

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - DRAFT
November 7, 2016

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Wednesday November 7th at the Tulelake-Butte Valley Fair Office
2. **PRESENT:** Directors Luscombe, Hernandez, Herman, Fine and Struble; Staff Members Present: Nancy Sites; Member of the public: Sarah Pelle, CDFA F & E; Kalia Nixon, CDFA F & E; Tammy Thompson, TD&P Design and Print
3. **CALL TO ORDER:** President Luscombe called the meeting to order at 6:00 p.m.
4. **CONSENT AGENDA** *Upon the motion by director Herman to approve consent agenda, seconded by Director Hernandez. Motion passed unanimously.*

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Luscombe	X		
Director Fine	X		
Director Hernandez (second)	X		
Director Struble	X		
Director Herman (motion)	X		

BOARD MEETING AGENDA

- a) **Approval of Meeting Minutes as written:**
 - a) Regular Board Meeting Minutes dated October 5th, 2016
- b) **Approval of Paid Bills/Bills to Pay: \$17,750.64**

Date	Name	Account	Paid Amount	Original Amount
10/27/2016	Oregon Department of Revenue	OR State Income Tax Withheld		-729.00
10/12/2016	Cascade Ice LLC	Fair Time Ice Truck		-1,487.50
10/19/2016	Tulelake Rotary	Auction Sales		-8,447.75
10/26/2016	Athena Chiladakis	Parade		-25.00
10/26/2016	City of Tulelake	Water		-1,001.25
10/27/2016	United States Treasury	Payroll Taxes		-2,670.68
10/06/2016	EDD.	CA State Income Tax Withheld		-235.84
10/27/2016	EFTPS	Fed. Tax, SS, Medicare		-3,153.62
				-17,750.64

- c) **Approval of Financial Reports:** *(See attached financial reports)*
 - a) Trial Balance Report as of November 3, 2016
 - b) Budget Comparison to Current Financials as of November 3, 2016
 - c) Balance Sheet Previous Year Comparison as of November 3, 2016
 - d) Profit & Loss Previous Year Comparison as of November 3, 2016
 - d) **Approval of Refunds: None**
- Approval of Contracts:** See Below for list of Contracts
- a) **Commercial Vendor Contracts: None**
 - b) **Interim Rental Contracts: None**
 - c) **Standard Contracts: none**

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.*

Tammy Thompson of TD & P design and print gave a short presentation to the board of her recent work with the Klamath County Fair, Klamath Bull Sale and some other local clients. She designed the Klamath County Fair exhibitor handbook and daily program and has some really great ideas for our premium book and program. She did not have a quote for us quite yet as she still needs to meet with herald and news to speak with them about inserting the daily program into the newspaper as we have done in the past. She will be in touch after she meets with them. She would like to know by the first of the year if we are interested in using her services.

6. GENERAL CORRESPONDENCE:

1. CDFA Deferred Maintenance Project Update – Nancy received an email from CDFA regarding their deferred maintenance program, we have received \$152,000 for canal safety and installing fencing. CDFA will be contacting us after the first of the year and send a contract so we can hopefully begin sometime in 2017. Sarah explained that we will work closely with Brian Eubanks from CFFA on exactly where we can spend the money.

7. COMMITTEE REPORTS: President Luscombe provided us with a list of the people assigned to each committee for 2017. We will reassign committees at the January 2017 meeting.

1. Finance Committee: Director Ratliff did complete what she could of the budget before she resigned. She had also offered to help Nancy when she is ready to complete the rest of it. Nancy is working with Monica on finishing up the year-end review.
2. Entertainment Committee: No report
3. Future Vision Committee: No Report
4. Livestock Committee:
5. Fundraiser Committee: Fundraiser is November 12 at the Butte Valley Community Center – Melissa’s Country Kitchen came in with the best bid so they will be serving prime rib dinner. We reviewed a list of the supplies we will need from the fairgrounds. Tracey, Greg, Nancy and Crystal are working on gathering donated items for the raffle and auction. Tracey is working on getting a team together for set up and break down. The board members will all purchase bottle of liquor for our mystery box auction item. Rebecca from the community center said that we could come up with four signature drinks and the lions club would donate \$1 back to the fair for each of those drinks sold.
6. JFB Committee: No Report
7. Friends of Fair: No Report
8. Fair Court: No Report
9. Vendor: No Report
10. Parade: No Report

8. CEO REPORT:

Fall Managers Conference November 1-3, Sacramento – Nancy attended this conference along with many other fair manager throughout California. It was great to meet many other fair managers and many of the CFSA and CDFA employees. Nancy reviewed the agenda and what was covered at the conference.

Dave Kandra is looking into a lighting project to replace the current lighting. He is working with CED in Klamath Falls on getting a quote for replacement with more energy efficient and upgraded lighting since the light bulbs we currently have are getting very hard to find. CED is also looking into the incentive that Pacific Power is now giving for switching to energy efficient lighting. If we decide to move forward with the project Benefit for the Basin may be able to help us with funding. Nancy asked the board to be thinking about 2017 theme, Farmer and Rancher of the year and parade grand marshal. We may put all of these on social media for people to post their suggestions and nominate people from the community.

Director Byrne and Director Ratliff have turned in their resignations for their fair board positions effective immediately. Nancy shared their resignation letters with the board.

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

It was proposed at the October 19 livestock committee meeting that we change the meat goat minimum weight from 75 pounds to 65 pounds leaving the maximum at 110 pounds. It was also suggested that we lower the rate of gain from 15 pounds to 10 pounds.

Director Hernandez moved to accept the proposed meat goat weights, changing the minimum weight from 75 to 65 pounds and leaving the maximum at 110 pounds. Director Fine seconded. Motion passed unanimously.

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Luscombe	X		
Director Fine (second)	X		
Director Hernandez (motion)	X		
Director Struble	X		
Director Herman	X		

Director Herman was not able to attend the livestock meeting and he did question the change in rate of gain for the meat goats. It was suggested that we table changing the rate of gain for the meat goats and talk about it at a future meeting.

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

CDFA Standard Agreement 16-0184 – Authorize execution of agreement

Nancy explained that the board will need to pass a motion to give her the authority to sign this agreement that forwards some funding from CDFA F & E to the Tulelake Butte Valley Fairgrounds.

Director Herman moved to give CEO, Nancy Sites, the authority to sign and execute CDFA Standard Agreement 16-184. Director Struble seconded. Motion passed unanimously.

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Luscombe	X		
Director Fine	X		
Director Hernandez	X		
Director Struble (second)	X		
Director Herman (motion)	X		

11. **MATTERS OF INFORMATION:**

Director’s Comments:

Director Fine: Nothing

Director Herman: We need to look into using Intern’s for fair season and also taking advantage of work release programs

Director Hernandez: No Comments

Director Struble: She mentioned that we should look into advertising that we make memorial benches, urged board members to attend 4-H and FFA meetings in their communities, send some kind of thank you for sponsors and supporters throughout the year. We also need to look into a redesign of the website.

Director Luscombe: No comments

Next Scheduled Board Meeting: Wednesday December 7th @ 6:00pm at Mike and Wanda’s Restaurant, Tulelake, CA. This will be our Christmas meeting so we will have dinner during the meeting.

12. **ADJOURNMENT:** **MOTION:** Director Hernandez, **SECONDED:** Director Fine, **PASSED:** unanimously at 8:00pm.