



Taylor County Cooperative Youth Fair

Transition Policy

Reorganizational Meeting

The Reorganizational Meeting will include:

1. Approval of At-Large Members of the Board
2. Election of Officers (president, vice president, secretary, and treasurer)
3. Who are new signers on bank accounts for each account?
4. Who will have debit cards issued?
5. Who will be canceling debit cards and starting the paperwork at the banks?
6. Set meeting schedule (time, date, location)
7. Set Fair Theme for year

Keys and Passwords

Keys should be collected from anyone not returning to the board or officer position. This includes, but is not limited to:

1. Fair Office Key
2. Mailbox Keys (decide which two people will be in charge of checking mailbox)
3. Determine need for changing codes/passwords (should be done annually as best practice)
 - a. The key box outside the Fair Office
 - b. Google Accounts (main account, receipt account, photo account, exhibits account)
 - c. Facebook Account
 - d. Website
 - e. FairEntry – which two people will have administrator access?
 - f. Other

Other items for consideration at reorganizational meeting or at January meeting

1. Committees can be set
2. Policies should be reviewed and reapproved
3. Review which MOUs (memorandums of understanding) are up for renewal