

SECRETARY'S MANUAL

1. Own County

- Board members, Addresses, Telephone numbers, Fax and E-mail
- Bylaws
- Insurance
- Contracts
- Secretary's Minutes
- Treasurer/Financial Reports
- Telephone Numbers of Businesses and People You Work With
- Emergency Plan
- Townships

2. Minnesota Federation of County Fairs

Website : www.mfef.com

- Board Members
- Associate Members – Carnivals
- Associate Members – Concessionaires
- Associate Members – Entertainment
- Associate Members – Suppliers
- Associate Members – Other
- Fair Person of the Year
- Communications Contest

3. Minnesota State Ag. Society

Website: www.mnstatefair.org

- Board Members – (651) 288-4400
- Recognition Programs – Century Farms
Susan – (651)-288-4481
- Entertainment – Talent Show Contest
Theresa – (651)-288-4418

4. Minnesota Animal Board of Health

Website: www.bah.state.mn.us

Quick link – Exhibition Rules

Susan McClanahan, DVM – (651)-201-6811

5. Minnesota Board of Aging

Outstanding Senior Citizen Contest

Website: www.mnaging.org

Link – Outstanding Senior Volunteer Award

Jude Rikara – (651)- 431-2593

6. Minnesota Board of Health
Rules/Regulations for Your Fair
Website: www.health.state.mn.us/ehs
Telephone: (651)-201-4500
7. Minnesota Board of Labor and Industry
(Board of Electricity)
Website www.dil.mn.gov
Robin – (651)- 284-5804
8. Minnesota Department of Ag
Jill Bemis – (651) – 210-6433
9. Tax Forms
 - County Fair Office
 - State – www.taxes.state.mn.us
 - Federal – www.irs.gov/businesses/index.html
10. Secretary of State
Website: www.sos.state.mn.us
Telephone: 1-877-551-6767
11. IAFE Membership
Byron Anderson – (651) 439-3872 (H)
(612) 991-4295(cell)
12. Judges
 - County 4-H office
 - Regional 4-H Office