

## KCRC Farm Sale meeting of January 24, 2011

**Attendees:** Paul Bausher, Donald Bercaw, Mark Blose, Richard Bowman, Dominic DiBalsi, Jill Dietrich, Scott Dotterer, Samantha Goetz, Ralph Haaf, Barry Hamm, Diana Heffner, Donna Hoffman, Jason Kalbach, Ralph Reinert, Ryan Rex, Beverly Reigel, Heather Reigel, Katie Reigle, Lyle Reigel, Darit Ritzman, Diane Ritzman, Greg Schnabl, Roxanna Volk, Wendy Yenser.

Richard had Paul Bausher go over what needs to be done for the set up, so Richard knows what will be going on. The rows need to be 4 foot apart so that the auctioneers can get through. Farm equipment is being moved to the back field. Paul will take care of the set up during the week. Make sure you have people in the office to sign in the items correctly. Try to be as specific as possible. Kitchen appliances do not sell. Items will be accepted Monday through Thursday from 8 to 4.

Office help to get the items logged in. Heather will be in charge of the office. Heather will take care of the advertising with Shoemaker printing. The ad will be placed in the Lancaster Farmer and the Merchandiser.

Prepping the grounds for the sale by placing cardboard on the floor in the office, kitchen and up front. Portable toilets will need to be gotten.

Richard will be the trouble shooter for any problems.

Numbers, tags and clerk sheets need to be written up.

Diana will give Richard the checksheet she has made up. Sunday before the sale signs need to be hung up in the office. A heater will be needed for the office. Lyle said that he has one that can be used. The outside office needs to be set up. Put the notary table up on the stage. Paul will call the notary. There will be a cashier up on the stage with the notary to make sure the item is paid for before the title is changed.

Junior will check with Lawrence on security. Security will need to be on the grounds Monday through Tuesday. The hours are 4:00 p.m. to 8:00 a.m. Monday through Thursday and then from Friday on they have to be here around the clock.

Richard will try to come up with some kind of agreement for anyone selling tires. This has always been a problem. There is a \$15 per tire charge when they are dropped off. This will be discussed at the meeting.

People will be needed to help with the parking starting at 7:00 a.m. with the sale starting at 9:30 a.m.

Friday before you will need 4 people in the office to hand out buyer numbers starting at 7:30, and 2 people at the gate to make sure that nothing leaves the grounds.

There will have to be 11 money boxes filled and ready to go by 9:00 a.m. Diana will call Kevin Schaffer about doing the credit card sales. The money will be \$1,000.00 for the kitchen and \$2,000.00 for the sale. Security will have to be in the office where the money is collected. There will have to be bank runs made throughout the day.

Ticket clerks need to pull the clerk sheets apart and put them in the right box. 6 clerks will be needed, Adriane Kline has been doing that.

Runners for the clerk sheets, usually the Boy Scouts would do this. Applewood troop is looking for things to do to earn badges. You need a clerk for every auctioneer. Every clerk, auctioneer, Paul, Barry, Paul's son gets paid. Nagy doesn't get paid but he doesn't pay commission for anything he sells, the same goes for anyone on the board. Get new buyer cards to state "sold as is, no returns." Check with the auctioneer about them bringing their own clerks. There is no set fee for paying the auctioneers and clerks. In previous years the fees for auctioneers were between \$75-100 and clerks \$50-75. You need to go by the number of clerks and auctioneers on how much they will get paid. Heather will contact the auctioneers.

After the sale, you need people here to collect the money Sunday, Monday and Tuesday. Sunday start cleaning up because there is another event on the coming up Saturday. Everything that is left after Wednesday will go to the junk man.

Lyle will do the sign in for the week of the sale.

Roxanne Volk will be the manager for KCRC. She will take over the bookings and contracts from Diana. Her job description was discussed and is on file. Roxanne will have to decide if she wants to get paid for this job. If she does decide to get paid then she must step down from the board. Diana will get all signed contracts to Roxanne.

Darit Ritzman will be the kitchen manager. His job description was discussed and is on file. He will get paid \$10.00 per hour for set-up, cooking and clean up.

A key has been found for the safety deposit box, but the names on the signature card need to be updated. Beverly Reigel and Wendy Yenser will replace Wayne Heffner, Teresa Billig and Gail Hertzog. If we need a second key there will be a \$10.00 fee charged, but a second key is not an issue until we want to surrender the box.

Richard had master keys turned into him when he took over, but apparently not all the keys were turned in. He came over one day and found the doors unlocked and the heat cranked all the way up. The locks will be changed and there will be a sign out sheet for those people who will be getting the keys.

Submitted by Sec. Wendy Yenser