enloe, Kevin Ensley, Terry Rogers, Bill Holbrook, Mike Gordon, and Nancy Davis. Also in attendance was Aaron Mabry, Director of Facilities and Marketing. Also in attendance were Dale Burris, Facilities and Maintenance Director for Haywood County; Vicki Hyatt, Editor, The Mountaineer; and several members of the HCFB Volunteer Advisory Council.

Enloe opened the meeting by stating the meeting's purpose as a work session to educate the Board as to the immediate, temporary closure of the multi-purpose arena as well as proposed plans for the necessary construction and updates to the Fairgrounds to bring it into compliance with current code. She thanked Vicki Hyatt for her accuracy in reporting through her story in the Mountaineer on Feb.23, 2011.

Enloe recognized Kevin Ensley, who spoke to the need for getting the work done as expeditiously as possible, but noting that any required funding would have to be approved by the Haywood County Board of Commissioners. He noted that the USDA loan which had been applied for in late 2010 is still in limbo until the federal government completes its budgetary deliberations. He noted that construction of the restrooms and walkways would need to begin as soon as possible if there is any hope that the Certificate of Occupancy be reinstated in time for most of the currently scheduled arena events to occur.

Dale Burris then took the floor to share the current architectural plans developed by Padgett and Freeman Architects, PA. , for the restroom/concessions/ADA walkway improvements to the Fairgrounds, as previously requested by the Board of County Commissioners and as approved by the North Carolina Department of Insurance. He noted that, while modular restroom facilities had been explored as a possible measure, they would need to be tied in to existing plumbing and wastewater systems and would require state approval of new permits. He noted that if funding were available for construction of existing plans, bids could be accepted as "informal bids" and construction could begin immediately. He noted that, if given permission by the Board of Commissioners, he could serve as General Contractor for the project at no cost, thus resulting in possible savings for the project. Burris said he would not be paid any additional salary for performing that work. He noted that he felt the planned improvements were an approximate "3 month" project, and that it might be possible to complete the project by June 1.

This was an informational meeting. It was not necessary for any action to be taken.

The meeting adjourned at 7:45PM.

Respectfully submitted,

Nancy Davis
HCFB Secretary