

FAIRFIELD COUNTY AGRICULTURAL SOCIETY BOARD MEETING

Date: August 18, 2026

Location: Ricketts Hall

This Month's meeting of the Fairfield County Agricultural Society Board of Directors meeting was called to order by Fair President Dave Keller at 7:00 PM.

Roll Call

Directors Present:

Randy Fisher, Eric Keener, David Keller, Doug Leith, Joel Spires, Mark Sharp, Doug Shaw, Connie Smith, Gregory Swinehart, Kim Westhoven, Charlie Schultz, Steve Bader, Zach Drake, Sean Malone and Abigail Skinner.

Directors Absent:

Regina Bresler, Doug Shaw, Abigail Skinner

Arrived Late:

Kim Westhoven arrived at 8:02p.m.

Approval of Minutes

A motion was made by Mark Sharp and second by Steve Bader to approve the July meeting minutes with the following corrections:

Greg Swinehart moved to authorize the release of the report prepared by Marc Fishel concerning allegations of sexual harassment for the purpose of responding to the charge of discrimination filed with the Ohio Civil Rights Commission and Civil Rights appointed attorney due to ORC 121.22 G1. Zach Drake seconded the motion. **The motion passed.**

Financial Report

Treasurer Mark Sharp went over the financial reports for July. Discussions included:

Connie Smith asking what the three charges from M.O.M \$52.46 was for? Stacey informed she would look into these charges but she is pretty sure they are overage charges.

A motion was made by Steve Bader and a second by Greg Swinehart to approve the July financial report. **Motion passed.**

Manager's Report

Fair Manager Stacey Fisher provided updates. Please see the report attached.

Discussion: Joel stated that, per Ohio Department of Agriculture (ODA) requirements, all buildings, seating areas, and sidewalks must be disinfected. Leslie confirmed this requirement. Connie asked who was responsible for Junior Fair setup, and Leslie stated that the respective show committees handle the setup.

Committee Reports

Junior Fair Awards Carrie reported that all trophy orders had been placed with Jake's and that she had picked up the ribbons from Fair Publishing. She reminded the Board that Trophy and Rosette Day is scheduled for October 1, 2026, at 9:00 a.m. in the Feeder Creek Show Arena. Carrie also advised the Board that, due to her expected delivery date, she would not be in attendance during the 2026 Fairfield County Fair.

Junior Fairboard: Kendal Wild reported that the committee report had been finalized and that the next few meetings would focus on training. Leslie stated that the new Junior Fair Board members were still shy and noted that only three meetings remained before the fair.

Junior Fair: Randy reported that the first cattle collection was held on August 11, 2026, and the cattle were transported to Bay's on August 13, 2026. A total of 42 individuals participated. He also reviewed the following MQP dates and times: Goat MQP on Sunday, August 30, from 2:45–4:15 p.m.; Sheep MQP on Monday, September 7, from noon–1:30 p.m.; and Swine MQP on Sunday, September 13, from 5:00–7:00 p.m.

Leslie reported that summer project enrollment had reached 450 participants and continued to increase. She also stated that volunteers were still needed for the Skillathons scheduled for September 12 and September 26, 2026.

Sales Committee: Gail Ellinger reported that Ally Poston hired Chandler Floyd as a second clerk. Chandler holds a degree from IT Tech. Gail also stated that copiers had been reserved for fair week.

Troy Orth and Riley Doss were appointed to serve as members of the Sales Committee.

Buildings & Grounds: Please see attached

Camping: Kim reported that all available spots for this year had been claimed and paid for.

There are currently 17 applicants on the waiting list.

Entertainment: Greg reported that a 12-foot disc was still needed for the Sunday and Wednesday pulling events. He also requested six workers for Sunday's NTPA Pull and noted that an operator might be needed to pull tractors from the track.

Joel suggested contacting the Massey dealership located on the southeast side of Circleville about providing a disc for use during the fair.

Grants / Sponsorships: *Stacey Fisher provided a handout of Sponsorships for the month of August. Please see attached.*

Human Resources: Greg reported that a credit card policy had been developed in accordance with the Redbook requirements. He stated that the original draft was 15 pages but had since been condensed. A copy of the proposed policy was provided for review.

Stacey requested that employees not be reimbursed for background-check expenses until they have completed 90 days of employment.

OLD Business: Randy Fisher asked whether the Society wanted the old harness fence from Logan, and the Board confirmed that it did. Dave Keller asked Randy to contact Doug Shaw to obtain the necessary contact information and coordinate the fence pickup.

New Business: Doug presented the Board with a handout regarding FCAS membership and township representation. He reported that membership had decreased by approximately 100 members since 2022. Possible contributing factors included members not renewing during or after the COVID-19 pandemic, multiple family memberships being reduced to single memberships, the passing of members, and the implementation of the new camper policy.

Doug noted that, based on the 2025 membership list, three townships had fewer than 10 members and three additional townships had 15 or fewer members. Due to the decline in membership, he proposed considering a change to the qualifications for township director positions. The proposal would allow an at-large member to run against a township resident when the township's membership falls below a designated number.

Doug suggested that, if the Board wished to proceed, proposed language to amend the Constitution could be submitted for a vote in November 2026, with the change taking effect in November 2027. He stated that the proposal could encourage membership growth in underrepresented townships while also expanding the pool of qualified candidates for the Board.

Sean Malone moved to approve accommodations at the Sonesta for the January 2027 OFMA Convention. Kim Westhoven seconded the motion. Motion carried.

Greg Swinehart moved to approve utilizing Drake Enterprise to repair the overhead garage door in the AAA Building. Joel Spires seconded the motion. Motion carried, with Zach Drake abstaining.

Zach Drake moved to approve Mid-State Tire replacing the two front tires on the John Deere tractor. Kim Westhoven seconded the motion. Motion carried.

Doug Leith moved to approve repairs to the cross-arm lights at the Outdoor Show Arena. Eric Keener seconded the motion. Motion carried.

Greg Swinehart moved to approve the installation of new lights in the Photography Wing of the Art Hall. Sean Malone seconded the motion. Motion carried.

Greg Swinehart moved to forward the proposed credit card policy to Marc Fisher for review. The policy would establish a total credit limit of \$15,000 and a single-transaction limit of \$1,500 for each individual cardholder. Mark Sharp seconded the motion.

Connie Smith moved to select Bernie Fleming as the Russell Alt Award recipient. Joel Spires seconded the motion. Motion carried.

Sean Malone moved to approve the purchase of a sprayer for disinfecting the barns and pens. Randy Fisher seconded the motion. Motion carried.

Executive Session

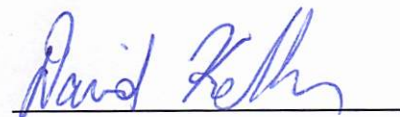
A motion was made by Doug Leith and seconded by Greg Swinehart to go into Executive session to discuss personnel under ORC **121.22**. Motion passed

Time Entered: 9:07pm

Time Returned: 9:14pm

Adjournment

A motion was made by Sean Malone and second by Steve Bader to adjourn this meeting. Motion passed. The meeting adjourned at 9:17pm.



David Keller, Fair President

Date: 9-15-2026



Stacey Fisher, Fair Secretary

Date: 9/15/2024

Monthly Fair Manager Snapshot

Report Month: August

Executive Summary

Brief overview of the most important developments this month.

- 8/3/26 Sent Out OFMA Convention RSVP

8/4/26 Reserved 23 rooms Hyatt- Did Hyatt because of the negative statements I overheard last year about being in Sonesta but feedback from board members is Sonesta so can we vote on which hotel we want to use this year?

Have not received information from Zach, Eric, Joel, Charlie and Abigail.- People up for re-election I just reserved a room with my name until election results are in.

- 8/3/26 Sent Out Sound Request Form for Fair

Wi-Fi Network Name (SSID)	Password	Network Type
Vendor	Rental2026*	Vendor
Fairgrounds wifi	FCAS1850\$	Staff

Operations & Administration

- 7/29/26 ATM Delivered and installed
- 8/12/26 Had Office and Maintenance Building Re-Keyed

Highlights

- Made Google Account Tax Exempt
- 8/3 Started process with Huntington to get the credit card

Grounds Operations

Camping: New Spots Start at the North Tree where H-7 and H-8 are the drive between H-8 and H-21 is 15 feet each new camping spot measures 12 feet wide and 35 long. I measured H-8 thru H-13 as if they were 40 feet long. From Row H-22 to the Wilson fence measures 18 feet wide. W row starts 2 feet off Wilson Fence and North Fence. Stops before ATC building leaving at least 12 feet from last camper to building. This new camping would get us a total of 31 new spots while correcting the electrical issue at H-1 thru H-13.

Completed

- Jesus Weekend received a truckload of mulch and mulched buildings

In Progress

- Removing Groundhogs
 - Hired RB Trapping- Massive Holes at #24 and under trailer at Outdoor Horse Arena
- Sent signed proposals to Roberts for Flag Pole Light and Rising Park light.
 - Left message for Carrie Woody to call me to discuss the logistics for placing the light.

Monthly Fair Manager Snapshot

- Charlie Mullet with LDOT is having AEP change the street light to LED which will help light up the street.
 - Charlie has no problem with us putting lights on the pole and placement will have to be adjusted based on feedback during the fair.
 - Carrie Woody also has no problem
- Received Insurance for Simmon- Doing Roof on #18
 - Received a copy of his Contractor License

Annual Fair Preparation

Planning Updates

- 7/27/26- Coloring Contest on website and sent to Towne Crier
- 7/28/26- 1st Protection Security Signed Contract
- 8/6/26- No Left turn coming from town on 37 at Gate 5 (Rising Park) during fair.
 - These will be posted every year going forward.
- 8/17/26- Reached out to Advisory Committee to see if they could get 4H Clubs to sign up to clean #52 and #50 show arena of an evening after all events are concluded. \$125 for #52 and \$100 for #50.
- Junior Fair Set Up Form
- Entertainment Set Up Form

Equipment for Fair- NO SMOKING in any Equipment that is Donated during fair week!!!!

- Confirmed Equipment for Fair:
 - Taylor Rental is Providing
 - 1 Skid Steer with tracks with bucket and forks
 - 1 Skid Steer with Wheels with buckets and forks
 - Telehandler
 - 2 Power Plants
 - 1 Fork Hitch Attachment
 - CEC
 - 100HP Loader Tractor with Buckets and Forks
 - Seals Construction
 - 2 Power Plants
 - 1 Skid Steer with tracks, bucket and forks
- We still need a Tractor to pull water wagon and a rockhound
- Do you know of any other equipment we need?

Grandstand & Ticketing

Grandstand Planning- Tickets Sold

- NTPA- July sales:17, Total Sales:33
- ABAR Rodeo- July sales:56, Total Sales:84
- Friday Derby-July sales:89, Total Sales:138
- Saturday Derby- July sales:114, Total Sales:296

Monthly Fair Manager Snapshot

Ticketing

- VIP Passes- July sales:26, Total Sales:40

DAVID KELLER
PRESIDENT

DOUG SHAW
1ST VICE PRESIDENT

GREGORY SWINEHART
2ND VICEPRESIDENT

STACEY FISHER
FAIR MANAGER

DIRECTORS

STEVE BADER
REGINA BRESSLER
ZACH DRAKE
RANDY FISHER
ERIC KEENER
DOUG LEITH
SEAN MALONE
JOEL SPIRES
CHARLES SCHULTZ
MARK SHARP
ABIGAIL SKINNER
CONNIE SMITH
KIMBERLY WESTHOVEN

GREENFIELD
LANCASTER
BERNE
RICHILAND
LANCASTER
WALNUT
AT-LARGE
AT-LARGE
BLOOM
CLEARCREEK
RUSHCREEK
VIOLET
MADISON



Fairfield County Agricultural Society

OFFICE: Administration Building Fairgrounds
MAILING ADDRESS: P.O. BOX 945 LANCASTER,
OHIO 43130
TELEPHONE: 740-653-3041
www.fairfieldcountyfair.org

DAY & NIGHT FAIR
OCTOBER 11, 12, 13, 14, 15, 16, 17 2026

Dear 4-H Club Advisors and Members:

This year, I would like to try something a little different by offering our local 4-H clubs an opportunity to earn money during fair week. Instead of hiring someone to clean the show arenas, clubs may sign up to handle the evening cleanup after the events in each arena have finished.

Clubs may sign up to clean either of the following buildings:

- #52 Feeder creek Show Arena — \$125 per night
- #50 Show Arena — \$100 per night

Cleanup responsibilities include:

- Sweeping the stands
- Cleaning dirt and sticky residue from the seating areas
- Picking up trash in the bleacher area
- Removing trash from underneath the bleachers
- Leaving the arena seating area clean and ready for the next day's events

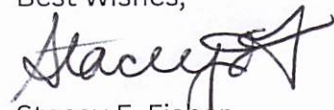
This opportunity will be available each evening during fair week, Sunday, October 11 through Saturday, October 17, 2026.

Payment will be made directly to the participating 4-H club. Checks will be available for pickup in the Administration Office beginning Monday, October 26, 2026.

We appreciate everything our 4-H clubs do for the fair and and hope this opportunity will provide a helpful way for clubs to earn money while contributing to a clean and welcoming fairgrounds.

Please use the Fair Week Show Arena Clean Up sign-up sheet to select the evening and building your club would like to clean.

Best Wishes,


Stacey E. Fisher
Fair Manager/ Secretary

CREDIT CARD POLICY

FAIRFIELD COUNTY AGRICULTURAL SOCIETY

Policy Purpose

The Board of Directors of the Fairfield County Agricultural Society adopts this Credit Card Policy in accordance with Ohio Revised Code Section 1711.131. This policy establishes controls and procedures for the acquisition, issuance, use, management, and oversight of credit card accounts held by the Society.

Note: Day to day operational duties will be handled by the Fair Manager reporting weekly to the Fairfield County Fairboard assigned Treasurer or his/her designee.

NOTE:

Authorized Users

The following officers or positions may be authorized by Board resolution to use a Society credit card: Treasurer, President, Senior Fair Manager, Junior Fair Coordinator (s), Secretary

Other officers or employees specifically authorized by Board action

Authorization shall be limited to individuals whose duties require the use of a credit card for official Society business. Authorization may be revoked at any time by Board action.

2. Authorized Expenses

Credit card accounts may be used only for expenses directly related to the operation and purposes of the Agricultural Society, including:

- Fair operations and maintenance,
- Grounds and facility maintenance supplies,
- Office supplies and equipment, Utilities and emergency repairs
- Educational programming
- Advertising and promotional expenses
- Registration fees for approved training and conferences
- Lodging and transportation expenses authorized by the Board
- Purchases approved in the Society's budget

The following purchases are prohibited:

- Personal purchases
- Cash advances
- Alcoholic beverages
- Gift cards

- Purchases that exceed approved spending limits
- Any purchase prohibited by Ohio law or Board policy

3. Acquisition, Use and Management of Credit Card Accounts

A. Account Establishment - The Board of Directors shall approve by resolution the establishment of any credit card account and designate authorized users.

B. Society Name Requirement - The name of the Agricultural Society shall appear on all credit cards, checks, and any presentation instruments associated with the account.

C. Custody and Control

The Fair Manager shall maintain general possession and control of all credit cards with oversight and weekly reporting to the appointed FCAS Treasurer and his/her designee unless otherwise authorized by Board resolution. When a card is issued temporarily to an authorized user, a sign-out log shall document:

- Cardholder name
- Date issued
- Purpose of use
- Date returned
- Signature of user

4. Submission of Receipts and Documentation

All users shall submit the following to the Fair Manager within five (5) business days of a purchase:

- Original itemized receipt
- Credit card transaction receipt
- Description of business purpose
- Any required reimbursement or purchase form
- Failure to provide documentation may result in suspension of card privileges and may require reimbursement to the Society.
- The user shall be personally responsible for any card issued to them and shall return the card immediately upon completion of the authorized transaction.

5. Card Issuance, Reissuance, Cancellation, and Lost or Stolen Cards

Issuance - Credit cards shall be issued only after:

- Board authorization;
- Review of this policy; and
- Execution of an acknowledgment form by the authorized user.

Reissuance - Replacement cards resulting from expiration or account updates shall be distributed by the Fair Manager with approval of Treasurer.

Cancellation-

A credit card shall be cancelled immediately upon:

- Termination of employment;
- End of Board service;
- Change in duties no longer requiring card use;
- Misuse of the card; or
- Board direction.
- Lost or Stolen Cards

6. Credit Limits

The Society's credit card account shall have the following limits unless modified by Board resolution:

Total account credit limit: \$ 15,000.00

Individual cardholder limit: \$ 1,500.00

Single transaction limit: \$ 1,500.00

Any purchase exceeding established limits requires prior Board approval.

7. Misuse of Credit Card Accounts

The following actions constitute misuse:

Personal purchases

Purchases not related to official Society business

Failure to submit required receipts

Knowingly submitting false documentation

Exceeding authorized limits

Allowing another person to use the card

Unauthorized internet purchases

Cash advances

Splitting purchases to circumvent spending limits

Failure to promptly report lost or stolen cards

Any misuse may result in:

- Revocation of card privileges
- Disciplinary action
- Personal liability for unauthorized expenditures
- Recovery of funds by the Society
- Referral to law enforcement when appropriate
- Unauthorized use of a Society credit card may subject the individual to personal liability under Ohio law.

8. Compliance Officer and Quarterly Review

At least quarterly, the Board Treasurer and his/her designee (if applicable) shall review: Number of credit card accounts issued; Number of active cards; Expiration dates; Credit limits; and Compliance with this policy.

9. Treasurer Sign-Out System

Policy Adoption

Board Approval Date: _____ This version is suitable for inclusion in your fair board policy manual and satisfies all elements required under Ohio Revised Code 1711.131.

Fairfield County Agricultural Society
Credit Card Receipt Form

Card Type: _____

Last Four Digits: _____

Point of Sale: _____

Date of Transaction: _____

Transaction Details

Field	Details
Total Amount	
Transaction Description	
(Internal Use Only) Account Code	

Transaction Details (If More Than One Item)

Field	Details
Total Amount	
Transaction Description	
(Internal Use Only) Account Code	

Buyer Information

Field	Details
Employee Name	
Employee Signature	



Fairfield County Agricultural Society
Fairfield County
157 E. Fair Avenue
Lancaster, OH 43130

Fairfield County Agricultural Society Reimbursement Form

Today's Date: _____ Invoice Date: _____

Date Received: _____ Date Sent/Mailed: _____

Recipient Information:

Pay to whom: _____

Address: _____

What was purchased: _____

When will it be used: _____

Business Purpose: _____

Payment Method:

Check: ()

Purchase Order: ()

Wire Transfer: ()

Other (please specify): () _____

Approval Information:

Name of individual making request: _____

Approval Date: _____ Total Amount: _____

Name of individual approving request: _____

Approval Signature: _____

Account Code: _____

8/18/26

FCAS MEMBERSHIP/BOARD CONSIDERATION

Discussion on current membership is not meant to be personal towards any Director. Our goal should be to increase membership to make a stronger Society base & add value.

- 1- History- Why is Membership down about 100 people since 2022?
 - Many folks did not renew during or after Covid years
 - Multi-family memberships went to single
 - Members passed away
 - New Camper policy
- 2- Low membership effects Twp representation. When a Board of Director position opens up, how can we fill that position with a quality member?
 - Should we consider allowing an "At Large" member to run for a term against a Twp resident of less than ?? members until membership reaches that magic number?
- 3- FCAS has 3 Twps with less than 10 memberships. There are 3 Twps with 15 or less (Based on 2025 list).
- 4- If the Board decides to address this issue, I would suggest submitting language to change the Constitution during this November's voting but not take effect until the following year (Nov-2027).
- 5- This would give incentives for FCAS to increase memberships in these important Twps to keep someone on the Board from their Twp plus take advantage of possible high caliber candidates from the At Large segment.

FAIRFIELD COUNTY FAIRBOARD MEETING

August 18, 2026

Building and Grounds Report and Action Items

BOARD Action requested:

All new LED Lighting for Arena \$ 19,000

Repair Existing Crossbeams to hold lighting on poles \$7,000

See Attached Quotes

Lighting in Art Hall - Photo/Fine Arts

Quote is attached for utilizing spotlighting from the past

Requesting Revised Quote for LED Lighting Strips in area to reduce cost and efficiency

Completion of Restroom in mid-September

Should FCAS Board plan some sort of reception for the Helbers for first viewing of the new restroom?

PROIORITY LIST Considerations for 2027

Water repair at Hog Barn/Feeder Creek Show Arena, with restroom upgrade and better handicap accessibility in Feeder Creek. Install 2 frost free hydrants for ease of wetting arena during livestock events

Upgrade water and electric for addition of extra camping spots along P row

Concrete repair work on Grandstand

Roof repairs- Better Gutters on Art Hall



820 N. Hague Ave, Columbus, OH 43204 ♦ P: (614) 276-0126 ♦ F: (614) 276-0510 ♦ www.RobertsServiceGroup.com

PROPOSAL

July 10, 2026

Fairfield County Agriculture Society
157 E. Fair Ave
Lancaster OH, 43130

ATT: Stacey Fisher

Re: Pole lighting – Horse Arena

Stacey,
This is to repair existing cross arms and reinstall existing lights.

Total \$ 7,000.00

Description of work:

- Remove and reinstall existing pole lights.
- Replace existing cross arms on the telephone poles.
- Provide a bucket truck to remove and replace lights.
- Test and terminate all wires.
- Reuse existing panel and circuits.

If you have any questions, please call at 614-390-3600

Sincerely,
Roberts Service Group Inc.

Wil Kirkbride

Wil Kirkbride, Project Manager

FID #: 31-0858835//Equal Opportunity Business & Employer//Drug Free Safe Place//State of OH License Nos. 13870 & 34928
WBE/FBE

Price & Payment: *The Owner shall pay Roberts Service Group, Inc. (RSG) for performance of this work for the sum set forth in the proposal. Payment Terms and Conditions – DUE UPON RECEIPT – Unless otherwise negotiated with RSG Credit Office in writing prior to Notice to Proceed or Work Commencement.*



1 of 2



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PROPOSAL

July 10, 2026

Fairfield County Agriculture Society
157 E. Fair Ave
Lancaster OH, 43130

ATT: Steve Bader

Re: Pole lighting – Horse Arena

Steve,

This is to replace the existing pole lights at the horse arena.

Total \$ 19,000.00

Description of work:

- Remove and replace existing pole lights with new LED pole lights.
- Replace existing cross arms on the telephone poles.
- Provide a bucket truck to remove and replace lights.
- Attached is a sample of the lighting metrics with the foot candles output with the new lighting.
- Test and terminate all wires.
- Reuse existing panel and circuits to feed the new lights.

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WBE/FBE

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