

# Fixed Assets Committee Meeting Minutes

**Date:** March 24, 2026

## Attendees

Kirsten, Kevin, Sandra, Alex, Aaron, Hilary, Ann, Paxton, Jon, Annie, Margot, and others

## Announcements & Introductions

The meeting opened with general updates and agenda review. Upcoming events were confirmed, including the April 26th site tour at 2 PM and barbecue at 4 PM. The next full committee meeting was scheduled for August 24th.

## Kitchen Redevelopment and Budget Updates

Kirsten reported that the budget committee approved funding for a double oven. A proposed movable kitchen unit was reviewed but deemed too costly relative to its limited functionality. The committee discussed alternative approaches, including building custom enclosures for existing equipment to extend usability.

## Kitchen Location and Permitting Constraints

The committee reviewed legal and environmental constraints impacting kitchen relocation. Any new kitchen placement must comply with setback requirements from Indian Creek, including a 30-foot buffer. Potential impacts on nearby structures and vegetation were also discussed, including considerations related to ash trees and environmental regulations.

## Subcommittee Updates

The Kitchen Design Subcommittee reported that progress is currently dependent on confirming a final site location. The Entrance Design Subcommittee shared updates from their kickoff meeting, including coordination with bus operations, path planning, and front-of-fair design improvements.

## Entrance Design

The group discussed opportunities to improve the entrance area, including better traffic flow, coordination with transportation teams, and potential retail or memorabilia sales near bus drop-off areas. Collaboration across multiple subcommittees was emphasized.

## **Facilities Planning and Mapping**

Hilary is developing a detailed base map of Main camp, including buffer zones and key environmental features. This mapping effort will support decision-making for kitchen placement and broader site planning.

## **Environmental and Site Considerations**

The committee discussed environmental risks, including the presence of ash trees and potential impacts from pests such as emerald ash borer. These factors will be incorporated into planning and design decisions.

## **Spring Fixed Assets Tour**

The committee confirmed plans for the April 26th site tour, which will provide an opportunity to evaluate potential kitchen locations and infrastructure improvements in person.

## **Next Meeting**

The next full committee meeting is scheduled for August 24, 2026.

## **Action Items**

- Alex to confirm availability and purchase of approved double oven
- Hilary to complete base map with environmental buffers and key features
- Entrance Design Subcommittee to coordinate with bus, path planning, and front-of-fair teams
- Paxton to share reference materials on entrance design
- Members to attend and RSVP for April 26th site tour and barbecue
- Jon to finalize and deploy membership system updates
- Ann to share environmental mapping resources