

Monroe A. Miller, Jr.  
19 Big Spruce Lane  
Waynesville, NC 28786  
January 30, 2011

Chip Killian  
**Haywood County Attorney**  
215 North Main Street  
Waynesville, NC 28786

(a.k.a.)

Leon Killian  
**Nelson Mullins Riley & Scarborough LLP**  
4140 Parklake Avenue  
GlenLake One  
Raleigh, NC 27612

and

David Teague  
**Haywood County Public Information Coordinator**  
Historic County Courthouse  
215 North Main Street  
Waynesville, NC 28786

and

Nancy Davis, Secretary  
**Haywood County Agricultural and Activities Center Association, Inc. , a.k.a.,  
Haywood County Fairgrounds Board**  
720 Woodbine Road  
Waynesville, NC 28786  
[crecomfort@bellsouth.net](mailto:crecomfort@bellsouth.net)

**Subject:** Conflict of Interest.

Chip, (a.k.a.) Leon,

I was lying awake in bed this morning recounting the obfuscation I have been receiving by Nancy Davis, Secretary of the Haywood County Fairgrounds Board, in being able to inspect the last two years of financial information and minutes, and thought, "Maybe Chip can help me"!

That's where I finally saw that there could be a genuine conflict of interest on your part. The problem was, which one of you to ask?

Do I ask “Leon Killian” of **Nelson Mullins Riley & Scarborough LLP**, who indicated in your letter of August 6, 2010 to Shawn Leatherwood on **Nelson Mullins Riley & Scarborough LLP** letter head [re: [www.haywoodtp.net](http://www.haywoodtp.net) - ABUSE OF POWER] “We represent **Haywood County (the “County”)** and the Haywood County Agriculture and Activities Center Association, Inc. (The “Association”)...”,

or,

Do I ask “Chip Killian”, Haywood County Attorney, who was appointed County Attorney by our five (5) current county commissioners, who as county commissioners also appointed the current sitting members of the Haywood County Agriculture and Activities Center Association, Inc. (The “Association”), a.k.a. Haywood County Fairgrounds Board.

I can see on the one hand, “Leon”, that you would probably want to advise your client, Nancy Davis, secretary of the Haywood County Fairgrounds Board when I made the request to inspect the last two years of financial records and minutes to [in words similar to that of Kevin Ensley, who, as you know, also sits on that very same Fairgrounds Board] - “**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**”]. So perhaps “Leon” is the wrong person to ask.

On the other hand, I could ask “Chip”, who was appointed to the position of Haywood County Attorney by the five current county commissioners, who, as you know, includes Kevin Ensley, the very same Kevin Ensley who indicated - **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.**

I had thought that the County Attorney represented the best interests of the Taxpayers of Haywood County. In fact, as county commissioner vice chairman Kirk Kirkpatrick indicated in his [practically incoherent] reply to my public comments at the commission meeting on January 12, 2011 [re: transcribed from video recording of meeting, [www.haywoodnc.net](http://www.haywoodnc.net)] -

“And anytime Mr. Killian writes a letter, he’s doing so on behalf of, either in that case, the Fairgrounds. **If he writes one for us on behalf of the county representing the county, and the people of this county.** And so, in some instances, you may appear that it is an abuse of power, lots of times, and most of the time, **it’s a representation of the citizens of this county, and their best interest, and take care of the money that supplies this county for the government functions.**”

So as a citizen of this county, I am seeking your assistance, “Chip”, and hoping that you can prevail upon “Leon” Killian and Nancy Davis, secretary to the Haywood County Fairgrounds Board, to provide access to the past two years of financial records and minutes that I have requested. By the way, let her know that I’ll be happy to reprint any future snippy letters from her in “Toeprints”.

I am hoping that the “Chip” Killian will prevail, and suppress the “Leon” Killian which may advise his client to remind her to hit “**A DELETE BUTTON**”.

By the way, you should get together with Kirk Kirkpatrick, who is also a lawyer. He seemed really confused when he replied to my public comments on January 12, 2011, when he said [re: transcribed from video recording of meeting, [www.haywoodnc.net](http://www.haywoodnc.net)] "It's my understanding that Mr. Killian wrote a letter on behalf of the Fairground, not the county." Simply point him over to my website, [www.haywoodtp.net](http://www.haywoodtp.net) and have him click on ABUSE OF POWER to see the letter that you wrote.

Thank you,

Monroe A. Miller Jr.

cc: Mark Swanger, Chairman  
**Haywood County Commissioner**  
1257 Poplar Cove Road  
Clyde, NC 28721

Kirk Kirkpatrick, Vice Chairman  
**Haywood County Commissioner**  
600 Laurel Ridge Drive  
Waynesville, NC 28786

Kevin Ensley, Commissioner [X]  
**Haywood County Commissioner**  
170 Yates Cove Road  
Waynesville, NC 28785  
[X] **Note:** Rely on other commissioners to forward, as mine will be deleted.

Michael Sorrells, Commissioner  
**Haywood County Commissioner**  
3796 Jonathan Creek Road  
Waynesville, NC 28785

Bill Upton, Commissioner  
**Haywood County Commissioner**  
8 Pasadena Street  
Canton, NC 28716

Rebecca Morgan  
**Administrative Assistant to the Haywood County Manager**  
215 North Main Street  
Waynesville, NC 28786

cc: see e-mail header

bcc:

Haywood County  
Agriculture and Activities Center Association

Board Meeting Minutes

January 27, 2009

Board Members Present

Katy McLean, Kathy Palmer, Skipper Russell, Bob Massie, Don Smart, John Best, Will Morrow, Kaleb Rathbone, Aleasa Glance, Jim Cochrane, Sam Smith, Charles Boyd, Marlyn McFalls, Wade Francis, and Glenn White.

Jim Cochran called the meeting to order

Requests to Address the Board:

Kitty Price, Marketing Program WCU addressed the board. Kitty provided an update and action items for the marketing plan for the Agriculture and Activities Center. Action Items include the development of a brochure, an expanded roster of rental clients, and the planning of a spring festival. Sam Smith made a motion to extend our contract with the marketing group for another month. All costs being paid through funds with the Golden Leaf Project. Skipper Russell second the motion and the motion passed.

Glen White brought it to the attention of the board that we need to begin to finalize the details of the Spring Festival for May. The board asked Kitty to present a plan for the Spring Fair at the February board meeting. Kaleb Rathbone made a motion to approve, Charles Boyd second the motion, and the motion passed.

Kaleb Rathbone, addressed the board concerning a livestock/petting zoo addition to the Fall Fair. The petting zoo would cost the board \$3,200 for the four day event and would be a great event to draw crowds to the event. The petting zoo would also address the complaint that we do not have enough animals during the fair. The board voted to wait to make a decision upon the completion of our budget and a check with the health department/department of agriculture on regulations.

Minutes: The minutes from the last meeting were read by all and updates to the November minutes were recommended. Motion to approve the November minutes with suggested corrections was made by Kathy Palmer, second by Kaleb Rathbone, and the motion passed.

Treasurer's Report: Glenn White presented the treasurer's report for the last quarter. Glenn stated that the Name Brand Bingo event generated \$242 in revenue. The last P&L Statement for July through December, income exceeded expenses by \$1261. Flea markets are currently ahead of last year. Fair ground rentals are behind, with building A generating the most income. Don Smart made a motion to approve the Treasurer's Report, Wade Frances second the motion and the motion passed.

Jim Cochrane encouraged the board to give Glen the approval needed to hire the Company with the best price for our upcoming audit. Kaleb Rathbone made a motion to give Glen approval to hire an audit company, Kathy Palmer second the motion and the motion passed.

Other Reports:

**Building and Grounds,** Skipper Russel indicated that he was working with Pete Gorman to honor the rest of his commitment to work on the livestock barn. Water is currently draining out of one of the pump houses in the arena

Committee Reports:

**Fund Raising,** Sam Smith indicated that he has the letter ready to send out to sponsors for A Building.

Other Business:

Sam Smith presented a board member update explaining the suspension of the new fee schedule until next year. Sam has asked Dr. Henson and Kitty Price to look over the fee schedule and come up with something more suitable.

**2008 Fair Report:** Sam Smith indicated that he had a meeting the following afternoon to wrap up the fair report.

The February 7<sup>th</sup> Flea Market was brought to the boards attention.

The Board is currently in the process of developing the 2009 budget and has high hopes for increased revenue from the marketing plan we are working with.

Jim Cochran suggested that Wade Francis and Skipper Russell serve as the Fair Coordinators for 2009. Will Morrow made a motion to approve, John Best second the motion, and the motion passed.

Sam Smith also brought the funding of the additional bleacher sections in the arena to the attention of the board. Two new sections of bleachers would complete seating along both sides of the arena. The funding from the county was designated for this task and a portion of the \$100,000 must be used for additional seating in the arena. Total expense from last year was over \$78,000 for bleachers. Sam asked the board to decide if they would like to complete the seating or use the money elsewhere in the arena (would need to inform commissioners of this change and ask for approval to use the money elsewhere). Wade Francis suggested that we continue with bleachers as long as we are still allotted our amount. Skipper made a motion to finish the bleachers, Wade Francis Second the motion and the motion passed.

The board also questioned the status of restrooms in the arena. The addition of restrooms in the arena would bring additional events to generate additional income.

The board mentioned the potential for a future Bingo event. The remaining supplies from the December Bingo event can be used for the next event. John Best was an advocate for another Bingo event in the future.

Sam Smith, suggested that the board authorize the Executive committee to develop a plan for employing an Executive Director/Manager/Marketing Developer for the Haywood County Fairgrounds no later than July 1, 2009. Charles Boyd made a motion to approve, Skipper Russell second the motion and the motion passed.

Jim Cochrane presented Susan Yarski's letter of resignation from the board. Wade Francis made a motion to approve, Sam Smith second the motion and the motion passed.

The meeting was adjourned.

Haywood County  
Agriculture and Activities Center Association

Board Meeting Minutes

February 17, 2009

Jim Cochran called the meeting to order. Welcome Kevin Ensley to the board.

Request to Address the Board:

Kitty is currently working on a plan to take to the county to finance our manager position through county funds. Logo development is on target, draft by the end of the week and finalized by the following. Sam Smith indicated that we have had a follow up meeting with Pepsi Cola for financing of the sign. Kitty has been calling previous vendors to coordinate possible intents to participate. May 16, 2009 is the official date for the Spring Festival. Skipper mentioned that there would be a Blue Grass Festival in Maggie during the same weekend. Another grad student has been brought on board to promote the event through media blurbs and press releases. Kitty suggested that the board team with George Ivey and the Buy Haywood program for the spring festival. Dorothy Morrow asked for concrete deadlines for vendor applications, etc. for the Spring Festival.

Minutes:

November Minute corrections, Sam Smith made a motion to approve, Dorothy second the motion and the motion carried.

January Minutes were in need of correction. Dorothy Morrow needed to be added to the list of attendees. Dorothy made a motion to approve January minutes with suggested corrections, Wade Francis second the motion and the motion carried.

Treasurers Report:

Balance of the money in first citizens is dedicated Golden Leaf money. The organization profited \$2400 for the January Flea market. From July 1 to Feb 17, our income has exceeded our expenses. We are still relying on county funding and are not self sufficient. Ted Norman made a motion to approve, Tom Knapko second the motion and the motion carried.

**Other Reports**

Building and Grounds:

Ted Norman presented the report.

Electrical: Someone indicated that if we could get a generator installed and declare it an emergency shelter we could receive grant funding. Sam Smith indicated that the board has already approved that the county has the right to use it in case of emergency. Kevin Ensley indicated that Greg Shipman and David Teague would be the correct contacts to speak to regarding possible grant funding. Ted indicated that students from HCC have plans to convert the 100 amp switch to a 200 amp switch for the generator. A slab will need to be poured to mount the generator to. The students could begin work as early as the following week once approved. Ted indicated that he would go before the board of county commissioners to get the permit fees waived. Total cost for the box and installation would be around \$2500. Ted Norman motion to approve, Dorothy Second the motion, motion passed.

There will be an additional fee for the lighting for the perimeter on photocell. Bob Massie indicated that he would like to see the wiring to the pole in the center of the field complete before too much longer.

Sprinkler System: we had two bad valves that were allowing water to leak out. There is not a push for this until after freeze season has passed.

Bleachers: David Cotton indicated that we could take telephone quotes. Two sections have been quoted at 65,446. Concrete has been quoted a 8,500 for both slabs, an additional 910 for the aisle ways for a total of 9,410 Actual cost. Board asked for a quote on asphalt in front of the bleachers. Anticipated completion is as soon as the motion is approved. Ted made a motion to approve pending the release of the money, Dorothy Second the motion, motion passed.

Roof: Ted indicated that we have a leaking roof. Skipper reported on the status of the leaking livestock roof. We still owe \$500 to the roofer whom is not upholding his eight year warranty. We are not paying any more until the roof has been fixed.

#### Fund Raising Report:

Glenn White proposed that the board approves to continue to use their services until the end of the fiscal year, but may be terminated at our discretion. Glenn White made a motion to approve, Kevin Ensley second the motion, motion passed.

#### Nominating Committee:

According to Bill Skelton, the committee came up with three potential candidates for our vacancies, the first to fill the Home maker representative position, Teresa Roberson & the second to fill the 2011 class vacancy, Richard Messer. Bill Skelton made a motion to approve, Glenn White second the motion, motion passed.

#### 2008 Fair Report:

Sam Smith brought the financial report to the attention of the board. The Financials also include the dispersement of fees.

#### Other



March 7<sup>th</sup> Flea market: Jane mentioned the need for volunteers.

2009 County fair Budget: Sam Smith presented the budget that was created by himself, Wade and Skipper. Sam indicated that the livestock awards and the awards and trophies categories have been combined for 2009. The total is \$28,900 for 2009. Motion to approve, Bill Skelton second the motion, motion passed.

Accident Report: Fall at the last flea market. Christy McLean put together an accident report for the claim that was filed.

Golden Leaf: Sam Smith indicated that we are requesting an additional 9 months for the Golden Leaf Funds.

Upcoming 4-H Events: Nick Reynolds is looking to have a 4-H fundraising flea market two weeks from any fair board flea market event. Nick suggested a June, 20th for such an event. Silver Spurs club is also looking to have a weekend horse clinic on March 14th. Sam indicated that the event would be part of our annual contribution to youth events and zero cost. Nick made a motion to approve, Wade Francis second the motion, motioned passed.

Sam Smith brought the employment plan to the attention of the board. The plan includes our current financial situation and our current obligations out of those funds. Golden Leaf has considered giving us a nine month extension request. While still in draft form, the plan is redirecting remaining funds after the bleachers in conjunction with the remaining Golden Leaf fund to hire either one full time or two part time positions. Kitty and Dr. Henson are putting together a five year business plan for the Fair Grounds. Sam indicated that we are currently looking into salary and job descriptions from other similar non-profits to create the proper package for this new direction. Sam has asked that we make this decision as quickly as possible, so that he may work with the person to train them. Jim Cochrane posed the question regarding County Insurance for this employee. Kevin Ensley said that he would check on the insurance coverage for this person.

Meeting Adjourned

**HAYWOOD COUNTY AGRICULTURE AND ACTIVITIES CENTER BOARD**

**MINUTES**

Tuesday, March 17, 2009

Large Conference Room, Extension Center

**BOARD MEMBERS PRESENT:** Dorothy Morrow, Jim Cochran, Sam Smith, Glenn White, John Best, Kaleb Rathbone, Charles Boyd, Ted Norman, Skipper Russell, Bill Skelton, Jane Mehaffey, Kevin Ensley, Teresa Raulersen, Wade Francis, Marlyn McFalls, Richard Messer, Will Morrow, and ?

Jim called meeting to order. John Parker from southern Horror Writers Association addressed the board wanting to use Building A on August 7-8 at no charge or a reduced rate. The board took no action at this meeting.

**MINUTES** of February meeting read and corrected as follows and approved as corrected.

- (1) Greg Shipman corrected to Greg **Shuping** (page 2 first paragraph)
- (2) Fund Raising Report: "Glenn White made a motion to approve **marketing services for the remainder of the fiscal year.**

**TREASURER REPORT:** Glenn presented this report and there were no questions and the report accepted as is.

**COMMITTEE REPORTS:**

**BUILDING & GROUNDS: Ted and Skipper**

Provided update on transfer switch installation, wiring, lights around buildings, concrete pad poured, and the mowing contract. Sam made a motion and Bill S seconded to keep Presnell Mowing Services in place for this year. Motion carried. Ted advised the water fountain was repaired. Skipper said he is still working with the roofing folks, specifically Pete Goreman, to fix the roof and \$500 final payment is still being held.

**MARKETING REPORT: Kitty Price**

An update on the Primavera Spring Festival presented to the board. A committee will be formed for setting up for vendors and Kitty will work with the committee. Kitty assured the board that everything was on track for the festival.

**2009 FAIR COMMITTEE Wade**

Wade presented the 2009 fair committee list and asked anyone that wanted to be added, deleted, or moved around to contact him.

Wade also asked the board for opinions on a horse shoe pit site selection and construction. It was agreed that Wade and Skipper select the site and oversee the construction.

**BUDGET REQUEST      Sam**

“County Funding Request for fiscal year 2009-2010” was given to each board member. This will be presented to the County Commissioners by Sam.

**OTHER BUSINESS**

Sam advised the Golden Leaf 9-month extension requested has been filed.

Sam advised there is no money for additional bleachers and the county is withholding the last of the funds that were already committed to bleacher seating due to the economy. He does not know when they will release this money to the board.

Strawberries discussed and the board decided to order again from Cooley Farms in S.C. a total of 1600 gallons and sell at \$2.00 per gallon over cost to see at the May 2 flea market.

The annual Bingo will be held April 4.

Flea Market will be April 4 and Jane said she needs board members to work. Jane requested a handicap sign and a do not block doors sign be put up and Ted will take care of this.

Kaleb asked if a decision could be made about the petting zoo for the county fair so he can advise the vendor. After discussion on permits & licenses, it was motioned by Charles B and seconded by Kaleb to give the vendor the go ahead pending proof of all permits and/or licenses.

No other business and meeting adjourned.

Respectfully submitted by

Dorothy Morrow  
[Dorothy.Morrow@ncmail.net](mailto:Dorothy.Morrow@ncmail.net)

**HAYWOOD COUNTY AGRICULTURE  
AND ACTIVITIES CENTER ASSOCIATION, INC.**  
**589 Raccoon Road, Suite 118**  
**Waynesville, NC 28786**  
[www.haywoodcountyfairgrounds.org](http://www.haywoodcountyfairgrounds.org)

Tax ID No. 56-1944716

**MINUTES**

Tuesday, April 21<sup>st</sup>, 2009

Small Conference Room, Extension Center

BOARD MEMBERS PRESENT: Sam Smith, John Best, Charles Boyd, Wade Francis, Skipper Russell, Ted Norman, Davis Ferguson, Leslie Smathers, Marlene Ferguson, Jane Mehaffey, Teresa Raulerson, Kitty Price, Dorothy Morrow, Jim Cochran, and Don Smart.

Jim Cochran called the meeting to order. Kitty Price addressed the Board and gave a report on the Marketing Program with emphasis on the Primavera Spring Fest scheduled for May 16<sup>th</sup>. Leslie Smathers addressed the Board with a request for use of the fairgrounds facilities for an activity related to the National Envirothon event. The Board approved use of the facilities for that purpose at no charge.

Minutes for the March 17<sup>th</sup> Board meeting were approved as presented.

A Treasurer's Report prepared by Glenn White was presented. The report included up-to-date bank account balances, April 4<sup>th</sup> Flea Market data, and figures for the April 4<sup>th</sup> Bingo game. The report was received as information.

The Building and Grounds report was given by Ted Norman who summarized the status of several projects and needs at the Fairgrounds. It was noted that the ice machine was not working and needed to be repaired. The Board approved the repair request.

Wade Francis and Skipper Russell presented the proposed list of Committee Chairpersons and members for the 2009 Fair. Committees were approved by the Board.

Dorothy Morrow presented a recommendation that the Board sponsor a Mountain Music Jamboree to be held August 15<sup>th</sup> at the Fairgrounds with Roy Kirkpatrick handling the event. The motion was made and seconded to approve the event for that date. The motion carried.

It was noted that all tables and chairs from both Building A and Building B needed to be moved out for the Dog Show to be held June 12<sup>th</sup> and 13<sup>th</sup>. Skipper Russell agreed to handle this with help from Don Smart and Jim Cochran.

Sam Smith reported that the FY 2008 audit was still ongoing and should be completed soon.

The Annual Strawberry Sale is scheduled for May 2<sup>nd</sup>, with berries coming from Cooley Farms in South Carolina.

Dorothy Morrow gave a report on the digital sign to be installed at the entrance to the Fairgrounds.

The Board denied the request made by John Parker of the Southern Horror Writers Association and Post Mortem Comic Book Studio of Canton for waiver of part or all rental fees for a two-day event to be held at the Fairgrounds.

A motion was made and seconded to request forgiveness from the County Commissions for the \$25,000 match associated with the 2007-2008 supplemental allocation for Arena fencing and bleacher seating. The motion carried.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Sam Smith  
Acting Secretary

Haywood County Agriculture and Activities Center Board Meeting  
May 19, 2009

Members in Attendance: Kathy Palmer, Skipper Russell, Dorothy Morrow, Jane Mehaffey, Jim Cochran, Sam Smith, Kaleb Rathbone, Will Morrow, Marlyn McFalls, Mick Reynolds, Aleasa Glance, Wade Francis, Bob Massie, Ted Norman, and John Best.

Jim Cochran called the meeting to order. The April minutes will be prepared for next month's meeting.

Treasurer's Report: Sam Smith gave the report in the absence of Glenn White.

Kitty Price was absent due to a death in her family. She will report on the Spring Primavera at the next meeting.

Building & Grounds Report: Ted Norman reported.

- Met May 4<sup>th</sup> (4 in attendance) – decided to meet on a as needed basis
- Immediate and Long Range Plans- old & new concerns
  - Outside lightning
  - Renovation of serving & concession areas
  - Making more space
  - Updating equipment
  - Board Participation- How do we get more people involved?
  - Paint arena fence
  - Landscaping needs improving
  - Repair leaks on arena roof
  - General cleaning of the grounds

Skipper Russell made the motion to purchase the "stove" that was discussed during the meeting. Kaleb seconded the motion. Discussion followed. The motion passed. Jane Mehaffey and Ted Norman will be in charge of the purchasing and installation of the stove system.

Ted will be scheduling a workday at the grounds for all members to help on projects.

Fundraising:.

Sam Smith is working on renewing of the signs that are displayed in the buildings.

Kaleb Rathbone reported that the fundraising committee met for the fair met last week.

- Here are some examples of what will be going on during the fair.
  - Wednesday- Church night
  - Thursday- Battle of the Bands- Classic Rock
  - Friday- Battle of the Bands- Country/Bluegrass
  - Saturday- Karoke Contest- \$5 to \$10 entry fee
  - Sunday- Smaller version of what Joe Sam Queen did last Year.
- Trying to get the animal exhibit for the fair
- No big "star" singer due to budget restraints

Catalog Committee: Nick Reynolds

- Have talked with Smoky Mountain News about the inserts
- Initial proofs are due by mid June

June 6<sup>th</sup> Flea Market- Need volunteers to work- Will be doing the tailgate market for farmers-

Sam Smith stated that there needs to be work done on the 2010 budget. The 990 Form has been completed and the full audit report should be ready soon. Dorothy Morrow made the motion to do internal audits and no external audits until the county gives money again and requires it of the board. Skipper Russell seconded the motion. The motion passed. Sam discussed that will the loss of county money that we would have to come up with other methods of raising money for operational costs.

Dorothy made the motion to approve the "Horse Play Date" that Nick Reynolds mentioned. This will take place during the June 6<sup>th</sup> flea Market. Bob Massie seconded the motion. The motion passed. Nick will be in charge of this event.

It was suggested for Kitty Price to get in touch with Kathy Palmer about contacting national horse organizations such as the Racking Horse Association.

Farm Bureau Dinner: Jane attended their board meeting. The annual meeting will be at the fairgrounds on October 19<sup>th</sup>. We will serve supper at 6:30 with a price of \$10.00 per person. This was approved at their meeting.

Digital Sign: Dorothy Morrow stated that Crawford Sign Co. would be doing the sign. We would need software and training. Also we would need to purchase a laptop computer. The total package is around \$35,000. It was stated that money from the Golden Leaf would pay for half and that the executive committee would meet and come up with the other half. Also the committee would go ahead and sign the contract.

Skipper made the motion to adjourn, seconded by Kaleb. Motion passed.

Respectfully submitted,

Aleasa Glance



Minutes for June 16, 2009  
Board Meeting

Dorothy Morrow opened the meeting.

Steve Brown and Matt Wells of the Haywood County Schools Foundation made a request to address the board. Proposed reduce rate for the Save –a – teacher challenger Bingo night August 29. Skipper Russell made a motion to rent building A at the reduced rate of (1/2 the non-profit rate), Bob second the motion.

Minutes from April 21<sup>st</sup> addressed. Wade Francis motioned to approve minutes, John Best 2<sup>nd</sup> the motion, motion carried.

Sam Smith gave the Treasurer Report, making special note of the Strawberry Sale, Spring Festival and the current profit/loss for the work of Kitty Price. Sam also made it known that the Haywood County Fair Budget is incorrect and will be submitted in next month's meeting. Sam also addressed the Income Enhancement Plan for the facilities, including extra flea markets and Bingo events. It was noted that an additional Bingo event in August 22 would be detrimental to the Save-a-teacher Bingo night on August 29.

Peach sale was scheduled for the July & August Flea market. The board agreed to order 100 ½ bushel baskets and the price was to be set by the market value. Motion was made to place Bill Skelton, Skipper Russell and Katy McLean on this committee.

Building and grounds report was presented by Skipper Russell. Work on the barn was set for \$1,000, tables set to be taken care of, Kitchen to be addressed and a work day for the facilities has been scheduled.

Additional:

Sam noted that Form 990 had been submitted on time. Senator Burr had also requested a list of needs for the fairgrounds. Sen. Burr indicated that potential funding may be available to the organization.

The Digital Sign has been ordered, 1<sup>st</sup> installment has been paid and permits to be obtained. Members wanted to ensure that the sign would not be placed on the right away.

Meeting was adjourned.

Minutes for August 18, 2009  
Board Meeting

Attendance: Katy McLean, Teresa Raulerson, Jane Mehaffey, Kathy Palmer, Richard Messer, Will Morrow, Jim Francis, Bob Massie, Marilyn McFalls, Wade Francis, John Best, Charles Boyd, Ted Norman, Sam Smith, Jim Cochran, Dorothy Morrow, Bill Skelton, Skipper Russell

Jim Cochran opened the meeting.

Mountain Projects made a request to address the board regarding Senior Day at the Fair. Jane questioned the possibility for providing concessions for the event

Minutes from June were addressed. A correction was recommended, Nick Reynolds name was spelled incorrectly. Wade Francis motioned to approve minutes, Bill Skelton 2<sup>nd</sup> the motion, motion carried.

Sam Smith gave the Treasurer Report. Richard Messer made a motion to approve, Jim 2<sup>nd</sup> the motion.

Building and grounds report was presented by Ted. The June 30 work day was a success and many tables were repaired and the building was thoroughly cleaned. There is a 2<sup>nd</sup> workday scheduled for September 25. Terminix treated the building and the credit card line has been disconnected. Projects are underway to improve the kitchen area of the concession stand in building A. The building inspector indicated that there must be a hood over the stove venting to the exterior of the building. The generator project is complete, but a fuel tank is needed.

Fundraising report was presented by Dorothy. Dorothy indicated that Roy would like to do the Bluegrass festival again in 2010 with a proposed date of August 14. Charles Boyd made a motion to approve, Richard Messer 2<sup>nd</sup> the motion.

Marketing- Sam Smith indicated that we have had extended rentals due to Kitty's work, but we needed to work on Sponsorship sign renewals for the facility. Sam also mentioned that the organization will be reducing rental fees for extended rentals, non-profits and educational events.

Insurance- Sam indicated that the organization has applied for the General Liability Policy Renewal for the facility.

Additional:

Sept. 5- Next Flea Market

Fiscal Year 2010 Budget must be complete by the finance committee.

Haywood County Fair:

- Rides Schedule, the fair is opening a day later than normal (Wednesday – Sunday), but the rides are booked Tuesday – Sunday. The committee approved opening the rides to the public on Tuesday, but keeping the buildings secure until judging is complete.
- Computer Program: The staff has had problems with the current fair program and it is now time to update the software. The Standard Show Works program at a rate of \$849 was recommended by Sam. Bill Skelton made a motion to approve, Ted 2<sup>nd</sup> the motion.

- Entertainment Committee: Wade Francis reported that the chair of the committee resigned and that a new chair is needed. The board indicated that Roy Kirkpatrick would be a great addition to the board and the committee if he would accept. Sam made a motion to approve, Charles Boyd 2<sup>nd</sup> the motion. Wade also mentioned that each board member needed to bring two prizes for Bingo.

Resignation: Tom Knapko and Kaleb Rathbone submitted their letters of resignation from the Fair Board. Charles made a motion to approve resignation, Bill Skelton 2<sup>nd</sup> the motion. Katy McLean also submitted a letter of resignation from the executive council, but wanted to remain on the board. Teresa agreed to step into the position. Will made a motion to approve and Richard 2<sup>nd</sup> the motion.

Cleaning Services for the fairgrounds are needed and the board agreed that it is time to open the contract up for bids.

Golden Leaf funds have been used and the request for additional funds has been made by Sam Smith. Sam also indicated that the organization needed to hire secretarial services on an as needed basis. The board agreed that paying either Karen or Erin for their additional work would be ideal.

Meeting was adjourned.

Haywood County Agriculture and Activities Center Board Meeting  
September 15<sup>th</sup>, 2009

Members in Attendance: Teresa Raulerson, Glenn White, Dorothy Morrow, Sam Smith, Ted Norman, John Best, Beth Ross, Aleasa Glance, Wade Francis, Skipper Russell, Kevin Ensley, Charles Boyd, Jim Francis, Bob Massie, Richard Messer, Bill Skelton, and Don Smart.

Jim Cochran called the meeting to order.

**Presentation To Board**

- Gene Blankenship with Land of the Sky Cowboy Church. Now doing weekly Bible study at Canton Livestock Auction. Interested in rental October or November Tuesday, 7PM. Also wants a booth at the Fair.

Glenn White made a motion to approve August minutes. Bob Massie second.

Glenn presented treasurer's report. He says the Arena needs to generate revenue to cover mortgage payment and to make money or break even on fair.

**Building and Grounds Committee**

- Ted Norman reported a good work day August 25<sup>th</sup>. Weeds sprayed, A Building lights and tables repaired. Inmates worked 2 days, pressure washing bleachers and painting Arena. Next work day will be Tuesday, September 22<sup>nd</sup>, another date will be set then.

Beth Ross has secured a \$1,000 grant from Wal-Mart for FFA Service Project for the Fair.

Will have a petting zoo (Eudora Farms) due to contributors, hay being donated, clean sawdust should be donated.

Liability insurance renewed with Brock Insurance.

Sign (digital) being shipped. Hole dug after rain clears, will be up and scrolling 2 days before the Fair. Hope to eventually rent ad space (on sign) to help pay for sign.

Need bingo prizes \$20-\$25, 2 per board member if possible.

Bill Skelton talked about opening ceremonies.

Jane Mehaffey will be doing the food for the fish fry and cruise in.

Pumpkin Sale-buy 1,000lb pumpkins from the Test Farm.

Need food volunteers for Bingo, Pumpkin Sale, Fish Fry, and Cruise In.

Truck Pull and Horse Committee set up for events.

Tractor Pull maybe next year.

Monday, September 28<sup>th</sup> inmates will help with set-up.

Gate signs will be situated for Tuesday's Fair entries and Cruise In.

Don Smart and Ted Norman will close Fair one night each, more closers needed.

### Other Business

- September 26<sup>th</sup> Flea Market, concession help needed. Contact Teresa Raulerson or Wade Francis.
- Beth Ross-New member of the Board?
- Hope Roberts temporary cleaning service from September 18<sup>th</sup>-December 31<sup>st</sup>.

Wade Francis made a motion to accept. Skipper Russell second.

Meeting adjourned.

Respectfully submitted,

Teresa Raulerson

Haywood County Agriculture and Activities Center Called Board Meeting  
October 7<sup>th</sup>, 2009

Members in Attendance: Sam Smith, Glenn White, Jim Cochran, Bob Massie, Jim Francis, Wade Francis, Skipper Russell, Jane Mehaffey, Kathy Palmer, Teresa Raulerson, Bill Skelton, John Best, Marlene Ferguson, and Dorothy Morrow.

Jim Cochran called the meeting to order.

Sam Smith, Jim Cochran, and Skipper Russell explained the situation with Melco Carnival cancellation and the search for replacement carnival rides.

As the search went into Monday evening, Sam worked out the details with the new carnival company, Palmetto Amusements, who showed up by 6:00am Tuesday morning. There were misunderstandings in the contract and these misunderstandings have accounted to the Fairboard owing the company \$3,598.00. The contract will be reviewed by Donna Forga, but the opinion of the Fairboard is that the amount will have to be paid.

After much discussion, a motion was made to pay the bill by John Best and seconded by Jim Francis. Sam Smith abstained to avoid conflict of interest during voting. Treasurer Glenn White said more care needs to be taken in the future to avoid misunderstandings in contracts that cost the Fairgrounds or Fairboard money.

A press release to the Mountaineer about selling the mobile concession stand will open for bids with a stated deadline.

A next regular Fairboard meeting, 2010 fair dates will be set. Also at next monthly meeting, specific comments about the fair, both good and bad, are encouraged.

Meeting adjourned.

Respectfully submitted,

Teresa Raulerson

Fair Board Meeting – October 20, 2009

Members present: Sam Smith, John Best, Charles Boyd, Beth Ross, Wade Francis, Ted Norman, Richard Messer, Will Morrow, Marlene Ferguson, Bill Skelton, Kevin Ensley, Bob Massey, Glenn White, Jim Cochran, Don Smart

Minutes were presented in written form. Wade Francis moved to accept and Marlene Ferguson 2<sup>nd</sup>. Motion approved.

Glenn White presented the treasurer's report. Suggested that we monitor expenses very carefully in order to ensure loan payments made on a timely basis. October flea market netted \$1827. Treasurer's report was approved

Glenn suggested that we establish tighter controls on expenditures... Charles Boyd made motion, 2<sup>nd</sup> by Richard Messer that any expenditures other than minor repairs or recurring expenses come before the board or executive committee for approval. Motion carried.

The 2009 fair was discussed. Some of the comments were that advertising did not seem to be effective. Need to come up with new and different ideas for activities. Truck pull and group events (eg. Angie' Dance Academy and choral groups) were the most effective in bringing crowds. Everyone should have to pay for a booth. The consensus was that more coordination was needed in planning the fair and that it needs to take place earlier.

Bob Massey made a motion (2<sup>nd</sup> Charles Boyd) that everyone either pay or "pay in kind" for use of a booth. Skipper Russell questioned what "pay in kind" would mean and expressed concerns that it would be too subjective. He would like to see the written rule when adopted. Motion passed.

Jim Cochran noted that we need an extension agent to assume control of the Livestock Club and that more effort needs to be made in recruiting.

Ted Norman reported on building and grounds. Said the scrubber machine needs repairs. He will obtain an estimate. He also stated that he needed someone to take over tasks at the fairgrounds until his back healed. The consensus was that we needed Ted to continue to oversee and delegate. Everyone is encouraged to help him as much as possible.

Nominating committee reported that Alan Walker had been chosen as a board nominee. Bill Skelton moved to seat Alan as a member, 2<sup>nd</sup> John Best. Motion carried.

Ted Norman will check on a bidding process for cleaning service and mowing.

Was reported that the Farm Bureau dinner was a success. Apparently the membership was pleased.

Skipper Russell submitted the only bid for the surplus concession trailer (\$400.00.) Bill Skelton moved, Will Morrow 2<sup>nd</sup> that the bid be accepted. Motion carried.

The sheriff requested (through the executive committee) to use the fairgrounds for the annual department Christmas party. In light of the fact that the department provides valuable services to the HCAAC, Will Morrow moved, Charles Boyd 2<sup>nd</sup> to allow them to use Building A free of charge. Motion passed.

Fair dates were discussed. Bill Skelton moved to have the fair Aug. 25-Aug. 30 providing that no major conflicts were discovered. Will Morrow 2<sup>nd</sup> and motion passed.

The date for the equipment auction will be April 17. Motion for date made by Will Morrow, 2<sup>nd</sup> Bill Skelton...passed.

John Best requested the Parkway Federation FFA use the parking lot below Building B for their truck and tractor driving competition. Wade Francis moved, 2<sup>nd</sup> Don Smart to allow. Motion passed.

Meeting was adjourned.



Haywood County Agriculture and Activities Center Board Meeting  
November 17<sup>th</sup>, 2009

Members in Attendance: Glenn White, Sam Smith, Dorothy Morrow, Teresa Raulerson, Ted Norman, Kathy Palmer, Kevin Ensley, Marlene Ferguson, Katy McLean, Jane Mehaffey, Wade Francis, Richard Messer, Skipper Russell, Jim Francis, Beth Ross, John Best, Charles Boyd, Bon Smart, and Bill Skelton.

Jim Cochran called the meeting to order.

Wade Francis made a motion to approve October minutes. Richard Messer second. Motion approved.

Glenn presented treasurer's report and the 2009 Fair report. A motion to accept the reports was made by Sam Smith and second by Jim Francis. Motion approved.

Kevin Ensley reported on the November 2<sup>nd</sup> County Commissioners Meeting. They would like to see a 5 year marketing plan and a capital improvement plan.

#### **Building and Grounds Committee**

- Ted Norman reported on the Building and Grounds. Ted would like to go over the current cleaning service contract and possibly redefine the job description and responsibilities to include trash removal from all barrels after events. Also discussed were separate prices for grounds and inside buildings (to include bathrooms and concession area). He would like to see inmates (prison) help with more frequent mowing and bank maintenance. He would like the leaks fixed on Arena roof.

#### **Fundraising Committee**

- Revision of Schedule of Fees for events was discussed.
- Jane Mehaffey reported a good turn-out for the Extreme Cowboy/Cowgirl Race.
- Volunteers are needed for Saturday, November 21<sup>st</sup> for Flea Market and Barrel Racing events.
- An LED Sign Fee Schedule was proposed by Dorothy Morrow. All Fairboard fundraisers will be added to the sign, but other event rentals will be charged for advertising on top of the building rental fee. Bill Skelton made a motion to approve and second by Richard Messer. Motion approved. The digital sign was added to the property insurance.

Bill Skelton made a motion to approve board members Teresa Raulerson as secretary, Glenn White as treasurer and Beth Ross as vocational representative. Also to continue serving as 2012 directors Ted Norman, Skipper Russell, and Glenn White. The motion was second by Sam Smith and approved.

### Other Business

- A monthly schedule of events was proposed to facilitate volunteer scheduling.
- A December meeting was proposed to discuss the upcoming Equipment Auction and other pressing matters. It will be held December 15<sup>th</sup>. A motion made by Wade Francis and was second by Ted Norman and approved.
- Bingo had been changed to December 12<sup>th</sup> at 6:00pm.
- Dorothy Morrow proposed that the official Board position for the kitchen and concession area is that the first right of refusal needs to be exercised. In other words, if the kitchen is used, either we (the Board) are present and in charge, or the renters use outside catering. This will be effective January 1<sup>st</sup>, 2010, and only those paid scheduled events thru December 31<sup>st</sup> will be grandfathered. Kevin Ensley made a motion to accept, second by Marlene Ferguson, and was approved.
- Have had problems with the Flea Market vendors not paying and not showing up when those spaces could have been rented to others. It was proposed to reserve a Flea Market booth it would have to be paid for by the preceding Wednesday, with unpaid booths offered to others to be paid for on Thursday. Ray will be contacted with changes. Glenn White made a motion to approve. Was seconded by Dorothy Morrow. Motion was approved.

Meeting adjourned.

Respectfully submitted,

Teresa Raulerson

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**Haywood County Agriculture and Activities Center Board Meeting  
December 15, 2009**

Members in Attendance: Dorothy Messer, Jim Cochran, Will Morrow, Beth Ross, Jim Francis, Marilyn McFalls, Bob Massie, Skipper Russell, Sam Smith, Glenn White, Wade Francis, Jane Mehaffey, Richard Messer, Ted Norman.

Jim Cochran called the meeting to order.

Sam Smith made a motion to approve November minutes. Wade Francis second. Motion approved.

Glenn presented treasurer's report. A motion to accept the reports was made by Richard Messer and seconded by Skipper Russell. Motion carried.

**Building and Grounds Committee**

- Ted Norman reported on the building and grounds. Ted reported that the tables in the buildings appear to be in good shape. It was discussed that bathrooms and concessions are needed in the arena along with a possible announcer box on a second level above the arena floor.
- It was mentioned that 8 yards of concrete would be needed to repair the entrance to the building, and that John Bryson should be contacted in reference to that.
- The leaks on the arena roof need to be repaired. Skipper Russell made a motion to wait until the weather warms to do those repairs. Will Morrow seconded and the motion carried.

**Fundraising Committee**

- The Mountain Music Jamboree is set for August 14. It was reported that sponsorships for this event need to be collected early, along with setting a budget early. Sam Smith made a motion to commit \$5,000 now, but if that amount is not raised by May 1<sup>st</sup>, then the amount we commit will have to be revisited. Second by Will Morrow, motion carries.
- January 2<sup>nd</sup> Flea Market moved to January 9<sup>th</sup>. For the remainder of the year, they will be on the first Saturday of each month.

### **Nominating Committee**

- Glenn White made a motion to accept nominations for Doug Edwards, Kristie McLean and Stephanie Parkins as the youth representative. The motion was seconded by Skipper Russell and passed.
- No nomination for Chairman was reported since Bill Skelton could not do it. Richard Messer made a motion to accept Skipper Russell as Vice Chairman. Will Morrow second, motion carried.

### **Other Business**

- Ted Norman reported that no changes were needed to the cleaning contract.
- Mowing and cleaning contracts are to be sent out in January of 2010.
- As of December 15<sup>th</sup>, the LED sign has taken in \$310 from advertisements. It was discussed that access to another air card is needed in order to be able to allow two people to be able to change the sign. Also, an estimate needs to be given to Crawford Sign Company to fix the damage to the old sign.

Meeting Adjourned.

Respectfully submitted,

Beth Ross

**Haywood County Agriculture and Activities Center Board Meeting  
January 19<sup>th</sup>, 2010**

**Members in Attendance:** Teresa Raulerson, Richard Messer, Ted Norman, Wade Francis, Marlyn McFalls, Bob Massie, Beth Ross, Bill Skelton, Doug Edwards, Jim Francis, Alan Walker, Jane Mehaffey, Marlene Ferguson, Katy McLean, Christy McLean, Susan Yarski, Glenn White, Skipper Russell, Sam Smith, and Jim Cochran.

Skipper Russell called the meeting to order.

Ted Norman made a motion to approve the December minutes. Wade Francis second. The motion was approved.

Glenn presented treasurer's report. A motion was made by Susan Yarski to accept the report. It was second by Richard Messer and carried.

**Building and Grounds Committee**

- Ted Norman reported that he has spoken with Daryl Hannah about recoating with asphalt sealer and restriping parking spaces in the parking lot for the cost of materials only.
- He would like to clean out the storage room with the old piano in it, have shelves built, and use it for a custodial supply closet. A motion was made by Sam Smith to declare the piano surplus property to be sold and was seconded by Bill Skelton. The motion was approved and the piano will be sold silent auction at the next flea market.
- Also discussed were new metal signs to direct stock trailers to the Arena, buildings A&B and parking.

Doug Edwards discussed the kitchen renovations. The committee or other interested parties need to meet and make the changes to meet the guidelines from the Health Department. A motion to do low or no cost renovations was made by Jim Cochran, seconded by Christy McLean and approved.

The Fund Raising and Rentals Committees need to work on specific guidelines for the rental agreements including admission charges of events, cost of deposit for post-event cleaning and sign adverting included with rental. The Board also needs to be flexible to reduce the price by 25% on Monday-Thursday rentals on a "case by case" basis. Also discussed were revisions to non-profit rental agreements.

The Marketing Committee needs to review the Crawford Sign contract to see if they are liable for county sign permits as the sign is out of compliance and there is a \$150 fee to apply for permit. Until resolved, we can advertise Fairground events but not other businesses.

The Nominating Committee would like to be able to remove permanent Board members current and active. A motion was made by Wade Francis to move Skipper Russell into the vacant Chairman Position and Jim Francis to Vice Chairman. The motion was seconded by Sam Smith and unanimously approved. Also a motion was made to accept Susan Yarski as a Board member by Ted Norman, seconded by Richard Messer and approved.

### **Other Business**

- The Board is in the process of compiling a Master List of Sponsor Signs and Banners and making contacts with people and businesses.
- A sign-up sheet was passed for concession volunteers at the February 6<sup>th</sup> Flea market.
- The Spring Equipment Auction date needs to be changed from April 17<sup>th</sup> as this conflicts with the auction in Canton.
- An early report from the Fair Committee will be submitted at the February meeting.
- Sam Smith reviewed the new events for 2010. He made a motion for Building A concession stand to rent for \$150 for one day or \$100 per day for multiple days and \$75 per day for Arena concessions. The motion was seconded by Jim Francis and approved.
- The custodial and mowing contracts will be advertised in the Mountaineer and Smoky Mountain News and bids accepted throughout the month of February. These will be reviewed at the March meeting.
- Christy McLean has taken over programming the digital sign, but she wants a second person to learn the process. She will report further at next month's meeting after she receives all the information.
- The petting Zoo may be moved to a better location for the 2010 County Fair, scheduled August 25<sup>th</sup>-30<sup>th</sup>.

Bill Skelton made a motion to adjourn the meeting and was seconded by Richard Messer.

Meeting adjourned.

Respectfully submitted,  
Teresa Raulerson

**Haywood County Agriculture and Activities Center Board Meeting  
February 16<sup>th</sup>, 2010**

**Members in Attendance:** Teresa Raulerson, Sam Smith, Skipper Russell, Glenn White, Bill Skelton, Ted Norman, Charles Boyd, Stephanie Parkins, Marlene Ferguson, Bob Massie, Doug Edwards, Will Morrow, Jim Cochran, Jane Mehaffey, Richard Messer, Wade Francis, Don Smart, Kevin Ensley and Katy McLean.

President Skipper Russell called the meeting to order.

Glenn White made a motion to approve the January minutes. Bob Massie second. The motion was approved.

Glenn presented treasurer's report. A motion was made by Bob Massie to accept the report. It was second by Marlene Ferguson and carried.

The expense of newspaper advertising was discussed and a motion was made to stop any advertising for flea markets that cost money by Glenn White and seconded by Jane Mehaffey.

**Building and Grounds Committee**

- Ted Norman is pricing door closers, door sweeps and thermostat guards for energy efficiency since propane cost are so high.
- The Building and Grounds Committee will meet at the Extension Office March 2<sup>nd</sup> at 6:00p.m. to discuss the mowing and housekeeping bids.
- Jane Mehaffey can get electric hand dryers for \$10 each. These would cut out paper towel waste and mess in the restrooms. A motion was made to purchase them by Jim Cochran and seconded by Charles Boyd.

Doug Edwards is working to get the kitchen up to code. He knows a man willing to donate a commercial refrigerator and commercial freezer to the kitchen.

The Benefit Auction for the Fairgrounds will be held March 6<sup>th</sup> at 5:00p.m. The Flea Market goes that day until 1:00p.m. and donations for the Auction will be accepted after 2:00p.m. A motion was made to accept the Auction time and date was made by Sam Smith and seconded by Will Morrow. The Bingo for that evening will be moved to the evening of the first Saturday in April.

The Rental Fee Committee has revised the Fairground Rental Fees and was presented by Glenn White. Wade Francis made a motion to accept the new fees and was seconded by Don Smart.

Kathy Palmer sent a letter resigning from the Board. Bob Massie made a motion to accept the resignation and was seconded by Jim Cochran.

Kevin Ensley discussed the County Commissioners role in the Fairground's stabilization. All Fairground buildings will be titled to the County who will then cover insurance, liability and debt service. The County Commissioners will then apply for a 40 year USDA loan to cover payment of all buildings and administer capital funds for improvements to bring all facilities up to par. They will speak to First Citizens Bank about waiting for the USDA loan for payment. If the county needs an audit, they will pay for it. County Commissioners will appoint an Executive Committee as a formal governing board with possibly a lawyer, CPA and other professionals on it. The Fairboard will remain intact to prepare a management agreement, update by-laws and prepare a plan for improvements to the facility. The improvements planned so far include finishing the bleachers, restrooms and concessions at the Arena area, winterizing Buildings A&B, Building A kitchen remodel and any needed paving. All profits from the Fairground events will go into management group (Fairboard) account for maintenance. The Fairboard may be restructured with a smaller Executive Board to set policy and go between Fairboard committees and County Commissioners. The Fairboard will hire a full time CEO, Administrator, Marketing and contact person. The Fairboard and County Commissioners will work together on salary and benefits for the person hired. Models for board structure and the management agreement will be solicited for the County's lawyer. A date of July 1<sup>st</sup>, 2010 is when the facility will be turned over to County Commissioners, after final approval of the management agreement. A motion was made to proceed with the County Commissioners plan to buy the facility by Don Smart and seconded by Charles Boyd. The motion was unanimously approved.

### **Other Business**

- The Tuff Bad Brawl is scheduled for May 21<sup>st</sup> & 22<sup>nd</sup>. Volunteers are needed for this event.
- The Spring Auction, including new and used farm machinery and equipment is scheduled for Saturday, April 17<sup>th</sup> at 9:00a.m. Flyers were distributed at the meeting.
- Eudora Farms had a date conflict for the County Fair Petting Zoo and has recommended the Rockin' A Ranch



www.rockinaranchpettingzoo.com. A motion was made for a verbal commitment that conditions upon sponsorship for Haywood EMC or Tractor Supply by Will Morrow and seconded by Bill Skelton.

- Three farms are interested in our Strawberry Sale, but no price commitment have been made at this time.

Wade Francis made a motion to adjourn the meeting and was seconded by Kevin Ensley.

Meeting adjourned.

Respectfully submitted,  
Teresa Raulerson

**Haywood County Agriculture and Activities Center Board Meeting  
March 16<sup>th</sup>, 2010**

**Members in Attendance:** Teresa Raulerson, Skipper Russell, Sam Smith, Glenn White, Ted Norman, Susan Yarski, Christy McLean, Katy McLean, Alan Walker, Jim Cochran, Stephanie Parkins, Aleasa Glance, Doug Edwards, Beth Ross, Bob Massie, Marlene Ferguson, Wade Francis, Marlyn McFalls, Kevin Ensley, Jim Francis, Bill Skelton, Richard Messer and Charles Boyd.

President Skipper Russell called the meeting to order.

After a misspelled word was revised in the February minutes, Jim Cochran made a motion to accept and Wade Francis seconded. The motion was approved.

Glenn presented treasurer's report and reported that at the benefit auction, Ed Johnson and his wife did a good job and were very professional. Jim Cochran made a motion to accept the report and was seconded by Alan Walker. The motion was approved.

**Building and Grounds Committee**

- Ted reported on the Building and Grounds Committee meeting. The Committee chose Stuart Green with Buck Ridge Lawn Service for the mowing contract and Hope Roberts for the housekeeping contract. A motion to accept the mowing contract was made by Wade Francis, seconded by Stephanie Parkins and approved. The motion pending approval of Hope Robert's housekeeping contract is subject to liability insurance provided by her. Ted made a motion to approve a rebid with insurance stipulation and was seconded by Wade Francis. Skipper made a motion to accept Hope with proper insurance and seconded by Richard Messer. Both motions were approved.
- Ted also suggested a 30 day escape clause be added to both contracts.
- Ted asked that the Building and Grounds wish list items be submitted to him as soon as possible. He will work to cost out the items on the wish list to add to the loan being applied for.
- Our contract with Terminex is up now and Ted will renegotiate with them on a lower price.
- Ted will have Leslie Smathers with Soil and Water check erosion on the bank below the parking lot near the Arena.
- Ted scheduled a work day Tuesday, March 23<sup>rd</sup> beginning at 9AM for a general clean up. Please bring tools and shovels.

A motion was made for Jim Francis to donate white pine logs that Doug Edwards will saw and dry for a building to store tables and chairs in when not being used. The other building cost, including roof, siding and concrete slab and ramp, plus the building size will be needed for the estimate, but Doug will go ahead and start to saw and dry the pine. Susan Yarski made the motion, seconded by Christy McLean and was accepted.

Christy McLean with the Fundraising Committee would like the authorization to market other options and Skipper agreed to check with Kitty Price on her contract for different avenues of marketing.

### **Other Business**

- The County Commissioners will appoint a 7 member Governing Board to sign contracts, etc. The Volunteer Board (our current Board) will have no limit on participants.
- A motion to pursue Smoky Mountain Amusements, Inc. (with the stipulation of a list of provided rides, licenses and permits needed) was made by Sam Smith and seconded by Bill Skelton. The motion was approved.
- A motion was made to approve the 2010 Fair Budget, which was almost half the 2009 budget. Glenn says the Fair needs to break even instead of losing money and Skipper will work with Tractor Supply to sponsor the Fair. The 2010 Budget was tabled, with Skipper, Wade and Sam to work on revision.
- Doug Edwards reported that the donated refrigerator and freezer needs to be cleaned up and checked out by a qualified person.
- A motion to allow Margie Lowdermilk to run the concessions at events our volunteers cannot cover was proposed, with a \$100 per day rental fee plus 10% of gross sales. The motion to talk to her on these points was made by Jim Cochran, seconded by Skipper Russell and approved.
- With Kitty Price leaving at the end of the month and volunteers having to take on all responsibilities, a motion was made to cancel the Primavera event scheduled May 15<sup>th</sup>. The motion to cancel was made by Wade Francis and seconded by Stephanie Parkins. The motion was approved but please note that Sam Smith and Skipper Russell abstained on that vote.
- Sam also announced that by July 1<sup>st</sup> he plans to step down from the Fairboard due to his wife's failing health.

- Richard Messer is asking for volunteers for the Horse Show, March 27<sup>th</sup> from 10AM to 4-5PM. Volunteers are needed for the gate and Concession Stand.

Stephanie Parkins made a motion to adjourn the meeting and was seconded by Jim Cochran.

Meeting adjourned.

Respectfully submitted,  
Teresa Raulerson

**Haywood County Agriculture and Activities Center Board Meeting  
April 20<sup>th</sup>, 2010**

**Members in Attendance:** Teresa Raulerson, Skipper Russell, Sam Smith, Ted Norman, Kevin Ensley, Don Smart, Wade Francis, Marlyn McFalls, Bob Massie, Jim Cochran, Doug Edwards, Stephanie Parkins, Jane Mehaffey, Katy McLean, Christy McLean, Jim Francis, Glenn White, Bill Skelton, Richard Messer & Beth Ross

President Skipper Russell called the meeting to order.

Wade Francis made a motion to accept the March meeting minutes and was seconded by Jim Cochran.

Glenn presented treasurer's report. Jim Francis made a motion to accept the report and was seconded by Richard Messer.

**Building and Grounds Committee**

- Ted reported that he is working to prioritize the list of improvements so the USDA loan amount can be finalized. A special meeting may need to be called in early May to have the loan information by the second week of May.
- Since liability insurance has not previously been required for the housekeeping contract, a motion was made by Richard Messer to accept Hope Roberts' bid for this year. It was seconded by Jim Cochran and was decided that next year it should be required.
- Ted renegotiated our contract with Terminex and the price has been cut by half.
- Board members discussed checking out several prisoners at a time to work on the grounds.

Teresa Raulerson volunteered to write thank you's and other simple letters for the Haywood County Agriculture and Activities Center Association Board.

The current D&O insurance policy has been renewed with Brock Insurance

Susan Yarski was added to the Nominating Committee.

Don Smart reported on the Equipment Auction. It went well, he and Christy are still working over the details and the photos in the Mountaineer were good publicity. Thanks to all the volunteers who worked hard on this event.

### Other Business

- Christy McLean has followed up on sponsor signs and banners.
- Skipper and Kitty Price have written for a \$20,000 grant from Tractor Supply's Corporate headquarters.
- A sign up sheet was passes for the May 8<sup>th</sup> Flea market and Strawberry Sale on the same day. Also on that sheet was the Tuff Bad Brawl on May 21<sup>st</sup> & 22<sup>nd</sup>.
- We will be getting 1,000 gallons of strawberries from Cooley Farms for \$9 per gallon and will sell them for \$12. Jane Mehaffey made a motion to accept this decision and was seconded by Christy McLean. Christ also has the Cooley berry information running on the LED sign.
- The 2010 Haywood County Fair dates will be August 24<sup>th</sup>-30<sup>th</sup>, with Tuesday, August 24<sup>th</sup> as entry check in day, Wednesday AM, judging and PM opening ceremonies. Entry pick-up day will be Monday, August 30<sup>th</sup>. Sam Smith is checking into the deadline of the Fair publication done by Smoky Mountain News. Sam, Teresa Raulerson and others will make any changes needed and work on the daily Schedule of Events. They hope to have a report at the next meeting.
- Special thanks to Richard and Janet Messer for the revenue brought in by their Horse Show March 27<sup>th</sup>. They will need more volunteers next time.
- Sam and Skipper meet with Margie Lowdermilk and Deanna Hughes concerning the concession services. After discussion, a motion was made by Jim Cochran to accept the proposal and was seconded by Skipper Russell.
- Jim Francis requested the garbage trailer be moved away from residential homes as it is an odor problem in the summer. Skipper made a motion to move it and was seconded by Jim Cochran. Ted will look for the best place to move it to. Ted will also talk to Stephen King about what we can do to improve our blue bin recycling.
- Jim Cochran requested setting a date for the DARE kids to use Building B. He will get the specifics so a date can be set.

Richard Messer made a motion to adjourn the meeting and was seconded by Skipper Russell.

All motions at this meeting were unanimously approved.

Meeting adjourned.

Respectfully submitted,  
Teresa Raulerson

**Haywood County Agriculture and Activities Center Board Meeting  
May 18<sup>th</sup>, 2010**

**Members in Attendance:** Teresa Raulerson, Sam Smith, Skipper Russell, Stephanie Parkins, Christy McLean, Susan Yarski, Richard Messer, Ted Norman, Jim Francis, Doug Edwards, Bob Massie, Wade Francis, Will Morrow, Kevin Ensley and Don Smart,

President Skipper Russell called the meeting to order.

Skipper asked for a moment of silence for Ray Messer, beloved brother of Richard Messer.

Amendments to the April 2010 minutes were that Christy Mclean will follow up on the sponsor signs and banners as soon as she has the list from Sam Smith. Also Sam Smith reported that he is getting two quotes on the D&O insurance policy, one from the current company and on other. A motion was made to accept the minutes by Christy McLean and was seconded by Susan Yarski.

Glenn White was not present, so the treasurers report was submitted by Sam Smith. Skipper Russell approved the minutes

After Cooley's \_\_\_\_\_ on our strawberry agreement 2 years in a row, it was concensus with the group they would not be contacted again.

**Building and Grounds Committee**

- Ted Norman, Skipper Russell and Sam Smith met with Dale Burris May 12 to discuss quotes on Arena projects. Dale is working on a more realistic
- Since liability insurance has not previously been required for the housekeeping contract, a motion was made by Richard Messer to accept Hope Roberts' bid for this year. It was seconded by Jim Cochran and was decided that next year it should be required.
- Ted Norman renegotiated our contract with Terminex and the price has been cut by half.
- Board members discussed checking out several prisoners at a time to work on the grounds.

Teresa Raulerson volunteered to write thank you's and other simple letters for the Haywood County Agriculture and Activities Center Association Board.

The current D&O insurance policy has been renewed with Brock Insurance.

Susan Yarski was added to the Nominating Committee.

Don Smart reported on the Equipment Auction. It went well, he and Christy are still working over the details and the photos in the Mountaineer were good publicity. Thanks to all the volunteers who worked hard on this event.

### Other Business

- Christy McLean has followed up on sponsor signs and banners.
- Skipper Russell and Kitty Price have written for a \$20,000 grant from Tractor Supply's Corporate headquarters.
- A sign up sheet was passed for the May 8<sup>th</sup> Flea market and Strawberry Sale on the same day. Also on that sheet was the Tuff Bad Brawl on May 21<sup>st</sup> & 22<sup>nd</sup>.
- We will be getting 1,000 gallons of strawberries from Cooley Farms for \$9 per gallon and will sell them for \$12. Jane Mehaffey made a motion to accept this decision and was seconded by Christy McLean. Christy McLean also has the Cooley berry information running on the LED sign.
- The 2010 Haywood County Fair dates will be August 24<sup>th</sup>-30<sup>th</sup>, with Tuesday, August 24<sup>th</sup> as entry check-in day, Wednesday AM, judging and PM opening ceremonies. Entry pick-up day will be Monday, August 30<sup>th</sup>. Sam Smith is checking into the deadline of the Fair publication done by Smoky Mountain News. Sam Smith, Teresa Raulerson and others will make any changes needed and work on the daily Schedule of Events. They hope to have a report at the next meeting.
- Special thanks to Richard and Janet Messer for the revenue brought in by their Horse Show, March 27<sup>th</sup>. They will need more volunteers next time.
- Sam Smith and Skipper Russell met with Margie Lowdermilk and Deanna Hughes concerning the concession services. After discussion, a motion was made by Jim Cochran to accept the proposal and was seconded by Skipper Russell.
- Jim Francis requested the garbage trailer be moved away from residential homes as it is an odor problem in the summer. Skipper Russell made a motion to move it and was seconded by Jim Cochran. Ted Norman will look for the best place to move it to. Ted Norman will also talk to Stephen King about what we can do to improve our blue bin recycling.
- Jim Cochran requested setting a date for the DARE kids to use Building B. He will get the specifics so a date can be set.

Richard Messer made a motion to adjourn the meeting and was seconded by Skipper Russell.

All motions at this meeting were unanimously approved.



Meeting adjourned.

Respectfully submitted,  
Teresa Raulerson

'Called' HCAAC Board Meeting

6/3/2010

President Skipper Russell called the meeting to order.

The architect contract payoff to Shawn Leatherwood was renegotiated by Skipper and Sam from \$44,000.00 to \$30,000.00 to release all ties with the county or Fairgrounds.

#### Haywood County Fairgrounds Estimated Construction Cost

##### Priority #1

Construct Restroom/ Concession 'A'	150,776.74
Construct Restroom/ Storage 'C'	125,838.00
ADA (Handicapped Access) Parking & Storm Drainage	80,344.20
ADA Ramp ( Bldg A-B-Arena with appropriate landings)	78,909.71
ADA Access Sidewalks (Arena)	48,909.69
Arena Bleachers (2 sections)	70,000.00
Total	554,778.34

##### Priority #2

A Bldg Kitchen Renovations (Commercial oven & hood)	21,311.46
Wireless Intercom (Bldgs A, B & Arena) & Fire Alarm	13,000.00
Total	34,311.46

##### Priority #3

Maintenance Equipment (Tractor, Mower, Scrape)	30,000.00
Protective Fencing (Portable Fence)	4,634.64
Total	34,634.64

Total Construction & Equipment Cost 623,724.44

Note: These are only estimated calculations for use in securing the USDA loan.

Bill Skelton made a motion to recommend a request of \$623,724.44 for construction & equipment costs, the amount of the loan payoff (approx \$350,000) and the architect contract payoff fee of \$30,000.00 with the total not to exceed \$1,000,000.00.

The motion was seconded by Bob Massie and unanimously approved by the Board.

Skipper thanked everyone for their hard work on this project.

Bill Skelton made a motion to adjourn the meeting and was seconded by Stephanie Parkins. The meeting was adjourned.

# Haywood County Fairgrounds Estimated Construction Cost

Priority	Description		Estimated Cost
1	Construct Restroom/Concession "A"		150,776.74
1	Construct Restroom/Storage "C"		125,838
1	ADA Parking and Storm Drainage		80,344.20
1	ADA Ramp (A-B-Arena)		78,909.71
1	ADA Access Sidewalks (Arena)		48,909.69
1	A-Bldg. Kitchen Renovations	(Commercial. Oven & Hood)	21,311.46
2	Arena Bleachers (2 Sections)		70,000
2	Intercom & Fire Alarm		13,000
3	Maintenance Equipment	(Tractor, Mower, Scrape)	30,000
3	Protective Fencing	(Portable Fence)	4,634.64
Total Cost For Priority #1			506,089.80
Total Cost For Priority #2			83,000.00
Total Cost For Priority #3			34,634.64
Total Construction & Equipment Cost			623,724.44
NOTE: These are only estimated calculations and does not cover actual advertised bid documents. These estimates are for use to secure USDA loan only			
Loan Pay-off & Interest			350,000 ???
Architect Agreement Pay-off			30,000
<b>Total USDA Loan Request</b>			<b>1,003,724.44</b>
Note: If cost for project is above the allowable amount there will be the option of deleting some of the Priority #2 and all of Priority #3.			

HCAAC Board Meeting

June 16, 2010

Scotty Ward approached the Board with a request for the Mountain Tradition Cloggers, a group of approximately 20 children in grades K-5, to provide a practice area from 6:30-8:30 PM on Thursday, with second choices Monday or Tuesday, during May- November. They will provide in kind service by performing at the Haywood County Fair and other Fairground events during the year at no charge.

President Skipper Russell called the meeting to order.

Skipper will check on our insurance policy to see if they can be added easily since they would be scheduled weekly.

Charles Boyd made a motion to provide practice space May- November for the Mountain Tradition Cloggers in exchange for entertainment provided at no charge and was seconded by Christy McLean.

Jim Cochran made a motion to approve both the May 18th meeting minutes and the 'called' meeting June 3<sup>rd</sup> and was seconded by Richard Messer.

Glenn White reported that the Tuff Bad Brawl made \$1,236.

Glenn says the county commissioners must appoint the seven member board, revise the bylaws and sign the management agreement before the USDA loan can be applied for. In the meantime, Glenn has met several times with first Citizens Bank and to stop foreclosure proceedings, the board will need to pay the interest current on both loans (approx. \$21,000) then a per diem amount of \$1,700 per month for 6 months. Christy made a motion to proceed and (subject to First Citizen's approval) that will hold us for six months. Skipper seconded the motion.

Grounds & Maintenance Committee

Skipper appointed Richard Messer chairperson of the Building & Grounds Committee.

Skipper met with Ms. Davis for the details of the Dog Fancier's event.

He will also send a letter of apology concerning bad publicity from the Hereford Show of the Cattlemen's Association. Pens and corral panels need to be locked up so they will not be stolen.

Ray McLean submitted his letter of resignation concerning the flea market booth rentals. He will continue to handle other rentals, contracts and insurance.

Christy McLean made a motion to accept his resignation and was seconded by Katy McLean.

Janet Messer had expressed interest in the flea market booth rental position. Jim Cochran made a motion to appoint Janet on a temporary basis (assisted by Ray and Christy) for 10% of the booth rental fees not to exceed \$200 per flea market. The motion was seconded by Charles Boyd.

### Fair Committees

Premiums, ribbons, trophies & postage/ Livestock premiums, trophies and T-shirts must come out of the \$6,000 budget. If funding is short, sponsorships must be found.

Waynesville Middle School Choral group will perform at the opening ceremony Wednesday evening.

School day will be Friday.

Friday evening will be the fish fry and bingo.

Sam and Teresa met with the Catalog/ schedule committee and are close to submitting a draft to the Smokey Mt. News.

Don Smart was not at the meeting but is working on the details for the truck pull. It may either be held on Sunday or split into 2 days (2 classes), raise the entry fee and have it in the arena (with concession stand) for a safer event.

Glenn says that purchases for the Fair need to be approved to stay within the budget.

We hope to work with the county on a waiver for the LED sign permit.

The letter sent by Donna Forga to Melco carnival rides was returned unopened.

Bill Skelton announced the new 4H person, Coley Phillips, has a lot of marketing experience and will be an asset for promoting 4H.

**All motions at this meeting were unanimously approved.**

A motion to adjourn the meeting was made by Bill and seconded by Kevin Ensley.

The meeting was adjourned.

Respectfully submitted,

Teresa Raulerson

## HCAAC Board Meeting Minutes

July 20, 2010

President Skipper Russell called the meeting to order. Since only twelve board members were present, there was no quorum. Skipper had hoped for better attendance since it was an important meeting before the county fair and stressed the importance of the August 17th meeting and Fair Committee reports.

The recent interest payment to First Citizens Bank was discussed. The architect fees were discussed with Kevin Ensley, Skipper may have to meet with Shawn Leatherwood again. Kevin and Chip are working on the bylaws. Glenn White discussed the Treasurer's Report.

**Building and Grounds**

Skipper thanked Richard Messer for the work he and the inmates put into the grounds before the Dog Fancier event. There was a letter from Nancy Davis in this month's packet with their intentions to apply to the facility for their 2011 dog show. Richard also reported the horse show went well and the arena was in good shape.

Skipper would like to set up an office for the incoming manager in the room behind the concession stand in Building A. It needs an outside window, tile flooring and a door with a window into the office.

Also discussed were locking the gates while open at arena events to keep kids from swinging on them and moving the light fixtures out of the arena concession stand.

**Committee Reports**

Sam reported that both insurance policies have been renewed.

Bill Skelton reported on Fair Registration and Opening Ceremonies.

Sam has reviewed the proofs for the Fair catalog schedules and has them back to the Smoky Mt. News a week early.

Jim Cochran reported that the Livestock Committee will set up the barn for the fair on the Monday before.

Sign up sheets were passed for the August flea market and the Mountain Music Jamboree August 14. Gate persons, BBQ dinner and concession stand help are needed.

Skipper would like to move \$2,000 from the Entertainment line of the 2010 Fair budget to the Premium, Ribbons and Trophy line.

Skipper also plans to go before the County Commissioners to ask for a wavier to allow a helicopter sightseeing tour to operate at the 2010 Fair.

The meeting was adjourned.

Respectfully submitted by Teresa Raulerson