

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - Approved
June 7th, 2017

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Wednesday June 7th at the Tulelake Butte Valley Fairgrounds in Tulelake, CA
2. **PRESENT:** Directors Hernandez, Herman, Fine, Misso, Luscombe and Struble; Staff Members Present: Nancy Sites
 Guests: Kalia Nixon, CDFA, F & E
3. **CALL TO ORDER:** President Herman called the meeting to order at 6:20 p.m.
4. **CONSENT AGENDA** *Director Luscombe moved to approve consent agenda and May 3rd meeting minutes with the correction of the guest’s names. Seconded by Director Hernandez. 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 (Motion)	X		
Director Struble	X		
Director Herman	X		

- a) **Approval of Meeting Minutes as written:** Regular Board Meeting Minutes May 3rd, 2017
- b) **Approval of Paid Bills/Bills Paid through April 30, 2017:** \$29,009.43

Date	Num	Name	Memo	Account	Paid Amount
03/27/2017	2660	Tulelake Irrigation District	Inv # 6577	11500 · Operating Checking/Payroll	
03/20/2017			Irrigation Bill	52800 · Light, Heat, Water & Power	2,108.00
03/27/2017	2661	Stateline Auto Parts, Inc.		11500 · Operating Checking/Payroll	
03/27/2017				52900 · Maintenance of Equipment	132.91
03/27/2017	2662	Quill Corporation	Inv # 4870873	11500 · Operating Checking/Payroll	
03/20/2017			Paper for Casino Night Mailer	50700 · Office Supplies & Expense	246.57
03/27/2017	2663	Monica Derner CPA		11500 · Operating Checking/Payroll	
03/20/2017			Consulting & Mileage	51300 · Audit Cost	318.66
03/20/2017			2015 Review	51300 · Audit Cost	510.00
03/27/2017	2664	inContact, Inc.	Acct # 551246	11500 · Operating Checking/Payroll	
03/20/2017			Long Distance	50800 · Telephone & Postage	71.56
03/27/2017	2665	City of Tulelake		11500 · Operating Checking/Payroll	
03/27/2017				52800 · Light, Heat, Water & Power	74.15
03/27/2017	2666	CFSA		11500 · Operating Checking/Payroll	
03/27/2017				52210 · Employee Benefits	10.64
				52210 · Employee Benefits	14.00
				22200 · PST Taxes Withheld	148.61
03/27/2017	2667	Cal Ore Telephone		11500 · Operating Checking/Payroll	
03/27/2017				50800 · Telephone & Postage	216.69
03/27/2017	2668	American Express		11500 · Operating Checking/Payroll	

03/27/ 2017			Ad on Modoc County Map	54400 · Advertising	459.95
				50800 · Telephone & Postage	67.23
03/27/ 2017	2669	Verizon Wireless		11500 · Operating Checking/Payroll	
03/27/ 2017				50800 · Telephone & Postage	178.55
03/28/ 2017	2670	U.S. Postal Service		11500 · Operating Checking/Payroll	
			Mailers	576055 · Benefit Dinners	263.17
04/05/ 2017	2675	Waste Management of Oregon		11500 · Operating Checking/Payroll	
04/05/ 2017				53100 · Trash Removal, Clean up (cont.)	194.67
04/05/ 2017	2676	Stateline Auto Parts, Inc.		11500 · Operating Checking/Payroll	
04/05/ 2017				52900 · Maintenance of Equipment	102.23
04/05/ 2017	2677	Pacific Power	Acct # 42011831- 001 0	11500 · Operating Checking/Payroll	
04/04/ 2017			Electricity	52800 · Light, Heat, Water & Power	2,247.19
04/05/ 2017	2678	Merrill Lumber		11500 · Operating Checking/Payroll	
04/05/ 2017				53000 · Maint. of Bldgs. & Grounds	74.75
04/05/ 2017	2679	City of Tulelake		11500 · Operating Checking/Payroll	
04/04/ 2017				52800 · Light, Heat, Water & Power	99.95
04/04/ 2017	2682	Oregon Department of Revenue	1098568-7	11500 · Operating Checking/Payroll	
			1098568-7	22401 · OR State Income Tax Withheld	407.00
04/05/ 2017	2683	Jock's Supermarket		11500 · Operating Checking/Payroll	
04/05/ 2017				52000 · MAINTENANCE & EXPENSE	15.98
04/05/ 2017	2684	Cal Ore Telephone		11500 · Operating Checking/Payroll	
04/04/ 2017				50800 · Telephone & Postage	180.11
04/05/ 2017	2685	American Express		11500 · Operating Checking/Payroll	
04/05/ 2017				51100 · Credit Card Fees	67.35
				50700 · Office Supplies & Expense	70.72
				50800 · Telephone & Postage	50.19
			Calendars	54400 · Advertising	1,039.62
04/14/ 2017	2688	Herald & News	Invoice 031767454	11500 · Operating Checking/Payroll	
			Ad for casino night and thank you for best of the basin	54400 · Advertising	199.00
04/14/ 2017	2689	inContact, Inc.		11500 · Operating Checking/Payroll	
			Long distance service	50800 · Telephone & Postage	50.00
04/14/ 2017	2690	Ed Staub & Sons		11500 · Operating Checking/Payroll	
				52000 · MAINTENANCE & EXPENSE	318.17
04/14/ 2017	2691	Union Operating Engineers State Union #12	March 2017 membership dues	11500 · Operating Checking/Payroll	
			March 2017 membership dues	22604 · Union Dues Withheld	56.00
04/14/ 2017	2692	Martech Systems, Inc.		11500 · Operating Checking/Payroll	
			Program upgrade	50701 · Computer Maintenance (Computer Maintenance and Security)	259.00

04/14/2017	2693	Quill		11500 · Operating Checking/Payroll	
				50700 · Office Supplies & Expense	289.47
04/22/2017	2694	Westside Grocery		11500 · Operating Checking/Payroll	
			Liquor	576055 · Benefit Dinners	684.34
04/26/2017	2699	10th DAA	Stage	11500 · Operating Checking/Payroll	
				66300 · Supplies & Expense	1,000.00
04/26/2017	2700	Verizon Wireless		11500 · Operating Checking/Payroll	
				50800 · Telephone & Postage	153.59
04/26/2017	2701	California Deer Association		11500 · Operating Checking/Payroll	
			Deposit return	24100 · Guarantee Deposits	1,000.00
04/26/2017	2702	Kirbs Outlet.		11500 · Operating Checking/Payroll	
				576055 · Benefit Dinners	1,460.51
04/26/2017	2703	Team Casino Inc.		11500 · Operating Checking/Payroll	
				576055 · Benefit Dinners	5,570.00
04/26/2017	2704	CFSA		11500 · Operating Checking/Payroll	
		CFSA		21100 · SEL Insurance Fees Payable	60.00
03/31/2017	AW33117	UPS Charges		11500 · Operating Checking/Payroll	
			March UPS Charges	57605 · UPS	128.86
04/14/2017	AW41417	CalPERS - HCF 0822		11500 · Operating Checking/Payroll	
				50310 · Employee Benefits	668.88
				52210 · Employee Benefits	1,428.83
			admin fee	50000 · ADMINISTRATION EXPENSE	7.72
				22601 · Health Insurance Withheld	393.62
04/15/2017	AW41517	PERS	4965762307	11500 · Operating Checking/Payroll	
			4965762307	50310 · Employee Benefits	1,502.11
			4965762307	52210 · Employee Benefits	1,113.22
			4965762307	22300 · PERS Withheld	773.76
04/20/2017	AW42017	EFTPS - Federal Taxes	94-6017034	11500 · Operating Checking/Payroll	
			94-6017034	50320 · Payroll Taxes	434.16
			94-6017034	52220 · Payroll Taxes	384.07
			94-6017034	22500 · Fed. Tax Withheld	886.00
			94-6017034	22100 · Social Security Tax Withheld	651.61
			94-6017034	22101 · Medicare Tax Withheld	166.06
		Total Bills Paid March 25-April 30			29,009.43

c) **Approval of Contracts:**

Commercial Vendor Contracts

Contract #	Vendor Name	Contract Amount
32-V17	Fantasy Dreams	\$300
33-V17	Sim Tse Boutique	\$300

Concession Vendor Contracts

Contract #	Vendor Name	Contract Amount
9-FIE-C17	Fiesta Fresh Grill	\$1000 or 23%

10-C17	Funnel Cake Express	\$1000 or 23%
11-C17	Antojitos Mexicanos	\$1000 or 23%

Interim Rental Contracts

Contract #	Vendor Name & Event Description	Contract Amount
24	Maria Longoria – Birthday Party	\$1595
25	Anna Perez – Baptism	\$1595
26	Silvia Zuniga Orozco – Birthday Party	\$860

Standard Contracts

Contract #	Contractor Name	Contract Amount
03-STD210-17	Siskiyou County Sherriff - Security	\$5000

6. Approval of Financial Reports:

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

7. Community Relations/Public Comment: There were no public comments

8. Reports and Information

A) Correspondence: Nancy let the board know there is a memo from CDFA F & E that references the updated Bagley Keene guide. Kalia will go into that more later on in the meeting.

B) Committee Reports:

- a) Finance – No Report at this time
- b) Entertainment – Ron Simon said he would manage the entries if we want to have a hay squeeze competition on Thursday of fair.
- c) Future Vision – the future vision committee will meet again after fair to prepare a strategic plan
- d) Livestock - They met to go over awards to order for this year. We are going to get some different awards than we have had in past years. Nancy will order the buckles. Greg or Tracey will talk with Jim Shanks to make sure they are still planning on donating the swine showmanship canes. Nancy will talk with Joan Haskins to see if she still plans on doing the rosette banners
- e) Fundraiser – No report
- f) Fair Court – Will have a float in the Butte Valley 4th of July parade, Nancy will get the banner dates updated
- g) Jr. Fairboard – Will have a float in the Butte Valley 4th of July parade. Tracey and Kathleen will set up a meeting with the kids soon. There is also a fundraising opportunity that Tracey will share with them.
- h) Parade – no report at this time
- i) Vendor – Beckie has started on contracts again, many vendor contracts will be going out in the next week so we can see how much space we still need to fill. We do have a few on the waiting list that want vendor booths and Nancy will be in contact with new vendors for the livestock area
- j) Friends of the Fair – Nancy updated the group on museum clean-up and organization. The group has been in quite a bit fixing the barrack and organizing the research library. We need a saddle stand for Vowell’s saddle if anyone knows of someone that would like to donate one.

C) CEO Report:

“Fair” Day at the Capital May 9th - Tracey and Nancy attended the first ever “fair” day at the capitol in Sacramento. There were many legislative guest speakers that we listened to in the morning and they also explained a couple of bills that have been introduced that would increase the funding to fairs around California. Then we went and met with Assemblymember Brian Dahle along with the representatives from the Lassen County Fair. It was great to get to meet with him in person and invite him to the fair. With all of the rain this year, the alfalfa field has not been cut yet. Nancy found someone that will cut and bale it so we may make a little revenue on it. Right after fair we will look at different options on what to do with that ground next year. We did not receive the McConnell foundation grant for the roofs. There is another museum grant that is due August 15th that Nancy will try for as well. We may need to have the friends of the fair help us

out so we can get the repairs made to at least the museum roof before winter. The exhibitor handbook is finished and will be delivered to people soon. Nancy is looking into other options for distribution but this year, we will mail some. Tammi dropped some off at the schools already. Renee volunteered to deliver them to businesses around Klamath Falls. There was an underground water leak by the livestock office last week. They dug it up and realized it is the line that goes to the wash rack by the sheep barn. Instead of digging the whole line up and going through the blacktop and cement, they decided to run a new line from the RV park water to the wash rack and just cap that other line off. The city of Tulelake helped us a great deal on this project with equipment and personnel. Advertising – Last year there was some question about the Ag Mag and where it was distributed. Nancy received some information from them because they would like us to purchase an ad in their summer magazine again. The board reviewed the information and agreed that it is a good use of our advertising money. Employees – Nancy has hired Beckie Alvarez and she started June 1. She was planning on being at the meeting tonight but had an emergency at her house in Montague.

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

- A. Tulelake Rotary Request – The Tulelake Rotary club is hosting a BBQ for some international Rotarians and have requested to use the Arts and Crafts building free of charge.
- B. CEO Job Description & Salary – Nancy distributed the job description and salary range for her position as was requested by the board at the last meeting. No action was taken
- C. Butte Valley 4th of July Celebration & Parade – Nancy is planning on attending parade in Dorris. The Jr. Fairboard and the Fair Queen Court and planning on having a float. Line up is at 9:30, no action was taken on this item.
- D. Tami Thompson – Schedule of Events, Fair Posters – Tami Thompson attended the meeting to speak a little bit about our schedule of events and fair posters. We are in the beginning design stages of both and should be done by the end of July. We are still researching the best way for distribution and will get back to the board on that. It was suggested we have an ad for the photographer and anyone with new ideas for the program please get those to Nancy.
- E. Kalia Mitchell – CDFA F & E – Examples of Financial Statements – Kalia brought us some great examples of easier to read financial statements that we may want to adopt for our future meetings and also some examples of written CEO reports that may work well for our meetings as well.
She also reviewed some information in the STOP Publication, the 5 Year Trend Report, the Economic Impact Report, along with some suggestions on assistance in prepping for fair time.
There is an updated Bagley Keene Guide that she has included in our packets for the boards review. This one is much more user friendly than the previous version. CDFA can now provide legal services to the fairs, there is usually a three week turn around after a legal referral form is submitted. Sarah and Kalia are also assisting fair’s to apply for grants so we should take advantage of that in the future. There may be an opportunity to get a grant through USDA for upgraded broadband services. She also said we need to set up an appointment with Michael through CFFA about our deferred maintenance project.

11. Matters of Information:

Directors Statements: Director Hernandez: He thanked Kalia for coming to our meeting.

Director Struble: She is setting up Board and Staff Pictures through Alethia.

Director Luscombe: Let us know that they may be short staffed at her job for a little while, she is hoping they will hire someone else prior to fair so she can be here to help.

Director Misso: She said she is enjoying learning a lot be participating in this board.

12. Next Scheduled Board Meeting: Wednesday July 12, 6:00pm at the Fairgrounds Office.

13. Adjournment: MOTION: Director Hernandez, **SECONDED:** Director Luscombe, **PASSED:** unanimously at 8:35pm.

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