

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - DRAFT
Wednesday April 11, 2018

CALL TO ORDER: The 10A District Agricultural Association Board of Directors meeting was called to order at 6:10 pm at the Fairgrounds office by President Herman.

ROLL CALL/DIRECTORS ABSENT: All directors were present except for Director Hernandez

INTRODUCTION OF GUESTS & STAFF: CEO Nancy Sites and Office Assistant Beckie Alvarez

PUBLIC COMMENT: No public comments were made.

CONSENT AGENDA: *Director Luscombe made a motion, seconded by Director Schaad and carried to accept the consent agenda, with the exception of the CFFA contract which we will discuss and vote on separately. The consent agenda includes minutes from the March 7 regular board meeting, contracts completed to date, bills paid as of March 31, and the Finance Report as of March 31, 2018. All in favor.*

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

REPORTS AND INFORMATION:

CORRESPONDENCE: CDFA has put together a one-page informational sheet that Nancy reviewed with the board. It discusses the benefits of their insurance programs.

COMMITTEE REPORTS:

Finance – Laura reported that Nancy has completed the 2017 STOP and submitted it to CDFA. She recommended that the board accept the 2017 STOP included in the packet. *Director Luscombe moved to approve the 2017 STOP, seconded by Director Misso and carried. There was no further discussion. All in favor.*

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

Livestock Committee – Greg, Tracey and Nancy met with Rotary members Terry, Steve and Sara and went over a few things for this year. The notes from the meeting were included in the packet for the group to review. On the pictures, all official pictures for the auction will be taken on Friday and Angela has a color printer that we can use to print them here. Judges are hired for all market classes, just need to confirm goat judges. Beef weigh in is April 28, Quality Assurance will be offered May 9th.

Entertainment Committee – The entertainment committee has not met since the last meeting. We have most things confirmed. Just waiting for confirmation for Friday night grandstand event and some kind of event for Sunday as well. All of the stage and ground entertainment is confirmed.

Special Events Committee – We went over some details for Casino night. There will be a Live, Silent and Desert auction. Board members are working on getting donations for the raffle and auctions. Set up will be Friday at 11am, we will have the tables set prior to that so we can decorate.

CEO Report:

Grant Applications Update – Nancy has not heard anything from the McConnell Foundation yet but that could take another few weeks for review. She is still looking into Ford Family Foundation and Home Depot.

Sponsorship Update – Nancy has sent sponsorship proposals out to all past award sponsors and has also spoke to Hall motors, Diamond Home Improvement.

Concession/Kitchen Update – Nancy has received preliminary kitchen plans from both Curtis Restaurant Supply and Sierra Cascade that outlines the things they need for the kitchen.

Lighting Project Update – All of the lights have come in. Dave has put in the Main Exhibit and Home Ec lights and replace a few in the office as well.

CFSA Meeting April 4, 2018 – Sacramento – Nancy attended their board meeting last week as she is the alternate for our area. They went over their recent audit and the reasoning for the fee increases for 2018.

Fair Day at the Capitol – Will be May 15th. They would like at least one board member and the CEO to attend.

Exhibitor Handbook Changes – Nancy has the first draft of the exhibitor handbook in to Tammy and she is making changes. As soon as she gets it back she will send it out to the group for proof reading. We should have it completed by May 1 for printing.

Nancy let the board know that Bruce Haveran was very honored to be nominated for the parade Grand Marshall but he is unable to do it this year. The board asked Nancy to call Cindy Wright to see if she would be interested.

Old Business: Consideration/Action on the following items:

Policy review, ending of expo event times & cash collection policy during fair – There are many options for cash collection policies. One of the most important things is that two people are responsible for collecting and counting it at all times. It was suggested that maybe the fair friends could help with the collection and counting. Nancy did purchase a cash counting machine which will save a lot of time this year. No action was taken

Local Winery – Commercial Vendor Sales – Beckie reviewed the state rules on selling unopened bottles of wine from a booth during fair. They agreed that we should attach an addendum to the contract that outlines the state rules for selling wine and make sure they know that tasting is not permitted.

New Business: Consideration/Action on the following items:

Resolution 2018-01 - Director Luscombe moved to adopt resolution 2018-01 removing former directors Gayle Ratliff and Geri Byrne from these accounts and authorizing directors Crystal Fine, Angela Sutton and Laura Schaad to be listed on, make deposits and sign checks for the 10-A District Agricultural Association for the following accounts: Umpqua Bank Savings; Umpqua Bank Operating/Savings and Premium Checking. Seconded by Director Misso and carried. No discussion. Motion Passed.

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

Agreement for Temporary Housing Camp Review from CFFA – Nancy received an email from CDFA F & E Director John Quirzo that due to special circumstances, their department would be reimbursing the fair for the invoice of the temporary housing camp inspections. He asked that I sign the contract and send them an invoice for the total amount. I need the board’s authorization to sign a contract of this size. *Director Struble moved to authorize Nancy to sign the agreement with CFFA with the addition of a cover letter that outlines the details in the email. Seconded by Director Luscombe and carried. Motion passed.*

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

EXECUTIVE SESSION: Closed Meeting – The Board did not go into executive session. They will conduct the CEO evaluation at the next meeting.

Pursuant to the Division Government Code Section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

- a. Personnel Matters (GCS11126a)
CEO Yearly Evaluation

Directors Statements:

Director Struble: Is having a great time working with everyone on the board

Director Schaad: Attended the Modoc County 4-H Home Economics day here and was very impressed with the turn out and the organization of the whole event.

Director Herman: Let the board know that they need to start thinking about if they are going to the WFA convention in January 2019. Also, he would like everyone to send him their CEO evaluation form before the next meeting.

Items for May Meeting: Jackpot Show Contract

Adjournment: MOTION: Director Fine, **SECONDED:** Director Schaad, **PASSED:** unanimously at 8:00pm.

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 Luscombe	X		
Director Herman	X		
Director Sutton	X		X

Respectfully Submitted

Nancy Sites
Tulelake Butte Valley Fair Manager