

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes - DRAFT
Wednesday February 7, 2018

CALL TO ORDER: The 10A District Agricultural Association Board of Directors meeting was called to order at 6:15 pm at the Fairgrounds office by President Herman.

ROLL CALL/DIRECTORS ABSENT: All directors were present

INTRODUCTION OF GUESTS & STAFF: Also, present CEO Nancy Sites; there were no guests

PUBLIC COMMENT: No public comments were made.

CONSENT AGENDA:

Director Schaad made a motion, seconded by Director Hernandez and carried to accept the consent agenda which includes minutes from the January 10th regular board meeting, contracts completed to date, bills paid as of January 31st, and the Finance Report as of January 31, 2017. Director Misso abstained. No public comment.

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

REPORTS AND INFORMATION:

CORRESPONDENCE: The board reviewed the correspondences included in their packet no action was taken, the correspondences included: A memo from CDFA F & E regarding temporary employee guidelines.

COMMITTEE REPORTS:

Finance – Director Schaad reviewed the 2018 proposed budget and went over what was discussed in our Finance committee meeting on January 19th. The committee reviewed the budget options very carefully and presented the current draft for discussion and adoption later on in the meeting.

Future Vision – Director Herman reviewed the Future Vision Committee notes from the January 17th meeting. We had a lot of great discussion with the people from the Fair Friends board that joined us for the meeting. Much of the discussion was based around the Kitchen/Concession that needs to be repaired/rebuilt in order to pass inspection for temporary housing.

Livestock Committee – They have not met since the last meeting. Nancy will work on putting a schedule together that would move the Market and Breeding stock shows to Friday and Showmanship to Saturday. She will also have entry deadline dates and market weigh in dates at the next meeting.

Special Events Committee – The Fair Friends Casino Night will be May 5. Tickets \$20 in advance, \$25 at the door and a table of 8 for \$200 would include \$50 of funny money for the table. Tables will be pre-sale only. Italian buffet for dinner; Doors, Casino and Bar open at 5:30 with dinner at 6:30. Auction during dinner and casino will close during auction. We will have a desert auction with 12 deserts.

Jr. Fair Board- Director Struble reported that there are 20 members this year on the Jr. Fair board. Nancy will put together a contact list of the members.

Fair Court – Director Struble reported that the Fair Court interviews took place on January 31st. Miss Butte Valley is Baylin Holbrook and Miss Tulelake is Abigail Scanlan.

CEO Report:

Nancy reported that things are moving forward with Sierra Cascade on the Concession/Kitchen updates that are needed before they move in this September. She is getting a list of essential needs from Sierra Cascade and working on getting bids started.

The lighting project is well under way. We have finished the evaluation and we received the lights for the Main Exhibit building that we are going to try to install before the end of the month. Dave could use some help if anyone knows of any volunteers that would be willing to assist him with installing them.

We received a letter from the Tulelake Continuation School stating that they would like to terminate their Rental Agreement and move out in April of 2018. Their current contract goes through December of 2018. Nancy will send them a letter letting them know that this contract is effective through the end of 2018 and put it on the March agenda.

Old Business: Consideration/Action on the following items:

2018 Proposed Budget – Director Schaad moved to approve the proposed 2018 TBVF Budget. Director Hernandez seconded. There was no discussion. Motion passed unanimously.

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

Agreement for Temporary Housing Camp Review from CFFA – Nancy is working with Sierra Cascade on this. Susan is going to speak with Secretary of the Department of Agriculture to see what our next steps are since we did not expect to be billed for the extra inspection. No action was taken.

New Business: Consideration/Action on the following items:

Policy review, expo event ending times and cash handling procedures – Nancy is going some research on these policies with other fairs and will have some written polices for consideration at the next meeting. No action was taken.

2018 Fair Theme – We have received a few suggestions for the fair theme but will extend the deadline to March 1st and have them at the next meeting. No action was taken.

2018 Farmer and Rancher of the Year and Parade Grand Marshall - Nancy asked the board to come prepared with some suggestion for Farmer and Rancher of the Year from Butte Valley and a Parade Grand Marshall at the next meeting. No action was taken.

2017 Remaining Premium Checks - There are \$518.00 in premium checks that exhibitors have not picked up. It is now past the deadline to pick these up. Director Struble moved to void the remaining premium checks from 2017. Director Luscombe seconded. Motion passed unanimously.

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 Hernandez	X		

Directors Statements:

Director Schaad – Would like to help put together a quarterly newsletter for the fairgrounds. She will meet with Nancy to set this up.

Adjournment: MOTION: Director Hernandez, **SECONDED:** Director Struble, **PASSED:** unanimously at 8:36pm.

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