

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - DRAFT
November 1, 2017

1. **CALL TO ORDER:** President Herman called the meeting to order at 6:00 p.m.
2. **ROLL CALL OF DIRECTORS AND STAFF PRESENT:** Directors Luscombe, Herman, Fine, Misso, Struble and Schaad; Director Hernandez was absent. Staff Members Present: Nancy Sites
3. **INTRODUCTION OF GUESTS:**
4. **REVIEW OF FAIR ENTRY NUMBER AND PREMIUMS OFFERED/PAID:** Director Schaad reviewed a summary of the final entry numbers and premiums offered/paid for the group. Entry numbers increased a little from the 2016 fair but there were many that entered that did not actually bring their items.
5. **CONSENT AGENDA:**
Motion by director Luscombe to approve consent agenda, seconded by Director Fine. Motion passed unanimously.

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

Approval of Meeting Minutes as written:

- a) Regular Board Meeting Minutes October 18th Regular Board Meeting Minutes and Livestock Committee Meeting Minutes
- b) **Approval of Paid Bills/Bills Paid through October 27, 2017**
- c) **Approval of Contracts:** No contract to approve at this time

6. **Approval of Current Financial Statements & Budget Status:**

- a) Trial Balance Report as of October 27, 2017
- b) Budget Comparison to Current Financials as of October 27, 2017
- c) Balance Sheet Previous Year Comparison as of October 27, 2017
- d) Profit & Loss Previous Year Comparison as of October 27, 2017

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

8. **Correspondence:** No Correspondence was reviewed at this time.

9. **Committee Reports:**

- a) Finance Committee: The finance committee will have a proposed 2018 budget for the board to review by the next meeting, December 18th
- b) Entertainment Committee:
- c) Livestock:
- d) Fundraiser Committee: They just met prior to this meeting to review the donated items that we have and assign tasks to each member of the committee.
- e) Jr. Fair Board:
- f) Fair Court:
- g) Parade:

- h) Tulelake Butte Valley Fair Friends: Volunteers have continued to come and organize and clean the museum. They do have funds available to the fair for upcoming projects. Dave and Nancy need to make a priority list for the board to review.

10. CEO Report:

Nancy has been working on a review of quickbooks entries to make sure everything is in the correct category so that we can use it as a reference for our 2018 budget. She has also been working on the fundraiser; we have a donation receipt for the fair friends that she will provide to the board members if any of our donors are interested in having a receipt for tax purposes. The CFA fall manager’s conference is November 7-9 so she will be out of the office most of next week attending that conference and training.

Sierra Cascade will begin to move out of the buildings on November 13, so it will be a tight turn around between that and setting up for the fundraiser.

We have a lot of work to do in quickbooks with re-organizing of categories, ect. she may need to see if Michelle will be able to come over and help with that before the end of the year.

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

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

- a) Resolution for agreement number 16-0184-1 2018 funding allocation contract from CDFA
Director Luscombe moved to pass a resolution for agreement number 16-0184-1 authorizing the CEO to sign the agreement and return it to CDFA. Director Schaad seconded. Motion passed unanimously.

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

13. Matters of Information - Next Scheduled Board Meeting: Monday December 18, 2017 at Winema Lodge for the Christmas Dinner Meeting

Directors Statements:

It was suggested that we use the continuation school as the rotary’s office during fair time and also suggested that the exhibitor handbook be the only schedule that has footnotes. We need to better proofread all of the other schedules to make sure they match the exhibitor handbook schedule.

The directors went over fundraiser needs one last time. There will be a fundraiser committee meeting on November 13th to figure out any last minute details.

14. Adjournment: MOTION: Director Luscombe, SECONDED: Director Struble, PASSED: unanimously at 8:00pm.

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