

4-H Chuckwagon Committee Meeting Minutes

June 5, 2018 – Timmons Room

Meeting was called to order at 6 pm by Chairman Cody Solomon. Both the American and 4-H pledges were said.

Attendance: Committee members present: Carrie Molitor, Cody Solomon, Jerry Waltari, Wally Duschner, Amanda Powell, Lou Waite, Karla Vaughn, Jeff Ralph, Scott Chagnon, Josh Hernandez, and Shylea Wingard and Jasmine Carbajal (extension agents).

Minutes: Carrie moved and Lou seconded to approve the May 17th meeting minutes.

Financial Report: A summary of Chuckwagon financials and Stockman Bank balance is given below:

5/17/2018	Bank Balance	\$78,156.89
Deposits	Memorial Donations	<u>+90.00</u>
6/6/18	Current Balance	\$78,246.89

Ag Chamber of Commerce will make a \$5000 donation at the NARC field days on June 21st. Hill County 4-H members and committee members will be asked to be there for the presentation. Also Triangle Communications called and plan to purchase a legacy tile. An invoice for \$3505 for subcontractor work was presented for payment by Clausen & Sons. Northwestern Energy sent the first electric bill for 14 days of service in May in the amount of \$2.73. Members light heartedly offered to pay it.

Communications: Jeff Ralph reported on the construction progress of the Chuckwagon. The exterior sign is installed. It says “4-H Chuckwagon” and is lit up at night. Consensus is “it looks very nice”. The sign cost \$5600 and was donated by anonymous. John Ida is finishing up the texturing for which he donated his labor. He is willing to do a “skip trowel” design on the wall on the right side of the serving area. Designs may include branding irons, rodeo events, 4-H and Hill County school logos. Installation of the flooring is slightly delayed and kitchen “hood” needs to be installed. There are minor delays, but no major issues. It’s expected to have schedule variations. Currently electrical work is slightly behind, while plumbing is on track. Nault is working on an irrigation system for outside and an additional water line for the coffee makers to the wall outside the kitchen (on seating side). Heaters were 1” too low so Lewis will be raising them so they will pass inspection. Bathroom partitions have been ordered and colors selected. Valley Flooring is doing 5’ft tile walls in the bathrooms for easy cleaning and looks.

Jeff also reported there may be an anonymous donor to assist with providing \$9-10,000 to purchase tables, chairs and storage carts to accommodate 300 attendees. Discussion followed. Tables will be a combination of both round and square and folding chairs will be metal with rating up to 300 lbs. Jeff is hoping to secure service for 300, but it will depending on funding and is contingent on available funds as pots and pans will take precedent. The kitchen has arrived and is currently in Great Falls. It will be installed after the flooring and is estimated to take 6 days. There will be a 19 ft custom stainless counter. Lastly, 4-H members will be asked to help with sealing the concrete floors when the time comes.

Jeff said the current timeline has flooring scheduled for June 11th and the acoustic ceiling/bathrooms for June 18th. There will be stanchions to designate which is the food line and lessen confusion with access to the hall or bathrooms. Jeff is optimistic more donors may step forward to provide additional items.

Scott Chagnon reported on **concrete sidewalk** feasibility and options. Charlie Otto may donate. Amount TBD. It may be possible to use “test batches”. Fairboard will not approve design and installation of a 14 foot ramp to access the drive thru doors on the west end due to concerns over its extension into the asphalt walk/drive path. Discussion followed about a temporary ramp versus permanent metal ramp. At this time, a permanent ramp is not likely. Additionally, the patio may have to wait until “next year”. Scott will check with Ron Kenesky for ideas.

Other communications included:

- Steve McClain (Cabinets) is building a cabinet for the condiment counter. Another use for the cabinet from the NRCS will be found.
- Josh H. is working on design drafts of each **Legacy Wall tiles**. A letter will be sent to each donor with the draft asking for edits/ .
- Josh also suggested installing a bulletin board or magnet board so flyers and information could be posted. Other comments were “no tape” and “BriteStrip”. Jeff R. mentioned putting a glass showcase on the outside of the building for flyers.
- Wally D. wants a **tile for Bob Sivertson**. He will pay, donate or request for this to be done.

Grants: Lou reported there was no update at this time.

Rental Requests: Cody was approached by a party looking for a 2019 rental place. Needs key to show it. Jerry or Clausen have keys for request. Karla reported the Van Voast wedding rented the ice hockey rink instead of the Chuckwagon as it was more convenient to the wedding venue at 5th Avenue Church. Barb Solero asked early spring about renting Chuckwagon for Rod Run, but 4-H was still in planning stages so she rented Commercial Building instead. Cody S. will call Jim Dumas to see if there is still interest for their August family re-union and let him know updated rental prices.

Time Capsule: Carrie M. reported the subcommittee has not met to discuss thoughts nor ideas and hopes to meet before the next Chuckwagon meeting. Ideas mentioned were: 1) place in an accessible area/location (ie. Wall hanger); 2) don't put in a place that requires a hole in the wall to retrieve it.

OLD BUSINESS:

Menu: Cody S. handed out last year's menu for review. Cody also discussed food pricing with a Sysco food rep and gave a handout showing suggested price increases. Examples were: Hot dogs \$2.50 (2018) versus \$2.00 (2017). Hamburgers \$4.00 (versus \$3.00) and Cheeseburgers \$4.50 (from \$4.00). Pie increased from \$1.50 to \$2.50. It was questioned whether to continue with turkey sandwich. Jeff R. said the price increases were reasonable and needed. He'd prefer the menu to be more than concession type items and suggested a “showcase” item – burger? Or special like beef/pork/lamb/gyro?

A committee was formed to come up with items for the Chuckwagon fair menu. Said menu would then be presented to Council for approval. Jeff R., Cody S. and Lou W. agreed to serve. If anyone else has recommendations, ideas or wants to serve contact Cody. They will meet prior to the next Chuckwagon meeting and bring a menu draft to Chuckwagon for approval prior to presenting it to council.

Exhibit Displays: Only two clubs submitted design ideas – Kremlin Hawks and Chirping Meadowlarks. Josh likes the bi-fold display idea for easy storage. Discussion followed about whether to display projects based on club affiliation or project grouping. Lou W. moved to display the exhibits by project grouping and Carrie M. seconded it. Cody S. asked how many projects there are in order to know space requirements. Amanda said that information would be available around June 25th after all the fair entries were received. Carrie will work with extension to get an idea of entry numbers when available.

Chuckwagon Manager or Kitchen Manager for Fair: Consensus was this topic brings a lot of discussion, but no volunteers. Some expressed frustration over lack of interest. Jasmine (ext. agent) suggested a list of managerial duties might be helpful so it is known what the duties and expectations are. Cody S. said he will work with Michael Mary to put together a “Duty Description/Checklist”. A manager committee was mentioned and tabled to the next meeting.

NEW BUSINESS:

Lease Agreement: After 4-H and community comments were received at the Antique Tractor Show on June 2-3rd, it was decided to revisit the previously approved lease agreement. A lengthy and thoughtful discussion commenced about:

- Taking out \$18/hour kitchen assistant.
- Make the agreement similar to Fair Board’s agreement and allow for a 24 hour rental period and let folks in to set up or after to clean up for “no charge” providing building is available for this. Lou W. asked for clarification. Is it 24 hours or is it 12 am to 11:59 pm.
- Changing the deposit requirement. Agreement states a \$500 damage deposit is required and if cleaning is not satisfactory, \$250 will be kept. 4-H clubs will then be given all/part of the fee for cleaning services. If the renter cleans satisfactorily, the deposit will be returned.

More pricing/rental discussion followed. Some felt the previously agreed upon price of \$600/ Day1 and \$400/day for additional days was high. Others thought the prices were too low compared to other competing venues (like Ice Hockey Dome, Golf Course or Boys and Girls Club). Others wanted pricing that ensured care of the building by the renter. Most people liked the idea of withholding \$250 of the deposit (if renter does not meet specified cleaning standard) and letting a 4-H clean it and earn some money. The \$250 would be refunded if cleaning/damage was satisfactory.

Carrie M reported she talked with Bill Keller (Legends for Lights). She expressed rental pricing needs to be cognizant and recognize the community donations and funding that enabled the building to be built. Lou W. asked if those who donated to the Chuckwagon would receive discount pricing for a rental. Karla Vaughan said she thought the pricing was reasonable, especially when the ice hockey rink fees were considered. Wally D. mentioned charging an amount that ensured costs were covered (heat, insurance, electricity, maintenance/wear/tear, etc. He asked about a break-even analysis and how many events/rental would need to occur to cover costs and depreciation of equipment and building maintenance. Cody S. talked about wear and tear and impacts of short-term use. Lou W. asked if the commercial rate was the full rate of \$350 for the kitchen. She reminded everyone fundraising campaigns state the commercial kitchen was “for the community”. Scott Chagnon said he thought the rental agreement was a decent blue print for now. “We could always amend or revise it as we go or there are a lot of what-ifs.” It was decided to leave out parking details for now as it may be fair board.

It was moved and seconded that the rental period be for a 24 hour period of midnight to midnight with a grace period of 5 pm the day before or 12 pm noon the day after, only if the time is available. Other revisions to the lease agreement would include:

- Delete – does not include tables and chairs.
- Delete – non-refundable cleaning fee
- Remove - kitchen manager @ \$18/hour

Scott moved and Lou W. seconded to revise the damage/cleaning deposit amount to \$500. (For clarification - alcohol will still be additional) Motion passed.

A vote was taken to decide if the rental should remain \$600/day 1 and \$400/day for additional days or if it should be changed to \$500/day 1 and \$300/day for additional days. The \$600/\$400 prevailed.

Donor Appreciation Dinner: The event will be planned for Friday, August 3rd, 2018. Lou W. suggested gathering names or compiling a list of names for those who worked on or donated to the Chuckwagon. Discussion took place as to whether dinner should be before or after fair. Most felt after the fair was better given the tight time line with finishing the construction and once folks see the building during the fair, more donations might be received. An after-fair dinner would allow these donors the chance to be recognized whereas before fair might not. Several still preferred dinner before fair. Scott Chagnon suggested a “ribbon cutting” ceremony prior to opening the Chuckwagon on Tuesday night or Weds. morning of fair week. Many were in favor of this idea.

Announcements:

- Tuesday, June 26th at 6 pm: 4-H Chuckwagon Meeting (Timmons)
- Monday, June 18th at 5:30 pm 4-H Foundation Meeting (Timmons)
- Wednesday, June 27th at 7 pm: 4-H Council Meeting (Timmons).

The meeting was adjourned at 7:38 pm.

Respectfully Submitted,

Shylea Wingard (Extension Agent)