

Fixed Assets Committee Meeting Minutes

Date: May 26, 2025

Attendees

Sandra, Kevin, Greg (prospective member), Aaron (prospective member), and others.

Announcements & Introductions

The meeting began with informal introductions and discussion with prospective committee members. Sandra and Kevin introduced the purpose and structure of the Fixed Assets Committee, including its role in overseeing infrastructure, planning, and asset management for the fair.

Committee Overview and Recruitment

The committee discussed its current size and structure, emphasizing the need for a small, skilled, and nimble group. Prospective members Greg Murphy and Aaron Davis shared their backgrounds in IT, networking, and project management, expressing interest in contributing to committee work.

IT Infrastructure and Connectivity

Discussion focused on challenges with internet connectivity at the fair, particularly limitations of cellular networks during peak usage. The group explored future plans to install fiber infrastructure alongside water and utility upgrades, enabling improved connectivity through distributed Wi-Fi systems. Greg provided recommendations on fiber installation, including the importance of installing excess capacity to future-proof infrastructure.

Kitchen Redevelopment Project

Sandra outlined the major initiative to redesign and relocate the main camp kitchen. The current kitchen is undersized, inefficient, and unable to support demand during peak periods, with long wait times and limited serving capacity. The project will involve evaluating multiple location options, balancing stakeholder needs, and conducting extensive research into design solutions such as modular or skid-based kitchens.

Permitting and Location Constraints

The committee discussed constraints related to building within permitted areas, noting that new construction must occur within the original approved operational zone to avoid complex regulatory requirements. Previous attempts to develop facilities outside this zone resulted in significantly higher costs and regulatory burdens.

Facilities and Operations Challenges

Additional challenges discussed included floodplain limitations requiring seasonal relocation of kitchen equipment, lack of seating and serving capacity, and the need to bring all food preparation facilities up to code. The group emphasized the importance of consolidating operations into a single, compliant facility.

Data and Asset Management Systems

Kevin highlighted ongoing work to catalog fixed assets using databases, spreadsheets, and QR code systems. Aaron expressed experience in database management and software systems, indicating potential contributions to improving asset tracking and data organization.

Project Planning and Approach

The committee discussed the importance of structured project management, including defining timelines, assigning responsibilities, and breaking large initiatives into manageable phases. Aaron described experience with agile-style planning and iterative progress tracking, which the group expressed interest in applying to committee work.

Future Planning and Timeline

The kitchen project is expected to span multiple years, with planning and design work occurring in the near term, followed by phased implementation. Additional long-term projects include infrastructure upgrades and continued development of fixed asset policies.

Next Steps

The committee will follow up with prospective members regarding participation. Planning work will continue on kitchen redevelopment and infrastructure improvements, with increased activity expected later in the year.

Action Items

- Sandra and Kevin to follow up with prospective members regarding committee participation
 - Continue planning for kitchen redesign, including evaluating location options
 - Advance research into infrastructure upgrades, including fiber installation
 - Develop and refine asset tracking systems and databases
 - Begin outlining project timelines and responsibilities for major initiatives
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