

Agenda
WASHINGTON COUNTY FAIR BOARD MEETING
April 8th, 2026

Call to Order

Roll Call

Approve Minutes of March 11th meeting

Agenda Additions

Public Comment

Staff Reports: Manager, Entry,

Correspondence

Treasure's Report

Sunshine

Committee Reports – all attached

- a. Buildings & Grounds
- b. Concessions
- c. Equine
- d. Executive
- e. Fair Book
- f. Museum
- g. Scholarship
- h. Small Animal
- i. Wool & Arts

Old Business

- a. Audit Update

New Business

- a. Action from Committees:
 - B&g – sell Subaru pick up; Purchase Pex tool and Pro Press
 - Equine – grounds use for clinic; Liberty Demo; Obstacle Competition; Hitching Posts for draft
 - Executive – Contracts; Storage – Late pick up fee
 - Museum – Reenactment
 - Scholarship – approval of application
 - Small Animal – Herdsmanship donation requests
- b. County Bounty – band times; farmers market
- c.
- d.

Executive Session – if needed

Upcoming Meetings

- 4/15 Parking @ 6 PM
- 4/16 Motor Sports @ 7:00
- 4/17 Big Push @ 7:00
- 4/20 Museum 10 AM
- 4/20 County Bounty @ 6 PM

Upcoming Events

- 4/11 Storage pick up
- 4/25-26 New England Fast Cat
- 5/2-3 Antique and Flea Market
- 5/4-9 Luncrest Tri-County Elite Sale
- 5/15 – Gymkhana
- 5/30-31 Fast Cat Dog Show

Board Minutes
March 11, 2026

The March meeting of the Washington County Fair Board of Directors was called to order by President Brian Gilchrist.

Sherri Slater moved to accept the Minutes from the February meeting. Jay Skellie seconded the motion. Motion carried.

Staff reports:

Manager Report was presented high lights by President Brian Gilchrist. Report on file.

Entry secretary Jill Greening reported she has been proofing the fair book.

Correspondence: Received multiple requests for donations. The request for youth functions will be handled per policy. Thank you notes were received from Comfort Food Community for the donations received as part of the Holiday Lighted Nights, the Sprague family, and the swine barn participants. A letter received from Lisa Doyle regarding personnel issues will be discussed in executive session

Treasurers report was given by Margaret Brownell. Beginning balance \$758,540.14 Ending balance \$643,667.14. The \$67,000 mortgage has been paid off. Robbin Anuszewski moved to accept the report. Sherri Slater seconded the motion. Discussion held. Motion carried.

Committee Reports:

Sunshine Committee: several cards were sent.

Ag Center met on 3/9/26. Report on file.

Executive committee met on 3/4/26. Report on file.

Fair Book Committee met to proof read the book on . Report on file.

Junior Committee met on 3/1/26. Report on file was presented virtually by Clara McEvily chair of the committee. Next meeting 4/26/26

Small Animal Committee has been rescheduled.

Finance Committee met on 2/18/26. Discussed working on internal controls, limits, signers.

Tami Bentley presented her proposed cash flow analysis. Next meeting 5/19/26.

Old Business

Audit of 11/23-10/24 should be completed this month. The auditors will begin 11/24-10/25 audit. President Brian Gilchrist will request a presentation from the auditors to the Board of their findings when completed.

President Brian Gilchrist thanked those who had completed sexual harassment training and gave a reminder to send certificate of completion to GM Sara Petersen.

Contracts for non fair events are being worked on with GM and executive committee.

Tri-County show is moving forward. Contract has been signed.

New Business:

Action on Committees.

History Museum: Contract with Donald Buck Sr. for \$8,000 to complete the School House foundation repairs. Motion was made by Sherri Slater to move forward with the contact. Rob McWhorter seconded the motion. Motion carried.

Executive Committee: Grounds Crew need for an one additional full-time groundskeeper person. Harry Booth moved to approve advertising and hiring of a full time grounds person. Julia Reynolds seconded the motion. Motion carried.

Contract with JCF Water Consulting LLC to provide the required license for the water system. Mike O'Konski moved to approve the contract. Harry Booth seconded the motion. Motion carried.

Ag Center request to spruce up the front of the building. They would like flowers or something done with the arbor that is in the front. Will discuss with GM and Craig for flowers.

Poultry Barn Tami Bentley has a request to have the state vet complete the animal check in for fair week. Jill G has reached out to Dr. Nightingale. Discussion was held with question on what other animals do not have vet checkin. Will table this request until response from NYS vet.

Rabbits: received request from Rabbit superintendent Sarah Lauder to add additional animal check in times on Sunday from 3:00-7:00 PM. Diane Smith moved to allow the additional period for rabbit check in from 3:00-7:00 PM on Sunday. Rob McWhorter and Julie Murphy seconded the motion. Motion carried.

Discussion was held regarding junior superintendent position. It was decided to allow the superintendent the authority to choose her barn helpers.

Request to have additional large cages to accommodate the large breed rabbits. The current cages are not big enough for some of the large breed rabbits to stretch out. They currently have two cages that are large enough. They are requesting additional 10 30"x30" cages. Will obtain cost information and forward to GM.

Ag Literacy books. Diane Smith moved to pay for the purchase of 10 books, "Seasons on the Farm". Sherri Slater seconded the motion. Discussion was held. Motion carried.

IAFE sponsorship request. Discussion was held and in the past only sponsored when the meeting was held within NY. This year it is being held in Pennsylvania. No action taken.

Amy Mattison requested donation from the fair to sponsor cattle herdsmanship. Julie Murphy moved to donate \$700.00 to cattle herdsmanship awards. Mike O'Konski seconded the motion. Discussion was held. The fair has also donated to other animals - small animal committee will discuss. Also discussed the amount being donated. Sherri Slater moved to amend the prior motion increase the amount donated to \$750.00. Jay Skellie seconded the motion. Motion carried. Motion for \$750.00 donation by the fair was carried.

Craig Hansen provided additional information regarding Rodney Hall's Honor Flight and request for letters of appreciation. Rodney worked for the maintenance department for years.

Diane Smith requested the policy book be formatted and proof read, so it can be shared. Julie Murphy has volunteered to complete this task.

Committee Dates:

Small Animal 3/16/26

Wool-N-Arts 3/18/26

Buildings and Grounds 3/19/26

Concessions 3/25/26

History Museum 3/25/26 @ 10:00 AM

Advertising 3/26/26

Scholarship 3/31/26

Executive 4/1/26

Beef Exhibitors 4/7/26

Parking Lot 4/15/26 @ 6:00 PM

Motor Sports 4/16/26

County Bounty 4/20/26 @ 6:00 PM

Junior 4/26/26

Mike O'Konski moved to go into executive session. Seconded by Jay Skellie. Motion carried.

Sherri Slater moved to exit executive session. Rob McWhorter seconded the motion. Motion carried.

Sherri Slater moved to adjourn the meeting. Lori Benson seconded the motion. Motion carried.

Respectfully submitted

Janet Brown executive secretary to the Board of Directors

Members in attendance: Mike Okonski, Greg Rowland, Ruth McCuin, Robbin Anuszeski, Tim Havens Sr, Tina Dearstyne, Craig Hansen, Pete Gibson, Doug Weaver, Sylvia Weaver, George Reid, Greg Lapan, Jason Hamilton, Diane Smith, Randy Smith, Janet Brown, Brian Gilchrist, Frank Nestle, Mark StJacques, Dave Conkey & Sara Petersen

The committee went over the projects lists and Sara gave updates/status.

Highlighted items need a decision/ recommendation

Projects- High Priority

1. **Hole in the Ag Center Building Roof- from the old chimney to the old hot water heater.**
 - Process: Finish removing the old chimney and add a new tin to replace that. There might be a piece of tin across the road.
 - Cost: Evaluating materials on the grounds as the snow melts before purchasing.
 - In house
 - Still evaluating But committee recommended to move forward with the repairs.**

2. **Hole in the Sheep and Goat Building skylight.**
 - Process: Caulk the screws.
 - Cost: caulk.
 - In house
 - Basic Maintenance, Will complete when we have boom lift rented.**

3. **Ground leveling by Caboose stage.**
 - Process: Dump, spread, pack and seed soil
 - Cost: topsoil donation? equipment donation or rental
 - In house
 - Will need shoulder stone and landscape fabric, Tim will donate the fabric.**

4. **Replace leaking expansion tank in water shed, need to be done before the opening inspection**
 - Process: We have the tank Craig will install by the end of next week.
 - Cost: actual cost \$2,480.70
 - Budgeted for \$2,500
 - In house

5. National Grid lighting incentive, must be done by October
 - Process: need a lift, we have all of the lights.
 - Cost: a lift, can be combined with parking lot and track light update.
 - Budgeted for \$3,800, light cost was= purchased last october?
 - In house.

6. Installation of solid HD 3,000 gal Grease trap tank for food vendors behind grand stands;
 - Process: To be done before the fair. A letter of intent has been submitted to DOH for this project, Sara will update DOH depending on which tank size the committee decided on.
 - Cost: budgeted for \$8,090
 - Chris' quote: FM to place tank \$8,090 Rozell crane (Tools/Equipment) \$27,500
 - Chuck Freedman \$3,000 plus donated install? Or 2 1,500 gal tanks?
 - Budgeted for \$8,090
 - Contract out

7. Installation of 4/8ft? Stormwater dry well at rabbit tent location \$4,085?
 - Process: Need to dig that area to evaluate where the water table is to determine if a 4 to 8ft stormwater dry well is needed
 - Cost: Stone has been donated and is here, cost of the tank?
 - Budgeted for \$5,435.
 - In house

8. Replacement of AG Center wash rack trough.
 - Chris's notes-FM Group to build and donate prefabbed concrete trough? Prep, installation, and finish work provided by fair staff. Replacement of existing grates, additional grating to be added to center walkway \$2000; stone base \$600, lumber \$200; seal wash rack area (\$850 with labor) \$...... How much without our labor?
 - Process:
 - Cost:
 - Budgeted for \$4,250
 - In house & Contracted out

9. Electrical upgrade to 4H food booth & vendor move to pad near food booth.
 - Process:
 - Overhead wire to the pole and down for this year. We have to dig to install a riser for the water line(in house). After the fair, run the wire underground and complete the 4H food booth project at the same time. High voltage wire is underground in this area.
 - Cost: wire and riser for water line
 - Budgeted for \$4,000
 - In house Need done before fair.

10. PA upgrades

-Process:

1. continue installing new speakers in cattle barns and general PA. Speakers needed: 20 for inside barns and 6 for inside show tents, 26 total, We have 1,000ft of wire for speakers.
2. Main component (upstairs of office, same set up as on the track)

-Cost: \$ last years purchase price of speakers?, \$1000 for main component, cost of scaffolding or lumber?

-Budgeted for \$8,800

-In house

11. Instillation of (2) Verkada bullet cameras, software, and 10yr licensing

-Process: Purchased, in house physical install, HVW to install software.

-Cost: Camera cost \$6,193

-Budgeted for \$6,000

-In house & contract out/Matt HVW

Rotted Window Sill in Ag center needs attention.

Projects- Medium Priority

1. Replacement of old-style car wash handles and hoses in AG Center wash rack.

-Process: Hoses, hardware and Nozzles; programming of controller w/ new sensor \$500 - Mark Rogers to set the sensor/inspect

-Cost: hoses and hardware have been purchased. \$1,000 -nozzels \$?, what kind & schedule with Mark Rogers for this. \$2,500 (or donation?)

-Budgeted for \$2,500

-In house

2. Addition or replacement of posts and signs in main, exhibitor, and overflow parking areas; improved signage to fire lanes and reserved parking areas during fair; creation of improved handicap parking areas throughout grounds

-Process: Parking lot committee- handicap fence? Handicap signs, Need to purchase new firelane signs. The county makes their own, can they help us out?

-Cost: pending parking lot committee meeting in April

-Budgeted for \$2,000

-In house

3. Relocation of existing drywell in front of AG Center to west side of barn 3 to replace existing culvert sized drywell; Stone
 - We should wait until after the Fair for this project if we still want to do this?
 - Cost: Stone \$1350
 - Budgeted for \$1,350
 - In house

4. Installation of 3 dry wells per side for commercial building. Based on water displacement of roof
 - Wait till after the Fair? There are large high voltage wires that are in the ground in this area.
 - Cost:
 - Budgeted for: drywells \$18,360, stone \$675 per load (2) loads per drywell \$8,100
 - In house & contract out
 - Wait until after Fair.**

5. Finish boys dorm area and bunk house; finish sheetrock per fire code; paint
 - Process: ¾ of sheet rock is up, we have sheet rock. A community service person can paint. The fire alarm needs wiring, we have the wire.
 - Cost:
 - Budgeted for \$1,000
 - In house

6. Continuation of water upgrades to cattle, sheep, swine, and poultry barns -
 - Process: replacement of existing systems with addition of more spigot locations -
 - Cost: \$2,000
 - Budgeted for \$2,000
 - In house

7. Materials for horse arena \$2,000; finish installation of automated sprinkler system,
 - Process: Lynn getting the footing order together, sprinklers need smaller pipe and four sprinkler heads (from the equine budget? \$300 for sprinkler heads)
 - Cost: \$100 for pipe, dirt \$ pending equine committee meeting
 - Budgeted for \$2,000
 - In house/ equine volunteer

8. **Electrical upgrade to Barn 7; new 200-amp installation**
 - Process: New panel and breaker, panel needs to be completely rewired, may take time
 - Cost: \$400 for a new panel and breakers
 - Budgeted for \$10,400 on hold. Wire is already on hand.
 - In house

9. School House foundation contract has been signed. \$8,000
 - Process: JoAnne received quotes for the foundation. The ceiling and windows need to be updated before use.
 - Cost: \$8,000 for the foundation
 - Budgeted for \$13,700 (for the foundation)
 - Contracted out

10. Track announcer booth floor, splitting and lifting? 4-5 pieces.
 - Process: Replace plywood
 - Cost: Needs more evaluation first
 - New item
 - In house

Remove a piece and Tim will take back to quality hardware to see about warranting the defective lumber.

Projects- Low Priority (if we can)

1. Bleachers
 - Process: Needs to be inspected by Dept of Labor, needs engineer plans for this
 - Cost: New bolts and maybe a replacement part \$1,000, engineer plans \$?
 - Budgeted for \$5,000
 - Inspection and in house

2. Repairs to camping bumpers in exhibitors and carnival camping areas
 - Process: replacement of bad 2x8s and 6x6x posts and paint
 - Cost: Lumber and paint \$1,000
 - Budgeted for \$2,500
 - In house

3. Rehab of gate c and camping sheds
 - Process: improvements to flooring and exterior and paint
 - Cost: \$500 lumber/plywood, hardware & paint
 - Budgeted for \$1,000
 - In house

4. DW Girls dorm bathroom rehab
 - Process: installation of new showers, paint
 - Cost: \$2,500
 - Budget: \$2,500
 - In house

5. Additional Navien tankless heater added to dorm hot water system
-Process: Does this need to be done? The two that are over there are larger than in the past, last year only one was running. We have the programming board and pipe, just needs to be installed.
-Cost: \$0
-Budgeted for \$1,750
-In house

6. Miscellaneous electrical upgrades and repairs to include replacement of bad breakers, grounding issues
-Process: where? Should we keep this as an emergency electric fund? We don't have a current set of misc electrical projects
-Cost \$?
-Budgeted for \$2,500
-In house

Projects- Wait on these items

1. Dedicated water feed for Ag Center and isolate from existing new zone pumps and tank located in tank shed- can hold off on this
2. Maintenance Improvements to roadways and barns prior to antique show; shoulder stone/dust for roads high and course sand for barns.
3. Seal barns 1-3 and picnic pavilion floors
4. Paint museum roof with Columbia Silver Shield 65 gals @ \$50.90 per gal
Paint barn 1 with Columbia Sterling Fiber Coating 165 gals @ \$36.95 per gal
Paint Jr Beef barn with Columbia Sterling Fiber Coating 150 gals @ \$36.95 per gal
5. Replace Pex tool (\$599) and Pro Press (Rigid \$2835) take to board for approval.

10,000 gal septic tank installation for Track Restroom; updated sewer system

Completed Projects

1. Tarps
 - Cost \$8,790 total
 - Budget: \$9,000
 - Ordered, pick up next week

2. Parking lot Building rehab, floor to be painted by community service or volunteers. The maintenance part is complete.
 - Cost: paint, not purchased
 - Budget: out of \$2,000 parking lot budget

3. Picnic Table repair.
 - Cost:\$3,500
 - Budget: \$3,500

4. Replace meeting room system
 - Cost: \$95 for the speaker and wire
 - Budget: \$1,800

5. Commercial Barn #21 needs gutters
 - Cost: \$7,872.00
 - Budget: \$6,000 gutters

Ongoing equipment maintenance & upgrade or replacement.

1. Replacement of hand tools, power tools, specialty tools was asking \$1,100, would like \$2,000
 - leaf blower \$600, large ladder 12ft \$600, jump pack, sockets

2. Equipment maintenance/repairs to include general maintenance on equipment
 - Bucket truck repair \$1,000?
 - Subaru pickup sell this? Needs a wiring harness, Committee recommends to sell it.
 - Light towers-green one, someone was hired to look at it and it's still broken, red one needs parts we can fix this one in house. The Dept of Public safety said we can borrow their light towers as long as it's not an emergency.

4. Large Roll off truck, new tires, fuel leak \$600 each for tires, has 8 tires (we might only need 4. Getting quotes.

Fuel leak being looked into. Once the Mack is registered, will get it dropped off to Andy VanDeWater in Cambridge to look over the fuel issue and lack of power issue.

Tim will contact someone to look over the scissor lift and repair.

- 3. Miscellaneous plumbing repairs to include replacement of a few outdated toilets, bad Maintenance, and addition of main shutters on some water trees
- Yearly general maintenance, part of the general maintenance fund?**

Concessions Meeting

March 25, 2026

Attendees: Diane Smith, Tina Dearstyne, Ashley Wescott, Sara Peterson, Ann Williamson, Laurie Moore, Lisa Proch, Jen DeMoy, Greg Rowland, Dave Conkey, Joanne Booth, Harry Booth, Julie Murphy, Gavin Murphy, Margaret Brownell, and George Reid.

Inside Spots: Several are not coming back in the commercial building: Gideons bible, Mary Kay, Whispering Prints, Earrings and More by Lisa, Caz Acres, Sew Something Creative. Carries creative Crafting has reduced to two spots. New contracts accepted are Fishing Weed Blocker, Turning Point, Olde Baptist Church, Flags and More, Great Meadow Credit Union, Paper Pie, Dba Soaps wholesale, Wreaths and more and Lisa Handicrafts. Waiting to hear back from Sea Bres and Sk Cleaners.

Wally's Woodworking would like to move outside. Shirts for U are not coming back and the committee decided to offer Wally the 30ft space.

Abella nuts also put in an application to add their cat/dog themed items. Committee decided to let them add a 15 ft space next to their food spot to sell their items. Will send them an outside vendor contract.

S+ S Concession would like to move the Drink/funnel cake stand from west end drive by the white gate next to the Youth building. Space needed and available was discussed for that move. Will measure the space and make sure that there is enough space for him.

New food item: Jim MacMurray would like to add Dirty soda to his menu. Committee decided that it was approved to do so.

New Food vendors if needed: Sweet Crunch Tanghulu would be offered a spot if there was a cancellation. Also Sysweetz was discussed. Julie Murphy will get more info as they vended at Williams College.

Went over the lineup on West End Drive. Will move United Ag and Turf where S+S concessions was and give them more space. Will switch Sweet Lilac and

Joe Ferris with Fries before Guys. Will measure to see how much space is available if any.

Respectively Submitted

Julia Reynolds

Equine Meeting: 02/17/26

Sara Peterson , Joan Harris, Janet Brown, Lorraine Forcier, Lynn Horton, Mary Grace Parker

Youth Clinic:

Board approval (?)

May 29 – 31, 2026

05/29: Truck in Friday night. Dinner on your own.

05/30 – 31: Food sponsored by Farm Credit East, at least some meals

Charge for overnight: tents/campers

We would prefer to use the dorms. That is a question for Brian Gilchrist

Day 1:

Showmanship – Sarah reaching out to Andrea Lemanque

Horsemanship/Equitation

Trail

“Community Service” paint ground poles

Day 2:

Dressage – Mary Grace is checking with Julia Houser

Gymkhana – Denise (?)

Mary Grace is reaching out to Donna Sausville for help with getting the word.

Social media, Cornell Cooperative Extension, Tack Shops

Deadline for sign up – May 15th.

Gymkhanas:

We are fortunate enough to be able to host Friday night gymkhana’s again this year. After a very enjoyable gymkhana luncheon, we have many more volunteers.

Our dates are as follows:

Moving May gymkhana to May 16th.

Moving August gymkhana to August 14th.

Dates: June 19th, July 17th, September 25th, and October 16th (rain date)

Committee will coordinate advertising, event coordinating, and publicizing events.

Fair Week Events:

Liberty Demonstration with John Fahey and son: Monday evening as an opening event in the horse arena. Waiting on a cost from Denise.

Obstacle competition Friday evening (5:00 pm start):

Judge Michael Dunn. Classes as follows:

In Hand Beginner

In Hand Amateur

Walk/Trot

Amateur

Challenge

Michael charges \$35.00 per class. Day of entries, no need to go in fair book. We are reaching out to another farm that hosts these events to get more direction on fees and costs.

Gates open at 3:00pm. Must be registered by 4:30 pm, start at 5:00pm

Food for thought:

The Obstacle Competition might be best to host (for the first time) as an off-fair event.

We would need the following people:

someone to check health papers at the gate

entry clerk

multiple people to set up/take down obstacles

Horseshow judges for fair week are all set.

Sprinkler system for horse arena need sprinkler heads. Craig is going to finish those up for us. Thank you Craig!!

Gymkhana Luncheon

We had a great time hosting. Lots of young faces and everyone is looking forward to the 2026 season.

We all brainstormed ideas for other horse events on the grounds. More to come on all the ideas that everyone had. 😊

Draft Tent:

They need hitching posts, this is a must.

Eric Vandenberg is the contact for the draft.

Action Items for the board:

1. The equine committee would like to propose Liberty Demonstration with John Fahey and son. Monday evening as an opening entertainment event in the horse arena.

Pros:

- It's a trailer in/out in the same night event
- There are two performers, father and son doing multiple performances with multiple rescued horses.
- They would rather perform on Monday because it's a night without a truck or tractor pull.
- A contract with clear expectations can be made and enforced by management.

Cons:

- They don't have a large following yet
2. Proposed obstacle competition on Friday evening with Judge Michael Dunn.

Pros:

- It's a trailer in/out in the same night event
- Michael charges \$35.00 per class. (affordable for what's given).
- It's a cool event to watch

Cons:

- We would have to do day of entries and collect money at the horse gate.
- This would be the first time the Obstacle Competition is taking place at the fair. Mike Dunn, the clinician, suggested cutting out some classes for safety since it's a new event.
- This would require at least five volunteers to check horse's health papers are they enter the grounds, someone to take money and entries, someone to work the gate, someone to announce, someone to scribe for the judge, someone to reset the course between riders, and multiple people to set up/take down obstacles.
- Ribbons or awards would have to be purchased.

Respectfully submitted,

Lynn Horton

Executive Committee

April 1, 2026 7:00

Brian, Greg, Janet, Margaret, Diane, Mike, Tim, Sara

Finance Update

- Audited financial statements shared. These were 11/2023 - 10/2024
- Can now fill out Char 500
- Invite auditors to board meeting
- Will move on to the 11/2024 - 10/2025 audit
- Cash flow forecast shared. Do we need to consolidate to fewer banks? Look into Arrow Bank. KUDOS to Tami and Margaret for this work!
- Credit Card - haven't been successful in changing names and getting new one issued. Close the current card. Open a new one possible with Capital One.
- Highway use tax needs to be filed. Will need odom reading at the end of the month.
- Received the new rates for CDPHP insurance rates. Rates have gone up. Will do letters to employees and have them signed.
- Pay rate sheet has been updated

Contracts

- Will ensure there is language regarding security deposits in all contracts

Vanners

- Officially notified us they are not coming

Lundy

- Received contract, it's being signed. They will not be renting parlor
- Paid a deposit

Draft Generic Horse Contract

- Has been created, reviewed and Ok'd.
- If using the 65 stalls we have \$20 per stall, per night fee

Farm Credit Picnic

- Contract sent
- Acknowledged receipt

Pull for Kids

- \$1,250 was the contract that was presented to Pull For Kids. Event organizers would like to see the amount dropped to \$1,000 and submitted a letter stating why they feel it should be \$1,000.

- There was a lengthy discussion around the contract as presented and the request for a reduction. All felt that it was a great event and a worthy cause that certainly benefited Washington County youth and families. However, all other contracts have been reviewed and have increased, this one should not be an exception.
- Propose a 3 year contract locked in at \$1,250 or \$1,100 for 1 year which would be reviewed each year.

Land Rental Contract

- Is there one? What are the terms and time frame?
- Need to look into this since we are reviewing all other contracts

Touch a Truck

- Requested to place a banner on the fence along Rte 29 advertising the event. Decided that yes they could, but need a signed contract first

Horse Show Contract

- Reviewed the draft generic contract
- Overall it looked good and can now be used to share with potential horse event organizers

Kurt – Live Nativity

- Kurt has reached out once again inquiring to use the grounds for a Live Nativity event in December. Event would need a barn, power and would include 45 donkeys and sheep etc. This would be a free event
- Discussion ensued. Once again, committee stated that closed barns are not available as they contain storage. In addition, since there will no longer be Holiday Lighted Nights, the facilities will be effectively closed.
- This event will not work

Personnel Updates

Facilities Position – update

- 9 applications have been received so far. Craig and Sara reviewed them. A few rise to the top. Applicants all seem to be local.
- Interviews will be set up next week. Craig and Sara will conduct.

Paid Board Member

- Sara has been approached by a board member who commits numerous hours to helping maintain the grounds during the summer performing an essential task who would like to receive compensation for this work.

- Committee discussed this and given the job performed and lack of existing facilities staff, it makes sense to compensate this individual.
- Needs to be an agreement and scope of work in place, a time card to be completed for work performed and individual will report to the GM

PT Electrical – Bob St. Mary

- Bob has done this work in the past
- Would be seasonal as needed and project based.
- Pay rate reviewed and set.

Manure

- Animal waste permits have been approved.
- Any wash facilities have to be approved by March of the year – has been done
- Will move forward with creating a formal agreement between WCF and Booths Blend for manure from the fair

Large Rabbit cages and sponsorship money

- Will use sponsorship money from Bensons

Fort Miller

July 4th and Fort Miller “meal deal tickets”

- Still talking with Tara

Discounted tickets – will receive the normal group rate

Working on setting up a meeting with John regarding HLN and the light fixtures

Other Items

- Kelly Carts contracted for golf carts – updated dates and quotes. Kelly can get enough. Pick up dates are earlier. Need to change the # of electric carts
- NY Pork Producers – providing an award and chip reader
- Auto Registrations – register Mac truck and white truck for the year, not 6 months
- “Did you know” – once a week with a picture
- Need an accurate count of horse stalls and need to track the coming and going
- Milking parlor attended job description created, reviewed and approved. Will begin advertising

Storage

- Pick up is April 11th. After April 25th, \$50 for every 7 day week or every part thereof, will be charged for campers not picked up.

Minutes from the Fairbook Committee:

Submitted by Jill Greening (chairperson) 3/11/2026

The Fairbook Committee was held on Thursday, Feb. 26, 2026 (7 pm - 9 pm)

In attendance: Jill Greening, JoAnne Booth, Harry Booth, Miranda Duel, Laura Sherman, Diane Smith, Tamme Taran, and Ann Williams. Ruth McCuin came by the day before and she took the "General Information" pages. The following day she reported back a few changes.

Snacks & drinks were provided. We started promptly at 7 pm.

Committee meeting members were given a 2025 section of the Handbook and a 2026 section of the Handbook. They made comparisons and edited for spelling, grammar, and punctuation. All sections except for 2 were completed.

A big thank you to Miranda for bringing us pizza to keep us going. :)

Meeting Minutes – Finance Meeting

Date: February 18, 2026

Attendees: Carey Murphy, Sara Petersen, Diane Smith, Tina Dearstyne, Shaun Murphy, Gavin Murphy, Tim Havens Jr., Tami Bentley, Brian Gilchrist, Margaret Brownell, Janet Brown, Jenn Tyler

Finance Meeting Minutes

Internal Controls

- The team discussed strengthening internal financial controls to ensure better accountability and transparency.
- It was agreed that **no single employee should have full control over financial processes.**
- Responsibilities will hopefully be divided among staff members.
- Moving forward, financial duties will be assigned to employees based on **specific responsibilities rather than full process ownership.**
- This approach will reduce risk and improve oversight.

Audit Discussion

- The group discussed the current audit process and preparation for **future audits.**
- Improved documentation and clearly defined financial procedures will help support smoother audits moving forward.

Accounting System – QuickBooks Online

- The possibility of transitioning to **QuickBooks Online** was discussed.
- Benefits include improved accessibility, easier collaboration, and streamlined financial reporting.

Payroll Services

- The organization discussed the potential of outsourcing payroll services.
- **Margaret is currently gathering quotes** from payroll service providers.
- Changes may occur **after the FCE account is completed.**

Annual Fiscal Authorizations

- Annual fiscal authorizations were discussed as part of strengthening financial oversight.
- The organization will review and clarify who has authorization to make financial decisions and approve transactions.

Banking and Financial Accounts

- The team reviewed current **banking arrangements**, including:
 - Where accounts are held
 - Who is currently listed on those accounts
 - Margaret noted that individuals with linked account access can **view balances at any time**, including fair accounts.
- Discussion included the possibility of implementing **sweeping accounts** and whether this would be beneficial for managing funds.

Check Signers

- The possibility of requiring **two signatures on checks above a certain amount** was discussed.
- If double signatures are implemented, it was suggested that **4–6 authorized signers** be listed on the accounts to ensure availability when signatures are required.
- The exact **threshold amount for double signatures** will be determined at a later time.

Contract Authorization

- The following individuals will have authority to sign contracts:
 - General Manager
 - President
 - Vice President
- **Two of the three listed individuals must sign contracts** for approval.

Insurance Review

- The group discussed reviewing and potentially expanding insurance coverage.

- Areas to investigate include:
 - Employer liability insurance
 - Cyber insurance
 - Retirement-related insurance coverage

Grants and Project Tracking

- The organization discussed the need to improve **tracking of grants and projects** moving forward.
- Systems and procedures will be developed to ensure better financial oversight of grant-funded work.

Event Planning and Financial Review

- A **calendar of events** was requested to help with financial planning and oversight.
- For future **board meetings**, a **cost analysis for events** will be provided.
- This will allow leadership to evaluate whether events are **financially sustainable and profitable moving forward**.

For Next Meeting!

- **Margaret:** Gather payroll service quotes.
- **Finance Team:** Review banking structure and authorized account holders, event cost analysis for board review. Develop assigned financial responsibilities for staff.
- **Committee:** Determine threshold for checks requiring two signatures.
- **Finance Team:** Develop system for tracking grants and projects.
- **Management:** Prepare calendar of events.

Next Meeting: 5/20/2026 @ 7 Pm

Margaret Brownell

History/Museum Meeting- February 25,2026

Attending: Paul Lundberg, John Deyoe, Logan Simms, Paul & Barb Lapan, Dave Moore, Doreen McQuade, JoAnne Booth, (Joan & Paul Prouty via phone)

Schoolhouse repair- We have a contract with Donald Buck Sr for 8000. JoAnne will get signatures from the President and manager of the fair. It will be summer before he can start as a big job in Albany has been held up by all the winter weather. It will be done before fair.

Caboose- We will have it open whenever the museum is open.

250th celebration- Discussion on indoor and outdoor activities and displays that could be done to show the history of Washington County instead of the focus being just on military. We need to be aware that there is limited time between March and July to tackle too much. Amy Hoffer is a good contact person.

Signs- Museum signs still need to be put up. This will require a lift. Maintenance request will be submitted again.

Summer kitchen sign for office to make was submitted. However, there is currently no one trained to do those signs.

Inventory- Joan & Paul have been working on updating our inventory list.
(Was last done in 2007)

As we change displays each item must have a number so we know what we have.

After School Group- We will host the end of April or early May. Discussed "hands-on" activities that would interest this age group.

Reports on dates of various history meetings and book clubs that people could attend.

Joan has obtained a 1906 Lovejoy catalog from which she can access much information.

Logan will put together a new spreadsheet of fair week volunteers from contact info JoAnne has secured over the last 4 years. (Most are phone numbers)

If anyone knows of people who would like to volunteer please let JoAnne or Logan know.

Hoping to move another large piece of equipment to **Grange building**. Need more info on logistics of non-profits in that building. And also the needs of the Fair History group .

Next meeting March 25-10 AM at fair office.

History/Museum- March 25, 2026

Present- John Deyoe, Ed Rathburn, Joan & Dale Prouty, Doreen McQuade, Theresa Nettle, JoAnne Booth

After school field trip from Argyle- The group decided on May 11, 2026.

Will split into 4-5 groups. Stations discussed were: Eggs, Woodshop, Corn grinding, Laundry, School lesson with slates. Would be about 10 minutes long at each station as they only have about an hour. Corn grinding and Laundry can be moved outside. Looking to Logan and Paul for woodshop activity that could be done outside.

Magazine requests- 3 were approved by the Board for renewing membership and done in Dec of 2025. AASLH was renewed in Jan 2025. Tammy Bentley found the paperwork and will renew for 2026. All information is found on line as magazines are no longer sent.

Joan & Dale reported on an upcoming **Country Schoolhouse Conference in Geneva.**

There are **grants available** for various projects. Joan & Dale explained some of them and what needs to be done.

Reviewed Maintenance requests: Red paint is in museum for corn crib and milkhouse. Doreen has gray and she and Grace will be doing the kitchen floor.

250th celebration July 11 and 12

*Washington County Historical Society wants to have specific times for tours of the museum. No one was in favor of this. We think people can do self-guided tours. We can create a list of specific areas inside and out that would be of interest.

*Doreen is planning on demonstrating the loom. Eleanor will do quilting. Could Logan and Paul do something in the woodshop?

*WCHSociety also wants to do a reenactment. The area between the caboose and MF fire dept would work. That may need to be approved by Board. (Not sure on this -need more info)

*Youth building will house some exhibits-Dale and Joan will display photos of old barn pictures.

*Joan would like to have all the benches with town names in the county to be in that building.

*Dale is also working on Granges that were in the county. Discussion on where some were and how many are still active.

Keep thinking on displays, signage for items, etc.

Next Meeting April 20 at 10 am- Start at fair office and then proceed to museum for "work" time.

Scholarship Committee 10.16.2025

Lori Benson, Shawn Murphy, Brian Gilchrist, Lila Howlett, Sherri Slater

Application should not be in the form of a google document. Google document lends itself to "I only have this much space to fill in and I don't have to do more".

Application deadline should be sooner if only to allow better notice to attend opening ceremony. **If deadline was May 1**, committee could review and make decisions, and notify applicants and schools so that they could be recognized at individual school's commencement ceremony. This also acts to "advertise" to others by hearing it announced. Goal to get it to schools, as soon as it is approved by board.

Why is the fair giving this and would this help us establish criteria?

2 Scholarships are sponsored by painted pony.

Fair funds # scholarships. Each year the Board of Directors should decide how many scholarships they would like to fund as part of the budget process.

The application and advertising should state that the "WCF may award up to X awards and only applications deemed worthy be funded". = WCF is not required to fund all of X.

Since there is no established fund, do we want to open it up to donors in honor or/in memory of? This may help fund scholarships. Future WCF Sponsorship Forms / Packets should include an option for individuals/businesses to donate to the scholarship fund.

Since the fair funds the scholarships, applicants should demonstrate some connection to the fair. Should it be a requirement that they have exhibited at the fair?

Criteria should be that they are a Wash Co. resident and copy the rules from fair book as to which youth can participate in Wash Co Fair.

The fair book states: Youth must be a resident of Washington County, attend a school in Washington County or be a member of a 4-H Club, FFA or Scouts in Washington County.

More money, fewer awards?? Maybe examine this after we see if we get traction from scholarship sponsorship.

Application:

As part of general info, name, address, phone include a check box: I am a graduating senior; currently enrolled in college or trade school

I plan to: attend college; attend trade school; serve in the military

Write a narrative or essay to answer the following questions.

Share in detail, how have you been involved in, exhibited, participated, or volunteered at the WCF?

How have the above experiences at the WCF shaped you and contributed to your personal growth? What attributes and skills have you gained?

How will you use the skills you gained from participating in the WCF to contribute to your community and/or WCF in the future?

Will not ask:

- **How would you make use of these scholarship monies?**
- **Tell us what your plans are after graduation.**

Scholarship

March 31

Attending: Lori, Sherri, Shawn, Brian

Reviewed draft application and made the changes below.

Would like to send to all schools and begin advertising as soon as the board approves the draft application.

Washington County Fair Inc General Information

Purpose

To provide a financial award to eligible individuals who have been active participants in the Washington County Fair.

Award

Up to five, \$500 scholarships *may* be awarded

Eligibility

- The Washington County Fair Inc. awards scholarships to graduating high school seniors, collage students, and those entering the military who have not previously been awarded a Washington County Fair Scholarship.
- Youth must be a resident of Washington County, attend a school in Washington County or be a member of a 4-H Club, FFA or Scouts in Washington County.

Application

Application may be downloaded from the Washington County Fair's website, washingtoncountyfair.com, (or attached to this General Information) completed by the student and submitted to the Washington County Fair.

Deadline

Student may submit his/her application to the Washington County Fair via mail or email. All applications must be received by close of business, May 22, 2026. Applications should be mailed to: Washington County Fair, Inc., 392 Old Schuylerville Road, Greenwich, NY 12834. Or emailed to: gm@washingtoncountyfair.com

Selection Process

The Washington County Fair Scholarship Committee will review all applications and determine the scholarship recipients. Students will be notified if they are awarded a scholarship. Non-winners will also be notified. If recipient is a high school senior, that school shall also be notified so that it can be announced at the awards ceremony.

Payment of Scholarship

Payment will be issued after the first semester has ended and upon the receipt of a college/university/technical school transcript showing the recipient attended such institution. For those joining the military, payment will be made upon receipt of DD Form 4, "Enlistment/Reenlistment document – Armed Forces of the United States."

Washington County Fair Inc 2026 Scholarship Application

Purpose

To provide a financial award to eligible individuals who have been active participants in the Washington County Fair.

Award

Up to five, \$500 scholarships *may* be awarded

Eligibility

- The Washington County Fair Inc. awards scholarships to graduating high school seniors, collage students, and those entering the military who have not previously been awarded a Washington County Fair Scholarship.
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Scoring

Applications will be judged on the following criteria:

Essay	25%
Fair Participation	30%
Presentation of Application	25%
Community/Citizenship/Leadership Experience	20%

Instructions

Make sure you complete the entire application according to the directions. Return the completed application by the deadline. The Selection Committee is looking for well-rounded applicants and will base its decision on a variety of criteria as outlined in the scoring criteria. Please add additional pages as necessary. Application must be printed on plain white paper. Use additional sheets of paper as needed.

Name of Applicant:

Mailing Address:

Phone Number:

Email:

Are you: **Entering College/Tech School/Military**
 Currently Enrolled College/Tech School/Enlisted Military

Name of educational institution which you've been accepted to or are already attending:

Please tell us your intended field of study or occupational interest:

Please tell us about your future career goals:

The following represent your "Community, Citizenship, and Leadership" participation/activities. (A-C below)

A. Please describe your participation in school activities.

B. Please describe your community service activities (clubs, organizations, community service, etc)

C. Please describe any awards and recognition you have received

Is there any additional information you would like us to know that may support your application? If yes, please describe.

Please describe your participation in the Washington County Fair.

Essay: In a minimum of 250 words please tell us: “What experiences have you had at the Washington County Fair that you feel will help you with your future goals?”

Applicant Signature:

Date:

Small Animal Committee

March 16, 2026

Attendees: Laura Sherman, Lisa Proch, Tammy Bentley, Miranda Duel. Online- Zach Sherman, Rylie Niles, and Lynn Horton.

Bunny Cages: Discussed the need for about 10 large cages 30x30 for giant bunnies. Tami was going to check and see if she has extra poultry cages that can be used.

Sheep/Goat herdmanship: Committee decided to up the ask from the fair for 250.00 for the herdmanship. Kate has resigned from being the organizer of the herdmanship and Lee Levine and Janette Mann covered last year and are willing to do it again this year. Discussed judging times.

Swine Herdmanship: The committee decided to up the ask from the fair to 150.00.

Vet for Chickens: Would like to hire a vet to check in the chickens at the fair. Looking for recommendations for a vet for the chickens and bunnies/cavies.

Sheep/ Goat Clinic: Looking for a date for the clinic. Rylie Niles is willing to run the goat clinic. Checking with Andre to see what date works for him.

Milk tank: Would like a new tank and Zach Sherman is willing to make a stand to put the tank on to make is easier for kids to dump into it.

Pig Panels: Once we get confirmation from Herkimer County fair to grab the panels, Lynn Horton graciously offered to go pick them up.

Orleans County sent a correspondence presenting the 1st annual State Supreme Ewe show and is looking for other fairs to participate and send their top ewe to the competition. It will be held on September 12th. A banner will be provided for a participating fair. There is no cost to the fair.

Respectively Submitted,

Wool and Arts Committee Meeting Minutes

Wednesday March 18, 2026 7 pm

Present: Sara Petersen, Laurie Moore, Harry Booth, Joanne Booth, Tami Bentley, Jennifer DeMoy, Faith Perkins

Advertising: To try to stay on budget we will not be advertising on podcasts like last year. Will continue with NYVT Media and Albany broadcasting, using the budget minus what is needed for Fiber Tour sponsorship, programs, signage, and banners.

Photo Contest : Sara presented photos that have been received. Possibly display photos and winner at the fair for promotion

Vendors: Sara provided a list of 5 vendors not coming back. Reviewed new vendor applications and one that were reviewed at the last meeting. Will review placement of returning vendors and new ones. Selected 8 to fill in space from new applications. The office will contact new accepted vendors and returning vendors

Festival Program/Handout: Discussed changes and improvements, what is needed and what can be removed. Would like a better map of event and possibly a map on one of the big A-frames. Sara will work on a mock up. Discussed how many to print and whether we should have them before the event for promotion. Thinking for getting them before fair to use as promotion, but need to consider the vendor/location list.

Food and Entertainment: all set

Children's Activities: Who will run the pumpkin decorating, possibly the Junior Committee, Sara will ask. Last year we had 10 bushels for decorating.

T-Shirts: Discussed ordering more. Last year's shirts are all gone. Will order some more if we can get a good price. Will not be doing pre-ordered shirts.

Sheep Show: Entry fees will be the same as last year.

Raffle: Discussed bringing back the raffle. In the past vendors were asked to donate items for a raffle with a charity to donate the proceeds to. Another idea a 50/50 raffle. Would like to do a 50/50 raffle this year to support a charity or organization. Need to decide on an organization. Will work on vendor relationships to possibly proceed with a raffle with donated items next year.

Workshops: We will not have workshops at the 2026 festival. We will access feedback to decide whether to bring them back for 2027.

Next Meeting: May 19 7pm



392 Old Schuylerville Rd.
Greenwich, NY 12834
518-692-2464

"An Agricultural Tradition for Over a Century"

Job Description

Position Title:	Milking Parlor Attendant
Department:	Operations
Reports To:	General Manager
Supervises:	NA
Created/ Revision Date:	April 2026
FLSA Status (HR USE ONLY):	Fair week August 24th-30th 2026
Pay Range:	

Position Overview:

We are seeking a reliable, hardworking Milking Parlor Attendant to assist with the daily operation, cleanliness, and animal care within the milking parlor during Fair Week. This position plays a critical role in maintaining animal health standards, public safety, and compliance with Department of Health requirements while ensuring the parlor operates smoothly for exhibitors and visitors.

Key Responsibilities:

- Assist with the setup, operation, and breakdown of milking equipment
- Sanitize and maintain the milking parlor to meet health and safety standards
- Help exhibitors with cow flow in and out of the parlor in a calm, safe manner
- Monitor cleanliness of floors, drains, and equipment throughout the day
- Properly handle and dispose of milk waste according to guidelines
- Restock supplies and report any equipment issues immediately
- Maintain a safe environment for animals, exhibitors, and the public
- Follow all PPE, biosecurity, and sanitation protocols
- Work cooperatively with barn staff, veterinarians, and fair management
- Must be able to communicate with exhibitors and directors effectively

www.washingtoncountyfair.com

The Washington County Fair is a 501c3 not for profit and is operated by a 32 volunteer Board of Directors

Qualifications:

- Experience with dairy cattle or agricultural settings preferred
- Ability to work around large animals safely and confidently
- Comfortable working in wet, humid, and physically demanding conditions
- Ability to lift 50 lbs and be on your feet for extended periods
- Strong attention to cleanliness and detail
- Dependable, punctual, and able to follow directions

Requirements:

- All Day Tuesday or Friday availability is mandatory
- Must follow all fairgrounds policies and health regulations
- Must be able to work the full duration of Fair Week
- PPE required (boots, gloves, appropriate clothing)

Compensation:

Hourly rate based on experience.

To Apply:

Please submit your name, contact information, and relevant experience to reception@washingtoncountyfair.com

Be part of the team that keeps one of the Fair's most important agricultural traditions running safely and smoothly!

www.washingtoncountyfair.com

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