

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

Board of Director Meeting Minutes - DRAFT

Wednesday, August 16, 2017

1. **CALL TO ORDER:** President Herman called the meeting to order at 6:01 pm.
All matters noticed on this agenda, in any category, may be considered for action. Any item not so noticed may not be considered. Items listed on this agenda may be considered in any order at the discretion of the President.
2. **ROLL CALL OF DIRECTORS:** Greg Herman, Tracey Struble, Crystal Fine, Venancio Hernandez, Kathleen Luscombe, Renee Misso.
3. **INTRODUCTION OF GUESTS & STAFF PRESENT:** Nancy Sites, Beckie Alvarez, and Laura Schaad.
4. **TOUR OF THE GROUNDS** – (Agenda Item left on in error)
5. **CONSENT AGENDA:** ANY MEMBER OF THE PUBLIC, STAFF OR BOARD OF DIRECTORS MAY REQUEST THAT AN ITEM BE REMOVED FROM THE CONSENT AGENDA, DISCUSSED, AND ACTED UPON AS A SEPARATE ITEM. For convenience, all matters listed on the Consent Agenda may be considered and acted upon in one motion without any discussion unless a Director, a member of staff, or a member of the public requests individual treatment.
 - i. Restroom Supplies from Bills
 - ii. Jr. Fairboard and Fair Court Funds available.

Tracey moved to accept the Consent Agenda excepting the pulled items listed for discussion. Venancio seconded the motion. Motion Passed Unanimously.

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Fine	X		
Director Misso	X		
Director Hernandez (Second)	X		
Director Luscombe	X		
Director Struble (Motion)	X		
Director Herman	X		

Discussion regarding: Restroom supply expense Nancy said that Sierra Cascade uses most of that material so we are reimbursed for their portion of that bill. Tracey inquired about Fair Court funds. Discussion followed regarding scholarships and where can she find how much money Jr Fair board has that can be used. *Tracey Struble moved to approve the Consent Agenda with corrections. Venancio seconded the motion. Motion Passed Unanimously.*

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Fine	X		
Director Misso	X		
Director Hernandez (Second)	X		
Director Luscombe	X		
Director Struble (Motion)	X		
Director Herman	X		

- a) Approval of August 2nd Regular Board Meeting Minutes
- b) Approval of Bills paid through July 31, 2017
- c) Approval of Contracts & Refunds

6. Approval of Current Financial Statement & Budget Status
 - a) Balance Sheet Previous Year Comparison as of July 31, 2017
 - b) Budget Comparison to Current Financials as of July 31, 2017
 - c) Profit & Loss Previous Year Comparison as of July 31, 2017
 - d) Trial Balance Report as of July 31, 2017

7. COMMUNITY RELATIONS/PUBLIC COMMENT:

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.

8. REPORTS AND INFORMATION:

1. Correspondence – No correspondence.
2. Committee Reports
 - a) Finance - clear and re work line items and accounts
 - b) Entertainment - Nancy has a Hispanic band booked for Saturday and Sunday only. Talked to Joe – Benefit for the Basin about doing a car show. People don't want to take their cars across the track. Unless we do small car show there is nothing in the books for Sunday. Discussion followed we could put out rubber mats or have a water truck available. Lava beds did sponsorship for Brad's World of Reptiles. Crystal asked about a 4-H feature booth locations. We still have 9 spots open for vendors that we try to fill at Klamath County Fair. Discussion about weapons for National Guard, Nancy we will check on that.
 - c) Future Vision – November
 - d) Livestock - Nancy gave update - small animals we have one pen of chickens. No market rabbits or turkeys. Agnes our poultry inspector from Malin, suggested a clinic or spring fair, to get kids interested in small animals or animals in general. May hand out something informative to the Pee Wee showmanship to promote it. Exhibitors also need to know that the independent option is available.

Discussion about Livestock Clerks – may need more help with this. Greg passed around barn assignments. Discussed need for ice delivery people and how we can accomplish this. It was decided that we should offer the job to the Tulelake Volleyball Team again and if they decline let to let a Butte Valley group know that job is available. It was suggested that we alternated each year between Butte Valley and Tulelake groups. Discussed Avenue of Champions being gone; a special place of honor for each animal. Discussion about where photographer Alethea will set up. HERDSMANSHIP - Once a day was decided and Renee will do Thursday, Tracey will do Friday. Kathleen will do 1 day. Crystal will do it all but the 4-H. Venancio will take a day. Need 8 judges. Kaitlyn will make a schedule. Get stickers for Barnyard Rodeo kids. Tracey asked to put on next agenda the Spring and Fall clinics and go over Herdsmanship.
 - e) Fundraiser – Tabled
 - f) Jr. Fair Board – August 27th Meeting at 6 p.m. at the fair office. Shirts are ordered. Regarding per diem for working the KC Fair; \$15 each to work the 5 hour shift. Discussed agenda for the KC Fair workers and what they will share at the fair. Trevor doesn't have an animal and is very capable for Clerk in Livestock Office. Announcers need to be literate and comfortable in front of a microphone.
 - g) Fair Court – Tracey said this year they will be giving away 2 scholarships. Devon's mom drove to and from Yreka (Siskiyou Golden Fair) and needs reimbursement for mileage. Nancy suggested State Form and Tracey will take it. Announcements during fair were discussed and it was suggested to have a small script for them.
 - h) Parade - Renee asked for flatbeds. Venancio will call Bob. Check electricity the day before the parade this year. Are 4-wheelers lined up? Nancy will call them since we are already working with them. Question for Crystal would her mom and Mary ride in a carriage pulled by horses? Crystal says they will be there. Should make a banner to carry for them.
 - i) Vendor – Updated list of Vendors provided - Greg inquired about secret buyers to keep people accountable. Need to have two people at a time go through and check objectively. Get list of rules on what they check on and make a Vendor List for them. Greg also recommended checking on the complaint rule – make sure to read that – everyone. It was also suggested to tell Vendors that they need to bus their tables they need to be kept clean. Cover tables with vinyl from the Home Economics building. Also spray right before fair to keep fly population or bugs to a minimum. Kathleen inquired of name tags and Nancy just paid for them.
 - j) Tulelake Butte Valley Fair Friends – August 3 meeting update – decided to let people invest in the way that people thought fit. Said to make sure Tracey saves all receipts and they would love to reimburse. Just give receipts – transp. Sashes, etc. up to \$1000. They did not want to set the next meeting date.

3. CEO Report

Grant Project Update – Invoice from CFFA is just for the beginning of the project. We will get more invoices for project management at a later date.

Schedule of Events Update - Schedule of events is done. Make sure the events match the tri-fold. They are no longer mailed. When we get them leave a bunch in Dorris, Tulelake, Doris, Macdoel, Merrill, Malin, Klamath Falls, Newell, Bly, Beatty, and Keno. This is the one we would have included last year. Less than 11 cents per person. Tracey inquired about ranch ads and if it is taking away from sponsorship monies; Suggested a cross reference to be sure.

Barnyard Rodeo and Pig Scramble Update – We have ordered 1st, 2nd and 3rd medals for each category. Millard Dental bought 20 more pigs to total 40. Discussion of needed supplies and who is working this event. Discussion of the location and it was decided to keep the same location but use more panels to make it bigger.

Klamath County Fair Booth & Schedule – We have brochures for camping, storage, etc. We are taking lots of paperwork about our events. We will also have Cheat Sheet for workers. Went over schedule for covering the KC Fair booth.

9. OLD BUSINESS: Board of Director Consideration/Action on the following agenda items.

10. NEW BUSINESS: Board of Director Consideration/Action on the following agenda items.

11. MATTERS OF INFORMATION:

a. Director Statements:

Greg Herman: Three weeks!

Venancio Hernandez: Received Email today? Ethics training? Sexual Harassment - Nancy find out if there is a different method to do this.

Tracey Struble: Nothing

Crystal Fine: Good

Renee Misso: Needs official letter from the City signed for the parade. Tony said he would bring Nancy a letter.

Kathleen Luscombe: Dorris Bateman someone asked her why Harv's stilts are not in the museum. Kathleen needs to get the things and pictures. Put them on the TO DO list.

b. Manager Statements: SOCIAL MEDIA - Laura is helping. Posted dates on FB. Discussion about Geofilters and what kids can safely use. FARMER & RANCHER DINNER - Nancy received 4 bids and shared information.. KIOSK - is not organized yet and discussion of suggestions. Names of suggested information on: Ralph, Kathy, Fair Friends, sponsors, etc. Deceased list from as well is available through Misso. MUSIC -Nancy says Greg the sound man will take care of music. OFFICIAL GUIDES are ready. LAURA - pleasantly surprised that about 40 entries in her box. Let her know what you would want on FB

c. Next Proposed Board Meeting Date: Fair September 7-10, 2017; October 4th

12. ADJOURNMENT

Motion to adjourn made by Venancio Hernandez and seconded by Kathleen Luscombe. Meeting adjourned 8:15 p.m.

Board Member	Approved	Not Approved	Abstained or Unable to vote yet
Director Fine	X		
Director Misso	X		
Director Hernandez (Motion)	X		
Director Luscombe (Second)	X		
Director Struble	X		
Director Herman	X		