

**Newaygo County
Agricultural Fair
Association
Annual Report**

2010



The Newaygo County Agricultural Fair Association



December 7, 2010

Dear NCAFA member,

Welcome to the 2010 annual meeting of the Newaygo County Agricultural Fair Association. It has been my pleasure to serve you as the president of this association and provide a plan of sustainability for the Newaygo County Fair. Our state continues to be faced with ginormous economic challenges, which have required our board to use forward thinking and stay in front of many possible pitfalls. I would like to touch on a few of the high points of our year. As of the middle of June we had a new maintenance person that jumped in to get many of the projects completed on time. We renovated our bathrooms and showers with the help of Arnold Amusements. We completed electric to the campgrounds with the help of Beaver Island Electric and The Shack. We removed the front fence with the help of "the city of Fremont". We were fortunate to have great weather for the week of resulting in an increase in attendance. During the week of fair, the board provided additional options of food to fair goers. We hosted two MIHA middle school equestrian meets, with commitment for the 2011 season. We were able to have two mud runs both being declared successful. The return of the cement tractor pulls entertained spectators well into the night. We hosted a week long colloquium for the Lakeshore mounted drill team, with a guest instructor from Toronto, Canada. We add the skybox viewing area, which proved to be a big hit with many sponsors. We partnered with other non-profit organizations for nightly 50/50 drawings. We were able to find a local insurance vendor that now provides the grounds and board with increased great coverage. Our Association continues to build and repair bridges throughout the community with many groups, organizations and individuals with the common goal of providing opportunities to the region on the grounds. I would like to thank each of you for your confidence and support in me during the years that I have been president. I appreciate all that everyone has done to help make this organization a great place. I know that the Newaygo County Fair will continue to be the pride of Newaygo County for promoting agriculture and education for many years to come.

Best Regards,

A handwritten signature in black ink, appearing to read 'Matthew Kempf', written in a cursive style.

Matthew Kempf

NCAFA President

BYLAWS FOR THE NEWAYGO COUNTY AGRICULTURAL FAIR ASSOCIATION

ARTICLE 1

SECTION 1

The name of this organization shall be the Newaygo County Agricultural Fair Association.

SECTION 2

The mission of this organization is to provide educational experiences and entertainment for the public and Fair participants, promoting the area's agriculture and youth. This organization is a nonprofit organization.

SECTION 3

Each director serves on a volunteer basis and is not personally liable for monetary damages for negligence of the directors fiduciary duty.

ARTICLE 2 - MEMBERSHIP

SECTION 1

Any person over the age of 18 may become a member of the organization by paying into the treasury the sum of \$5.00 (five dollars) per calendar year. This also includes any other organization or group (one representation) that has an interest in the promotion of agriculture. Each person or representative is entitled to one vote at the annual meeting. Payment must be made at least 30 days prior to the annual meeting. All membership dues expire December 31 of the current year.

SECTION 2

The secretary of the organization shall keep a roster of all the members and update such list annually as to new members and deaths of existing members. This list will include what township or group members are from.

SECTION 3

Members must be registered and have paid their membership fee at least 30 days in advance of the annual meeting to vote at the meeting.

ARTICLE 3

SECTION 1 - ANNUAL MEETING

The annual meeting of the Association shall be held within 120 days of the close of the annual fair.

SECTION 2

Then annual meeting will be held at the place designated by the Board of Directors.

SECTION 3

Notice of the annual meeting must be published at least twice in the 30 days preceding the meeting date.

SECTION 4 - SPECIAL MEETING

Special meetings may be called by the Board of Directors by a majority vote and published the same as the annual meeting.

SECTION 5

Regular meetings will be held monthly or as called by the president of the Association.

SECTION 6

A quorum shall consist of a majority of the officers and directors.

SECTION 7

The fiscal year of the Association shall be November 1 through October 31 the following year.

ARTICLE 4

SECTION 1

The Association shall be administered by a Board of Directors there shall be a director elected (or representative) from the following townships or groups thereof:

1. Ashland and Bridgeton Townships
2. Brooks, Croton, Big Prairie and Ensley Townships
3. Holton Township
4. Dayton Township
5. Garfield Township
6. Sheridan Township
7. Monroe, Merrill, Lilley, Home, Goodwell, Norwic and Barton Townships
8. Wilcox, Lincoln and Everett Townships
9. Sherman Township
10. Beaver, Denver and Troy Townships
11. Grant and Casnovia Townships

SECTION 2

The following group directors are appointed by their respective agencies:

1. Newaygo County Board of Commissioners
2. Newaygo County 4-H Council
3. Newaygo County Farm Bureau
4. Newaygo County Michigan Association for Family and Community Education
5. Newaygo County Soil Conservation
6. Newaygo Area Chamber of Commerce
7. Fremont Area Chamber of Commerce
8. White Cloud Chamber of Commerce
9. MSU-CES member as an ex-officio (non-voting) member

SECTION 3

In addition to the above members, the Fair Association Board may nominate up to five At-Large members. These should come from business people and other interested parties in the Fair Association. The Board may also appoint an At-Large director in the groups in Section 1 if they do not have a representative.

SECTION 4

The Fairboard also may appoint up to five teen directors (age 18 or under). These teen directors are ex-officio and non-voting. Preference for these directors should be from townships as in section 1.

SECTION 5

Directors shall be elected for a term of three years. Each year one-third of the elected directors shall be reelected. Directors are expected to attend all meetings.

SECTION 6

Any director not attending three consecutive meetings shall be contacted by the Vice President to see if they are still interested in serving on the board. The Board of Directors may appoint a member to serve the unexpired term of a director who is no longer interested or has resigned.

SECTION 7

A nominating committee shall be appointed by the Board of Directors to get a list of candidates for election to the Board. They also may be nominated from the floor at the Annual Meeting. The nominating committee shall be appointed at the regular board meeting the month before the Annual Meeting.

SECTION 8

Directors must be paid members in good standing. Payment is due on or before January 1 of the current year. Any new director will have 60 days grace period from date of appointment to the board.

ARTICLE 5

SECTION 1

The officers of the Fair Association will be elected at the next regular meeting following the Annual Meeting. Elected officers shall be members of the Board of Directors. The President and Secretary will be elected to 2-year terms on even years, and the Vice President and Treasurer will be elected to 2-year terms on odd years. The Trustee will be elected annually.

SECTION 2

Officers shall consist of the following:

President	Vice President
Secretary	Treasurer
Trustee	

SECTION 3 - DUTIES OF OFFICERS

1. **PRESIDENT** - The president shall preside at all the meetings of the Board. He/she shall act as the Chief Executive Officer of the Association. He/she will instruct the Secretary to call the regular meetings.
2. **VICE PRESIDENT** - He/she shall preside in the absence of the President, and will generally be in charge of the committees and also monitor attendance.
3. **TREASURER** - He/she shall receive and disburse all funds of the Association, prepare and submit to all members all financial reports required by law or requested by directors. He/she shall order supplies or equipment required for the operation of the Association and shall be the chairman of the finance committee which submits an annual budget to the Association.
4. **SECRETARY** - He/she shall keep all records of meetings of the members of the Board. He/she shall attend to all official correspondence of the Board, and call for Board meetings as requested by the President.
5. **TRUSTEE** - Attend executive meetings and preside over Board meetings in the absence of the President and/or Vice President.

SECTION 4

Officers and directors shall surrender all records and properties of the Association of their successors upon their election and qualification.

SECTION 5

The Board of Directors may appoint any additional officers that it deems necessary.

ARTICLE 6

SECTION 1 - EXECUTIVE COMMITTEE

The Executive committee of the Association shall consist of all officers of the Association. The Executive Committee shall recommend to the full Board issues to come before it.

SECTION 2 - STANDING COMMITTEES

Committees of the Association shall be determined by the Board of Directors. The chairman of each committee shall be appointed annually at the same meeting as officers are elected. There shall be at least one director on every committee to represent the views of the Board and the Association.

SECTION 3

All Department Superintendents and members of standing committees shall be members of good standing of the Newwaygo County Agricultural Fair Association.

ARTICLE 7

The bylaws of the Association may be amended by a two-thirds vote of those present at the Annual Meeting. To change the bylaws, it must be publicized at least 30 days prior to the Annual Meeting. All amendments to the bylaws must be certified by the President and Secretary, then filed at the office of the Michigan Department of Agriculture.

ARTICLE 8

SECTION 1

The Board of Directors, through its appointees has the power to hire any employees it deems necessary. They will also be able to enter into any type of contract, which will benefit the Association.

SECTION 2

"Robert's Rules of Order" shall be accepted as final authority in conducting the business of the Association. The constitution of the Association must at all times comply with Act 80 of the Public Act # 1855.

ARTICLE 9

SECTION 1

Should the Newwaygo County Agricultural Fair Association dissolve, all remaining assets will be sold and proceeds will be donated to the Fremont Area Community Foundation.

STATEMENT

City of Fremont
101 East Main
Fremont, MI 49412
(616)924-2101

**OFFICE OF THE
CITY CLERK**

TO: Newaygo County Fair Association
P O Box 14
Fremont, MI 49412

DATE: September 30, 1997



Lease Agreement \$1.00 per year until 2045

Fair Grounds

1997 - 2045

\$48.00

(MS)101-000.000-653.000

Please return statement with remittance to insure
proper credit to your Account.

Paid
9-30-97
ck # 5039
JA

Newaygo County Agriculture Fair Association Time Line

September

- Small Animal Swap
- Volunteer of the year submitted to state
- Communication awards submitted to state
- Fair Book Dedication
- Fair Reviews Due
- Committee Budgets to Finance Committee due (Oct 1)

October

- Photos due for fair book
- Fair Book Changes due for board approval
- Winter Storage in
- By-law changes to board (Oct. 1)
- Annual Meeting request
- Membership deadline
- Turn off water
- Fair book ads out
- Volunteer (Board Orientation required)
- Fair Convention sign up

November

- Fair book Ads due
- Convention registration due
- Begin Event Contracts

December

- Annual meeting
- Election of officers
- Trophy data sheets out
- Volunteer (Board Orientation required)

January

- Fair Convention
- Fair Book ads to print
- Steer Registrations
- Membership drive

February

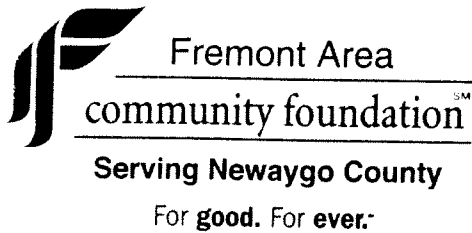
- Judges contracts sent out
- Market beef tagging
- Trophy data sheets RETURNED
- First Aide Booth (confirmed)
- Gazebo (confirm)

March

- Family Expo

July

- Registration deadline – Reservations due to superintendents
- Note books and feed records due



November 5, 2010

Mr. Ron Fowler, President
Newaygo County Agricultural Fair Association
P.O. Box 14
Fremont, MI 49412

**Re: Annual Available Amount
Newaygo County Agricultural Fair Endowment Fund**

Dear Mr. Fowler:

The Foundation annually calculates the amount that is available to grant from endowment funds. Based on investment return rates, the Foundation Board adopted a 4.25% grant making rate for 2011. The Foundation averages the endowment fund balance for the past 16 quarters and applies the 4.25% rate to the average balance.

Based on this formula your endowment fund will have \$2,001 available to grant in 2011. As of September 30, 2010, your fund has an additional \$12,903 available from accumulated unspent money in past years. If you choose not to spend the amount available in 2011, it will be available in future years.

There is no deadline for requesting distributions from your fund, however please allow approximately 30 days for Foundation Board approval and processing of your request. Please contact me if it is your desire to receive a grant from your endowment fund in 2011 or if you have any questions regarding your endowment fund.

Sincerely,

A handwritten signature in cursive script that reads 'Robert Jordan'.

Robert Jordan
Vice President of Philanthropic Services

NCAFA 2010 paid members in good standing

Kathy	Alford	Cody	Hawley	Margert	Shinew
Tom	Barends	Scott	Henry	MaryJo	Shue
Robin	Block	Katie	Hibbs	Daniel	Shue
Samantha	Bolles	Joe	Higgins	Rebel	Smith
Nancy	Boverhof	Jim	Hines	Jim	Sneller
Robert	Breen	Colleen	Hines	Lisa	Stack
Laurie	Breza	Lee	Hingston	Tim	Stack
Lamae	Brooks	Donna	Hren	Becky	Stroven
Jamie	Brown	John	Hruby	Ann	Tillman
Norman	Brummel	Cindy	Hruby	Joyce	Vincent
Doug	Buter	Dan	Johnson	Jack	Vincent
Alice	Carson	Robert	Johnson	Larry	Vincent
Corey	Christoffersen	Melody	Kamphorst	Luke	Vincent
Chris	Christoffersen	Alice	Kempf	Lindsay	Weaver
Chris	Christoffersen	Matt	Kempf	Lori	Westenfelc
Kathy	Cook	Stoney	Kempf	David	Westenfelc
Chris	Cook	Elise	Kempf	Ben	Wolfsen
Louanne	Cook	Lisa	Kempf	Sara	Wolfsen
Katie	Courtade	Joan	Koxk	Melanie	Yoder
Tracy	Crowley	Adam	Koxk	Marva	Zeldenrust
Roger	Deters	Mark	Kukal	Robert	Zeldenrust
Bruce	Deur	Jamie	Kukal		
Mike	Deur	Terese	Lepree		
Linday	Deur	Bob	MacDougall		
Ashley	Deur	Vickie	MacDougall		
Andrea	Deur	Toni	Masters		
Warren	DeWeerd	Mike	McDowel		
Lynda	Dobrowolski	Mike	Meyers		
Smantha	Ferguson	Phil	Monroy		
Paul	Folkema	Jackie	Mulnix		
Rhonda	Folkema	Ron	Nelson		
Sharon	Folkema	Brenda	Nelson		
Jeff	Foster	Marsha	Norwood		
Prudi	Foster	Tom	Pell		
Ron	Fowler	Merri	Pell		
Joette	Gillespie	Jennifer	Price		
Todd	Gillland	Erin	Redinger		
Dale	Grabill	Sandy	Risedorph		
Terry	Grabill	Erin	Rottier		
Kelly	Graves	Larry	Sherman		
Shelley	Hale	Jean	Sherman		

2010 NEWAYGO COUNTY FAIR EVENTS PROFIT AND LOSS

	<u>INCOME</u>	<u>EXPENSES</u>	<u>PROFIT/ LOSS</u>
CONSESSIONS	\$ 3060.00		
PARKING	\$ 27640.85	\$48.00	\$27592.85
OPEN CLASS INCOME	\$ 541.00		
JUDGES		\$5065.00	
SATURDAY DONKEY BALL	\$1168.00	\$2400.00	\$-1232.00
SUNDAY WAGON 8	\$2802.00	\$2150.00	\$651.00
MONDAY FIGURE 8	\$7187.00	\$4000.00	\$3838.00
TUESDAY MOTOCROSS	\$6834.00	\$6500.00	\$ 334.00
WEDNESDAY DEMO DERBY	\$7353.90	\$4000.00	\$3353.90
THURSDAY CEMENT TRACTOR PULL	\$1654.00	\$1050.00	\$604.00
FRIDAY TRACTOR PULL	\$12616.00	\$7995.00	\$4621.00
SATURDAY MUD RUN	\$22271.81	\$4432.23	\$17839.58

Spectator Attendance			
Attendance 2009	14250		
Attendance 2010	20250	Increase of +31%	
Attendance 2011	23287	Increase of +15%	
Number of Volunteers 2009	498		
Number of Volunteers 2010	673	Increase of +26%	
Number of Volunteers 2011	800	Increase of +19%	

Financial Outlooks				
Annual 08	151,460.61	Cash on Hand		
Annual 09	143,850.00	Cash on hand 10/09	128,526.68	
Annual 10	122,484.08	Cash on Hand 10/10	200,360.00	Increase of 36%
<i>Proposed 2011</i>	<i>142,537.00</i>	<i>(includes FAF funds)</i>		
<i>Designated Funds</i>	<i>33,508.00</i>	<i>Proposed 2011(goal)</i>	<i>250,000.00</i>	<i>Increase of 20%</i>

2010 Newaygo County Fair Entry Stats		
Total Class Entries	8055	
Total Livestock Entries	3284	57% of entries
Total Inanimate Class Entries	4686	42% of entries
Total Parent and Me Class Entries	85	1% of entries

Livestock Auction Results		
Buyers	109	
Number of Items sold	259	
Average Bid	\$ 1.97/lbs	
Total pounds of meat	68,399 lbs	
Average Price	\$ 645.36	
Total dollars spent	\$ 167,133.00	
Total dollars to NCAFA		

Inanimate Auction (first year)	
Total number of Youth	40
Total dollars spent	\$ 2500.00
Total number of items	83
Average per item	\$ 30.12
Average per youth	\$ 62.50
Dollars to NCAFA	\$ 125.00

NCAFA Raffle	
Pig Raffle	\$ 1125.00
First place whole hog/ processed	
Second place half hog/ processed	
Third place half hog/processed	
Processing donated by Cushman Processing	
Dollars to NCAFA	\$ 1125.00

2010/11 budget

EXPENSES FROM:	BUDGET	ACTUAL 2010	2011 BUDGET
advertising	\$ 3,150.00	\$ 2,492.83	\$ 5,000.00
arena signs	\$ 1,400.00	\$ -	\$ 1,400.00
breakfast		\$ 408.52	\$ 500.00
bank charges		\$ 205.45	\$ 175.00
camping cost		\$ 6,023.78	\$ 2,600.00
capital improvements	\$ 8,000.00	\$ 6,073.28	\$ 8,000.00
computers and software	\$ 650.00	\$ 1,853.40	\$ 339.00
***designated funds	\$ 18,000.00	\$ 17,364.10	\$ 33,508.00
dues and subscriptions	\$ 165.00	\$ 165.00	\$ 165.00
equipment rental	\$ 2,500.00	\$ 512.50	\$ 2,500.00
events-fair week	\$ 25,000.00	\$ 24,495.00	\$ 26,000.00
insurance	\$ 15,000.00	\$ 9,830.00	\$ 10,000.00
internet	\$ 600.00	\$ 429.95	\$ 500.00
judging	\$ 5,700.00	\$ 5,065.00	\$ 5,700.00
labor-payroll & casual	\$ 4,000.00	\$ 2,179.90	\$ 4,000.00
licenses and permits	\$ 500.00	\$ 416.50	\$ 500.00
maintenance & repairs	\$ 3,000.00	\$ 5,101.15	\$ 4,000.00
mud run	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
outside services	\$ 14,000.00	\$ 6,283.10	\$ 7,000.00
postage	\$ 550.00	\$ 540.10	\$ 650.00
premiums	\$ 4,000.00	\$ 2,300.00	\$ 2,500.00
printing	\$ 4,500.00	\$ 3,903.01	\$ 4,500.00
professional fees	\$ 460.00	\$ 525.00	\$ 500.00
supplies-general	\$ 3,000.00	\$ 943.00	\$ 2,000.00
supplies-office	\$ 1,600.00	\$ 1,084.69	\$ 1,600.00
taxes	\$ 1,000.00	\$ 1,286.00	\$ 2,300.00
telephone	\$ 600.00	\$ 553.89	\$ 600.00
travel and education	\$ 650.00	\$ 650.00	\$ 650.00
trophies and ribbons	\$ 7,750.00	\$ 7,133.59	\$ 7,700.00
utilities	\$ 7,400.00	\$ 6,509.29	\$ 7,400.00
winter storage	\$ 250.00	\$ 157.00	\$ 250.00
			\$ 142,537.00

****DESIGNATED FUNDS

SHEEP	\$	350.00
SMALL ANIMALS	\$	390.00
MARKET LIVESTOCK	\$	10,500.00
HORSE	\$	6,800.00
BEEF	\$	150.00
DAIRY	\$	12,943.00
DRAFT	\$	350.00
HISTORICAL	\$	250.00
SWINE	\$	80.00
GOAT	\$	225.00
PETTING FARM	\$	120.00
BEAUTIFICATION	\$	400.00
INFO BOOTH	\$	600.00
INANIMATE AUCTION	\$	200.00
GRAND SLAM	\$	150.00
		<hr/>
	\$	33,508.00

**NEWAYGO COUNTY AGRICULTURAL FAIR ASSOCIATION
2009 FAIR BOARD MEMBERS**

BOARD MBR	REPRESENTS	ADDRESS	CITY	PHONE	E-MAIL ADDRESS
OFFICERS					
Matt Kempf	President	7230 Holton Ducklake Road	Holton	(231) 821-0548	hiddenkove@verizon.net
Kathy Cook	Vice President	6135 S. Luce	Fremont	(231) 924-5939	kjo1@sbcglobal.net
Jim Sneller	Trustee	8146 W. 24th St.	Fremont	(231) 924-2596	none
Kelly Graves	Secretary/Member-At-Large	3527 S. Stone	Fremont	(231) 924-0698	kgraves@mail.ncats.net
Chris Cook	Treasurer	2394 W. 116th	Grant	(231) 834-8695	dccook@ncats.net
BOARD OF DIRECTORS					
Alice Carson	Beaver, Denver, Troy Township	7515 West 1 Mile Road	Hesperia	(231) 854-1409	macarson7515@yahoo.com
Alice Kempf	Sheridan Township	8901 W. 96th Street	Holton	(231) 821-2879	none
Bruce Deur	Newaygo Area Chamber of Commerce	2268 W. 68th Street	Newaygo	(231) 924-0070	bruce.deur@yahoo.com
Therese Lapree	Garfield	932 W. 60th Street	Newaygo	(231) 452-6277	mtp@charter.net
David Westenfelder	Sherman Township	2635 S. Parson	Fremont	(231) 225-6550	blackcreekfarms@yahoo.com
Elise Kempf	Holton Township	6701 Swenson Road	Holton	(231) 821-2921	ekempf1@msn.com
Jason Dunning	Newaygo County Conservation District	6716 W. 32nd	Fremont	(231) 924-0067	jdunning@wilbur-ellis.com
Jim Hines	White Cloud Area Chamber of Commerce	1374 Ransom	White Cloud	(231) 689-6170	jim.hines@comcast.net
Jim Sneller	Dayton Township	8146 W. 24th St.	Fremont	(231) 924-2596	none
Kathy Cook	Member-At-Large	6135 S. Luce	Fremont	(231) 924-5939	kjo1@sbcglobal.net
Kelly Graves	Member-At-Large	3527 S. Stone	Fremont	(231) 924-0698	kgraves@mail.ncats.net
Robb Breen	4H Council	1484 E. 128th	Grant	(800) 589-8191	robbbreen@remax.net
Joette Gillespie	Brooks, Croton, Big Prairie, Ensley Township	13015 Elm Ave	Sand Lake	(616) 636-5568	none
Mark Kukal	Monroe, Merrill, Lilley, Home, Goodwell, Norwi	3548 W. 16th Street	Fremont	(231) 924-2630	mkukal@ncats.net
Matt Kempf	Member-At-Large	7230 Holton Ducklake Road	Holton	(231) 821-0548	hiddenkove@verizon.net
Nancy Boverhof	Grant and Casnovia Townships	9911 Bittersweet Avenue	Grant	(231) 834-9895	snebov@wildblue.net
Paul Folkema	Newaygo County Michigan Assn Family and Edu	5303 S. Comstock	Fremont	(231) 924-6835	brnccodad@hotmail.com
Prudi Foster	Member-At-Large	2424 S. Osborn Avenue	Fremont	(231) 924-8786	topnotchconcrete4@hotmail.com
Ron Fowler	Wilcox, Lincoln, Everett Township	4232 East Monroe	White Cloud	(231) 689-9937	fowlerron@yahoo.com
Scott Henry	Newaygo County Farm Bureau	2491 W. 112th	Grant	(231)-638-1816	
Stanley Nieboer	Newaygo County Board of Commissioners	401 Miller	Fremont	(231) 924-0594	stanleynieboer@sbcglobal.net
Todd Gilliland	Fremont Area Chamber of Commerce	8496 S. Sleeper	Fremont	(231) 924-6099	mphtruck@comcast.net
NON-VOTING MEMBER					
Sandy Risedorph	MSU Extension Youth Agent	817 South Stewart	Fremont	(231) 924-0500	

Dear Youth exhibitor;

Thank you for your willingness to be a part of the fair. It is the goal of the Newaygo County Ag Fair Association to promote and educate the spectators and community about what is going on at the fair. One of the best ways to do this is to get the word out via grass roots communications, person to person. This has been the back bone of the fair by the volunteers that come together and make it happen. This year we are asking for your help, to make the fair a success. We have many new and exciting events, along with re-organization of the schedule.

We have set a goal of creating a civic minded, community based option for the youth. We are asking that every youth participant give a minimum of three hours of service to the fair. This will be made available during the summer months and primarily during the week of fair. We need help in many areas; a list will be available in the office and on line after July 1' 2010. For those that need community service hours for school please let us know and we will print a certificate with the number of hours you have given. A master list of youth exhibitors and their hours will be maintained at the office. This is a great opportunity to give back, as well as a chance to meet other youth from around the county.

It is with great enthusiasm that we the Newaygo County Agricultural Fair Association plan for an exciting and energetic fair in 2010. Please visit our web site: newaygocountyfair.org for many more new and exciting things to see and do this year.

Thank you in advance for your support and willingness to help make the fair a great success in 2010.

Sincerely yours

**Newaygo County Fair Association
815 S Stewart
Fremont, MI 49412
231-924-4450 (**

Dear Merchant,

Thank you so very much for your continued support to the Newaygo County Fair Association. I would like to inform you of some recent changes within our organization. Our Maintenance person Ross Baddas has requested to retire, effective June 14th 2010. We are thankful for all of the years that Ross has been able to help us with so many projects, and wish him well on any future endeavors. This has left the fair with a large void to fill. At our monthly meeting we were able to review applications and have appointed a new maintenance person. Effective June 14th 2010 Jace Kamphorst is the new maintenance person for the Newaygo County Agricultural Fair Association. We are sending this letter of introduction so that you as a merchant know who is authorized to charge any items to the fair. As you can imagine with such a large group and so many projects that need to be complete it is vital for us to have a paper trail, to allow for proper accounting. Please see the list below for those individuals that are allowed to charge items to the fair account. We would ask that if anyone presents that is not on this list that they have written authorization from Mr. Kamphorst or the board president. If an unauthorized invoice presents to the board I cannot ensure payment. We thank you for taking the time to update your records, and for allowing us to maintain an account with you. Your commitment as a merchant to the fair is very much appreciated, and we look forward to interactions for many years to come.

Best Regards,

Matthew Kempf, President

Newaygo County Ag. Fair

Those having authorization to charge items to the fair account:

Mr. Jace Kamphorst

Matthew Kempf

Mrs. Kathy Cook

Mr. Jim Sneller

Mrs. Chris Cook

Mrs. Kelly Graves

Maintenance Request Form

Date	Description of request	Date needed	Requestor

Items Used:

\$ Cost/ Expense:

Budgeted- yes / no

Expense to what line item?

Authorization _____ Date _____

Newaygo County Agriculture Fair Association 2009 project list

<u>Project</u>	<u>Time</u>	<u>A</u>	<u>Completed</u>	<u>Project</u>	<u>Time</u>	<u>Completed</u>
Paint Bathrooms exterior/interior	3days		x	Paint inside of small animal barn	1day	x
Level area for Gazebo	2hours		x	Construct Horse stalls	8days	x
Scrap Fencing	3days		x	Clean out chain link fences	10days	x
Paint Fencing	3days		x	Paint Chain link fences	4days	
Grand Stand boards	2days			Paint new horse stalls	2days	x
Paint Grand Stands	4days	n/a		Set up display prior to fair	2days	x
Dig in electric to north fence	4hours		x	Take down display and	6hours	x
Groom and smooth around arena's	2days		x	pull staples		
Paint Utility Building	6hours		x	Bench construction	4hours	x
Roof on Utility building	2hours		x	Landscape care	4days	
Repair Dairy Wash Rack	2days			Install water Hydrant	3hours	
Hang new door on west end of Michigan Building	4hours		x	construction of bird houses	1day	
Paint Green Buildings	5days			maintain flower beds	2hours	x
Paint main arena booth	6hours		x	Picnic table construction	2days	
Roof on horse arena booth	6hours			disinfect barns	4hours	x
Plant Trees	1day			clean out barns	2day	x
Paint goat pens	2days			Windmill installation	2days	
Paint portable judge booth	3hours			fill in washouts	3days	
Build a scale house	3days			install radio tower	1day	x
Facia on sale barn	2hours		x	run coax cable	3hours	x
Pick up trash	4hours		x	assit with barn erection	6days	
Dig in drains on back arenas	4days			layout of campgrounds	2days	
Paint Market Barn	2days			pick up/delivery of stones	21days	
Install light towers	4days			Roof on office	2days	
Build flower beds	2day		x	paint office	1day	x
Paint photo back drop	4hours			paint floors in green buildings	2days	
level sand in barns	4days			barn watchers	4hours	x
Build a duck wheel	4hours			horse wash rack	3days	
Build Trophy cases	2days			Gerber Campground set up	4hours	x
Burn Brush	4hours		x	steel replace	6hours	x
Mark sink hole	2days			paint inside of exhibit halls	4days	
Paint Handi-cap stands	1day					
Fence Repairs	4hours					
Paint VFW	2day		x			
Move Flag Pole	3hours		x			
Farm Alley Enterance	4hours					
Install power poles	4hours		x			
Gates on west end of arena	3days					
Repair Dairy back drop	3hours		x			
Build directional signpole	3hours					
Paint Signs	4hours					
Corn Crib	3days					
Picnic Pavilion	4days					
Place parking stands	4hours					
Build a ride wagon	2day					
Mow lawns and weed wack	1day		x			
Ticket Help during week of fair	5days		x			

**NEWAYGO COUNTY AGRICULTURAL FAIR ASSOCIATION
COMPLAINT FORM**

Exhibitors, leaders and/or parents compelled to bring a rules violation complaint against a given member(s) will be required to complete and sign a Rules Violation Complaint Form stating the reasons and alleged grounds for registering the complaint. A \$25 non-refundable fee is required. Any member(s) against whom a rules violation complaint has been filed, will have the right to read the complaint form. The Newaygo County Agricultural Fair Association reserves the right to determine whether sufficient evidence exists to merit further action.

Adopted by Fairboard at the April 5, 2004 meeting

Today's Date: _____ Date of Incident: _____

Your Name: _____

Address: _____ Phone: _____

Witnesses/persons involved (list all that apply): _____

Summary of complaint: _____

Desired outcome: _____

Your signature: _____ Date: _____

NCAFA Grounds Usage Agreement (non-rental)

Name of Person or Group: _____

Person in Charge: _____

Address _____

Phone _____

Event description: _____

Event date (include start/end time) _____

The above person/group agrees to the following terms and conditions:

- Dates and times listed on this agreement are *not* subject to change. Any changes will be considered a new request and must be submitted to the Board for approval.
- Persons using the grounds assume financial responsibility for any damage as a result of their event.
- Persons using the grounds are responsible for cleanup.
- Any signage used must be approved by the board in advance.
- If the event is a fundraiser or paid event for the fair or any entity of the fair, all event proceeds must be turned in to the fair office the day of the event. The person in charge must coordinate a time to turn proceeds into the fair office with a board member.

Requested by:

Printed Name

Signature

Date

Approved by:

Printed Name

Signature

Date

Loss Control Services

CUSTOMER ACCIDENT REPORT FORM

Management should complete this form immediately whenever a customer is injured.

Company _____ Policy Number _____

Date of Accident _____ Time of Accident _____ AM / PM

Claimant Name _____ Age _____ Sex _____

If child, Parent Name _____

Address _____ City _____ Zip _____

Phone () _____ Home () _____ Work _____

Injury _____

First Aid Given Yes No Where Taken _____

Exact location of accident _____

Detailed description of accident _____

What caused the accident? _____

Outside Conditions _____ Wet / Rain _____ Snow / Ice _____ Windy _____ Snowing
_____ Temperature outside

Inside Conditions _____ Wet _____ Dry _____ Debris on floor
_____ Floor signs posted

Type of footwear worn by customer? _____

If there was water on floor or ice or snow in the parking lot, when was the last time the area was cleaned or cleared? _____

By whom? _____

Attach Pictures Yes No

The time, date and who took the picture should be put on the back of the picture.

Witnesses _____
Name Address Phone

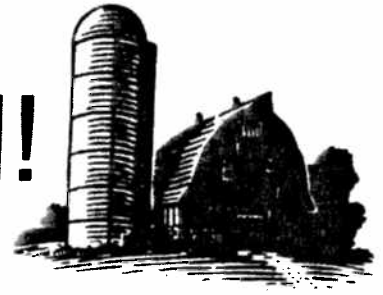
_____ Name Address Phone

What did the witness say happened _____

Name of employee preparing report: (Print name) _____

Phone Number () _____ Date _____

2010 and beyond!



Please write any ideas or suggestions that you may have, and leave on table.