

Harney County Youth Livestock Show and Auction

Monthly Meeting Silvie's Charter School

3/12/24 @ 6PM

Present: Nicole George, Ann Becker, Christy Keerins, Melissa McElhannon, Amanda Tyler, Autumn Toelle-Jackson, Gretchen Bates, Susan Doverspike, Ashley Garoutte, Stephanie Falck, Dave Bohnert, Shane Otley, Kylee Murphy, Abby O'Toole

March 25 Workday with the Fair Board

- The new buildings and pens will be discussed with the fair board at the meeting.
 - Need more specifics to include in the ask to potential donors.
 - We should make sure we approach AgWest for donation.
- Will also talk to Fair Board about the MOUs and Bylaws
 - We are a non-profit organization, not a fair board sub-committee, which is why we need an MOU.
 - As our own entity, the county/fair board can make recommendations on our bylaws, but can't require changes to be made.
 - Fair Board also needs to update their MOU and bylaws with the county, last done in 2018.
 - The Fair Board is allowed to use contractors, so we could potentially have a contract with them for the livestock show and auction.
 - We need to work with the Fair Board and help provide them additional support, we need to build our relationships so support flows both ways and fair can be successful.
 - How does 4H play into this? When will we return to a 4H show? Good questions that we do not have an answer to. For 2024, we know that the HCYLSA will be running the show and auction with assistance from 4H, but it will not officially be a 4H show.

Jay has contacted Joel for the ultrasound, will continue working on that.

Treasurers Report (See end of Minutes for Handouts)

- We will present our HCYLSA Budget Request to the Fair Board at the working meeting.
- Fair Board should maintain equipment at the fairgrounds; however, this committee has paid that in the past. We need to have this clarified at the working meeting.
 - Fees from youth should cover maintenance.
- For scales, we will mark that line item as pending
- Kill Fees for donated animals, last year we ended up paying them due to confusion.
 - In 2024, these fees will be passed onto the buyer.
 - We need to make this clear on the sale sheet.
- Fair Board wants Champion ribbons (banners?) to go to buyers. We have done this in the past.
 - Do they mean ribbons or banners? We believe it is banners.
 - We propose two banners for each Champion, one for youth and one for buyer.
 - Need 16 banners total, so 8 additional banners compared to last year.
 - The HCYLSA will cover additional banners ~\$400 added to line item in budget.
- New line item is maintenance/repair for lumber, screws, nails, etc...
 - Individuals have been bringing this material for a few years, it's time it's covered.
- Shavings, same number as last year needed, but we have carry over bags, so reduce number by 100 and should be good.

- Fair Board said we can use wood chips to build up footing in animal pens. At fair, shavings will put on top of wood chips. This should help provide a more even surface for the animals, as well as cleaning, and reduce the issues with standing water. These are on their budget.
 - Were should we have shavings dropped?
 - Pavement between beef wash racks and pens would be good place, easy for equipment/wheel barrows to access.
 - Should we have a work day to move the shavings into pens?
 - Yes, that would be good to have in the spring to get everything figured out ahead of time
 - A number of people said they could bring equipment to help with moving chips.
 - Stay tuned for details.
- Are we sure insurance is only going up 10%?
 - Yes, insurance agent said 10% would cover it.
- Budget approved for the HCYLSA. Amanda made the motion to approve budget, as amended. Christie seconded. Motion carried.

Show Chair

- How to respond to question: Do feeder calves need to be weighed in and tagged?
 - If it is a market animal, then yes; however, only 1 market animal can be weighed in and shown at fair. So weighing in an animal you know won't make weight, will prevent that youth from selling.
 - The current situation is a calf from the Stockgrowers heifer program, where the cow has died. The real question is how can the calf be shown?
 - The Stockgrowers want the heifer to be shown. Now without the heifer, what class can the calf be shown in to meet their requirements.
 - The calf is still production, not market. So, it should be shown in a production class. There is potential that the calf could be shown in a cow calf class, providing paperwork for the heifer.
 - Stockgrowers needs to decide what they will accept for their own requirements. Once they do, then we will see how we can make it work in the production part of showing.
 - Will reach out to the person with a better answer, than previously provided.

Fair Entry Update

- Autumn is slowly working through the setup process. It is a VERY BIG process this year, getting everything set up. There are a lot of videos and Autumn is just following the process for this set up in the hopes of getting it set up right the first time. Barn superintendents and a few others have gotten emails to set up accounts. This is because they have been given permissions. If you got an email you DO NOT currently need to do anything. If you want to go look around, you can, carefully, just don't save anything!
- Barn Super's will be able to work with Autumn in Fair Entry to split classes.
- Check in and fair packets can be put together using fair entry.
- Will calculate rate of gain.
- Working with Fair Entry to see if we can use it to complete fair book.
- Will work with Fair Manager and 4H for their portion of entries.
- Should be able to use the program for buyer registration.
- Can use for Add-Ons as well.
- Hopefully with Fair Entry we will be able to get Add-On and Buyer information to youth earlier in order to ensure they can get thank you notes out ASAP.
- Can use fair entry to upload buyer board photos.

Auction Chair

- Need a thank you on Facebook to Central Oregon Ranch Supply for providing wormer for beef weigh in.
- Katlan has tags.
- Brand Inspector will be at weigh in and provide eSlips as needed.
- We've had calls on people wanting to get animal weighed in on different date.
 - Exceptions would only be made for extreme circumstances and on a case-by-case basis. Katlen has the final say.
 - If you can't make weigh in, arrange to have someone else bring your animal in. Youth doesn't have to be there, but the animals does.
 - No matter the situation, if you can not make the weigh in date and have an approved exception, animal will be removed from the rate of gain competition.

Website

- We have a new website - HCYLSA.org
- We are working on building it, so if you have suggestions, let Ann know. Thanks Ann!
- We will include Minutes, Agendas, Events, References, etc...Also have last years champions on there.
- We need good photos for the website. Send in any we can share
- Lots of other committee pages have a Sponsor page. Can we make one for sponsors? And Buyers? And Add-Ons?
 - We could have a separate page for each.
 - Yes, for Sponsors and Buyers right now. Let's hold off on Add-Ons so we can boost publicity for buyers first and add-ons later.

Public Relations Person

- There is a lot of PR type stuff we should be doing, especially concerning buyers, sponsors, events, etc... Right now it is spread between multiple people and it's not very effective.
- Can we hire a person to do all the PR stuff, Facebook, articles, website, content, etc...?
 - Hiring a PR person would be very costly, recommended we do not go this route.
- Can we work with FFA and have kids create content, with the FFA advisor(s) being reviewers, editors, etc..?
 - Crane FFA – Yes it would be a great opportunity and there are lots of kids who like doing that work.
 - Can we make this an intern position?
 - Yes, top 5-6 FFA kids that are interested and FFA Advisors believe would be a good fit, should be brought to the committee for interviews.
 - Abby will talk to Burns FFA Advisor.
 - 1-2 will be selected to help with Facebook posts, articles, flyers, radio announcements, etc...

100 Year Fair

- Can we gather photographic memorabilia from the last 100 years to contribute to the celebration of the 100th Harney County Fair?
- Yes, that's a great idea. Please look for photos and send to Anns website email.

Building Plan B/Pass the Pants Fundraising

- Can we use youth in FFA and High School classes to make things that we need?

- Good idea but we are working on figuring that out. Once we figure out where the “home” will be, and what all we need, we can reach out to this organizations.
- There is a meeting with the American Legion next week with two FFA Members, need to be in official dress. Some other 4H kids are coming.
- Are there other kids that can help?
- Let’s try to gather a list of kids names that are willing to help with this fundraising so in the future we can just pull kids from that list.
- Once we decide what company we are getting panels from, talk to them about social responsibility to see what discount we are getting, then bring that number to other donors (AgWest mentioned specifically). Some companies are applications for donation, and we don’t need a youth presentation.
- Most donors want to know that the kids have some skin in the game and are working on this effort as well.
- We are writing a letter to the elks for a community grant. Waiting to talk to the Lion’s Club, will do that next week.

Responding to Questions

- Lots of confusion over who is responsible to answer questions and we need to make sure they are answered accurately.
- Let’s encourage questions to be sent via email (or forwarded to email) and be sure to utilize barn superintendents as appropriate.
- Questions that aren’t cut and dry should probably be run by executive committee as well as superintendents before responding.
 - When we receive messages, let them know we will track down the answer and let them know as soon as possible.

Add Ons

- We need to improve the process, namely it would be nice to get thank you notes out prior to kids getting checks.
- How can we get information to the kids prior to the checks coming months later?
 - Hopefully this should be improved with the use of Fair Entry.
 - We can track add ons and print off lists from the software.
- Add Ons are great!
- We need to do a better job of encouraging buyers as well. More acknowledgement for buyers. Thank you notes for add ons from kids need to happen more often.
- We still want add ons (and will encourage them), but we also need to increase buyers (and thank them appropriately).

To Do List: - Can we cross any of these off?

- **Board – Still need short biographies and head shots. Get to Nicole ASAP!**
- Jay – Research container for storage. Work on purchasing and placing.
- Jay – Ask fair board if they can work with the county to provide security during fair.
- Jay – Ask fair board if we can continue “Pass the Pants” or other fundraising. Could do Chicken Poop Bingo (or other) fundraising at fairground events like the Demolition Derby. If yes, get event coordinator info.
- Christy – Research and bring more information on small animal rate of gain to the next meeting.
- Katlen – Get updated buyers list from producers, with names and addresses.

- Autumn – Figure out FairEntry, working with others as needed. Talk to Lindsay and LeAnn about their use of FairEntry. This is a work in progress.
- Autumn – Create updated buyers list PDF (from Producers Excel) and email out once get list from Katlen.
- Autumn – When creating sale sheet, make sure it is clear that for any animal bought at auction and DONATED, the BUYER will be responsible for all kill fees.
- Autumn - Need a thank you on Facebook Central Oregon Ranch Supply for providing wormer.

Parking Lot (Future Agenda Items)

- Fundraising Ideas and Options?
- Small Animal Rate of Gain contest discussion (April Meeting?)
- FairEntry to run auction vs. Producers (Before June)
- Schedule: Dog fair moved to Monday? Will there be a Llama show? What time should kids come to cleanup on Sunday?
- Dumpsters: Can we figure out a better process, especially on Sunday?
- How will we handle kill fees for donated animals?
- How can we encourage/reward buyers?

Treasurer’s Report

Harney County Youth Livestock Show and Auction - Financial Report

Tuesday, March 12, 2024

Starting Balance \$ 74,961.64

Date	Vendor/Description	Memo	Check #	Expenditures	Revenue
2/29/24	Interest posting	BEO			\$ 3.05
2/28/24	Registration Max LLC	FairEntry Registration	1033	\$ (500.00)	
				\$ (500.00)	\$ 3.05

Account balance as of 3/12/2024 \$ 74,464.69

Harney County Youth and Livestock Show and Auction						
2024 FINAL BUDGET						
	2023		2024			
Expenses	Amount		Amount			
Recurring Operational costs						
Insurance	\$ 1,246.00		\$ 1,370.60	approx. 10% increase		
Oregon Business Filing	\$ 50.00		\$ 50.00	Domestic Non-profit Corporation		
PO Box - USPS annual service	\$ 106.00		\$ 102.00			
FairEntry Software - annual fee			\$ 500.00	Possibly \$750 if entries increase. 4-H & Fairgrounds may help cover cost.		
Buckles & Awards	\$ 9,527.71	includes embroidery	\$ 10,750.00	Award donations in 2023= \$3,886.00		
Grand Champion banners for buyers			\$ 400.00			
Professional Support/Services						
Scale certification - OR Dept. of Ag	\$ -		\$ -			
Scale certification - OR Dept. of Ag	\$ 366.00		\$ 400.00			
Ultrasound + travel cost (Joel)	\$ 1,151.80		\$ 1,300.00			
Butcher Boys-kill fees donated meat	\$ 6,625.00		\$ -	Buyer to pay kill fee		
Producers' clerical fees	\$ 4,000.00		\$ 4,400.00			
Marketing and Advertising						
FP color "Buyers Thank You"	\$ 600.00		\$ 650.00			
Color display ad #1	\$ 150.00		\$ 175.00			
Color display ad #2	\$ 150.00		\$ 175.00			
Dog Days 1/4 page ad	\$ 150.00		\$ 175.00			
Flyer (Keerins) supplies+postage	\$ 247.46		\$ 400.00			
Buyer Highlight Articles						
Supplies						
Office supplies	\$ 1,146.34	(printer, laptop, etc)	\$ 500.00	ink, paper, laminate sheets		
Turkey cages	200.97		\$ 150.00	(2) additional needed this year		
Buyers BBQ-Luncheon	\$ 836.06		\$ 950.00			
Auction contracts & bidders cards	\$ 235.00		\$ 260.00			
Buyer Boards	\$ 85.50		\$ 90.00			
Misc	\$ 16.83		\$ 50.00			
Tags	\$ -		\$ 404.45			
Dept. of Treasury: Form 1023-EZ	\$ 275.00		\$ -			
Equipment						
Storage			\$ 5,300.00	\$4,500 for 40' container + \$800 delivery		
Total Expenses	\$ 27,165.67		\$ 28,552.05			

Harney County Youth and Livestock Show and Auction						
FAIRGROUNDS/COUNTY - 2024 FINAL BUDGET WORKSHEET						
	2023		2024			
Revenue from Fairgrounds	Amount		Amount			
Ribbons	\$ 2,006.40		\$ 2,500.00	The Harney County Youth Livestock Auction will cover the cost for Grand Champion Market buyers' banners.		
Judges (Rate + Mileage)						
Beef/Sheep/Goat	\$ 815.00		\$ 900.00			
Swine	\$ 885.56		\$ 900.00			
Small Animal	\$ 410.00		\$ 900.00			
Hotels (Judges & Joel)	???		???			
Premium Money	\$ 500.00		\$ 700.00			
(for showmanship & breeding projects)						
Maintenance Supplies	\$ -		\$ 500.00			
(to repair animal shelters/stalls for safety)						
Animal Bedding						
Shavings	\$ 3,151.80		\$ 3,500.00			
Chips from Seneca to be used as bottom layer.			\$ 600.00	per load.		
Total Revenue	\$ 7,768.76		\$ 10,500.00	Plus hotel costs		

Harney County Youth and Livestock Show and Auction			
FAIRGROUNDS/COUNTY - PRELIMINARY BUDGET WORKSHEET			
	2023	2024	
Revenue from Fairgrounds	Amount	Amount	
Ribbons	\$ 2,006.40	\$ 2,500.00	
Judges (Rate + Mileage)			
Beef/Sheep/Goat	\$ 815.00	\$ 900.00	
Swine	\$ 885.56	\$ 900.00	
Small Animal	\$ 410.00	\$ 900.00	
Hotels (Judges, U/S Joel)	\$ -	\$ -	Fair Manager???
Premium Money	\$ 500.00	\$ 700.00	
(for showmanship & breeding projects)			
Maintenance Supplies		\$ 500.00	
(to repair animal shelters/stalls for safety)			
Animal Bedding			
Shavings	\$ 3,151.80	\$ 3,500.00	10% increase???
Chips from Seneca???		\$ 600.00	per load. How many loads???
<i>Jay will check with Fairboard on this item to be used and bottom layer.</i>			
Misc. Revenue	\$ -	\$ -	
Total Revenue	\$ 7,768.76	\$ 10,500.00	