

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR

Board of Director Meeting Minutes

June 1st, 2016

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Wednesday May 6 ,2016 at the Tulelake-Butte Valley Fair Office
2. **PRESENT:** Directors Byrne, Luscombe, Criss, Ratliff, Misso, Hernandez, Criss; Staff Members Present: Nancy Sites and Sheena Lund. Guest Dean Teig, Tulelake High School
3. **CALL TO ORDER:** President Luscombe called the meeting to order at 6:05 p.m.

4. **CONSENT AGENDA**

Upon the motion by Director Hernandez, 2nd by Director Ratliff, to approve consent agenda. Motion passed unanimously.

- a) **Approval of Meeting Minutes as written:**
Regular Board Meeting Minutes dated May 4th
- b) **Approval of Paid Bills/Bills to Pay: \$14,397.42**

Type	Num	Date	Name	Account	Original Amount
Check	2060	05/12/2016	Sites, Nancy	11500 · Operating Checking/Payroll	-534.83
Check	2061	05/12/2016	Sarah Russell	11500 · Operating Checking/Payroll	-90.00
Check	2062	05/12/2016	CFSA	11500 · Operating Checking/Payroll	-95.00
Check	2063	05/12/2016	CFSA.	11500 · Operating Checking/Payroll	-1,526.65
Check	2064	05/12/2016	inContact, Inc.	11500 · Operating Checking/Payroll	-6.89
Check	2065	05/12/2016	Les Schwab Tire Center	11500 · Operating Checking/Payroll	-394.51
Check	2066	05/12/2016	Merrill Lumber	11500 · Operating Checking/Payroll	-340.91
Check	2067	05/12/2016	Ed Staub & Sons	11500 · Operating Checking/Payroll	-679.70
Check	2068	05/12/2016	Cal Ore Telephone	11500 · Operating Checking/Payroll	-285.48
Check	2069	05/12/2016	U.S. Bank	11500 · Operating Checking/Payroll	-184.98
Check	2070	05/12/2016	Waste Management of Oregon	11500 · Operating Checking/Payroll	-181.51
Check	2071	05/12/2016	Ricoh USA, Inc.	11500 · Operating Checking/Payroll	-422.07
Check	2072	05/12/2016	Ferrellgas	11500 · Operating Checking/Payroll	-739.89
Check	2073	05/12/2016	Mt Shasta Spring Water Co.	11500 · Operating Checking/Payroll	-2.35
Check	2074	05/12/2016	Jock's Supermarket	11500 · Operating Checking/Payroll	-856.96
Check	2075	05/12/2016	Jock's Supermarket	11500 · Operating Checking/Payroll	-15.49
Check	2076	05/12/2016	American Express	11500 · Operating Checking/Payroll	-35.00
Check	2077	05/12/2016	Pacific Power	11500 · Operating Checking/Payroll	-1,825.40
Check	2078	05/12/2016	City of Tulelake	11500 · Operating Checking/Payroll	-111.94
Check	2083	05/17/2016	UPS Charges	11500 · Operating Checking/Payroll	-53.83
Check	2090	06/01/2016	Department of Transportation	11500 · Operating Checking/Payroll	-250.00
Check	2091	06/01/2016	Tulelake Irrigation District	11500 · Operating Checking/Payroll	-2,046.00
Check	2095	06/01/2016	Postmaster	11500 · Operating Checking/Payroll	-215.00
Check	2096	06/01/2016	City of Tulelake	11500 · Operating Checking/Payroll	-232.34
Check	2097	06/01/2016	Verizon Wireless	11500 · Operating Checking/Payroll	-121.63
Check	2098	06/01/2016	Pacific Power	11500 · Operating Checking/Payroll	-2,023.08
Check	2099	06/01/2016	Delta Dental of California	11500 · Operating Checking/Payroll	-875.98
Check	2100	06/01/2016	Elvira Hernandez	11500 · Operating Checking/Payroll	<u>-250.00</u>

- c) **Approval of Financial Reports:** (See attached financial reports)
 - a) Trial Balance Report as of June 1, 2016
 - b) Budget Comparison to Current Financials as of June 1, 2016
 - c) Balance Sheet Previous Year Comparison as of June 1, 2016
 - d) Profit & Loss Previous Year Comparison as of June 1, 2016
- d) **Approval of Refunds:**
 - 15-WHA-R16 – Larry Whalon/Stakeholder Mtg. - \$250.00 deposit
- e) **Approval of Contracts:** See Below for list of Contracts
 - a) **Commercial Vendor Contracts:**
 - b) **Interim Rental Contracts:**
 - 20-PAE-R16 – Paez Wedding - \$450.00 plus fees
 - 21-PER-R16 – Perez Quincenera - \$450.00 plus fees
 - c) **Standard Contracts: None**

5. **PUBLIC COMMENT:** There was no public comment

6. **GENERAL CORRESPONDENCE:** - McConnell Fund Grant Application Letter – The grant application was not accepted. The Board suggested that we look into this grant for next year.
- Letter from Modoc UCCE Office –FYI for the board

7. **COMMITTEE REPORTS:**

- 1. Future Vision Committee: None
- 2. Finance Committee: None
- 3. Entertainment Committee: None
- 4. Livestock Committee: The steer and heifers have all gone through pre weigh in. There are eight steers. There was some discussion about reaching out to more cattle exhibitors to try to increase the number open class entries. Hardsmanship – would like to recruit more judges, possibly leaders from Klamath County could come help, need to reach out to them, need a new spreadsheet to make the scores easier to calculate
- 5. Fundraiser Committee: Next fundraiser is scheduled for November 12 at the Dorris Community Center
- 6. JFB Committee: The Jr. Fair Board met on May 12. They will be getting new T-shirts and long sleeve shirts; the T-Shirts are being sponsored by Triple B Ranch and Criss Ranch. The Jr. Fairboard will need to pay for the long sleeve shirts. They will be helping with announcing during the fair, having a float in the parade and doing some of the fair advertisements for radio.
- 7. Parade: No Report
- 8. Friends of Fair: No Report
- 9. Fair Court – The board would like them to come to the next meeting to introduce themselves
- 10. Vendor: Nancy reported that she and Sheena are working on figuring out who is coming back for concessions and vendor booths. The Coffee place is not returning for 2016, they would like to return in 2017 but are going to New Mexico State Fair this year. Dorris Lions club has decided to not do a food booth this year, they don't make enough money and are short on volunteers. They would like to donate everything left in the booth to the fairgrounds. Rockin' H Creations will not return this year either.
- 11. Other:

8. **CEO REPORT:**

Entertainment Update – Nancy is working on filling up the stages, she met with Greg from soundman and he is going to help schedule people in since he knows many of the bands.
Office Assistant Position – Nancy would like to keep Sheena on at least until after fair and then see what we want to do for a full time office assistant.

Sheep, Swine, Goat Pre Weigh In – July 9th in Butte Valley and July 10th in Tulelake.
 Grandstand Entertainment Ticket Pricing – Would like to make it simpler, all events the same price pre-sale and at the gate sale, will plan on keeping the prices about the same as previous years.
 Freedom Festival Details – There was discussion about keeping the ticket price the same as in 2014, there will be no presale tickets for this event, only at the gate. Will need volunteers to help with admission, the pit gate, etc. for event. Nancy is working with Kay on getting sponsorships for the fireworks. The State Fire Marshall has been contacted; we are still in need of an announcer; Tulelake FFA will do the concessions. The board discussed serving beer and decided against it for now. Tulelake Fire Dept. will have an engine at the demo derby and the fireworks and Nancy will contact Basin Ambulance.

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

1. Vendor: Policy change regarding “day contract” additions and price
 Director Herman has looked into it and is not sure these vendors will be able to meet the state rules for insurance requirements. He will check with some of the vendors and see if it is a possibility for them. Nancy will check with CFSA on the insurance requirements for these types of vendors. *Director Ratliff moved to postpone this to the next meeting. Director Hernandez seconded. Motion passed unanimously.*
2. Vendors: Discussion regarding locations i.e. farm types located in livestock area
 Director Herman has some vendors that would like to go in the livestock area. He will let Nancy know which ones would like to be there.

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

- a) Tulelake High School requests to use chairs for graduation
 Dean Tieg from Tulelake High School attended to request the use of 200 chairs for the high school graduation on June 11. The school will pick them up and bring them back. *Director Byrne moved to approve the request for 200 metal chairs. Director Criss seconded. Motion passed with Director Hernandez abstaining.*
- b) Sarah Ramirez requests to use tables & chairs for Spring Sports Banquet
 Dean explained that they do not know if there is going to be a spring sports banquet at this point so no action is needed at this time.
- c) Board/Bagley-Keene Training; Set date
 Nancy spoke with Dave Dillabo about conducting this training and did a poll to see which date/time worked the best for the directors. It looks like June 28th will work the best, Nancy will check again with Dave to see if this still works for him.
- d) Office Cleaning
 The person that had a contract to clean the office last year came in to see if we would like to hire her back. There was some discussion and it was decided that a cleaning person is not needed at this point. The office staff can do it until fair gets closer. The Friends of the Fair is going to hire someone to clean the museum but that is up to them who they decide to hire.
- e) Approval/Update 10-A District Organizational Chart & CEO Duty Statement
 The board of directors discussed the organization chart sent from CDFA F & E. They suggested some changes they thought should be made before it is signed. *Director Byrne moved to approve the updated 10-A DAA organizational chart with the approved changes. Director Herman seconded. Motion passed unanimously. Director Hernandez moved to approve the CEO Duty Statement as written. Director Herman seconded. Motion passed unanimously.*
- f) Appointment of new CEO
Upon motion of director Byrne and seconded by director Hernandez and carried, appointment of Nancy Sites to the Chief Executive Office position effective May 1st, 2016, salary rate to start at \$5456.00 per month.

g) Freedom Festival/Tulelake FFA would like to do concession
Tulelake FFA has volunteered to do the concession stand for the 4th of July. They will help set up the panels in the barns in return for not having to pay a percentage to the fair.

h) Parade Grand Marshal

Nancy will ask the family if they would like to be the grand marshal of the parade this year.

i) Fair Social Media Administration

Nancy suggested that the social media pages be administered by the CEO and office assistant. Directors are welcome to post things to our fair pages.

j) Office Hours

Nancy asked the board if they have a preference of our office hours during non fair time. They agreed that is a decision that is made by the CEO.

k) Fair Logo's

There was some discussion about the two logo's that are currently being used on our letterhead, shirts, ect. The board decided a few years ago to go back to Mr. Potato as their logo for everything so all letterhead, shirts, ect. should be changed to that logo.

l) Souvenir order

Nancy and Sheena are working on ordering new souvenirs with our logo on them

m) Rotary July 13th BBQ

The rotary BBQ will take place Wednesday July 13th at the fairgrounds.

11. EXECUTIVE SESSION - CLOSED MEETING - An executive session was not needed

12. OPEN SESSION/MEETING: Subject matter discussed in closed session

13. MATTERS OF INFORMATION:

a) Director's Comments:

Director Luscombe – We need to fix the Mr. Potato on the rock in front of the Home Ec. building, it is very unsteady and we don't want it to fall and hurt anyone.

Director Byrne pointed out that there are some things on the website that need to be updated. We also need to get new photos of board members and employees. We will at least at the names until we get new pictures. We also need to order new parking signs and a sign for the winner of the parking spot at our benefit dinner.

Director Hernandez said the NRCS is going to be looking for event space on August 17th and they will be over to talk with Nancy about it.

Director Ratliff reminded Nancy that we need to work on getting a caterer for the benefit dinner and the farmer and rancher dinner during the fair. We also need to arrange for someone in the family to speak. It was also suggested that we do the speech before the heifer show this year and put the podium in the middle of the room.

b) Manager's Comments: none

c) Next Scheduled Board Meeting: July 6th, 2016 at 6 pm @ Fair office

d) Items to be added to the next meeting's agenda:

Vendor: Policy change regarding "day contract" additions & price

Recognition of 9/11, Sunday of Fair

14. Meeting was adjourned at 8:25 pm: motion by Director Herman and 2nd by Director Hernandez; motion carried

Nancy Sites, CEO

Kathleen Luscombe, President