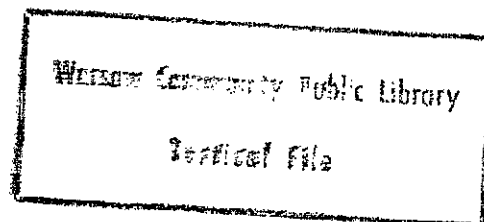


Kosciusko Leadership Academy

1994

The Kosciusko County Fairgrounds: A Blueprint for Profitability

Gail E. Buhr



## WHITE PAPER

On Tuesday, September 21, 1993, I read an article in The Times-Union entitled 'County Fair Gives Financial Report'. In reviewing the article, I learned several things - all of which surprised me. The Kosciusko County 4-H and Community Fair Association had paid down \$30,000 on its long-term debt, LEAVING A BALANCE OF \$55,000 OUTSTANDING with no true source of revenue until the 1994 Fair. As I read further, I learned that the Association had lost money on the rodeo - other organizations use rodeos as fund raisers! At that time, I began retaining information on the Kosciusko County Annual Fair, along with other area fairs for comparison, thinking that this might be the KLA White Paper project I was looking for.

This newspaper article went on to state that the Board of Directors was seeking a qualified person as professional General Manager, and that a city connected sewer expansion was in the works. Through the course of my research, I eventually applied for and obtained the 'General Manager' position (renamed Executive Vice President). This project became more and more important to me, not only as a community based goal, but as a personal goal.

My purpose, or objective, of this research was to find out 1) just how bad the problems really were; 2) identify potential viable solutions; 3) create a Business Plan based upon those findings; and 4) implement change. At this time, only part of my objectives have been met. The creation of an adequate and workable Business Plan is too large of an undertaking in the course of this project, and implementation of change is premature.

What follows is an overview of problem identification, potential solutions to those problems, and the beginnings of a Business Plan, or in this case, a Director's Handbook for future reference and use.

In reviewing the financial statements for fiscal year ended October 31, 1993, I found my first sets of problems. On total 1993 revenues of \$356,882.87, the Association showed a loss of (\$16,784.50) or (4.7%) of revenues. The totals were then broken out into General Fund, Shrine Building, Women's Building and Fair Week.

Knowing that the Shrine Building is frequently booked (an average of 30 times per month), I was surprised to learn that only \$927.28 of profit were generated (.82% of revenue). This is one of my main areas of concern and is itemized further in the report. Fair week boasted profits of \$54,378.50 or 30.25% of revenues, but it could not compensate for the losses from both the Women's Building and the General Fund (a catch-all).

Further, funds from the County totaled \$34,350, or only 9.63% of total revenues. These funds from the County were used to meet operating expenses, and were not set aside for capital improvements or other particular purposes, nor were they required to be (set aside).

Let's move from financial backgrounds to the itemization of several problem areas.

While the Shrine Building was redecorated in 1985/1986, the overall impression of the building is one of wear. The restroom facilities are not ADA compliant, the entrance way has tattered wallpaper and poor flooring, and the smaller of the two meeting rooms is in dire need of new flooring and/or carpet.

The rules pertaining to the Shrine Building have always restricted the use of outside caterers and/or the bringing in of any outside food except cake and mints. Further, the meals provided by the kitchen staff vary only slightly throughout the year - two meats, mashed potatoes and gravy, two vegetables, bread and butter, salad, dessert, and drinks. Your choices consist of which two meats and which two vegetables. In addition, the Shriners have been the only group 'allowed' to openly serve alcoholic beverages at their meetings.

The kitchen facilities in the Shrine Building appear to be in adequate shape, although old. One major concern, however, is the lack of a dishwasher. Due to septic constraints, all dishes are washed in a triple sink area. Very labor- and time-consuming.

In working with the staff at the Shrine Building, changes and improvements can and will be made. Quotes are currently being received on repaint/repaper of the entrance way. New tile flooring and new carpet is being quoted, and the donation of a Directory Board will provide a warm welcome and direction to the appropriate meeting room when installed. Further, the kitchen staff, who double

as the wait staff, are exploring the implementation of a uniform policy and the purchase of additional pitchers so that coffee and ice water can be easily accessible at each table.

A promotional brochure highlighting the Shrine Building is under review and will include a fee schedule outlining costs based upon different levels of services. This will be used in conjunction with the Chamber of Commerce and through direct mail programs to be implemented.

One area yet to be addressed is the competitiveness of the current fee schedule. First impressions lead me to believe that the fees are not too far under the competition considering the services, or lack thereof, provided. What has been standard operating procedure, however, is to bill for the reservation number or the actual attendees - WHICHEVER IS LOWER! The Shrine Building is the only facility in this area that does not currently charge for reservations who do not show. This must be addressed and the responsibility for billings must be transferred to the Fair Office for improved internal controls. Currently, the Shrine Building Manager takes the reservations, cooks the food, manages the booking, then also handles the billing.

My next concern uncovered was the lack of Human Resource policies and procedures for the Association employees. With employees ranging from part-time to over fourteen (14) years of service, there are no employee handbooks outlining Association expectations, no job descriptions, no cross-training, no performance appraisals, no planning of continuing education, no regular or consistent management contact, no safety programs, nor appropriate personnel forms or files. Further, no Mission Statement or Corporate Philosophy has been drafted and made available to employees to assist in directing the focus of their work. This entire area is a concern that can be corrected.

Using 'standard' human resource information gleaned from area businesses, gradual development and implementation will take place. Samples of Human Resource type information is included as an attachment. Development and implementation can take place only after Board of Directors approval.

A major obstacle in the development of enhanced utilization and profitability remains the lack of quality infrastructure. The 68 acre fairgrounds facility is located within the city limits of Warsaw. Infrastructure, however, consists of multiple private wells and septic systems. The lack of these basic services inhibits the construction of upgraded bathrooms including ADA compliance and the addition of showers.

While the city sewer tap-on fee was paid several years ago, the paperwork for sewer construction approvals was (finally) sent to Indianapolis for state approval in mid April 1994. No timeframe for either fund-raising or construction has been established. Hoosier Water has recently been contacted regarding bringing in a main city water line. No estimates, however, have been received for this although I would expect it to also be high as there are many areas on the grounds which require water hook-ups..

The continued expansion of buildings and expected amenities along with environmental concerns is pushing infrastructure upgrades into the limelight. The vicious Catch-22 is in full force - we can't upgrade without money, and we can't bring in additional revenues when we cannot upgrade our facilities and services.

Investigation into the possibility of state or federal grants for this expansion is on-going and may provide direction into other types of financing. Our community is one of great generosity, however all not-for-profits cannot expect to have their needs met upon the backs of the individuals of the community.

A Long Range Planning Committee has been meeting religiously ever since the Charrette was completed by Ball State University students in February of 1993. This Charrette was spearheaded by Dr. James A. Segedy, Associate Professor of Urban Planning, Community Based Projects Program, College of Architecture and Planning, Ball State University. While several ideas have been implemented (Wall of Fame, Memorial Gardens, and hiring of a professional General Manager), the majority of the ideas presented at that time have been set aside by the Board of Directors. While my belief is that they will be addressing these additional suggestions in the future,

the Long Range Goals must play a part in the day-to-day decisions that are made in the normal course of operation. Two new livestock buildings have recently broken ground and neither decision was predicated on a long range focus.

The current Chair of the Long Range Planning Committee is Karen Lowry, Youth Extension Agent. Karen has advised the Board that the Extension Office does not feel this should be her level of involvement, and has asked that the Fair Board and/or their designate become more actively involved. The Board has asked that the new Executive Vice President spearhead this Committee once settled in the position and that coordination between the Long Range Planning Committee and the Board of Directors occur. This is all well and fine, but recommendations must be considered and action must be taken by the Board of Directors based upon the recommendations of the Committee or they may no longer feel the need to meet.

To further attempt to enhance profitability and utilization of the facilities, the Board of Directors has joined Fair Associations at the District, State, and National levels and recently hosted a District Meeting. For the nominal cost of membership, the supporting network provides ideas for special promotions that worked for them, advertising ideas, and what entertainment's hot in their area. These memberships also highlight and rate vendors and entertainers based upon surveys at the end of the fair season outlining their cleanliness, abidance to their contract, timeliness of payments, etc. Because of ideas gleaned, the Fair Association has contracted with Pepsi to be the 'official soft drink' of the Kosciusko County 4-H and Community Fair. Soft drinks will be provided for all year-round activities on the grounds at a reduced rate, Pepsi will assist in the development, construction and funding of new main entrance signs, and has paid a one-time contract fee for the privilege. Various other 'new' special events and promotions are being planned for the 1994 Fair based upon input from this network.

My goal in completing this project was to provide insight to the community to the point of intriguing and challenging them to join the Fair Association, become involved through their membership, and pledge both funds and sweat equity as we attempt to achieve our goals.

The Association By-Laws state briefly that the purpose of the Corporation is to foster, promote, encourage and provide the means and facilities for the education of young people and adults in proper improved methods of agriculture and its related fields of conservation and home industry with particular emphasis on the programs of the national and local 4-H organizations. Sixty-eight acres worth of facilities are available for this purpose - and we cannot let this county down.

The Association membership must continue to set and achieve higher and higher goals for themselves and the facilities. This can be done through the expansion of membership bringing fresh blood and ideas, through the continued energies and enthusiasm of the Board of Directors, and through the transformation of these goals into day-to-day operating solutions for employees.

History of the  
Kosciusko County 4-H and Community Fair



## KOSCIUSKO AGRICULTURAL SOCIETY

The first fair to be held in Kosciusko County was called the Kosciusko Agricultural Society. It was formed on June 2, 1855. A meeting was held on June 7, 1856 to make plans for the fair which was held that year. The first fair was in the old courthouse and courtyard in the fall. It was a financial success and also well attended.

The fair association bought a tract of land from A.T.S. Kist containing six acres in the northeast corner of Section 7, Township 32, Range 6 East next to the Tippecanoe River bridge on present Fox Farm Road. The ground was cleared and fenced and temporary buildings put up at a cost of \$800.00.

On May 18, 1861, the association bought 10 acres of land from a tract of 80 acres from Abner Baker for \$1,000.00. The old fairgrounds without improvements was sold for \$600.00. The buildings and fence were moved to the new grounds which had been cleared. The stock sheds were rebuilt to hold 120 head of livestock. Two other temporary buildings were built - a Fine Arts Hall and a room for agriculture products. The first fair was held on the new grounds October 2, 3, and 4, 1861. The fair was well attended.

In 1874 it was felt that the fairground was not large enough. A larger track was needed to bring in horses from greater distances. Five acres were purchased from Jacob Boss. A half-mile horse track was built. This fairgrounds was in the east end of Warsaw, south of Center Street, north of Pennsylvania Railroad, west of Grant Street and east of Bronson Street.

The 21st annual fair of the Kosciusko County Agricultural Society was held on Tuesday, Wednesday and Thursday, September 25, 26, and 27, 1877. The first annual Horse Fair was held on Tuesday, Wednesday, and Thursday, October 9, 10, and 11, 1877.

### Officers of the Society, 1877

Alex D. Pittenger . . . . . President  
Henry P. Kelly . . . . . Vice President  
Charles V. Pyle . . . . . Secretary  
Charles W. Graves . . . . . Treasurer

### Councilmen

John A. Pittenger	Stephen Reed	John Poor
John Pyle	Horace Tucker	Aaron Stumpff
Samuel Daniels	T.G. Berst	Thomas B. Felkner

All entries to this fair were free except horses. The entry fee was \$1.00 per horse. Hay was supplied free of charge to those having animals on exhibition. Premium ribbons were red for first and blue for second placings. Family tickets were \$1.00 - good for three days of the fair admitting all members of one family not over 16 years of age. Twenty-five cents for each person over 12 years of age. Ten cents for each person under 12 and over 6 years. Under 6 years free. No passes. Single carriage tickets with one occupant \$.50, double carriage or wagon with one occupant \$.60, horse and rider \$.50.

The first annual Horse Fair was three days of horse racing of different kinds. Stock was sold to pay for the improvements of the fairgrounds. After the fair in September, 1885, the fairgrounds was closed. Not enough stock was sold to pay for the grounds which were then sold and the society

disbanded. No information on the fair for years 1886, 1887, and 1888. In 1887, a fair was held at Winona Lake at the Spring Fountain Park where the Inn Hotel formerly stood. There were livestock barns and also a horse race track. No information on how long these fairs were held at Winona Lake. In 1899 a large street fair was held in Warsaw. Merchants built frame booths in front of stores and displayed some of their goods. There is no information about any fair until 1915 when the Kosciusko County Fair Association was formed.

## KOSCIUSKO COUNTY FAIR ASSOCIATION

In 1915, a group of people met in Warsaw, Indiana and formed a fair association. The object was to promote agriculture, horticulture and stock raising. An annual fair has been held since 1915 except 1940 due to a polio scare. The first fairs were held on the streets and were a combined effort of the fair association and merchants; merchants had stands on the streets and the livestock was housed in tents on the side streets. Other towns in the county held fairs, but as they discontinued, more people started showing at the county fair. Free acts were added later and school bands performed.

In July, 1937, 4-H clubs and vocational agricultural exhibits were added. Joe Clark was named superintendent. On February 8, 1939, Purdue Extension Home Economics clubs of the county were invited to exhibit at the fair.

In 1943, the fair board voted to purchase 42.5 acres of land for new fairgrounds. A drawing was made of the new grounds with buildings and a race track. However, this ground was not purchased. The 1944 county fair was held on Warsaw city streets. The present fairgrounds (originally 95 acres, now 68 acres) was purchased from Ralph Jackson and the first fair was held on the new grounds in 1945. The Women's Building was the only building that year with the rest of the exhibits in tents. The grandstand was added in 1947 overlooking Winona Lake. During fair week, many activities are held there: gospel sing on Sunday evenings, tractor and truck pulls, horse shows, rodeos, auto thrill shows, horse and pony races, demolition derby and auto races and musical entertainment. Also in 1947 a stage was built in front of the grandstand for Petrie's Band Camp. It was torn down in 1949.

The Armory and Merchants building was built in 1947 and 1948. The Armory was rented from the Association for the National Guard. It was heated and contained rest rooms and a strong room to store guns. It was used as an Armory until 1952, now it is part of the Merchants Building. During the fair, booths are rented by merchants and other groups to display their products and promotions. During the summer, individual flea market booths are set up for week-end sales and the building is rented for boat, auto and camper storage in the winter months. It was about this time that clubs and churches started building their eating and bingo stands.

In 1947 a 4-H building was constructed, now known and used as the Beef Barn. In the winter it is used for boat storage.

In 1948, an extension to the south side of the Women's Building was added. It is used for fish fries and auctions. During fair week it is used for exhibits: garden products, flowers (both house plants and fresh cut), crafts and art, along with county exhibits in the Women's Building including sewing, hand work, quilts, baked goods, etc. - all competing for ribbons and prize money. The building is now called the Home and Family Arts Building.

In 1949 the stock car races started on a new track in front of the grandstand. The track was updated and made larger with more bleachers for spectators. The races were held during the summer months, until 1990 when a group of property owners objected to the noise and sued the Fair Association, eventually closing the race track. The Fair Association did not have the necessary

funds to fight the legal battle. The loss of income from the races affected operating monies for the Fair.

In 1949 a charge of \$1.00 per week for parking became effective as more revenue was needed. In 1951 the Billing Brothers Circus wanted to rent the grounds for five months for winter quarters; this did not occur.

In 1953 the Dairy Association started building the Dairy Barn. The Barn has been updated with a milk room and wash rack. Dairy animals are housed here during the fair, sales, and shows. The building is used for boat storage in the winter.

In 1954 there was an interest to build a War Memorial Coliseum to hold 5-6,000 people and a new Armory on the fair grounds, but this did not materialize.

In 1955, the Fair Board tried to sell the 23 acres of land on the west side of the grounds. They found no buyers, so decided to build roads and channels and lay it out in lots, put in curbs and sewer. Fifty-five lots were sold. The profit was put back into the fairgrounds. Lots were sold 1957 through 1961. This development is called Fairlane Addition.

The Swine Barn was built in 1959, with the floor being cemented in 1982. Steel pens and a wash rack were added later.

In April, 1961, the Fair Board voted to build a horse barn. Fire destroyed this barn just before the 1979 fair; the horses and ponies were brought in, judged, and taken home each night for the years of 1979 and 1980. The new barn was built by the Fair Association and the stalls and interior were completed by volunteer labor and ready for the 1981 fair. A wash rack was added later. In 1988, in memorium to Glen Dausman, a roof was built over the existing horse show ring bleachers. In 1992, the old fence around the horse show ring was replaced with new white PVC plank with funds earned by the 4-H Horse and Pony Club along with generous donors.

A new Sheep Barn was built in 1962 and is used for both 4-H and open sheep shows. Also in 1962, a metal building was built in the woods for a shop and storage.

The Shrine Building was built in 1963 by the Fair Association and the Shrine Club. Many meals are served each week to clubs and groups with meetings held there throughout the year. It is used for 4-H judging the week before the fair, and for 4-H exhibits during fair week. The Shrine Building Foundation Fund was formed in 1985 to seek donations to refurbish the Shrine Building. Generous contributions enabled the group to add a canopy, central air, carpet the larger meeting room and completely redecorate.

Four permanent rest rooms were built on the grounds. The water comes from two-inch and four-inch wells which are tested annually. The Fair Office on the main drive is operated by a fair manager year round. A hired maintenance man lives in a house trailer owned by the Association on the grounds. In 1970, an addition was made to the metal building to use for frying fish for fish fries. In December, 1978, it was voted to build a show arena for livestock open class and 4-H judging and shows. The 4-H sale is held there also. The cat and dog 4-H shows are held on the Sunday of the Fair. Also in the show arena, sheep, horses and cattle shows and sales are held. The show arena is used for trailer and camper storage in the winter months.

The rabbits, goats and poultry are still housed in tents; hopefully buildings will be built for them soon. Most of the livestock departments hold both 4-H and open shows. Implement dealers and individuals display both new and old farm machinery during the Fair. The 4-H office is located between the Beef Barn and Dairy Barn; the extension office is maintained on the fairgrounds during fair week.

In 1985 the Board voted to fence the fairgrounds and charge admission fees to provide additional needed funds. There is also a charge for parking. The Shrine Club handles both on percentage. The County Fair Queen is picked by a panel of judges and competes at the State Fair representing our county. During fair week, she presents ribbons and trophies to winners of various 4-H and open shows. Our fair also honors a 4-H King and Queen selected on points and activities. A large tent is rented and placed in the woods - daily entertainment is held in this Activity Tent. Thursday is Senior Citizens Day - a planned program and activities along with visiting are enjoyed. Wednesday and Friday afternoons are Kiddies Days with special reduced prices on rides, and prizes drawn in the grandstand.

The County Fair has always had a carnival. The Fair is paid a percentage of the gross profit - this adds greatly to income. Annually, the Fair Board requests funds from the County to help the 4-H Fair and grounds.

At the Annual Meeting in January, 1990, the Kosciusko County Fair Association voted to change the name to the Kosciusko County 4-H and Community Fair Association. The fairgrounds is owned by the Association. The membership is \$25.00 plus \$5.00 dues per year. There are 15 Directors elected to manage the Fair, grounds and activities. Each January, five of the Directors are eligible for re-election for three years. A Nominating Committee proposes names to fill a slate of qualified nominees. Nominations may also be made from the floor. Each nominee is voted upon individually, with the five candidates receiving the largest number of votes being elected. The number of terms to which a Director is elected to serve shall be limited to two consecutive terms of three years. Before returning to the Board, the individual must set out one year. The Officers of the Association shall be President, Vice President, Secretary, Treasurer, and such assistant officers as the Board shall determine. All Officers shall be chosen from and appointed by the Board of Directors at its Annual Meeting held in January. Each Officer shall hold office for the term of one year and may be re-elected while serving as a Director.

SUCCESS OF THE FAIR is due to the combined effort of the 4-H Extension service, Women's Departments, clubs, churches, merchants, and all livestock departments, exhibitors, Officers and Directors of the Fair Association and all the untold people who work hard to make the Fair what it is today.

Submitted by Don Hostetler

## TAX STATUS

Since 1941, the Internal Revenue Service has recognized the Kosciusko County 4-H and Community Fair Association as exempt from Federal income tax under section 101(1) of the Revenue Code of 1939 which now corresponds to section 501(c)(5) of the Internal Revenue Code of 1986.

The Association is liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom we pay \$100.00 or more during a calendar year. The Association is also liable for tax under the Federal Unemployment Tax Act (FUTA) for each employee to whom we pay \$50.00 or more during a calendar quarter if, during the current or preceeding calendar year we had one or more employees at any time in each 20 calendar weeks or we paid wages of \$1,500 or more in any calendar quarter.

The Association must file Form 990, Return of Organization Exempt from Income Tax, if our gross receipts each year are normally more than \$25,000. If such return is required, it must be filed by the 15th day of the fifth month after the end of our annual accounting period.

Federal Identification Number: 35-0449569

By-Laws

Thank you for expressing interest in the future of the fairgrounds. Enclosed you will find a copy of the By-Laws of the Fair Association and information concerning your becoming a voting member of the Association. Please mark your areas of interest if you can volunteer time.

If you know of others who are interested in the fairgrounds, please make copies for them. Anyone is eligible over the age of 15 and membership is not transferable, so you may want to list your membership as -or- if you want to list a spouse or child.

Return with your check for \$25.00. Annual dues are \$5.00 starting with your second year of membership.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Place of Employment (if you wish to list) \_\_\_\_\_

AREAS OF INTEREST

I would be willing to volunteer with activities at the Fair \_\_\_\_\_

Advertising and Promotion \_\_\_\_\_ Landscaping \_\_\_\_\_

Telephone/Paging/Office Work \_\_\_\_\_ Information Booth \_\_\_\_\_

Year Around Activities and Promotion \_\_\_\_\_

Long Range Planning \_\_\_\_\_ Other \_\_\_\_\_

Suggestions for Improvement of the Fair \_\_\_\_\_

Suggestions for the use of the Fairgrounds for year around profitable activities \_\_\_\_\_

Did you know that the Shrine Community Building and Women's Buildings are available for rent? \_\_\_\_\_

Did you know that a Boat Club membership is available? \_\_\_\_\_

Have you been involved in 4-H in any way (self, spouse, children, nieces/nephews, etc.) \_\_\_\_\_

Have you been involved in a Home Ec Club? \_\_\_\_\_

BY-LAWS OF THE  
Kosciusko County 4-H and Community Fair, Inc.  
Warsaw, Indiana

ARTICLE I

NAME

This Corporation shall be known as the Kosciusko County 4-H and Community Fair, Inc.

ARTICLE II

PURPOSE

Section 1. The purpose of this Corporation is to foster, promote, encourage and provide the means and facilities for the education of young people and adults in proper improved methods of agriculture and its related fields of conservation and home industry with particular emphasis on the programs of the national and local 4-H organizations.

In order to carry out its purpose, this Corporation shall have the power to:

Section 1a. Acquire real estate, buildings and personal property by purchase, gift, lease or contract suitable for conducting meetings, contests, fairs, shows and exhibits.

Section 1b. To conduct meetings, fairs, shows, contests and exhibits, including the award of prizes to carry out the encouragement by participation in agricultural and educational programs.

Section 1c. To develop and maintain grounds and facilities for the conduct of such meetings, shows, fairs, exhibits and contests.

Section 1d. To sell, exchange, lease or give real and personal property or the use thereof in connection with its stated purpose.

Section 1e. The assets, income, and powers of this Corporation shall be used exclusively for its principal purpose as stated above.

ARTICLE III

MEMBERSHIP

Section 1. Membership - There shall be one (1) class of membership in this Corporation.

Section 2. Membership Fees - Any individual or organization may become a member of the Corporation by payment of the sum of Twenty-Five dollars (\$25.00) to the Corporation.

Section 3. Annual Dues - Annual dues of Five dollars (\$5.00) will be assessed after the first year of membership. Dues will be due and payable by the Annual Meeting.

Section 4. Certificate of Membership - The Corporation shall issue each member a membership certificate card stating that he is a bonafide member of the Corporation upon receipt of dues.

Section 5. Transfer of Membership - Membership in this Corporation shall not be transferable to any other person or organization.

#### ARTICLE IV

##### MEETING OF MEMBERS

Section 1. Place of Meetings - Meetings of the membership of the Corporation shall be held at such time as may be specified in the respective call, notices or waivers of notices thereof.

Section 2. Annual Meetings - The Annual Meeting of the membership of the Corporation shall be held on the third Monday of January of each year, unless the President of the Corporation shall otherwise notify the membership no less than ten (10) days nor more than sixty (60) days prior to the date of any such scheduled meeting.

Section 3. Special Meetings - Special meetings of the membership may be called by the President, by the Board of Directors, or by members who hold not less than one-fourth (1/4th) of all outstanding membership which may be voted on the business proposed to be transacted thereof.

Section 4. Notice of Meetings - Written notice stating the place, date and hour of any meeting of the membership and, in case of special meetings or when otherwise required by law, the purposes for which any such meeting is called, shall be delivered or mailed by the Secretary of the Corporation or by the Officers or persons calling the meeting to each member of record entitled to vote at such meeting, at such address as appears on the records of the Corporation and at least ten (10) days before the date of such meeting.

Section 5. Waiver of Notice - Notice of any meeting may be waived in writing by any member if the waiver sets forth in reasonable detail the time and place of the meeting and the purposes thereof.

Section 6. Voting Rights - Each member shall be entitled to one (1) vote regardless of the number of memberships standing in his name on the books of the Corporation. If a membership stands in more than one (1) name, only one (1) of the persons named on the membership shall be entitled to exercise that vote. A member must be fifteen (15) years of age or older in order to be eligible to vote.

Section 7. Voting Eligibility - To be eligible to vote, a person must be a member of the Corporation, in good standing, thirty (30) days prior to voting. Dues must be current.

Section 8. Voting by Proxy - Members shall not be entitled to vote by proxy under any circumstances.

Section 9. Quorum - At any meeting of the members, ten percent (10%) of all the membership of the Corporation shall constitute a quorum. A majority vote of such quorum shall be necessary for the transaction of any business.

#### ARTICLE V

##### BOARD OF DIRECTORS

Section 1. Number and Qualification - The business and affairs of the Corporation shall be managed by a Board of Directors, fifteen (15) in number, with the Directors being members, in good standing, of the Corporation.



Section 2. Election - At each Annual Meeting of the membership, there will be five (5) Directors elected who shall hold office for a term of three (3) years. There will be a Nominating Committee to propose names to fill a slate of qualified nominees from which the five (5) Directors will be elected. In addition, there may be nominations from the floor. Each nominee will be voted upon individually, with the five (5) candidates receiving the largest number of votes being elected. Each Director elected shall hold office for the term elected and until a successor shall be qualified and elected.

Section 3. Number of Terms - The number of terms to which a Director is elected to serve shall be limited to two (2) consecutive terms of three (3) years per term. Before returning to the Board, the individual must set out one (1) year.

Section 4. Ex-Officio Members - The Kosciusko County Agriculture Extension Agent, Extension Home Economist, and the 4-H / Youth Extension Agent, by virtue of their office, will be members of the Board. They shall serve in an advisory capacity with no voting power.

Section 5. Vacancies - Any vacancy in the Board of Directors caused by death, resignation or otherwise, except by an increase in the number of Directors, shall be filled by the majority vote of all remaining Directors. A Director so appointed shall serve for the unexpired term of the Director he replaces. Vacancies on the Board of Directors occasioned by an increase in the number of Directors shall be filled by the vote of the members entitled to vote therefore at an Annual or Special Meeting. Any Director so elected by the members shall hold office until his successor shall be elected and qualified.

Section 6. Annual Meeting - Unless otherwise agreed upon, the Board of Directors shall meet each year, immediately following the Annual Meeting of the members, at the place where such meeting of members was held, and for the purpose of organization, election of Officers of the Corporation, and consideration of any other business which may be brought before the meeting. No notice shall be necessary for the holding of this Annual Meeting.

Section 7. Other Meetings - Other meetings of the Board of Directors may be held regularly pursuant to a resolution of the Board to such effect or may be held upon the call of the President or any two (2) members of the Board and upon forty-eight (48) hours notice specifying the time and place, and general purposes of the meeting, given to each Director either personally or by mail, telegram or telephone. No notice shall be necessary for any regular meeting, and notice of any other meeting may be waived in writing or any telegram. Attendance at any such meeting shall constitute waiver of notice of such meeting.

Section 8. Fair Organization Meeting - The Corporation shall call a Fair Organization Meeting ninety (90) days prior to the Fair for the purpose of coordinating fair week activities, policies, and planning. This meeting shall include all department superintendents, food stand representatives, merchant exhibitors, etc.

Section 9. Quorum - A majority of members of the whole Board of Directors shall be necessary to constitute a quorum for the transaction of any business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law.

## ARTICLE VI

### OFFICES

Section 1. Offices and Qualifications Therefore - The Officers of the Corporation shall be the President, a Vice President, a Secretary, a Treasurer, and such assistant officers as the Board of Directors shall determine. All Officers shall be chosen from and appointed by the Board of

Directors. Any two (2) or more offices may be held by the same person, except that the President and the Secretary shall not be the same person.

Section 2. Terms of Office - Each Officer of the Corporation shall be chosen and appointed by the Board of Directors at its Annual Meeting. Each Officer shall hold office for a term of one (1) year and until his successor be appointed by the Board of Directors.

Section 3. Vacancies - Whenever any vacancies shall occur in any of the offices of the Corporation for any reason, the same shall be filled by the Board of Directors at a special or Annual Meeting thereof, and any Officer so appointed shall serve for the unexpired term of the Officer he replaces.

Section 4. Removal - Any Officer of the Corporation may be removed at the pleasure of the Board of Directors whenever a majority of such Board shall vote in favor of such removal.

## ARTICLE VII

### POWERS AND DUTIES OF OFFICERS

Section 1. President - Subject to the general control of the Board of Directors, the President shall discharge all the usual functions of the Chief Executive Officer of a Corporation. He/she shall preside at meetings of members and shall have such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe. The President shall have the right to vote on all matters before the Board of Directors, whether the vote is necessary to create a tie vote, break a tie vote, or otherwise.

Section 2. Vice President - The Vice President shall have all powers of and perform all the duties incumbent upon the President during his absence or disability and shall have such other powers and duties as the Code of By-Laws or the Board of Directors may prescribe.

Section 3. Secretary - The Secretary shall attend all meetings of the members and of the Board of Directors, and shall keep, or cause to be kept, in a book provided for the purpose, a true and complete record of the proceedings of such meetings, and he/she shall perform a like duty, when required, for all committees appointed by the Board of Directors. He/she shall attest all deeds, leases, agreements and other official documents executed by the Corporation and affix the Corporate Seal thereto. He/she shall attend to the giving and serving of all notices of the Corporation required by this Code of By-Laws, shall have custody of the books (except books of account), records and corporate seal of the Corporation, and shall have such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe.

Section 4. Treasurer - The Treasurer shall be bonded and keep correct and complete records of account, showing accurately at all times the financial condition of the Corporation. He/she shall be the legal custodian of all monies, notes, securities and other valuables which may from time to time come into the possession of the Corporation. He shall furnish at meetings of the Board of Directors, or whenever requested, a statement of the financial condition of the Corporation, and shall have such other powers and duties as the Code of By-Laws or the Board of Directors prescribe.

Section 5. Assistant Officers - Such assistant officers as the Board of Directors shall from time to time designate and elect shall have such powers and duties as the Officers whom they are elected to assist shall specify and delegate to them and such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe. An assistant secretary may, in the event of the absence or disability of the secretary, attest to the execution by the Corporation of all documents and affix the Corporate Seal thereto.

## ARTICLE VIII

### MISCELLANEOUS

Section 1. Corporate Seal - The Seal of the Corporation shall be circular in form with the name of the Corporation around its periphery and the word "Seal" through the center.

Section 2. Fiscal Year - The fiscal year of the Corporation shall begin on the first day of November of each year and shall end on the 31st day of October of the next year.

Section 3. Rules of Order - Meetings of members and meetings of the Board of Directors shall be governed by the rules contained in Robert's Rules of Order Revised in all cases in which such rules are applicable and are not inconsistent with the Indiana General Not-For-Profit Corporation Act, the Articles of Reorganization, this Code of By-Laws or any special rules of order adopted by the members or Board of Directors.

Section 4. Execution of Contracts - Unless otherwise ordered by the Board of Directors, all written contracts entered into by the Corporation shall be executed on behalf of the Corporation by the President or Vice President, and the Corporate Seal affixed thereto and attested by the Secretary or an Assistant Secretary.

Section 5. Negotiable Instruments - All checks, drafts or orders of the Corporation shall be signed by the Treasurer or an Assistant Treasurer and such other Officers, if any, as the Board of Directors shall specify by resolution. All notes or other negotiable instruments shall be signed by the President or Vice President and attested by the Secretary or Assistant Secretary, unless the Board of Directors shall specify otherwise.

## ARTICLE IX

### AMENDMENTS

These By-Laws may be altered, amended or repealed at any regular meeting of the Board of Directors, or at any special meeting of the Board called for the purpose, but only by the affirmative vote of not less than a two-thirds (2/3) majority.

Addition to By-Laws  
(To be voted upon at the May, 1994 regular meeting)

Section 6. Indemnification. The Association shall indemnify any person made a party to any proceeding by reason of the fact that he/she is or was a Director, Officer, or employee of the Association, against liabilities and expenses, including attorney's fees, incurred in connection with defense of the action. The right to indemnification conferred by this section shall not restrict the power of the Association to make any indemnification permitted by law.

No  
Records

1994 DIRECTORS

Anglin, Jack  
445 W. Clearwater Drive  
Warsaw, Indiana 46580  
219/268-0090 / 219/858-2281

Anglin, Tom  
4134 West 600 North  
Leesburg, Indiana 46538  
219/858-2281

Bishop, Bob  
1865 West 700 North  
Leesburg, Indiana 46538  
219/453-4499

Bradbury, Roy  
920 Anchorage Road, Lot 114  
Warsaw, Indiana 46580  
219/269-7324

Grady, Jane  
6706 East 1000 North  
Syracuse, Indiana 46567  
219/457-5381

Steffe, Greg  
1660 North 175 East  
Warsaw, Indiana 46580  
219/269-3182

Hatfield, Kay  
P.O. Box 545  
Warsaw, Indiana 46581-0545  
219/267-8314 / 219/267-8481

Hostetler, Don  
5918 East Pierceton Road  
Pierceton, Indiana 46562  
219/594-2872

Kintzel, Jack  
5602 West 400 North  
Warsaw, Indiana 46580  
219/858-2482

Messmore, Gene  
2179 East 75 North  
Warsaw, Indiana 46580  
219/267-4807

Extension Office

Nolin, Jerry  
1715 S. Country Club Road  
Warsaw, Indiana 46580  
219/267-5356 / 219/267-2315

Ring, Kent  
2798 West Union Street  
Claypool, Indiana 46510  
219/566-2747

Thomas, June  
1052 North 350 West  
Warsaw, Indiana 46580  
219/267-8285 / 219/267-8841

Watkins, Eldon (Bud)  
6009 East 1000 North  
Syracuse, Indiana 46567  
219/457-4852

Yeiter, Larry  
7650 West Snyder Road  
Warsaw, Indiana 46580  
219/858-2211 / 219/858-2172

OTHERS

Buhr, Gail E.  
3634 South State Road 15  
Warsaw, Indiana 46580  
219/269-9901

Goon, Monna  
219/269-3034

Prater, Don  
219/269-2753

Shroyer, Mary  
219/267-2082

Shrine Community Building  
219/267-5031

Fair Office  
219/269-1823 / 219/269-9197

Horse Barn  
219/267-8903

219/372-2340

1994 COMMITTEES

FINANCE:

Kent Ring - Chair  
June Thomas  
Kay Hatfield  
Perry Lenon

ACTIVITIES:

Greg Steffe - Chair  
Jane Grady  
Kay Hatfield  
Roy Bradbury

4-H FAIRBOARD LIASION:

Karen Lowry - Chair  
Jack Kintzel  
Gene Messmore  
Joan Younce

GRANDSTAND:

Tom Anglin - Chair  
June Thomas  
Kent Ring  
Monna Goon

CONCESSION / MERCHANTS BLDG.:

Roy Bradbury - Co-Chair  
Bud Watkins - Co-Chair  
Greg Steffe  
Monna Goon

SHRINE COMMUNITY BUILDING:

Jack Anglin - Chair  
Larry Yeiter  
Kent Ring  
Mary Shroyer

PROPERTY:

Don Hostetler - Chair  
Jane Grady  
Larry Yeiter  
Tom Anglin  
Monna Goon  
Don Prater

LIVESTOCK BUILDINGS:

Jack Kintzel - Chair  
Jerry Nolin  
Bud Watkins  
Gene Messmore

PUBLICITY:

Kay Hatfield - Chair  
Jerry Nolin  
Joan Younce  
Karen Lowry

ADVISOR, All Committees:

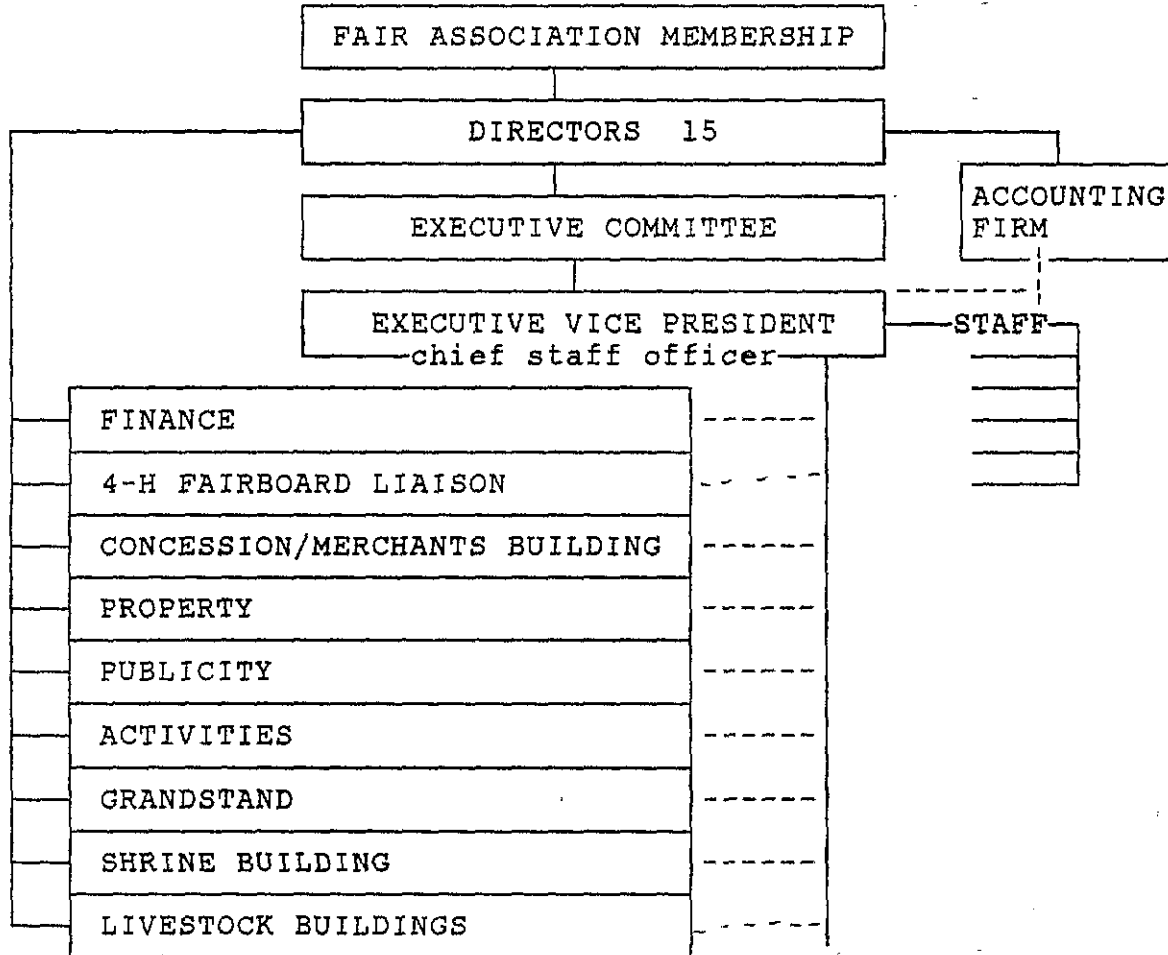
Gail Buhr

Employee Info

PROPOSED

KOSCIUSKO COUNTY 4-H & COMMUNITY FAIR ASSOCIATION

ORGANIZATIONAL CHART



1994  
FULL-TIME EMPLOYEES

Gail E. Buhr, Executive Vice President. New hire - April 18, 1994. Responsible for day-to-day operations of 68 acre facility including sales and marketing of special events.

Monna Goon, Office Manager. Hourly position. Hire Date: October, 1987. Responsible for day-to-day office operations including mail, banking, phone, walk-in traffic, and purchasing of office and grounds supplies. Additional duties required during fair week.

Mary Shroyer, Shrine Community Building Manager. Salaried position. Hire Date: 1980. Responsible for day-to-day operations of the Shrine facility including supervision of part-time staff (prox 2 full-time equivalents), events scheduling, purchasing of all food and supplies, cooking. No additional duties required during fair week.

Don Prater, Maintenance Supervisor and Grounds Security. Salaried plus housing. Hire Date: September, 1988. Responsible for total grounds and buildings maintenance including set-up and tear down of special events. Supervises a full-time staff of one, and a part-time staff that varies in size (seasonal). Additional duties required during fair week.

Marv Uitts, Maintenance employee. Hourly position. Hire Date: 1989. Responsibilities as directed by Maintenance Supervisor.



EXECUTIVE VICE PRESIDENT  
Job Description

\* Attend each Board of Directors meeting and make necessary and appropriate reports to the Board.

\* Communicate a positive image of the fair and fairgrounds to local businesses and communities.

\* Supervise day-to-day operations of grounds and facilities, including all buildings and personnel.

\* Evaluate each employee annually, or more often, as needed.

\* Develop job descriptions for each full-time employee position, develop and coordinate human resource policies and procedures.

\* Work with the Finance Committee to prepare and submit an annual budget to the Board of Directors for approval.

\* Meet with business, industry, community organizations, philanthropic groups, clubs, 4-H members and volunteers to foster cooperation, support and a positive image for the fairgrounds.

\* Promote the fairgrounds to the community to increase profitability.

\* Supervise and manage employees and volunteers as they prepare for and execute the annual 4-H and Community Fair.

\* Serve as an advisor on all committees.

\* Cooperate with other community groups such as the Chamber of Commerce, commodity groups, Convention and Visitors Bureau, Extension Office and other government entities.

\* Arrange for all purchases including insurance, utilities, maintenance and outside labor. Take bids for any purchase over \$500.00 in order to generate and foster community support. Encourage donations when possible.

\* Acknowledge community donations and support the appropriate community/business publicly.

\* Work towards Long Range Planning Committee goals and objectives as outlined in the Kosciusko County Fairgrounds Master Plan.

H.R. Policies

Proposed Human Resources Information  
and Draft Policies and Procedures

## GUIDELINES AND INFORMATION

### EMPLOYEE CONDUCT

The Management of the Kosciusko County 4-H and Community Fair Association is sincerely interested in fostering a positive work environment for its employees. The Association expects all employees to conduct themselves in a manner which contributes to the safe and productive operation of our facilities. Conduct which significantly creates an unproductive or unsafe workplace may result in disciplinary action to include termination. Examples of such conduct are:

Use or possession of alcoholic beverages or drugs on Association premises, or reporting to work under the influence of alcohol or drugs.

Theft of Association property or personal property of another employee.

Falsification of Association records or other unethical conduct.

Possession of firearms or other weapons on Association property.

Willful destruction of Association property.

Any action which threatens the safety of themselves or other employees.

Fighting on Association premises.

Harassment.

### PAY CHECKS / PAY PERIODS

You will be paid once a week by check if you are either hourly or salaried. Salaried employees are allowed to choose biweekly pay upon request. Each week's hourly paycheck is for the preceding work week. Each salary paycheck is for the current week and the preceding week. The Association understands the confidential nature of the information contained in your paycheck and asks each employee to maintain that same level of confidence.

Should an error occur in computing your wages, report it to your Supervisor. Any adjustments will be made on the following pay period check.

If you are not at work due to vacation, illness, etc., and would like another person to receive your check, we must have written authorization from you in advance.

### HOURS OF WORK

Each employee's daily work hours will be explained by their Supervisor at the time of employment since the work schedules of starting time, breaks, lunch and quitting time will vary with seasonal conditions.

While every effort will be made to provide a full, regular work week of five (5) eight (8) hour days from Monday through Friday, the Association business may add to or reduce regular time.

### TIME CARDS

Your timecard is an official record of the hours you are at work, and your paycheck is based on the time recorded on your timecard. You are responsible for recording time in and out on your timecards when you report to or leave work. Any addition, correction or change on your timecard must be made and initialed by your Supervisor. Time records are the property of the Association.

To maintain the integrity of the timecards, you are required to punch your own card. Punching another employee's timecard is considered to be falsifying Association records and could lead to termination of your employment.

#### EMERGENCY CONDITIONS

In the event that weather or internal conditions should necessitate the closing of the facilities, the Association will contact local radio stations to provide the official announcement for our employees.

#### ATTENDANCE

The basis of this program is the well established principle that the Kosciusko County 4-H and Community Fair Association, as the employer, is entitled to a regular standard of attendance from its employees. The Association also understands that a reasonable amount of absence due to bonafide illness, injury, or emergencies is beyond the control of the employee. The employee must recognize that any unscheduled absence does represent great disruption to the work place and affects the efficient handling of all jobs. Therefore, as a matter of courtesy, we expect our employees to notify the Company on the day of the absence prior to the individual starting time.

#### SAFETY AND HEALTH

The Association is most actively concerned about the health and welfare of its employees, and places a high priority on the prevention of accidents. Safety is every employee's responsibility and therefore we ask your cooperation in closely observing the safety and health rules to ensure your safety and that of your fellow employees.

If you are injured or become ill as a result of your job, no matter how slight, you should immediately notify your Supervisor. The Association will make every possible effort to insure that you receive prompt medical treatment. If a serious condition exists, you will be taken to a medical doctor.

We remind our employees that injuries while at work are covered by appropriate state laws with regard to compensation for lost time and benefits.

#### SANITATION AND HYGIENE PRACTICES

Sanitation and cleanliness are most important for the Association. We must be continually aware of the need to maintain the highest standards of personal hygiene and sanitation practices.

#### DEFINITION OF EMPLOYMENT STATUS

The following terms will be used to describe the classification of employees:

FULL TIME - Employees regularly scheduled to work 40 or more hours per week.

**PART TIME** - Employees whose regularly scheduled work hours are less than thirty five (35) hours per week. Because of circumstances, part-time employees may periodically work more hours than regularly scheduled.

**CASUAL** - A casual employee is basically intended to function as a substitute for, or temporary supplement to, the normal workforce. The casual employee has an irregular schedule, totally dependent on the needs of the Association.

#### EMPLOYMENT OF RELATIVES

We have no general prohibition against hiring relatives. However, if there is a possibility of problems relating to safety, security, supervision, conflict of interest, or morale, these will be *considered on a case-by-case basis*.

#### EMPLOYMENT OF MINORS

Several laws may restrict the Association's ability to use minors on the grounds. Therefore, employees of the Association must be 18 years of age or older.

#### EMPLOYMENT RELATIONSHIP

Your employment with the Association is entered into voluntarily and you are free to resign at any time, for any reason, with or without notice. Similarly, the Association is free to conclude the employment relationship at any time, for any reason, with or without notice.

*Should you decide to terminate your employment, we would appreciate your giving notice of resignation as far in advance as possible. You will be required to turn in any Association property in your possession.*

As part of the process, we will offer you a chance to discuss your employment with the Board of Directors and your reasons for leaving in an exit interview. This is to help us continue to improve and insure that you feel you have been treated fairly while an employee.

#### OPEN DOOR POLICY

The Association recognizes that from time to time situations may arise whereby our employees will have questions or concerns with regard to policy or operating decisions. We urge you to first discuss the problem with your supervisor. Your supervisor will consider your complaint and will give you a timely response.

If you do not agree with that response or the concern is of a nature that makes you uncomfortable discussing it with your supervisor, you can meet with any member of the Board of Directors, or the next appropriate level of management.

#### PROMOTION

We will attempt to promote from within the organization whenever qualified personnel are available. You are encouraged to prepare yourself with the necessary education, experience, or in-house training necessary to qualify yourself.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION  
POLICY STATEMENT

It is the policy of the Association to provide equal employment opportunity to all individuals regardless of their race, creed, color, religion, sex, age, national origin, handicap, veteran status or any other characteristic protected by state or federal law. We are strongly committed to this policy, and believe in the concept and spirit of the law.

The Association is committed to assuring that:

All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, handicap, veteran status, or any other characteristic protected by law;

Employment decisions are based on the principles of equal opportunity and affirmative action, and;

All personnel actions such as compensation, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, sex, age, national origin, handicap, veteran status, or any other characteristic protected by law.

The Kosciusko County 4-H and Community Fair Association believes in and practices equal opportunity and affirmative action. All employees are responsible for supporting the concepts of equal opportunity and affirmative action and assisting the Association in meeting its objectives in these areas.

VACATIONS

Vacation is a time for each employee to enjoy themselves away from the job. The Association fully recognizes the value of this time to the employee. We encourage you to take the vacation you are eligible for and make the most of it.

The amount of vacation time allowed each employee is calculated from the starting date of employment and is based on your length of continuous service with the Association. Vacation pay will be calculated based on your current hourly rate.

Our full-time employees will be granted vacation on the following basis as of January 1st:

YEARS OF SERVICE	WEEKS OF VACATION
*****	*****

\*\*NOTE: This area must undergo additional review.

The Association asks that in order to plan efficiently, your vacation be scheduled at a minimum in weekly increments. Single days of vacation time may be authorized by your individual supervisor if requested and approved at least 24 hours in advance.

Please note that if a holiday falls within your vacation period, the Association will pay for either the holiday or the vacation day, but not for both. The holiday, of course, will not be charged as a day of vacation time.

Employees who give two weeks notice of termination of employment with the Association will be reimbursed for accrued and unused vacation.

#### HOLIDAYS

Regular, full-time employees are eligible for six paid holidays in each calendar year. The Association observes the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Holiday Pay is dependent upon the eligible employee working a normal shift the day prior to and the day following a Holiday, unless otherwise excused by your Supervisor. Holiday Pay for full-time eligible employees is equivalent to eight (8) hours at their regular pay.

#### BEREAVEMENT PAY

The Association recognizes that in the case of a death in the family it is necessary to take time off from work to make arrangements and attend the funeral. In an attempt to ease the burden of the loss of a family member, the Association will grant to all full-time employees up to three (3) full days of leave, without loss of regular pay, to attend to family responsibilities. Funeral Pay will be based on eight (8) hours pay per day at your regular rate of pay.

For purposes of this leave, the immediate family is defined as: Mother, Father, Sister, Brother, Current Spouse, Children, Grandparents, Current Father-In-Law, Current Mother-In-Law, Brother-In-Law and Sister-In-Law.

The three (3) days of paid funeral leave are considered by the Association to consist of the day before, the day of the funeral, and the day after. In addition, the duration of the leave may be extended for such factors as distance to be traveled. An extension of time off (unpaid) may be granted on a leave of absence basis as approved by your Supervisor.

#### EXPOSURE CONTROL PLAN BLOODBORNE PATHOGENS

In accordance with OSHA's Bloodborne Pathogens Standard, the Association has established an Exposure Control Plan.

What you should know:

1. Those employees directly affected by the requirements of this standard have been/will be trained. Maintenance, supervisors, and various other designated persons.
2. The standard was designed to limit or eliminate exposure to bloodborne pathogens, which include, but are not limited to: Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

3. The primary affect on our employees is in regard to first aid services provided to fellow employees who have been injured where exposure to blood occurs. The standard essentially requires us to control the treatment and the contaminated materials (band-aids, gauze, etc.). Therefore, treatment of injuries should only be provided by a designated First Aider that treats you while wearing latex gloves and must discard contaminated waste in a specially marked waste container.

4. You must not discard used band-aids, etc. anywhere except specially marked waste containers.

5. In washrooms, you must act in a responsible manner that would not allow other employees to be exposed to any body fluids, especially blood.

6. In emergencies where a blood spill has occurred, notify your supervisor and he will supervise a cleanup of the area immediately. If you have come in direct contact, immediately wash the exposed area with soap and water and then advise your supervisor. He will advise you of further steps that may be necessary.

7. Eating, drinking, smoking, applying cosmetics, or lip balm, and handling contact lenses are prohibited in washroom areas.

8. In general, follow the procedures that all body fluids are potentially infectious and are to be avoided!



1993 Financials

Financial Information  
for Year Ended October 31, 1993

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
 BALANCE SHEET  
 OCTOBER 31, 1993

*End of Year*

ASSETS

CURRENT ASSETS

101-0 CASH IN BANK-GENERAL	8,400.46
102-0 CASH ON HAND	.00
103-0 CASH IN BANK-WOMEN'S BUILDING	4,355.02
104-0 CASH-SAVINGS	1,287.81
110-0 ACCOUNTS RECEIVABLE	1,583.50
111-0 INVENTORY-FOOD	3,061.92
114-0 PREPAID FAIR EXPENSE	.00
115-0 PREPAID INSURANCE	10,001.00

TOTAL CURRENT ASSETS

28,689.71

PROPERTY ACCOUNTS

141-0 LAND	7,750.00
142-0 LAND IMPROVEMENTS	234,888.00
143-0 ACCUM. DEPR.-LAND IMPROVEMENTS	(166,225.00)
144-0 GENERAL BUILDINGS	245,845.00
145-0 ACCUM. DEPR.-GENERAL BUILDINGS	(184,474.00)
146-0 SHRINE BUILDING & EQUIPMENT	156,584.00
147-0 ACCUM. DEPR.-SHRINE BLDG & EQP	(96,058.00)
148-0 WOMEN'S BUILDING	32,029.00
149-0 ACCUM. DEPR.-WOMEN'S BUILDING	(24,087.00)
152-0 EQUIPMENT	59,228.00
153-0 ACCUM. DEPR.-EQUIPMENT	(44,959.00)

TOTAL PROPERTY ACCOUNTS

220,521.00

TOTAL ASSETS

249,210.71

LIABILITIES AND SHAREHOLDERS' EQUITY

CURRENT LIABILITIES

210-0 ACCOUNTS PAYABLE	13,756.07
214-0 ACCRUED PROPERTY TAX	12,510.00
216-0 ACCRUED INTEREST PAYABLE	874.00
220-0 ACCRUED FED. W/H AND FICA TAX	1,632.45
221-0 ACCRUED STATE WITHHOLDING	253.66
223-0 ACCRUED U.C. TAXES	27.69
225-0 ACCRUED SALES TAX	392.09
227-0 ACCRUED STATE INCOME TAX	576.00
228-0 ACCRUED FEDERAL INCOME TAX	.00
253-0 NOTE PAYABLE-FNB	55,000.00

TOTAL CURRENT LIABILITIES

85,021.96

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
 BALANCE SHEET  
 OCTOBER 31, 1993

LONG-TERM LIABILITIES		
254-0 NOTES PAYABLE-MEMBERS	5,300.00	
TOTAL LONG-TERM LIABILITIES		5,300.00
DEFERRED INCOME		
271-0 FAIR RENTAL DEPOSITS	.00	
TOTAL DEFERRED INCOME		.00
TOTAL LIABILITIES		90,321.96
SHAREHOLDERS' EQUITY		
292-0 MEMBERSHIPS	26,040.00	
RETAINED EARNINGS	132,848.75	
TOTAL SHAREHOLDERS' EQUITY		158,888.75
TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY		249,210.71

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
STATEMENT OF INCOME AND RETAINED EARNINGS

MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
<b>INCOME</b>				
301- RENTALS	7,132.95	42.60	50,974.95	14.28
303- AMUSEMENTS	.00	.00	28,470.86	7.98
304- PARKING	.00	.00	65,426.50	18.33
305- GRANDSTAND	.00	.00	31,255.00	8.76
306- FAIR CONCESSION AND STANDS	153.00	.91	33,164.20	9.29
307- MEALS	6,511.65	38.89	99,413.45	27.86
308- ICE AND DAIRY	.00	.00	2,323.92	.65
309- MISCELLANEOUS	78.10	.47	6,403.18	1.79
310- BOAT RAMP	.00	.00	1,608.00	.45
311- FUNDS FROM COUNTY	2,866.66	17.12	34,350.00	9.63
315- ANNUAL DUES	.00	.00	785.00	.22
316- BOAT DOCK	.00	.00	1,420.00	.40
317- GIFT INCOME	.00	.00	1,287.81	.36
	-----	-----	-----	-----
TOTAL INCOME	16,742.36	100.00	356,882.87	100.00
<b>COST OF SALES</b>				
401- COST OF FOOD	2,583.06	15.43	38,026.47	10.66
410- COOKS WAGES	1,400.00	8.36	14,313.13	4.01
420- WAITRESSES WAGES	1,139.00	6.80	15,550.37	4.36
430- COST OF PIER RENTAL	.00	.00	2,670.86	.75
	-----	-----	-----	-----
TOTAL COST OF SALES	5,122.06	30.59	70,560.83	19.77
	-----	-----	-----	-----
GROSS PROFIT	11,620.30	69.41	286,322.04	80.23
<b>OPERATING EXPENSES</b>				
501- SALARIES AND WAGES	3,745.28	22.37	60,005.71	16.81
502- DIRECTORS EXPENSES	.00	.00	650.26	.18
503- PAYROLL TAXES	887.66	5.30	7,608.13	2.13
505- REPAIR AND MAINTENANCE	185.09	1.11	12,053.90	3.38
506- SUPPLIES	319.68	1.91	7,305.70	2.05
507- EQUIPMENT REPAIR AND EXPENSE	180.51	1.08	2,859.51	.80
508- GAS AND OIL	31.91	.19	1,797.34	.50
510- TELEPHONE	243.95	1.46	3,212.97	.90
511- UTILITIES	1,598.96	9.55	27,262.31	7.64
512- INSURANCE	2,767.15	16.53	22,701.25	6.36
513- ADVERTISING	258.80	1.55	13,449.91	3.77
515- DEPRECIATION	1,505.00	8.99	18,903.00	5.30
517- ACCOUNTING FEES	1,227.20	7.33	4,198.34	1.18
518- LEGAL FEES	.00	.00	260.49	.07
520- PROPERTY TAX	356.76	2.13	8,881.76	2.49
523- CONVENTIONS AND MEETINGS	.00	.00	526.18	.15
524- OTHER TAXES AND LICENSES	55.00	.33	982.65	.28
527- POSTAGE	29.00	.17	1,268.56	.36
528- OFFICE SUPPLIES	15.65	.09	1,072.95	.30

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
STATEMENT OF INCOME AND RETAINED EARNINGS

MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
530- GRANDSTAND EXPENSES	.00	.00	35,690.15	10.00
531- FAIR PREMIUMS AND AWARDS	.00	.00	6,073.27	1.70
533- JUDGING	.00	.00	1,035.00	.29
534- OUTSIDE LABOR	166.00	.99	10,698.90	3.00
535- OTHER FAIR EXPENSES	.00	.00	35,636.13	9.99
536- JANITOR SERVICE	886.49	5.29	10,184.98	2.85
537- MISCELLANEOUS EXPENSE	21.26	.13	2,618.85	.73
538- BAD DEBTS	.00	.00	.00	.00
539- GROSS INCOME TAX	592.00	3.54	592.00	.17
597- PREPAID FAIR EXPENSE	.00	.00	.00	.00
	-----	-----	-----	-----
TOTAL OPERATING EXPENSES	15,073.35	90.03	297,530.20	83.37
	-----	-----	-----	-----
OPERATING INCOME (LOSS)	(3,453.05)	(20.62)	(11,208.16)	(3.14)
OTHER INCOME (EXPENSE)				
710- INTEREST INCOME	5.68	.03	443.41	.12
720- INTEREST EXPENSE	102.89	.61	(6,144.75)	(1.72)
723- GAIN (LOSS) SALE OF ASSETS	.00	.00	125.00	.04
725- PENALTIES	.00	.00	.00	.00
	-----	-----	-----	-----
TOTAL OTHER INCOME (EXPENSE)	108.57	.65	(5,576.34)	(1.56)
	-----	-----	-----	-----
INCOME (LOSS) BEFORE TAXES	(3,344.48)	(19.98)	(16,784.50)	(4.70)
INCOME TAXES				
802- STATE INCOME TAX	.00	.00	.00	.00
804- FEDERAL INCOME TAX	.00	.00	.00	.00
	-----	-----	-----	-----
TOTAL INCOME TAXES	.00	.00	.00	.00
	-----	-----	-----	-----
NET INCOME (LOSS)	(3,344.48)	(19.98)	(16,784.50)	(4.70)
	=====	=====		
RETAINED EARNINGS, BEGINNING			149,633.25	
			-----	
RETAINED EARNINGS, ENDING			132,848.75	
			=====	

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
STATEMENT OF INCOME  
GENERAL FUND  
MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
<b>INCOME</b>				
301-1 RENTALS	4,556.00	60.74	15,721.50	27.81
309-1 MISCELLANEOUS	78.10	1.04	1,355.68	2.40
310-1 BOAT RAMP	.00	.00	1,608.00	2.84
311-1 FUNDS FROM COUNTY	2,866.66	38.22	34,350.00	60.77
315-1 ANNUAL DUES	.00	.00	785.00	1.39
316-1 BOAT DOCK	.00	.00	1,420.00	2.51
317-1 GIFT INCOME	.00	.00	1,287.81	2.28
<b>TOTAL INCOME</b>	<b>7,500.76</b>	<b>100.00</b>	<b>56,527.99</b>	<b>100.00</b>
<b>COST OF SALES</b>				
430-1 COST OF PIER RENTAL	.00	.00	2,670.86	4.72
<b>TOTAL COST OF SALES</b>	<b>.00</b>	<b>.00</b>	<b>2,670.86</b>	<b>4.72</b>
<b>GROSS PROFIT</b>	<b>7,500.76</b>	<b>100.00</b>	<b>53,857.13</b>	<b>95.28</b>
<b>OPERATING EXPENSES</b>				
501-1 SALARIES AND WAGES	2,451.18	32.68	33,350.37	59.00
502-1 DIRECTORS EXPENSES	.00	.00	650.26	1.15
503-1 PAYROLL TAXES	336.74	4.49	2,891.92	5.12
505-1 REPAIR AND MAINTENANCE	89.20	1.19	6,025.50	10.66
506-1 SUPPLIES	35.95	.48	2,537.52	4.49
507-1 EQUIPMENT REPAIR AND EXPENSE	104.83	1.40	2,375.45	4.20
508-1 GAS AND OIL	31.91	.43	1,797.34	3.18
510-1 TELEPHONE	152.41	2.03	1,721.32	3.05
511-1 UTILITIES	1,073.02	14.31	13,381.30	23.67
512-1 INSURANCE	2,114.93	28.20	16,784.53	29.69
513-1 ADVERTISING	119.60	1.59	566.90	1.00
515-1 DEPRECIATION	894.00	11.92	11,567.00	20.46
517-1 ACCOUNTING FEES	1,227.20	16.36	4,198.34	7.43
518-1 LEGAL FEES	.00	.00	232.50	.41
520-1 PROPERTY TAX	249.96	3.33	6,222.96	11.01
523-1 CONVENTIONS AND MEETINGS	.00	.00	526.18	.93
524-1 OTHER TAXES AND LICENSES	55.00	.73	437.65	.77
527-1 POSTAGE	29.00	.39	1,045.04	1.85
528-1 OFFICE SUPPLIES	15.85	.21	1,072.95	1.90
530-1 GRANDSTAND EXPENSES	.00	.00	.00	.00
534-1 OUTSIDE LABOR	.00	.00	5,046.15	8.93
536-1 JANITOR SERVICE	450.76	6.01	4,601.88	8.14
537-1 MISCELLANEOUS EXPENSE	21.26	.28	2,468.85	4.37
538-1 BAD DEBTS	.00	.00	.00	.00
539-1 GROSS INCOME TAX	37.00	.49	37.00	.07
<b>TOTAL OPERATING EXPENSES</b>	<b>9,489.60</b>	<b>126.52</b>	<b>119,538.91</b>	<b>211.47</b>

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
 STATEMENT OF INCOME  
 GENERAL FUND  
 MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
OPERATING INCOME (LOSS)	(1,988.84)	(26.52)	(65,681.78)	(116.19)
OTHER INCOME (EXPENSE)				
710-1 INTEREST INCOME	13.33	.18	352.79	.62
720-1 INTEREST EXPENSE	102.89	1.37	(6,144.75)	(10.87)
723-1 GAIN (LOSS) SALE OF ASSETS	.00	.00	.00	.00
	-----	-----	-----	-----
TOTAL OTHER INCOME (EXPENSE)	116.22	1.55	(5,791.96)	(10.25)
	-----	-----	-----	-----
NET INCOME (LOSS)	(1,872.62)	(24.97)	(71,473.74)	(126.44)
	=====	=====	=====	=====

SEE ACCOUNTANT'S REPORT.

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
STATEMENT OF INCOME  
SHRINE BUILDING FUND  
MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
<b>INCOME</b>				
301-2 RENTALS	1,795.95	21.62	14,007.95	12.35
307-2 MEALS	6,511.65	78.38	99,413.45	87.65
<b>TOTAL INCOME</b>	<b>8,307.60</b>	<b>100.00</b>	<b>113,421.40</b>	<b>100.00</b>
<b>COST OF SALES</b>				
401-2 COST OF FOOD	2,583.06	31.09	36,639.16	32.30
410-2 COOKS WAGES	1,400.00	16.85	14,313.13	12.62
420-2 WAITRESSES WAGES	1,139.00	13.71	15,550.37	13.71
<b>TOTAL COST OF SALES</b>	<b>5,122.06</b>	<b>61.66</b>	<b>66,502.66</b>	<b>58.63</b>
<b>GROSS PROFIT</b>	<b>3,185.54</b>	<b>38.34</b>	<b>46,918.74</b>	<b>41.37</b>
<b>OPERATING EXPENSES</b>				
501-2 SALARIES AND WAGES	1,061.85	12.78	10,571.69	9.32
503-2 PAYROLL TAXES	456.78	5.50	3,241.49	2.86
505-2 REPAIR AND MAINTENANCE	17.79	.21	863.16	.76
506-2 SUPPLIES	283.73	3.42	3,298.20	2.91
507-2 EQUIPMENT REPAIR AND EXPENSE	75.68	.91	484.06	.43
510-2 TELEPHONE	91.54	1.10	1,086.78	.96
511-2 UTILITIES	408.09	4.91	7,077.14	6.24
512-2 INSURANCE	652.22	7.85	3,960.22	3.49
513-2 ADVERTISING	139.20	1.68	1,512.45	1.33
515-2 DEPRECIATION	541.00	6.51	6,525.00	5.75
520-2 PROPERTY TAX	85.62	1.03	2,131.62	1.88
524-2 OTHER TAXES AND LICENSES	.00	.00	57.50	.05
534-2 OUTSIDE LABOR	166.00	2.00	526.50	.46
536-2 JANITOR SERVICE	292.49	3.52	4,037.65	3.56
537-2 MISCELLANEOUS EXPENSE	.00	.00	150.00	.13
539-2 GROSS INCOME TAX	468.00	5.63	468.00	.41
<b>TOTAL OPERATING EXPENSES</b>	<b>4,739.99</b>	<b>57.06</b>	<b>45,991.46</b>	<b>40.55</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(1,554.45)</b>	<b>(18.71)</b>	<b>927.28</b>	<b>.82</b>
<b>NET INCOME (LOSS)</b>	<b>(1,554.45)</b>	<b>(18.71)</b>	<b>+ 927.28</b>	<b>.82</b>

SEE ACCOUNTANT'S REPORT.



KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
STATEMENT OF INCOME  
WOMEN'S BUILDING FUND  
MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
<b>INCOME</b>				
301-3 RENTALS	781.00	100.00	7,143.50	100.00
	-----	-----	-----	-----
TOTAL INCOME	781.00	100.00	7,143.50	100.00
	-----	-----	-----	-----
<b>GROSS PROFIT</b>				
	781.00	100.00	7,143.50	100.00
<b>OPERATING EXPENSES</b>				
501-3 SALARIES AND WAGES	232.25	29.74	2,002.04	28.03
503-3 PAYROLL TAXES	94.14	12.05	245.09	3.43
505-3 REPAIR AND MAINTENANCE	78.10	10.00	911.01	12.75
506-3 SUPPLIES	.00	.00	112.08	1.57
511-3 UTILITIES	117.85	15.09	1,777.07	24.88
515-3 DEPRECIATION	70.00	8.96	811.00	11.35
518-3 LEGAL FEES	.00	.00	27.99	.39
520-3 PROPERTY TAX	21.18	2.71	527.18	7.38
524-3 OTHER TAXES AND LICENSES	.00	.00	37.50	.53
527-3 POSTAGE	.00	.00	.00	.00
534-3 OUTSIDE LABOR	.00	.00	192.25	2.69
536-3 JANITOR SERVICE	143.24	18.34	1,245.45	17.43
539-3 GROSS INCOME TAX	87.00	11.14	87.00	1.22
	-----	-----	-----	-----
TOTAL OPERATING EXPENSES	843.76	108.04	7,975.66	111.65
	-----	-----	-----	-----
OPERATING INCOME (LOSS)	(62.76)	(8.04)	(832.16)	(11.65)
<b>OTHER INCOME (EXPENSE)</b>				
710-3 INTEREST INCOME	(7.65)	(.98)	90.62	1.27
	-----	-----	-----	-----
TOTAL OTHER INCOME (EXPENSE)	(7.65)	(.98)	90.62	1.27
	-----	-----	-----	-----
NET INCOME (LOSS)	(70.41)	(9.02)	- (741.54)	(10.38)
	=====	=====	=====	=====

*Is this building reserved for certain weekends & if not used is it paid for?*

KOSCIUSKO CO. 4-H & COMM. FAIR, INC  
 STATEMENT OF INCOME  
 FAIR WEEK  
 MONTH AND YEAR TO DATE ENDED OCTOBER 31, 1993

	MONTH TO DATE	% OF INCOME	YEAR TO DATE	% OF INCOME
<b>INCOME</b>				
301-5 RENTALS	.00	.00	14,102.00	7.84
303-5 AMUSEMENTS	.00	.00	28,470.86	15.84
304-5 PARKING	.00	.00	65,426.50	36.39
305-5 GRANDSTAND	.00	.00	31,255.00	17.38
306-5 FAIR CONCESSION AND STANDS	153.00	100.00	33,164.20	18.45
308-5 ICE AND DAIRY	.00	.00	2,323.92	1.29
309-5 MISCELLANEOUS	.00	.00	5,047.50	2.81
<b>TOTAL INCOME</b>	<b>153.00</b>	<b>100.00</b>	<b>179,789.99</b>	<b>100.00</b>
<b>COST OF SALES</b>				
401-5 COST OF FOOD	.00	.00	1,387.31	.77
<b>TOTAL COST OF SALES</b>	<b>.00</b>	<b>.00</b>	<b>1,387.31</b>	<b>.77</b>
<b>GROSS PROFIT</b>	<b>153.00</b>	<b>100.00</b>	<b>178,402.67</b>	<b>99.23</b>
<b>OPERATING EXPENSES</b>				
501-5 SALARIES AND WAGES	.00	.00	14,081.61	7.83
503-5 PAYROLL TAXES	.00	.00	1,229.63	.68
505-5 REPAIR AND MAINTENANCE	.00	.00	4,254.23	2.37
506-5 SUPPLIES	.00	.00	1,357.90	.76
507-5 EQUIPMENT REPAIR AND EXPENSE	.00	.00	.00	.00
508-5 GAS AND OIL	.00	.00	.00	.00
510-5 TELEPHONE	.00	.00	404.87	.23
511-5 UTILITIES	.00	.00	5,026.80	2.80
512-5 INSURANCE	.00	.00	1,956.50	1.09
513-5 ADVERTISING	.00	.00	11,370.56	6.32
524-5 OTHER TAXES AND LICENSES	.00	.00	450.00	.25
527-5 POSTAGE	.00	.00	223.52	.12
528-5 OFFICE SUPPLIES	.00	.00	.00	.00
530-5 GRANDSTAND EXPENSES	.00	.00	35,690.15	19.85
531-5 FAIR PREMIUMS AND AWARDS	.00	.00	6,073.27	3.38
533-5 JUDGING	.00	.00	1,035.00	.58
534-5 OUTSIDE LABOR	.00	.00	4,934.00	2.74
535-5 OTHER FAIR EXPENSES	.00	.00	35,636.13	19.82
536-5 JANITOR SERVICE	.00	.00	300.00	.17
537-5 MISCELLANEOUS EXPENSE	.00	.00	.00	.00
597-5 PREPAID FAIR EXPENSE	.00	.00	.00	.00
<b>TOTAL OPERATING EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>124,024.17</b>	<b>68.98</b>
<b>OPERATING INCOME (LOSS)</b>	<b>153.00</b>	<b>100.00</b>	<b>54,378.50</b>	<b>30.25</b>
<b>NET INCOME (LOSS)</b>	<b>153.00</b>	<b>100.00</b>	<b>54,378.50</b>	<b>30.25</b>

SEE ACCOUNTANT'S REPORT.

Accepted  
3-14-94

KOSCIUSKO COUNTY 4-H & COMMUNITY FAIR INC

BUDGET FOR 1994

INCOME	
Fair	\$50,000
Rentals	50,000
Meals	120,000
Misc	1,500
Boat Ramp	2,500
Funds from county	34,400
Dues from members	800
Gifts	<u>3,000</u>
TOTAL INCOME	\$262,200
COST OF SALES	
Food	\$40,000
Wages - Shrine	<u>32,500</u>
TOTAL COST OF SALES	72,500
GROSS PROFIT	\$189,700
OPERATING EXPENSES	
Salaries and Wages	\$60,000
Payroll taxes	7,500
Repair & Mtncce - buildings	7,000
Supplies	6,000
Repair & Expense - equipmt	2,000
Gas & oil	1,500
Telephone	2,700
Utilities	22,500
Insurance	21,000
Advertising	5,000
Depreciation	19,000
Accounting fees	2,000
Legal fees	2,000
Property tax	9,000
Conventions & meetings	1,000
Other taxes & licenses	500
Postage	1,500
Office supplies	2,500
Outside labor (electrician, wells, etc.)	3,000
Janitor service (towels, dumpster, uniforms, etc.)	10,000
Misc	1,500
Gross income tax	<u>1,000</u>
Total operating expense	\$188,200
OPERATING INCOME	\$1,500
INTEREST EXPENSE *	7,000
NET LOSS	<u>\$5,500</u>

Estimate is out of line with current  
interest rates and borrowing  
projections.

## Facilities Info

### PROPOSED GATE ADMISSION 1984

#### DAILY

Gate Admission Adults . . . \$ 3.00  
Youths 10 through 15 . . . \$ 1.00

#### WEEKLY

Gate Admission Adults . . . \$14.00  
Youths 10 through 15 . . . \$ 5.00

Children under 10 years of age will be admitted FREE at all times.

### SENIOR CITIZEN'S DAY

On Senior Citizens Day, gate admission will be \$1.00 per person. There will be exceptions granted to such groups as nursing homes, Cardinal Center, Bowen Center, etc.

### 4-H

4-H Leaders, 4-H Superintendents, and 4-H Assistants will be given free gate admission passes. All will be distributed by the 4-H Youth Agent.

4-H Exhibitors will be allowed to purchase two (2) half-price weekly adult admissions prior to the fair. These will be sold at the Fair Office (based upon computer list of exhibitors from the Extension Office).

### OPEN LIVESTOCK

All Open Show Exhibitors will pay the regular gate admission. Open Show Exhibitors may obtain hand stamps for same day readmission at the East Gate only.

### COMMERCIAL AND CONCESSIONS

Commercial and Outside Concessions will pay regular gate admission fees. Permanent concessions only will get a discount on weekly admission passes if purchased in advance of the Fair . . . \$7.00 weekly gate admissions.

### SALES BUYERS

Buyers will be issued complimentary passes for gate admission to be valid until 4:00 p.m.

### JUDGES

All Judges will be given complimentary passes for gate admission for the day they are working.

### WOMEN'S DEPARTMENT

The Officers of the Extension Homemakers Board will be given Free weekly gate admission passes. Those putting on Demonstrations in the Home and Family Arts Building will be given Gate Admission Pass for the day they are working.

OPEN LIVESTOCK SUPERINTENDENTS AND ASSISTANTS will be given free gate admission passes and these may be picked up at the Fair Office.

HOSTESSES (baby sitters) will receive free daily gate admission for the day they are working.

#### LUNCH PASSES

Lunch passes will be distributed through area businesses for free admittance to the Fair during the lunch hours (11:00 to 1:00). Lunch pass holders will be directed to a special parking lot when arriving on the grounds.

1994 RENTAL FEES  
- LIVESTOCK BARNs -

SHOW BARN (includes water/electric/restrooms) . .	\$ 250.00
HORSE BARN and ARENA . . . . .	\$ 300.00
Second Day (Consecutive) . . . . .	\$ 200.00
ALL OTHER BARNs . . . . .	\$ 165.00
Set-up Fee . . . . .	\$ 35.00
Camping, east end of grounds . . . . .	\$ 8.00
(per day while exhibiting)	

1994 CAMPING FEES

Three or more days ..... \$ 8.00 per day  
Two days ..... \$ 9.00 per day  
One day ..... \$10.00 per day

## SHRINE BUILDING

- \* Shrine Building Manager books all activities in coordination with the fair office.
- \* No preset menu - attempt to serve 'what they want'.
- \* Usually served buffet-style, but can provide complete waitress service.
- \* \$7.75 per person two meat buffet style (current rate).
- \* For accounting purposes, \$7.75 per person broken out: \$1.00 per person room rental, \$6.75 per person meal.
- \* Weekly service clubs (Kiwanis, Rotary, etc.) \$100 per month rent plus \$5.00 per person meals.



HOME and FAMILY ARTS BUILDING  
Rates and Regulations  
(North end of building only)

Rentals are as follows:

Parties, picnics, reunions, carry-ins, or any activity where food is served:  
\$ 80.00 for groups under 100 people  
\$110.00 for groups over 100 people

Group meetings, benefits, auctions, etc., or any activity where food is not served:

~~\$ 25.00~~ per hour  
\$110.00 per day

Auction - \$110.00 flat rate per day

Fish Frys - \$100.00 - north end only

Use of the building before or after the main event - \$25.00 per day

A \$50.00 deposit will be required to guarantee the reservation. All checks are to be made payable to: Home and Family Arts Building Fund. The deposit is to be mailed to: Kosciusko County Fair Association, P.O. Box 1093, Warsaw, Indiana 46581-1093, within seven days. If not sent/received, the building will not be reserved. The \$50.00 deposit will be applied to the rental cost if there is no damage or vandalism of the building. Additional cost of damage over and above the \$50.00 deposit will be billed to the user. If there is damage or vandalism to the building or contents, future use will be prohibited.

The building will not be available for meetings during the County Fair or two weeks prior to the Fair.

To rent the building, contact the Fair Office, 219/269-1823.

After the "first" meeting, Extension related activities (Extension Homemakers, 4-H Clubs, and Rural Youth) will be charged \$10.00 per meeting.

RULES AND REGULATIONS

1. No alcoholic beverages permitted.
2. Tables and chairs shall not be removed from the building.
3. Table paper will not be furnished; only necessary paper goods for the rest rooms.
4. Children present should be properly supervised.
5. Proper adult chaperones for all youth groups.
6. Rental of building extends only to the use of the building and not to other buildings and areas on the fairgrounds.
7. Do not sit on the tables. They may break and you will be held responsible.
8. Fish Fry Rentals - see person scheduling for additional regulations concerning set-up and clean-up.
9. No staples, nails or screws in the walls or ceilings to attach decorations.

Kosciusko County Extension Homemakers  
Home and Family Arts Improvement Committee  
Revised January, 1993

KOSCIUSKO COUNTY FAIR ASSOCIATION BOAT CLUB  
Rules and Regulations  
1994

1. Each club member will be given a key to the gates, which is to remain with the club member ONLY. No non-members are to have possession of a key.
2. Any club member found giving their club key to any non-member will lose their privilege to use the boat ramp, pier and club grounds.
3. The gates must be locked at all times going to and from the lake. DO NOT LEAVE GATES UNLOCKED.
4. Keep ramp and access to ramp open at all times except when loading and unloading. Cars and trailers are to be parked next to the fence.
5. No house boats are to be loaded or unloaded at any time by anyone.
6. Absolutely NO ALCOHOLIC BEVERAGES on the club grounds.
7. Tent-like structures, campers, trailers, etc. are not allowed on the grounds for overnight camping. NO OVERNIGHT CAMPING or boats moored after dark.
8. The boat ramp and grounds are strictly private. Non-members who are relatives or friends of club members may use the club grounds, if the member is present while the guest is using the property. The club member must remain there with their guests and is completely responsible for their actions. There are to be no non-member boats at the club pier.
9. Anyone picnicking has to clean-up afterwards, as the area is to remain clean at all times. Trash containers are provided, or take your trash home with you.
10. NO SWIMMING ALLOWED. This applies to any age person or child. Skiing is allowed further out in the lake. Skiers must observe the Indiana State Laws. In State Rules Book Rule 61-62 states "All boats from sunset to sunrise must maintain a 10 m.p.h. speed limit". This means no skiing at these times.
11. Marinas use of the club grounds is limited to the loading and unloading of their customer's boats or pontoons. They must also comply with all club rules.
12. Club members are to stay out of the pit and race track areas. Any violation of this rule may cause forfeiture of your membership without return of dues.
13. No boats can be unloaded the week of the Kosciusko County 4-H and Community Fair. This area on the east side of the grounds is too congested with tents and cattle trailers to allow club members to use the east gate.
14. The east gate only should be used on dates where a 'gate' is charged at the main entrance. Every attempt is made to notify members of such dates at time of membership purchase.

BOAT DECAL LOCATION

1. Ski and pleasure boats: Right side (driver) on windshield. Those with no windshield, right side above or below registration numbers.

2. Aluminum fishing boats: Right side above or below registration numbers.
3. Pontoons: Right side on pontoon, above or below registration numbers.
4. All others: Right side, above or below registration numbers.

The purpose of the decal is to identify club boats. This will assure club members that no non-member boats are using our facilities. It is each member's duty to be alert to this. Also, no club member is allowed to leave the gates open for a non-member to use the boat ramp. If a non-member boat is found docked at our pier, take the registration number and advise the Fair Office.

#### 1994 BOAT MEMBERS FEES SCHEDULE

Season Pass .....	\$ 30.00
Marina Pass .....	\$100.00
Daily Pass .....	\$ 5.00
Tournaments .....	\$ 3.00

LONG RANGE PLANS for the Boat Club Grounds include the procurement of Triple Crown fencing to replace the field fence currently in place, removal of 'pit' bathrooms and replacement with temporary port-a-jons during the season, landscaping, addition of more picnic tables including several with patio umbrellas, and the addition of a stone/permanent grill.

## KOSCIUSKO COUNTY FAIRGROUNDS LONG RANGE PLANNING COMMITTEE

Vision - Our vision states that our fairgrounds will be a self-sustaining entity that is a major focus in our community because it provides an environment that promotes nurturing, discovery, growth, education and pride.

Mission Statement - The purpose of the fairgrounds long range planning committee is to develop and formulate ideas and give direction to the fairboard for decision-making.

### Phase 1 - Immediate to 1 year

#### Revenue Generation

1. Evaluate financial situation - profit/loss
2. Develop a defined fee structure - should be consistent, updated annually, promote through a written brochure and establish who is accountable
3. Develop a budget - develop a 2 part budget (1 part for fair week and 1 part for the other 50 weeks), base expenditures on the income received from the previous year, maybe choose a different starting and ending point for fiscal year
4. Promote present facilities - holiday and seasonal events, trade shows, line dance lessons, dances, classes and demonstrations, flea markets, concessions at events, marina exhibit at fair, business and industry showcase at fair, banquets, auctions, car shows, toy shows, basketball and volleyball courts, small concerts, etc.
5. Improve and further develop camping facilities
6. Picnic area for outings, reunions, etc.
7. Secure continued or increased county funding
8. Secure a small county tax to the fairgrounds

#### Professional Management

1. Hire a business manager - develop a job description, delegate responsibilities to the business manager, define authority and responsibility, establish the chain of command and provide direction through a long range plan

#### Infrastructure Development

1. Site development proposal
2. Entrance
3. Roadside beautification
4. Restrooms, showers and sewer

### Phase 2 - 2 to 5 years

#### Revenue Generation

1. Meeting facility (Expo center, conference center, community building, etc.)
2. Secure industry support
3. Concerts
4. Water park
5. Recreation area
6. Restaurant and/or snack facility on the lake

## Infrastructure Development

1. Replace merchant building with clear span metal building (Expo center, conference center, community building, etc.)
2. Covered grandstand and stage development/Improve race track and surroundings
3. Electrical system upgrade
4. Walking or bike path/Fitness trail
5. Fairgrounds and lakefront beautification including beach, trees, etc.
6. Improvement and development of roads
7. Correct drainage problems

## Phase 3 - 6 to 10 years

### Revenue Generation

1. Botanical Garden/Arboretum
2. Zoo
3. Horse race track

**Resource Areas** - factors the organization has going for it that will enhance and promote the pursuit of the mission.

- 4-H influence/involvement
- Accessibility
- Natural setting
- Good drainage
- Warsaw Amenities
- Volunteer pool

- Site/location on the lake
- Involved members of the Fair Association
- Shrine building and community usage of facilities
- In the largest ag revenue producing county in Indiana

**Growth Needs** - factors at work within the organization which might tend to inhibit or stand in the way of the pursuit of the mission.

- Needs promotion
- Aesthetics/image/identity
- Lack of public access to the lake
- Underutilization of facilities and resources - develop a positive cash flow
- Location of livestock facilities
- Multipurpose facility
- Comprehensive plan
- Professional management
- Large animal show/auction facility
- Year round utilization/revenue generation

- Lack of business/industry/community involvement
- Resistance to change
- Limited capacity of Shrine building
- Drainage/Sewerage
- Infrastructure
- restrooms
- building improvement/redevelopment
- exhibition space(s)
- improved grandstand/attraction
- Youth/senior opportunities

**Three Targeted Growth Areas**

- Defined fee structure
- Camping facilities
- Meeting facility - Conference center
- Conservation related offices - Expo center
- Evaluate financial situation - profit/loss
- Industry support
- Livestock shows/auctions
- Water park
- Zoo
- Botanical garden
- Recreation area
- Lease land

**Revenue Generation**

- Picnic area - outings, reunions, sheltered
- Restaurant/snack facility - lake side docking eat & get gas, supplies
- Secure continued or increased county funding
- Develop a budget
- Concerts
- Horse race track
- Small county tax to fairgrounds
- Tree planting farm
- Holiday & seasonal events
- Sell lakefront

**Infrastructure Development**

- Loss merchant building - replace with clear span metal building - banquets, toy shows, trade shows, auctions, car shows, basketball & volleyball courts
- Covered grandstand
- Racetrack & area surrounding
- Walking or bike path
- Fitness trail
- Road side beautification
- Entrance

- Restrooms/showers - sewers
- Marina exhibits at fair
- Business & industry showcase at fair
- Drainage problems
- Electrical system upgrade
- Fairgrounds & lakefront beautification - beach trees, etc.
- New county fairgrounds facility
- Roads

**Professional Management**

- Job description
- Strategic plan - direction
- Delegate responsibilities to business manager

- Authorization
- Authority & responsibility
- Chain of communication

## KOSCIUSKO COUNTY FACILITY SURVEY

*This survey is being mailed to Kosciusko County businesses, corporations, organizations, clubs and schools, in order to determine the need for, interest in, and usage of a new meeting facility within the county.*

*We need your help... Please return by September 4, 1991.*

*Your thoughtful answers to this survey will help us to better respond to your needs.*

1. Would your business/company/organization use a convention center i.e. main meeting room/exhibition hall with break-out rooms?

83 Yes 71 No

If so - a. How many people should such a center accommodate?

26 200 30 300 39 600

b. Would you want on-site food service available?

86 Yes 16 No

c. Would you want alcoholic beverages available?

40 Yes 49 No

d. How many times a year would you use such a facility?

18 Once a year 36 Occasionally  
36 Twice or more a year 2 Never

2. Does your business/company/organization hold statewide meetings?

42 Yes 46 No

If yes, how many attend? 50-100 150-400 700-1000

3. Would your business/company/organization like to see a performing arts center attached to or be part of a convention center?

68 Yes 28 No

4. Should hotel accommodations be:

12 on-site 36 within walking distance  
49 available through shuttle service

5. Where would you consider the best location for such a center to be?

8 Fairgrounds 19 Downtown 33 US 30 East 1 North Pointe  
7 Lake Area 1 UTS/Berry 7 Winona Lake 2 Zimmer 2 South  
1 East Center (Machine Tool Plant) 2 Syracuse area

6. Would your business/company/organization be willing to assist with financing or maintenance of such a center if it met your meeting needs?

17 Yes (Merchandise discounts) 52 No  
11 Would pay use fee 21 Maintenance

Please list any additional comments you may have regarding this idea. \_\_\_\_\_



## COMMENTS Compiled from Survey

We would consider this facility for banquet use - current area rooms are limited or not always correctly designed - this facility must be designed for proper utilization of all audio video formats, sound etc.

I can see the need arising in Warsaw for this sort of facility. The larger companies are the ones who need to have a larger say in this, they will be the major users of this type of facility. This will need to be a self supported facility, not supported by taxes.

Being that we are a non-profit organization we would not be able to assist financially. However, if a center such as this was available we have in the past paid to use a facility. A center such as this would be ideal for our leaders training and would enable our council to host a statewide convention.

My business is too small to support this but I've seen a need for this type of facility and would attend functions scheduled by others.

A convention center would certainly be more valuable and worthwhile than the unsightly and illegible banners this county spent thousands of dollars for! What a waste of my money!

Good idea. Financing will be a serious problem.

Kitchen facilities need to be a part of the facility. It would be nice if food service were available when needed, but not a condition for use. Sometimes we use caterers, sometimes we have carry-ins.

I think we need to start utilizing the already existing buildings like in the marketplace, which are now vacant before they become a real eyesore. Any additional building of space at this time is absolutely uncalled for in my opinion. Take care of what we have !!

If this is feasible, make sure break-out rooms are available for smaller meetings perhaps 20-50 people.

We are a small company, I believe this community would do well to accommodate & support such a move.

This should be a downtown promotion project - like South Bend and other towns. Providing ample parking - If done properly, this could be a real plus for this community and bring more business to the downtown area.

Our only need for such a facility would be for employee meetings. Perhaps twice annually - approximately 500 people (seating).

page 2

Our need at present is a meeting place we can meet once or twice a week every week - approximately 30 people - our company is in a major transition and our meetings will change vastly in the next year.

I don't believe there are enough big corporations in Warsaw to support a venture as large as this one and certainly hope they would not add more taxes to the local community for the operation of such a building.

If the facility could be used by students part of the time and if built on school property. The maintenance and operation could be considered by the school corporation.

We need small meeting rooms (10-20 people) where food is served for business meetings. Not too many available in Warsaw - either too large an area or food arrangements not quite right for our needs.

Larger companies may find it useful, but it would rarely be of use to us.

While this would not be of any real benefit to our company, it would probably be a definite plus for the community.

Performing Arts center is a fantastic idea! Warsaw has needed one for a long time. Our company is small, but Warsaw would benefit from an arts center. There are many talented artists, dancers, vocalist, and musicians in this area and an arts center would give those people a chance to demonstrate those talents.

GOOD LUCK!!

We feel this would be an excellent additions to our community. At present, our organization must rely on private clubs, churches and Center Lake pavilion.

A quick survey of local motels indicates they are not currently even close to capacity. A number of rooms and Rodeheaver Auditorium are currently available.

The idea is great - didn't answer all of the questions - we are such a small non-profit group. We meet once a year for a pot luck - usually 30-40 in attendance - have used REMC - no charge - they no longer have their room available - have used the Family Arts Building at the Fairgrounds - very small fee since we are sponsored by the County Extension Office. For our meetings only - we have used the Justice Building meeting room.

page 3

At the present time we have a beautiful meeting area in our Senior Opportunity Center here at 800 North Park Avenue. If the group would be bigger than we could accommodate we would seek rental at Center Lake Pavilion. If the group would need more than that we would look at a school gymnasium. BUT I certainly support your efforts to make such a facility available for the industry in this area who presently do not have such a facility and need one - I like the up-grading of Center Lake Pavilion! I'm sure it will be used!

This survey is very well put together. We (our company) just don't need a convention Center.

Being from a Tourism background I feel we need this! I feel it should be downtown but would probably be easier out east. If downtown, possibly would help to bring the area back to life!

We do an annual ornament show in July (5th one this year) and may need space in the future. Attendance has grown each year - 6 to 800 this year from all over the USA.

Our organization is not large enough to be able to financially assist with maintenance of such a center. However, we would make use of it when we hold seminars.

I think a performing arts center should be built in conjunction with the High School. Maintenance and upkeep as part of the school budget.

We couldn't compete with Ft Wayne - So Bend facilities but would spend a lot of money (tax money?) trying - All to little or no avail. It would be of very little value to Syracuse business!

It would bring some business here that goes now to Ft Wayne.

Our organization is not big enough to have impact on facility; however, I believe the facility should be downtown.

Winona has already beautiful on-the-lake facilities and a grand tradition just waiting to be restored.

The YMCA would like to develop a line of programs for children related to the creative and performing arts. Our biggest need would be for conducting classes and potentially 2 to 3 "mini" performances each year.

LCCA doesn't really need convention center facilities except for PAC, but might use them some.

page 4

Our organization is too small and very localized to have a voice in recommending facilities in Warsaw.

Being a small retail business in an outlying community, it is difficult to be either pro or con on this idea. A specific "pro" for us is not present; however, a specific "negative" isn't applicable either.

We already have our community building meeting place. We would have no use for such a facility.

Although the active commercial center is east of Warsaw, it seems more feasible to see the arts and related organizations centrally located in the city.

This sounds like a great idea.

It is not needed.

Our facilities meet our needs.

Women's groups, tri kapa and men's groups etc. needing places for meeting and fund raising social organizations with their national affiliations or midwest associations.

The key to success of this development is first - fundig; second - coordination of scheduling; and sound fiscal management.

Would like to see a major auditorium-style, air-conditioned facility, including a large banquet area that could be cleared for dancing, etc. The only auditorium in Warsaw now is the one at Lakeview Middle School.

I do feel this town should have a performing arts center.

Billy Sunday Tabernacle property, with the Winona Lake Hotel and International House (Westminister) have considerable potential in this regard also, I believe.

Good idea - Hope it flies!

We are a church, so most of these questions do not apply. When groups do meet they hold them in the churches.

Once in every five years or so, we might have a need of such a facility. We certainly would not be opposed to this projec, but would be opposed to alcoholic beverages - aren't we trying to stop the spread & use of drugs?

page 5

Our organization could have a quilt raffle to raise funds - only if we were to need such a facility for a district quilt show. Membership is only 30 - however we did sponsor a successful quilt registry, using the Presbyterian facilities.

Good idea to consider. We don't have funds to use this often but future could open possibilities for area, as well as B. Center.

Our Widowed to Widowed is small (15-20) people & we meet at the SOC in Pete Thron YC. But our organization, Mental Health Assoc is in favor of having such a center for the community.

The county needs a place to accommodate groups for events such as convention or even parties (company). Anything that invites performing arts into the area would be great - there is nothing other than 2 theatres, for live cultural events. (there are some very good performances at Grace College, but a facility - open to the public - is needed.)

We could not help in financing or maintenance of the facility, but would expect to pay a service fee for any usage of the facility.

Since I grew up in the Wabash area it was a wonderful advantage to attend the many programs at Honeywell center. As a child, teenager and adult, it was easy to be there twice or more a week.

Don't over tax or donation us to death, let users pay as we go, maybe take over a existing facility for now, until you get the expertise to run it.

I'm glad to see that 5% hotel tax actually got this committee to do something. Other than put up banners in useless places!

Our club has around 40 members - really no need for a facility this large, our district meeting would be a possibility.

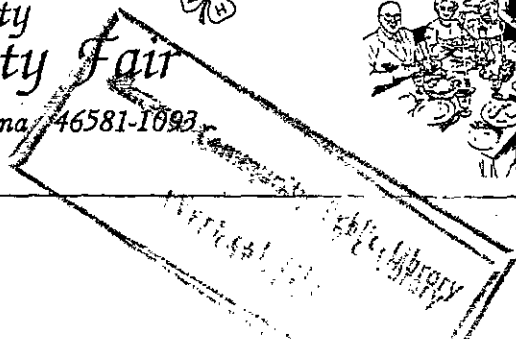


# Kosciusko County 4-H & Community Fair



P.O. Box 1093 • Warsaw, Indiana 46581-1093

219-269-1823



Thank you for expressing interest in the future of the fairgrounds. Enclosed you will find a copy of the By-Laws of the Fair Association and information concerning your becoming a voting member of the Association. Please mark your areas of interest if you can volunteer time.

If you know of others who are interested in the fairgrounds, please make copies for them. Anyone is eligible over the age of 15 and membership is not transferable, so you may want to list your membership as -or- if you want to list a spouse or child.

Return with your check for \$25.00. Annual dues are \$5.00 starting with your second year of membership.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Place of Employment (if you wish to list) \_\_\_\_\_

### AREAS OF INTEREST

I would be willing to volunteer with activities at the Fair \_\_\_\_\_

Advertising and Promotion \_\_\_\_\_ Landscaping \_\_\_\_\_

Telephone/Paging/Office Work \_\_\_\_\_ Information Booth \_\_\_\_\_

Year Around Activities and Promotion \_\_\_\_\_

Long Range Planning \_\_\_\_\_ Other \_\_\_\_\_

Suggestions for Improvement of the Fair \_\_\_\_\_

Suggestions for the use of the Fairgrounds for year around profitable activities \_\_\_\_\_

Did you know that the Shrine Community Building and Women's Buildings are available for rent? \_\_\_\_\_

Did you know that a Boat Club membership is available? \_\_\_\_\_

Have you been involved in 4-H in any way (self, spouse, children, nieces/nephews, etc.) \_\_\_\_\_

Have you been involved in a Home Ec Club? \_\_\_\_\_

BY-LAWS OF THE  
Kosciusko County 4-H and Community Fair, Inc.  
Warsaw, Indiana

ARTICLE I

NAME

This Corporation shall be known as the Kosciusko County 4-H and Community Fair, Inc.

ARTICLE II

PURPOSE

Section 1. The purpose of this Corporation is to foster, promote, encourage and provide the means and facilities for the education of young people and adults in proper improved methods of agriculture and its related fields of conservation and home industry with particular emphasis on the programs of the national and local 4-H organizations.

In order to carry out its purpose, this Corporation shall have the power to:

Section 1a. Acquire real estate, buildings and personal property by purchase, gift, lease or contract suitable for conducting meetings, contests, fairs, shows and exhibits.

Section 1b. To conduct meetings, fairs, shows, contests and exhibits, including the award of prizes to carry out the encouragement by participation in agricultural and educational programs.

Section 1c. To develop and maintain grounds and facilities for the conduct of such meetings, shows, fairs, exhibits and contests.

Section 1d. To sell, exchange, lease or give real and personal property or the use thereof in connection with its stated purpose.

Section 1e. The assets, income, and powers of this Corporation shall be used exclusively for its principal purpose as stated above.

ARTICLE III

MEMBERSHIP

Section 1. Membership - There shall be one (1) class of membership in this Corporation.

Section 2. Membership Fees - Any individual or organization may become a member of the Corporation by payment of the sum of Twenty-Five dollars (\$25.00) to the Corporation.

Section 3. Annual Dues - Annual dues of Five dollars (\$5.00) will be assessed after the first year of membership. Dues will be due and payable by the Annual Meeting.

Section 4. Certificate of Membership - The Corporation shall issue each member a membership certificate card stating that he is a bonafide member of the Corporation upon receipt of dues.

Section 5. Transfer of Membership - Membership in this Corporation shall not be transferable to any other person or organization.

#### ARTICLE IV

##### MEETING OF MEMBERS

Section 1. Place of Meetings - Meetings of the membership of the Corporation shall be held at such time as may be specified in the respective call, notices or waivers of notices thereof.

Section 2. Annual Meetings - The Annual Meeting of the membership of the Corporation shall be held on the third Monday of January of each year, unless the President of the Corporation shall otherwise notify the membership no less than ten (10) days nor more than sixty (60) days prior to the date of any such scheduled meeting.

Section 3. Special Meetings - Special meetings of the membership may be called by the President, by the Board of Directors, or by members who hold not less than one-fourth (1/4th) of all outstanding membership which may be voted on the business proposed to be transacted thereof.

Section 4. Notice of Meetings - Written notice stating the place, date and hour of any meeting of the membership and, in case of special meetings or when otherwise required by law, the purposes for which any such meeting is called, shall be delivered or mailed by the Secretary of the Corporation or by the Officers or persons calling the meeting to each member of record entitled to vote at such meeting, at such address as appears on the records of the Corporation and at least ten (10) days before the date of such meeting.

Section 5. Waiver of Notice - Notice of any meeting may be waived in writing by any member if the waiver sets forth in reasonable detail the time and place of the meeting and the purposes thereof.

Section 6. Voting Rights - Each member shall be entitled to one (1) vote regardless of the number of memberships standing in his name on the books of the Corporation. If a membership stands in more than one (1) name, only one (1) of the persons named on the membership shall be entitled to exercise that vote. A member must be fifteen (15) years of age or older in order to be eligible to vote.

Section 7. Voting Eligibility - To be eligible to vote, a person must be a member of the Corporation, in good standing, thirty (30) days prior to voting. Dues must be current.

Section 8. Voting by Proxy - Members shall not be entitled to vote by proxy under any circumstances.

Section 9. Quorum - At any meeting of the members, ten percent (10%) of all the membership of the Corporation shall constitute a quorum. A majority vote of such quorum shall be necessary for the transaction of any business.

#### ARTICLE V

##### BOARD OF DIRECTORS

Section 1. Number and Qualification - The business and affairs of the Corporation shall be managed by a Board of Directors, fifteen (15) in number, with the Directors being members, in good standing, of the Corporation.



Section 2. Election - At each Annual Meeting of the membership, there will be five (5) Directors elected who shall hold office for a term of three (3) years. There will be a Nominating Committee to propose names to fill a slate of qualified nominees from which the five (5) Directors will be elected. In addition, there may be nominations from the floor. Each nominee will be voted upon individually, with the five (5) candidates receiving the largest number of votes being elected. Each Director elected shall hold office for the term elected and until a successor shall be qualified and elected.

Section 3. Number of Terms - The number of terms to which a Director is elected to serve shall be limited to two (2) consecutive terms of three (3) years per term. Before returning to the Board, the individual must set out one (1) year.

Section 4. Ex-Officio Members - The Kosciusko County Agriculture Extension Agent, Extension Home Economist, and the 4-H / Youth Extension Agent, by virtue of their office, will be members of the Board. They shall serve in an advisory capacity with no voting power.

Section 5. Vacancies - Any vacancy in the Board of Directors caused by death, resignation or otherwise, except by an increase in the number of Directors, shall be filled by the majority vote of all remaining Directors. A Director so appointed shall serve for the unexpired term of the Director he replaces. Vacancies on the Board of Directors occasioned by an increase in the number of Directors shall be filled by the vote of the members entitled to vote therefore at an Annual or Special Meeting. Any Director so elected by the members shall hold office until his successor shall be elected and qualified.

Section 6. Annual Meeting - Unless otherwise agreed upon, the Board of Directors shall meet each year, immediately following the Annual Meeting of the members, at the place where such meeting of members was held, and for the purpose of organization, election of Officers of the Corporation, and consideration of any other business which may be brought before the meeting. No notice shall be necessary for the holding of this Annual Meeting.

Section 7. Other Meetings - Other meetings of the Board of Directors may be held regularly pursuant to a resolution of the Board to such effect or may be held upon the call of the President or any two (2) members of the Board and upon forty-eight (48) hours notice specifying the time and place, and general purposes of the meeting, given to each Director either personally or by mail, telegram or telephone. No notice shall be necessary for any regular meeting, and notice of any other meeting may be waived in writing or any telegram. Attendance at any such meeting shall constitute waiver of notice of such meeting.

Section 8. Fair Organization Meeting - The Corporation shall call a Fair Organization Meeting ninety (90) days prior to the Fair for the purpose of coordinating fair week activities, policies, and planning. This meeting shall include all department superintendents, food stand representatives, merchant exhibitors, etc.

Section 9. Quorum - A majority of members of the whole Board of Directors shall be necessary to constitute a quorum for the transaction of any business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law.

## ARTICLE VI

### OFFICES

Section 1. Offices and Qualifications Therefore - The Officers of the Corporation shall be the President, a Vice President, a Secretary, a Treasurer, and such assistant officers as the Board of Directors shall determine. All Officers shall be chosen from and appointed by the Board of

Directors. Any two (2) or more offices may be held by the same person, except that the President and the Secretary shall not be the same person.

Section 2. Terms of Office - Each Officer of the Corporation shall be chosen and appointed by the Board of Directors at its Annual Meeting. Each Officer shall hold office for a term of one (1) year and until his successor be appointed by the Board of Directors.

Section 3. Vacancies - Whenever any vacancies shall occur in any of the offices of the Corporation for any reason, the same shall be filled by the Board of Directors at a special or Annual Meeting thereof, and any Officer so appointed shall serve for the unexpired term of the Officer he replaces.

Section 4. Removal - Any Officer of the Corporation may be removed at the pleasure of the Board of Directors whenever a majority of such Board shall vote in favor of such removal.

## ARTICLE VII

### POWERS AND DUTIES OF OFFICERS

Section 1. President - Subject to the general control of the Board of Directors, the President shall discharge all the usual functions of the Chief Executive Officer of a Corporation. He/she shall preside at meetings of members and shall have such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe. The President shall have the right to vote on all matters before the Board of Directors, whether the vote is necessary to create a tie vote, break a tie vote, or otherwise.

Section 2. Vice President - The Vice President shall have all powers of and perform all the duties incumbent upon the President during his absence or disability and shall have such other powers and duties as the Code of By-Laws or the Board of Directors may prescribe.

Section 3. Secretary - The Secretary shall attend all meetings of the members and of the Board of Directors, and shall keep, or cause to be kept, in a book provided for the purpose, a true and complete record of the proceedings of such meetings, and he/she shall perform a like duty, when required, for all committees appointed by the Board of Directors. He/she shall attest all deeds, leases, agreements and other official documents executed by the Corporation and affix the Corporate Seal thereto. He/she shall attend to the giving and serving of all notices of the Corporation required by this Code of By-Laws, shall have custody of the books (except books of account), records and corporate seal of the Corporation, and shall have such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe.

Section 4. Treasurer - The Treasurer shall be bonded and keep correct and complete records of account, showing accurately at all times the financial condition of the Corporation. He/she shall be the legal custodian of all monies, notes, securities and other valuables which may from time to time come into the possession of the Corporation. He shall furnish at meetings of the Board of Directors, or whenever requested, a statement of the financial condition of the Corporation, and shall have such other powers and duties as the Code of By-Laws or the Board of Directors prescribe.

Section 5. Assistant Officers - Such assistant officers as the Board of Directors shall from time to time designate and elect shall have such powers and duties as the Officers whom they are elected to assist shall specify and delegate to them and such other powers and duties as this Code of By-Laws or the Board of Directors may prescribe. An assistant secretary may, in the event of the absence or disability of the secretary, attest to the execution by the Corporation of all documents and affix the Corporate Seal thereto.

## ARTICLE VIII

### MISCELLANEOUS

Section 1. Corporate Seal - The Seal of the Corporation shall be circular in form with the name of the Corporation around its periphery and the word "Seal" through the center.

Section 2. Fiscal Year - The fiscal year of the Corporation shall begin on the first day of November of each year and shall end on the 31st day of October of the next year.

Section 3. Rules of Order - Meetings of members and meetings of the Board of Directors shall be governed by the rules contained in Robert's Rules of Order Revised in all cases in which such rules are applicable and are not inconsistent with the Indiana General Not-For-Profit Corporation Act, the Articles of Reorganization, this Code of By-Laws or any special rules of order adopted by the members or Board of Directors.

Section 4. Execution of Contracts - Unless otherwise ordered by the Board of Directors, all written contracts entered into by the Corporation shall be executed on behalf of the Corporation by the President or Vice President, and the Corporate Seal affixed thereto and attested by the Secretary or an Assistant Secretary.

Section 5. Negotiable Instruments - All checks, drafts or orders of the Corporation shall be signed by the Treasurer or an Assistant Treasurer and such other Officers, if any, as the Board of Directors shall specify by resolution. All notes or other negotiable instruments shall be signed by the President or Vice President and attested by the Secretary or Assistant Secretary, unless the Board of Directors shall specify otherwise.

## ARTICLE IX

### AMENDMENTS

These By-Laws may be altered, amended or repealed at any regular meeting of the Board of Directors, or at any special meeting of the Board called for the purpose, but only by the affirmative vote of not less than a two-thirds (2/3) majority.

# County Fair Gives Financial Re

The fair has visions for the future with plans for hiring a professional manager and installation of a modern sewage system.

The Kosciusko County 4-H and Community Fair income and expenses are all tabulated each year and this volunteer organization has applied \$30,000 to its long-term debt, leaving a balance of \$55,000 on its line of credit at First National Bank.

We wish to thank all of the businesses, industries and individuals who made this fair a success through their support in advertising, volunteering time and materials, and sponsoring events. Many people are needed to make an eight-day event such as this happen. The excellent fair weather and the enthusiastic crowds of course are responsible for the bottom line on the financial statement.

Many people have inquired concerning the income of the fair so these figures are being released so everyone will know just what our income and expenses were for 1993. Gate receipts totaled \$65,215.50. The Shriners received \$5,610.77 for their efforts since they have men at the gates all week. This fund-raising project supports the third-grade students who go to the Shrine Circus. The \$10,373.50 increase in gate receipts this year will help cover the losses in grandstand events.

The income from the rodeo including all of the advertising money for the chule gates and gate receipts was \$15,577 and expenses totaled \$19,574.44. These expenses included MMJ Rodeo, \$13,000; rodeo secretary for prize money, \$3,300; Professional Cowboy Rodeo Association for judges, \$400; WBTV as advertising sponsor, \$2,000; and miscellaneous charges of \$375. With a negative balance on this event, perhaps the admission charges will have to be increased if a rodeo is scheduled for next year.

Other grandstand events for the week included figure 8 and demolition derby on Monday and Tuesday evenings. Gate receipts for these events were \$7,120. Expenses of \$6,906 included \$3,675 for prize money, \$1,456.50 for insurance, \$1,000 for manager of

events and \$750 for auxiliary help. Thursday evening we hosted the monster truck show with income of \$3,248 and expenses of \$6,000 to Webb Promotion, who covered all the insurance and prize money.

The Fox Brothers and the country western night were both free grandstands. The expenses were \$3,650.

The only event that showed a profit in the grandstand was the semi-truck pull Saturday evening. Total income at the gate was \$10,559 and \$1,500 from Lakeside Chevrolet, the sponsor. Expenses were \$9,835, which paid the promoter \$3,850, the sled owner \$1,000, the purse for prize money \$4,800, and advertising and miscellaneous \$283.

Other main sources of income for the fair week include Pugh Shows, who provided a very clean carnival and exceptionally courteous employees this year. The gross sales of rides on which we received a percentage was \$94,902.50. The percentage was \$28,470.78. In addition, Pugh Shows paid \$1,000 toward fair advertising and \$6,842 for rental of space for fair concessions. A grand total of \$36,312.78 was returned to the fair to cover fair-associated expenses. Pugh Shows is contracted to provide the carnival July 9-16, 1994. The permanent food stands pay a percentage of their sales and this amount of \$9,066.50 was up 11 percent or \$1,000 from 1992. This increase could be because of the free lunch time passes available to business and industry employees. Several of the stands were open for Saturday and Sunday sales. Merchant building rentals was \$14,000 with expenses of \$954 for divider curtains.

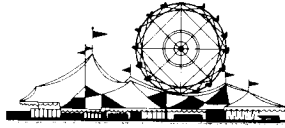
Outside concessions yielded \$16,207; camping fees paid, \$1,570; entry fees for open class animals shows were \$1,130; ice and milk, \$2,323.92; queen advertising and entry fees, \$775; T-shirt and pedal tractor ticket sales, \$680; sponsorships for culc king and queen contest, Senior Citizen day, Kiddies Day, 5-K race, \$775;

and advertising in fair program. Major expenses included queen pageant, \$1,223.88; Ser \$1,062.31; pedal tractor purchase \$1,453.16; ribbons and trophies \$1,453.16; ribbons and trophies \$2,220; waste \$8,951.19; night security, grounds workers, \$5,959.05; \$4,500; Kennrad, \$500; insect \$954; tent rental, \$5,613; EMS NIPSCO \$6,166.07; fair week 11 smaller amounts for miscellaneous

Total fair week income to \$122,198.47. After applying \$33 was retained for upcoming generated at present from rental

Plans are under way to incorporate a year-round basis. The board have a knowledge of the ability use of the fairgrounds and S flow and who can communicate crease support for the fair oriented and able to work well ney management, advertising an asset in this position.

Our first goal toward long-term is a main sewer system, simple place until we are connected to male of nearly \$75,000 has been not proceed without much com



*Kosciusko County 4-H & Community Fair Association*

EXECUTIVE VICE PRESIDENT

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