

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - Approved
August 30, 2016

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Tuesday August 30th, 2016 at the Tulelake-Butte Valley Fair Office
2. **PRESENT:** Directors Byrne, Luscombe, Fine, Ratliff, Misso, Hernandez, Herman and Struble; Staff Members Present: Nancy Sites
3. **CALL TO ORDER:** President Luscombe called the meeting to order at 6:15 p.m.
4. **CONSENT AGENDA** Director Byrne moved to approve the consent agenda. Director Ratliff seconded. Motion passed unanimously.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Ratliff (second)	X	
Director Byrne (Motion)	X	
Director Fine	X	
Director Hernandez	X	
Director Misso	X	
Director Struble	X	
Director Herman	X	

BOARD MEETING AGENDA

- a) **Approval of Meeting Minutes as written:**
 - a) Regular Board Meeting Minutes dated August 4th, 2016
- b) **Approval of Paid Bills/Bills to Pay: \$ 13,722.61**

Check	08/30/2016	Mary Shuck	11100 · Petty Cash 63400 · Supplies & Expense	-12.73
Check	08/30/2016	Union Operating Engineers State Union #12	11500 · Operating Checking/Payroll 22604 · Union Dues Withheld	-55.00
Check	08/30/2016	Verizon Wireless	11500 · Operating Checking/Payroll 50800 · Telephone & Postage	-133.83
Check	08/30/2016	AlSCO, Inc.	11500 · Operating Checking/Payroll 53000 · Maint. of Bldgs. & Grounds	-29.48
Check	08/30/2016	Admit One Products	11500 · Operating Checking/Payroll 57802 · Parking Supplies	-471.71
Check	08/30/2016	Shasta Litho	11500 · Operating Checking/Payroll 54400 · Advertising	-174.50
Check	08/30/2016	Pacific Power	11500 · Operating Checking/Payroll 52800 · Light, Heat, Water & Power	-3,157.34
Check	2198 08/05/2016	American Dairy Goat Association	11500 · Operating Checking/Payroll 63400 · Supplies & Expense 58200 · Trophies, Medals, Ribbons	-82.00
Check	2209 08/10/2016	Linda Buzbee	11500 · Operating Checking/Payroll 22700 · OTHER CURRENT LIABILITIES	-1,000.00
Check	2210 08/15/2016	Union Operating Engineers State Union #12	11500 · Operating Checking/Payroll	-55.00

				22604 · Union Dues Withheld	
Check	2211	08/15/2016	inContact ₁ , Inc.	11500 · Operating Checking/Payroll	48.01
Check		08/30/2016	Mary Shuck	11100 · Petty Cash	-12.73
				63400 · Supplies & Expense	
Check		08/30/2016	Union Operating Engineers State Union #12	11500 · Operating Checking/Payroll	-55.00
Check		08/30/2016	Verizon Wireless	22604 · Union Dues Withheld	
				11500 · Operating Checking/Payroll	-133.83
				50800 · Telephone & Postage	
Check		08/30/2016	AlSCO, Inc.	11500 · Operating Checking/Payroll	-29.48
				53000 · Maint. of Bldgs. & Grounds	
Check		08/30/2016	Admit One Products	11500 · Operating Checking/Payroll	-471.71
				57802 · Parking Supplies	
Check		08/30/2016	Shasta Litho	11500 · Operating Checking/Payroll	-174.50
				54400 · Advertising	
Check		08/30/2016	Pacific Power	11500 · Operating Checking/Payroll	-3,157.34
				52800 · Light, Heat, Water & Power	
Check	2198	08/05/2016	American Dairy Goat Association	11500 · Operating Checking/Payroll	-82.00
				63400 · Supplies & Expense	
				58200 · Trophies, Medals, Ribbons	
Check	2209	08/10/2016	Linda Buzbee	11500 · Operating Checking/Payroll	-1,000.00
				22700 · OTHER CURRENT LIABILITIES	
Check	2210	08/15/2016	Union Operating Engineers State Union #12	11500 · Operating Checking/Payroll	-55.00
				22604 · Union Dues Withheld	
Check	2211	08/15/2016	inContact ₁ , Inc.	11500 · Operating Checking/Payroll	48.01
				50800 · Telephone & Postage	
Check	2212	08/15/2016	Merrill Lumber	11500 · Operating Checking/Payroll	-30.54
				52000 · MAINTENANCE & EXPENSE	
Check	2213	08/15/2016	Ed Staub & Sons	11500 · Operating Checking/Payroll	-751.31
				52900 · Maintenance of Equipment	
Check	2214	08/15/2016	City of Tulelake	11500 · Operating Checking/Payroll	-278.68
				52800 · Light, Heat, Water & Power	
Check	2215	08/15/2016	EDD	11500 · Operating Checking/Payroll	-54.00
				51200 · Unemployment Ins. (100%)	
Check	2216	08/15/2016	Napa Auto Parts	11500 · Operating Checking/Payroll	-14.60
				52900 · Maintenance of Equipment	
				52000 · MAINTENANCE & EXPENSE	
Check	2217	08/15/2016	Jock's Supermarket	11500 · Operating Checking/Payroll	-12.99
				52000 · MAINTENANCE & EXPENSE	
Check	2218	08/15/2016	Waste Management of Oregon	11500 · Operating Checking/Payroll	-802.61
				53100 · Trash Removal, Clean up (cont.)	
Check	2219	08/15/2016	U.S. Bank	11500 · Operating Checking/Payroll	-1,819.68

Check	2220	08/15/2016	American Express	11500 · Operating Checking/Payroll 50000 · ADMINISTRATION EXPENSE 50800 · Telephone & Postage 50700 · Office Supplies & Expense	-245.91
Check	2221	08/10/2016	Jose Villasenor	11500 · Operating Checking/Payroll 22700 · OTHER CURRENT LIABILITIES	-1,000.00
Check	2223	08/15/2016	Cal Ore Telephone	11500 · Operating Checking!Payroll 50800 · Telephone & Postage	-573.61
Check	2224	08/15/2016	Ricoh USA, Inc.	11500 · Operating Checking/Payroll 50700 · Office Supplies & Expense	-117.48
Check	2225	08/15/2016	John Deere Financial	11500 · Operating Checking/Payroll 52900 · Maintenance of Equipment	-255.15
Check	2226	08/15/2016	Delta Dental of California	11500 · Operating Checking/Payroll 22602 · Dental Insurance Withheld	-125.45
Check	2227	08/15/2016	10th District Agricultural Association	11500 · Operating Checking/Payroll	-1,000.00
Check	2228	8/15/16	Oregon Department of Revenue	11500 Operation Checking Payroll	-421.00
Check	2230	8/16/16	Jessica Howard	11500 Refund from wedding	<u>-\$1000.00</u>
					<u>-\$13,722.61</u>

- c) **Approval of Financial Reports:** *(See attached financial reports)*
- a) Trial Balance Report as of August 30, 2016
 - b) Budget Comparison to Current Financials as of August 30, 2016
 - c) Balance Sheet Previous Year Comparison as of August 30, 2016
 - d) Profit & Loss Previous Year Comparison as of August 30, 2016
- d) **Approval of Refunds:**
- 1- Cerrillo – Wedding \$1000.00
 - 2- Jessica Howard – Wedding \$1000.00

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Fine	X	
Director Ratliff	X	
Director Byrne (second)	X	
Director Hernandez	X	
Director Misso	X	
Director Struble (motion)	X	
Director Herman	X	

- e) **Approval of Contracts:** See Below for list of Contracts
- a) **Commercial Vendor Contracts:**
 - 91- Committee to Elect Denis Lithicum \$300.00
 - 92- Chris Kaber \$300.00
 - 94- Hudson Saw & Tool \$450.00
 - 95- Khausak \$300.00
 - 97- Kid in a Toy Store \$300.00
 - b) **Concession Vendor Contracts:**
 - 28- Sweet Celebration \$500 or 23%
 - 29- Nellies \$500 or 23%
 - 30- The Abominable Snow Shack \$1000 or 23%
- Standard Contracts:**

- 31- Nephilim Band \$1400.00
- 40- Damn Near Famous (musician) \$350.00
- 41- Adventureros De Mexico (musician) \$1200.00
- 42- 42 -Daniel Mitchel (Mutin Busting) \$250.00

5. PUBLIC COMMENT:

- a) *Speakers are limited to five (5) minutes. This time is for items not on the current agenda. No debate by the Board shall be permitted on such public comment. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.*

6. GENERAL CORRESPONDENCE:

7. COMMITTEE REPORTS:

- 1. Finance Committee: We still have not heard back from Monica, Director Ratliff will try to get in touch with her again.
- 2. Entertainment Committee:
- 3. Future Vision Committee: No Report
- 4. Livestock Committee: The independent exhibitor handbooks need to be turned in prior to fair to be checked by the livestock committee and then they will be returned to the exhibitors. Geri is working on the barn charts and Nancy will email them out to the exhibitors.
- 5. Fundraiser Committee: November Fundraiser –It will be a harvest dinner theme with a live auction, silent auction and DJ. The menu will need to be decided on right after fair. The committee will meet after fair as well.
- 6. JFB Committee: They will meet Monday September 5th to go over their fair schedule. We have many jobs for the members.
- 7. Parade: Basin Fertilizer has three trucks for us for the announcers and judges. The parade committee meeting will be Thursday September 8th at 6:00pm at Mike and Wanda's
- 8. Friends of Fair:
- 9. Fair Court:
- 10. Vendor: The board was reminded that concessionaire cash registers should be visible to the customer so they make sure they are ringing up the correct amount.
- 11. Other:

8. CEO REPORT:

Nancy reported that the sponsorships are continuing to come in. It looks like we are about on track from what we brought in sponsorship in 2015. We are out of pretty much all of our fair souvenirs; Nancy is working with the Del Mar County fair to order new T-shirts and Sweatshirts as it looks like they have pretty good prices and have worked with many other fair's ordering stuff for them. We should be able to use what we order for the next two or three years. We are also ordering hats from the corner closet. There are three new board members this year and all are wondering what their job duties during fair, Nancy asked for member to let her know what they have done in the past and what they would like to volunteer to help with this year. Our booth at the Klamath County Fair went pretty well. We had many people stop by and take information regarding the fair. We had lots of help on Thursday and Friday, it is Saturday and Sunday when we could have used some more volunteers to staff the booth. If we do it again next year we will take more information about rental of our buildings and RV park, we might also move our entry deadline for home ec and arts exhibits back a few days so that people who pick up entry forms at the Klamath fair have time to enter.

Thursday September 8th is the 11th annual farmer and rancher day/dinner. We have many sponsors for it. Nancy has talked with three different caterers to get quotes. Yummy's would like to do it again as they haven't done it in a while and have the best price with the menu they proposed.

Nancy spoke with Chad Rabe of Juniper Large animal vet clinic. He has done the vet checks for sheep and goats during fair the last few years. He asked if they are necessary to do before the animals enter the fairgrounds, it does say in our exhibitor handbook that those animals will be checked before entering the fairgrounds so we will continue with that for this year and he asked if we could revisit it next year to see if it is necessary. Chad volunteers his time for these vet checks and any other emergencies we may have during the fair.

We need to find a way to get the four portable light towers from Yreka in the next week or so. Crystal volunteered to ask her brother if he might be able to go get them.

The scale is now certified so is closed for use until fair weigh-in.

Carcass Contest – We will not be doing the ultra sound demonstration for the beef carcass contest this year. Nancy will call Rob Estes from Prather Ranch to see if he will judge it again. All of the carcasses are going to either Merle’s or Diamond S this year.

9. **OLD BUSINESS:** Consideration/Action on the following items;

10. **NEW BUSINESS:** Consideration/Action on the following items;

11. **MATTERS OF INFORMATION:**

a) Next Scheduled Board Meeting:

1) Wednesday September 7th @ 6pm at Tulelake Butte Valley Fairgrounds office (if needed)

a) Items to be added to the next meeting’s agenda:

1) .

2) .

12. **ADJOURNMENT:** **MOTION:** Director Hernandez, **SECONDED:** Director Struble, **PASSED:** unanimously at 8:50pm.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Fine	X	
Director Ratliff	X	
Director Byrne	X	
Director Hernandez (moved)	X	
Director Misso	X	
Director Struble (seconded)	X	
Director Herman	X	