

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - DRAFT
Monday, December 18, 2017

1. **CALL TO ORDER:** President Herman called the meeting to order at 6:13 p.m.
2. **ROLL CALL OF DIRECTORS AND STAFF PRESENT:** Directors Herman, Fine, Misso, Struble and Schaad; Directors Hernandez and Luscombe were absent. Staff Members Present: Nancy Sites and Beckie Alvarez
3. **INTRODUCTION OF GUESTS:** John Wells, Sierra Cascade Nursery
4. **CONSENT AGENDA:**
Motion by Director Fine to approve consent agenda, seconded by Director Schaad. Motion passed unanimously.

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

Approval of Meeting Minutes as written:

- a) Regular Board Meeting Minutes November 1st Regular Board Meeting Minutes
- b) **Approval of Paid Bills/Bills Paid through November 30, 2017**
- c) **Approval of Contracts:** No contract to approve at this time

Approval of Current Financial Statements & Budget Status:

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

5. **Public Comment:** No public comments were made.

6. **Reports and Information**

a. Correspondence:

- TBVF Current Board Member Terms – Nancy Reviewed the terms for the current board members for their information.
- Insurance Memo for Motorized Racing Events from CFSA – The event insurance minimum for motorized events is increasing to \$5,000,000.00. Nancy will check to see if this CFSA memo is something that needs to be signed and returned.
- New Board of Director Orientation Plan Checklist – This was a memo from CDFA that explains what should go into the new board member packets and also what training new board members need. Beckie and Nancy will be working on putting together a new board member packet based off of the suggestions in the memo.
- CDFA FY2017/18 F&E Training Allocation Program – We are again receiving \$3225 for training for the 2017-2018 year.

b. Committee Reports:

- i. **Finance Committee:** Nancy sent out the proposed 2018 budget for the board to review
- ii. **Fundraiser Committee:** The fundraiser held November 17th went well. The figures are not all showing up in quickbooks for some reason though so Nancy will try to fix that have them at the next meeting. The next fundraiser will be the Casino night in April. We discussed not having a live auction because there is so much going on with the casino. We may have a dessert and silent auctions. We need to do gift certificates for the people that won tickets to the spring fundraiser. Nancy will send a list of donors to everyone. It was suggested that we give the other fundraiser banquets in our area

- gift certificates to our spring fundraiser that their patrons can bid on or win in their raffle. Renee completed the thank you notes; everyone will sign them tonight so she can get them into the mail.
- iii. Jr. Fair Board: Tracey will try to have the applications updated and done by the next meeting
 - iv. Fair Court: Tracey will try to have the applications updated and done by the next meeting
 - v. Tulelake Butte Valley Fair Friends: The parks service came in and repaired the barrack where the roof was leaking. The friends will have a meeting just after the first of the year to discuss funding some needed improvements at the fairgrounds.

7. CEO Report:

- a. Concession/Kitchen - The board discussed the inspections that we underwent for temporary housing this year with John Wells of Sierra Cascade. With some improvements to the doors in each dorm, we passed inspection for the sleeping areas but there are still some improvements that need to be made before 2018. We may need to add windows into the sleeping areas for ventilation, according to code there needs to be windows that equal 10% of the floor space for ventilation. The biggest problem was the kitchen/concession not passing inspection. Sierra Cascade brought in a kitchen and prep trailer at an extra expense of \$76,000. They also spent around \$18,000 on repairing the doors; they have asked for a credit on their invoice for that bill. John said that Sierra Cascade is looking into building a mobile kitchen but would also be willing to help us look into tearing down one of our buildings and constructing a new commercial kitchen. There may be some grants available for this and the Friends of the Fair may be able to help as well. Nancy will contact Susan, SCN's HR manager and get going on looking into building a kitchen.
- b. Sponsorship Update – Nancy is working on getting new sponsors and renewing contracts for 2018.
- c. Board Training—It needs to be done by December 31 or they are out of compliance.
- d. Lighting Project Update – We received a new evaluation for our buildings and Craig from Evergreen Efficiency is getting us a quote for light replacement by building instead of by type of light, this way we could do them one building at a time for the lights that we use the most.
- e. WFA – Crystal is not able to attend so Renee and Venancio will attend with Nancy. We will be there January 2-6.

8. Old Business: Consideration/Action on the following items:

9. New Business: Consideration/Action on the following items:

- a. Records Management Policy to Adopt – Tabled until a future meeting
 - b. Email and Internet Usage Policy to Adopt - Tabled until a future meeting
 - c. 2018 Proposed Budget – Tabled until January 10th meeting
 - d. Agreement for Temporary Housing Camp Review from CFFA – Nancy received an updated invoice and back dated contract from CFFA for just over \$10,000 for the housing inspection. The department of housing had done an inspection earlier in the month and had a list of things to repair before the buildings could be used for housing. This prompted CDFA to also send an inspector from CFFA. Nancy and CDFA were surprised CFFA billed us as they did not tell us before sending someone that they would be charging the fairgrounds for these services. Nancy has been working with CDFA to see if they can help cover the cost of this bill, she does not feel that Sierra Cascade should have to pay for it as they did not know we would be charged either and they already had to pay for the department of housing and federal inspections. The board took no action on this and would like Nancy to continue to look into options of getting it paid with help from CDFA. We will put it on the January 10th agenda.
 - e. Tule Lake Committee Event June 30, 2018 – Nancy will create contract to approve at next meeting
- 10. Matters of Information** - Next Scheduled Board Meeting: Wednesday January 10, 2018 at the fairgrounds. The future vision committee will meet Wednesday January 17. It was suggested that we invite all of the 4-H and FFA leaders so we can take their suggestions.

Directors Statements:

Director Misso – We need to discuss what we do with the alfalfa field next year

- II. Adjournment: MOTION:** Director Struble, **SECONDED:** Director Fine, **PASSED:** unanimously at 8:00pm.