

April 26, 2011

Released Minutes and Financial Data from the Haywood County Fair Board, Inc.
April 23, 2011

The following are released minutes from the Haywood County Fair Board, Inc., following a request for Public Information. Minutes and “Financial Data” was supplied by Nancy Davis, Secretary to the Board.

The specific request was as follows:

There have been some new developments with the Haywood County Fairgrounds, Inc., since my receiving past requested Board Minutes and Financial Information from you. They include, but are not limited to:

- County Commissioners dipping into the County General Fund and pulling out \$430K to upgrade the Fairgrounds Arena Building, your building, with toilets and accessibility items,
- The revelation that the Fairgrounds Board is now renting Haywood County Fairgrounds Facilities located on County owned property out on Sundays to a Church for church services.

I would like to see how all this appears on the current financial information sheets for the past several months, and how these items are treated in the Board Minutes. Please send me a copy of recent Board Minutes and monthly financial data for the Haywood County Fairgrounds, Inc. The last set of minutes I have from you are dated January 13, 2011, and the last financial data I have from you was from August 1, 2010 through January 20, 2011.

Minutes are **highlighted in yellow**, denoting interesting stuff.

Comments, if any, follow each set of minutes or “Financial Data”, denoted with an [**Editors Note: ...**] “Financial Data” is sparse at best.

Monroe A. Miller Jr.
Haywood County Taxpayer

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

[**Editors Note:** This was the first attempt by this board to attempt to shield past minutes and Financial Data from Public View. This board had just received \$337 K of Taxpayer Money, which County Commissioners dipped into the General Fund to pass through this board to get the Fairgrounds Buildings, owned by the Fairgrounds Board, out of peril of foreclosure.]

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 Boards' 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 Prince 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 onto a money market account next week.

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 \$400 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 th 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 direct 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 the 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 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

[**Editors Note:** After receiving the following comments from Kevin Ensley during an e-mail exchange on 1/16/2011:

“TO ALL: MAYBE MY MS IS JUST MAKING ME GRUMPY BUT I WILL NOT BE OPENING ANY MORE EMAILS FROM MR. MILLER. I HAVE A DELETE BUTTON. KEVIN ENSLEY”
and

“TO ALL: MAYBE MY MS IS JUST MAKING ME GRUMPY BUT I WILL NOT BE OPENING ANY MORE EMAILS FROM MR. MILLER. I HAVE A DELETE BUTTON. KEVIN ENSLEY.”

Due to bad weather, I magically received the requested minutes and financial data from Kevin Ensley.

The Haywood County Fire Marshal had resumed Fire Sprinkler Pressure Testing on the Fairgrounds Arena building after a visit from the folks at the North Carolina Department of Insurance.

Mabry’s approach of trading off expenses “in kind” with HCC (presumably Haywood Community College, and not Haywood County Commissioners), is the kind of thing that somehow gets left off of financial records.]

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, 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 CFB 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 into 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.

[Editors Note: This is where Dale Burris had volunteered to be the General Contractor for this project.]

HAYWOOD COUNTY FAIR BOARD, INC. - MINUTES, MARH 3, 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, and Nancy Davis. Also in attendance was Aaron Mabry, Director of Facilities and Marketing.

The meeting began with discussion of the closed meeting minutes of 10/28/10; 11/29/10, and 1/13/11. Upon a motion by Nancy Davis, seconded by Kevin Ensley, these minutes were accepted and were released for viewing by the public.

The Board agreed by consensus that any future closed session minutes will be considered for release twice annually; in December and in June of each year.

The minutes from the regular meeting on February 10, 2011 were unanimously approved upon a motion by Kevin Ensley, seconded by Bill Holbrook.

The minutes from the special called meeting and work session held on February 24, 2011 were unanimously approved upon a motion by Bill Holbrook, seconded by Terry Rogers.

The treasurer's report (as of March 2, 2011) was unanimously accepted by consensus. The report shows a balance in the expense account of \$12,305.52, with net revenue from the February, 2011 flea market of \$1825.00.

The Board directed Davis to send a copy of the name change documents to the appropriate insurance agencies.

Aaron Mabry presented information pertaining to his work to date. An outline of this presentation is included in these minutes. As a result of discussion pertaining to his presentation, the following actions were taken:

- Davis and Mabry were directed to explore options for screen printing and/or machine embroidery of shirts for Mabry using the new logo.

- Mabry was asked to develop a plan for possible corporate sponsorship of naming each building/area at the Fairgrounds and to share it at the April meeting.

- Mabry was asked to continue plans for an audit of the Fairgrounds activities.

- Mabry was asked to continue work on an annual budget for presentation to the Board in April.

- Mabry was directed to use the remaining Golden Leaf grant funds to pay for business cards, letterhead, and Rack cards utilizing the new logo and rebranding info.

- The Board unanimously voted, upon a motion by Davis, seconded by Ensley, to fund a bi-weekly mileage stipend of \$100, retroactive to February 1, 2011, and payable to Mabry to offset travel costs associated with his work.

Mabry also reported that many of the deficiencies reported in February by the Haywood County Fire Marshall as reported at the February meeting were complete, and that the remaining projects would be completed shortly.

In other business, the Board acted as follows:

- Mabry presented an updated proposed budget from the VAC for the 2011 County Fair. After discussion, Mabry was asked to take the budget back to the VAC and to ask them for projected income amounts prior to the Board approving it.

- Mabry was asked to do research to clarify the relationships and hierarchy of the Board, VAC, and NC Extension Service as it pertains to the running of the County Fair.

- Davis was directed to share the name change documents with Connie Plemmons, bookkeeper, along with any other documentation needed to complete the 990 tax forms. The meeting adjourned at 7:50PM.

Respectfully submitted,

Nancy Davis, HCFB Secretary

[Editors Note: This is now another attempt to shut off public access to future closed minutes by this board.

There were several other pages of addendum to this set of minutes, hard to reproduce here, but one was interesting, Insurance.

Insurance Expiration Dates

Liability - Brock Insurance, 9-10-2011

Property - Farm Bureau

CF 7916754 (Arena) 10-24-2011

CF 7914728 (Other) 7-13-2011

If this board claims that they do not own the building [re: e-mail, Mary Ann Enloe, 4/25/2011, “(1) [The Fairgrounds Completion/ADA-Compliance project is a county project in its design, its funding, its budget and the overseeing of its construction. Any information concerning the project will need to come from the Haywood County Board of Commissioners or the county staff.](#)”] - [re: Padgett & Freeman, Standard Form of Agreement between Owner and Contractor, 3/22/2011. 3/30/2011..., www.haywoodtp.net, where the County is listed as the “Owner” of the Building], why are they carrying liability insurance for the Arena Building (CF 7916754 (Arena) 10-24-2011)?]

“Financial Data”. The Financial Data is laughable.

Haywood County
Agriculture and Activities Center
Treasure Report

	Balance as of Jan	Balance as of Nov
Bank	152011	15, 2010
Mountain 1 st	\$	\$
Carolina First	\$	\$
BB& T Money Market	\$ 42,093.27	\$ 22,058.49
BB& T Expense Account	\$ 10,147.76	\$ 13,290.60
1 st Citizens	\$ 177.06	\$ 177.06
Total	\$ 52,418.09	\$ 35,526.15

Flea Market Item	Revenue	Expense
December Market		
Booth Rental	\$2,270.00	
Concessions	\$ 709.35	\$ 163.62
Advertising		
Service Fee		\$ 227.00
Cash		\$ 100.00
Total	\$ 2,979.35	\$ 490.62
Net Revenue	\$ 2,488.73	
Truck Pull		
	Revenue	
	1638.38	
		Expense
		373.03

net \$1200

Haywood County
 Agriculture and Activities Center
 Treasure Report

	Balance as of Jan Mar 2, 2011	Balance as of Nov 15, 2010
Bank		
Mountain 1 st	\$	\$
Carolina First	\$	\$
BB& T Money Market	\$	
BB& T Expense Account	\$ 12,305.52	\$ 12,417.68
1 st Citizens		
Total	\$ 12,305.52	\$ 12,417.68

Flea Market Item	Revenue	Expense
December Market		
Booth Rental	\$1,590.00	
Concessions	\$ 721.00	\$ 159.00
Advertising		
Service Fee		\$ 227.00
Cash		\$ 100.00
Total	\$ 2,311.00	\$ 468.00
Net Revenue	\$ 1,825.00	

(Current expense balance as of March 2, 2011. Thanks! Sam)

[Editors Note: Nothing, of course about the \$3/4 Million Dollars the county commissioners have dipped into the General Fund and given to this board. Also, Mabry is starting to spend money like it is going out of style. Nothing about his expenses here either. Is that another money bucket?]