

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

Board of Director Meeting Minutes - APPROVED

August 2, 2017

1. **CALL TO ORDER:** Director Herman called to meeting to order at 6:05 p.m.
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, Kathleen Luscombe, Renee Misso, Crystal Fine, Venancio Hernandez arrived at 7:08 p.m.
3. **INTRODUCTION OF GUESTS & STAFF PRESENT:** Nancy Sites, Beckie Alvarez, Laura Schaad, Tammy & Mike Thompson.
4. **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. Items removed from consent agenda for discussion:
 - a. Check to Tulelake FFA for sump Headgate repair
 - b. Collier Interpretive Center & Siskiyou Golden Fair.

Kathleen moved to accept the Consent Agenda excepting the pulled items listed for discussion. Tracey 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	X		
Director Luscombe (Motion)	X		
Director Struble (second)	X		
Director Herman	X		

- Bills – Nancy explained the check to Tulelake FFA was for ¼ of the work completed on the sump for the field that was completed in 2016.
- Collier Interpretive Center here
- Siskiyou Golden Fair was for Michelle Eiler to help us fix the 2016 STOP because some changes were made to the 2015 one after it was approved which made the 2016 STOP off as well. It is now fixed and approved by CDFA though.

Director Struble moved to approve these bills pulled from Consent agenda. Director Misso seconded the motion. Motion Passed Unanimously.

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

- a) Approval of June 7th Regular Board Meeting Minutes Question – Renee Tulelake FFA Headgate – Nancy had to fix it recently. Kathleen made motion. Collier Interpretive Information Center – Renee. Nancy explained work exchanged for money due for booth. Renee-26.55/Hr normal? Nancy – that was her rate from Siskiyou Golden Fair. Tracey made a motion to approve. Rene 2nd all in favor.
- b) Approval of Bills paid through May 31, 2017
- c) Approval of Contracts & Return Deposits

Commercial Vendor Contracts

Contract #	Vendor Name	Contract Amount
66-V17	B'Lovely California	\$300
67-V17	H & H Art	\$300
68-V17	Andy DeLong Trader	\$515
69-V17	Lori Risner	\$300
70-V17	KorndoggKlowning	\$300
71-V17	U. S. Army Recruiting	\$400
72-V17	Advocare	\$300
73-V17	Apodaca Services	\$500
74-V17	U. S. Fish & Wildlife	\$300
75-V17	Costco	\$300

Concession Vendor Contracts

26-C17	A Slice of Heaven	\$1000 or 23%
27-C17	Black Island Ice	\$1000 or 23%

Contract #	Vendor Name	Contract Amount
29	Hermelinda Alcala	\$710

- d) Approval of Security Deposit Refunds:
 Saturday, July 8 – Torres Birthday - \$1000
 Saturday, July 15 – Perez Baptism - \$1000
 Saturday, July 29 – Alcala 1st Communion - \$250

5. Approval of Current Financial Statement & Budget Status

- a) Balance Sheet Previous Year Comparison as of June 30, 2017
- b) Budget Comparison to Current Financials as of June 30, 2017
- c) Profit & Loss Previous Year Comparison as of June 30, 2017
- d) Trial Balance Report as of June 30, 2017

6. 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.

Tammy Thompson had a few ideas to run by the board.

- a. She brought Klamath County Fair Guide Books as examples for what could be put into ours. She pointed out Sponsoring a \$50 drawing. It is what they talked about last meeting – like Where's Waldo? Tracey's idea to take "selfie" and get it out on FB or social media to promote awareness. Could be "Where in the Fair is Potato Head?" Tammy and Laura to connect to work out details.
- b. Second idea is Animal Find in the book. Will do one in the fair guide. Can give away \$\$ or food court coupons or something else as prize.
- c. Third idea is any asking if any Ranchers would put an ad in the Farm/Ranching page. Nancy to email a list of buyers. Round table discussion on possible advertisers.
- d. Fourth is the Jr. Fair Board. She would like an idea of what they do and their names and pictures.

7. REPORTS AND INFORMATION:

1. Correspondence: None
2. Committee Reports
 - a) Finance - Nothing
 - b) Entertainment - Nancy – talked to Sam need to be done by 9 or 9:30 . They will start kids' events at 4:30 pm and adults at 6:00 pm. Received stuff from Ron for the Hay Squeeze and derby. Nancy will ask Basin to host. Following discussion regarding moving the barnyard rodeo to the Grandstand area, it was decided on postponing that decision a little longer and Nancy will make the decision. If it is moved it will have to be very well signed and give extra time for participants to find their way there. Who is in charge at the barnyard rodeo? Figure what type

of awards/prizes for rodeo. Need rope, dummy head, etc., make sure there is enough equipment.

- c) Livestock - Livestock Scales close 8/23. Nancy will send information out to all leaders. Chad will do Vet inspections in return for carnival tickets. Greg has barn assignments and will send out and will keep clubs together. Herdsmanship - Greg inquired if judges have been figured out? Tracey will do it but wants the papers. How do we make it easier? Need judges. Should be judged anytime and once a day. Renee is willing to do it for 1 day, 1 judging for each club. Thursday is her day as it is the only day available for her. Need judges for Friday, Saturday, Sunday. Refer to the Exhibitor Handbook for judging times. Discussion regarding parents completing forms and also about future entry livestock forms be turned in earlier to prepare for pre weigh in and making it mandatory. Nancy got the ribbons, buckles, badges ordered she also talked to Corner Closet & gave list of banners. And ordered a hat and a visor for the Grand Marshall.
- d) Fundraiser – Discussion and decision not to have a fundraiser in Dorris due to building rental. After discussion it was decided to have a Fall fundraiser here on November 18th. Cocktails at 5:30 pm and dinner at 6:30 pm. The theme will be “Party Under the Harvest Moon” and will include harvest activities and games. Put info in Fair Guide Book and announce at the fair. Will need to think of handful of donations needed. Think of games/activities for the event and get info to Nancy. Nancy will also request bids for the dinner.
- e) Jr. Fair Board – Tracey and Kathleen stated that they had a meeting and the kids would like to just do t-shirts rather than button-up, collar shirts. Reason is they are cooler, cheaper, and the kids can wear when they are doing their jobs, wear every day except showmanship or auction. The colors they chose are turquoise & maroon. T-shirts were consensus from all on the board.
- f) Fair Court - they are going to Yreka fair next week and will come by here to get passes. Laura stated that County Cork would like to give a donation. Call Jennifer for information. Tracey recommended keeping a Volunteer List for workers at Klamath County Fair who signed up to work. Girls need new sashes and a suggestion was made to contact Lana Hickey. Fair Court brought snack/baked goods to Butte Valley 4th of July and made a profit. Tracey would like to reimbursement for her costs to purchase supplies. It was suggested for Tracey to bring everything here and Nancy would verify reimbursement for accountability purposes.
- g) Parade - Renee, has new judge Angela Sutton. Jane Shultz will help do the job that Judy Edwards did before. Nancy checking on something for the Grand Marshall to ride on, possibly giving horse-drawn wagon rides. If not then Renee can contact someone else. Hoping people will start turning in entry forms soon. Put on social media. Farmer & Rancher of the Year are not required to be in the parade, but we will encourage them to be. Renee stated that anyone who shows up late, will be allowed to join the parade but she will move them to the back of the parade and they will not be judged. Crystal asked if Renee needed 4-H kids to hold banners? Renee – yes.
- h) Vendors - Nancy – everyone has a list of all Vendors and their status. Update by Nancy and Beckie regarding status of vendor spaces. Beckie will call County Cork to see if they would like to have a space.
- i) Fair Friends - Tulelake Butte Valley Fair Friends meet tomorrow. Renee will be attending. They have a proposal to approve from a new investment firm. Working on museum. Cleaned up back room – bunch of stuff. Greg – remind them to keep up on end-of-the-year paperwork. Renee will follow up.

8. CEO Report

- a. Nancy stated that the Schedule for volunteers at the Klamath County Fair is available. Beckie is working on a pamphlet for event rentals, storage, etc. to have at our booth. Nancy got banner changed. A few Jr. Fair Board members signed up to help at the Klamath Fair but Nancy will follow up as school is back in session at that time. Board feels we should not sell anything at the Klamath Fair but give free stickers, stuff, brochures, etc. Nancy also suggested items that say “Tulelake-Butte Valley Fair every Thurs – Sunday after Labor Day” –

get souvenirs, stickers, shirts, etc. with that info. Venancio will be around for the wedding this weekend. (8/5). Nancy was also open to any suggestions for the Klamath Fair booth.

- b. Chandler with CFSA did inspection and found a few emergency exits lights that are out and some minor painting. We also need to call in for inspection on fire extinguishers.
 - c. Fencing grant – Brett from the fencing group measured everywhere we need it. He also measured extra area. He was here ½ day. CFFA sent us a \$13,000 bill for their administration. The funds have to come out of our grant. We are supposed to come up with construction plan, they are to help. Nancy will check what that fee covers and better understand what a “Construction Plan” means and exactly what they are going to help us do. Greg stated also that we have to pay prevailing wage. Tracey stated that Rabobank gives \$\$ to fairs. Have someone get a hold of them and ask about that.
 - d. Sponsor awards – Nancy sent letter out and they are coming back. Nancy stopped at Lithia in Klamath, as well as Home depot and talked to manager and he is supposed to ask them to do a kids activity.
 - e. New shop/restaurant – get advertising.
 - f. Mission Statement – wait until after fair.
 - g. Nancy stated also that the power bill actually went down this month.
9. Board of Director Consideration/Action on the following agenda items.
- a. Parking signs (Employee & Director) are done.
 - b. Daily Drawing – discussion about doing it. Consensus was to drop it unless we get some great prizes.
 - c. Kiosk – Discussion about setting up the kiosk with deceased list, schedule of events, Thank You for fair donators, and Mr. Potato Head contest. Also discussed recognition for Archie Linman, Ralph Morrill, and Kathy Ackley as well. Renee inquired about volunteers or staff to “man” the kiosk. Volunteers are used and there are a few inquiring already. Also need to hire another “gate” person so our regulars get breaks.
 - d. Nancy sent out request for bids for Rancher’s Choice Dinner this week. Should start seeing responses/bids next week.
 - e. Greg inquired about dates radio ads will start. He recommends reminders about Home Ec, flowers, etc. for entries. Also discussion followed about Social Media as form of advertisement. Laura offer to maintain FB schedule, reminders, etc. once added as Administrator.
10. Board of Director Consideration/Action on the following agenda items.
- a. Electricity wiring is 50 years old, needs to be updated. Maybe consider a Grant geared toward safety.
 - b. Balloons – Nancy will order helium and balloons with our logo for use at the fair to give to children
 - c. Hispanic Band – Nancy has had no luck connecting to secure the band from last year. After discussion Venancio agreed to communicate with the band from the year before to see if they are available.
11. MATTERS OF INFORMATION:
- a. Director Statements : Tracey – Nothing; Tracey – Nothing; Venancio – Nothing; Crystal – Nothing
Renee – Looks forward to Herdsmanship on Thursday
Kathleen – Need to make sure we have Jr. Fair Board to read over the intercom and schedule for them to sign up. What events the rest of the board would be nice to pick 1 thing and go as a group. Tracey said we talked about that in our community and haven’t done it. We don’t want to be introduced, but Scott Allen should announce throughout the weekend the Directors including Nancy. Also looking for someone to sing the National Anthem. Maybe someone from Butte Valley?
Greg – He likes the office staff that is coming together. It is working and functioning productively. Trying to remember everything to make it go smoother is difficult. The dispute process on page 22 needs to be reviewed by everyone. If anyone is disputing or grieving something they have to put up a \$100 bond to make their case. Tracey suggested for Jr. Fair Board, at the next meeting, pull money out of petty cash but they have to bring a receipt back or have Klamath County do something like vouchers that we can pay following the fair. Maybe they can bill us. Tracey will call and inquire.
 - b. Next Proposed Board Meeting Date: Wednesday, August 16, 2017 at 6:00 pm

12. ADJOURNMENT Motion by Kathleen Luscombe to adjourn. Seconded by Crystal, all are in favor. Motion carried at 8:41 p.m.

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

Review TBVF Mission Statement –Examples

Our Mission Statement:

MISSION STATEMENT

The mission of the 10-A District Agricultural Association’s Board of Directors is to be the hub of our rural, agricultural community showcasing the best of the people we serve and pursuing excellence as we provide for social, educational and historical needs.

Other examples of mission statements from other fairgrounds:

Shasta District Fair Mission Statement

The Shasta District Fair is a year round multi use complex committed to providing: a showcase for agriculture, traditional family fun and entertainment for everyone, a venue for events, technology, education, local business and community interaction, and excellence in service.

Antelope Valley Fairgrounds Mission Statement

To serve as a well managed, safe, multi-purpose, year-round facility which meets the diverse educational and entertainment needs of the residents and families of the Antelope Valley. The A.V. Fair Association will be innovative in planning and growth while protecting the public’s investment, maintaining sensitivity to our environment and preserving and caring for our agricultural heritage while creating new cultural traditions.

Vision

Antelope Valley Fair & Alfalfa Festival’s vision is to provide innovative, professional leadership that creates a premiere state of the art complex which showcases and develops resources and economic vitality to achieve our highest potential.

Values

The Antelope Valley Fair & Alfalfa Festival is committed to:

1. Maintaining a clean, safe, family-oriented and culturally diverse environment.
2. Promoting education, agriculture and preserving our heritage while meeting the challenges of the future.
3. Maintaining a high quality staff, which provides customer service and promotes the community while sustaining strong business relationships and fiscal responsibility.

Silver Dollar Fair Mission Statement:

The Third District Agricultural Association exists to promote agriculture and to profitably produce the Silver Dollar Fair and interim events in a high quality and safe manner that respects the customers', employees', and the community's needs. The Third District Agricultural Association is committed to being a leader in professional public event production in Northern California.