

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes -Approved
Wednesday May 2, 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: CEO Nancy Sites and Tami Thompson of Totalis Design

PUBLIC COMMENT: No public comments were made.

CONSENT AGENDA: *Director Struble made a motion, seconded by Director Schaad and carried to accept the consent agenda. The consent agenda includes minutes from the April 11 regular board meeting, contracts completed to date, bills paid as of April 25, and the Finance Report as of April 25, 2018. All in favor.*

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

COMMITTEE REPORTS:

Livestock Committee – Nancy reviewed the Beef weigh in. We have eleven market steers and four replacement heifers that were tagged and weighed in. Sheep, Swine and Goat weigh in will be June 30th in Dorris at 8am and July 1st in Tulelake at 8am. Tracey, Laura, Nancy and Crystal met regarding livestock awards. Nancy will get the buckles ordered and we will do chairs and possibly stainless-steel cups for other awards. The livestock scale at the fairgrounds will be certified two weeks prior to fair. Nancy will call to set an appointment for that.

Entertainment Committee – There were some suggestions for the entertainment committee for the next time they meet. We need to inquire about a Dave Stamey poster or get one designed. Possibly start the radio ads earlier, look into advertising on the Hispanic radio station in Medford. We still need entertainment for the grandstand for Sunday. Nancy will keep working on it and have something at the next meeting.

Jr. Fairboard – Kathleen and Tracey will to set up a meeting with them this month.

Fair Court – Graduation is June 8th in Butte Valley and June 9th in Tulelake. We have two former court members that are graduating that we need certificates for. They will each receive a \$500 scholarship. It was suggested that maybe we sell a market animal at the auction to raise money for the fair court and Jr. fairboard scholarships. There was also some discussion about raising the GPA for scholarship qualification.

Special Events Committee – Casino night is this weekend. We will set up on Friday and went through some details of the event. There was some discussion about moving to only have one event for the year in the fall. We can decide that at a later date. Despite other events going on the same weekend tickets sales are going well.

CEO Report:

Nancy would like to set up a Marketing/Advertising committee. Laura, Tracey and Angela agreed to be on it. We will set a meeting soon to go over what advertising we have done in the past and look into what we should

do in the future. Tamie was here so she suggested some marketing/PR things that we could do for fair. We need more signage throughout the fairgrounds pointing out where the entertainment is. The exhibitor handbook is almost finished and we will have it before the end of May so we can distribute to schools before they get out for summer. Renee wanted to make sure that we have the correct parade entry form in it.

Lighting project – Dave is working on replacing the lights in the office, inside and out and will start on the barns and commercial building as soon as we get those cleared out.

The Fair Day at the capitol is May 15 in Sacramento. Nancy is going to try to make it and invited board members to attend as well.

Old Business: Consideration/Action on the following items: There is no old business at this time

New Business: Consideration/Action on the following items:

Concession/Kitchen Plans – Included in the packet is a draft of kitchen plans from both Sierra Cascade and Curtis Restaurant equipment. Nancy will set up a meeting with Curtis to go through the plans and make some changes. She is also speaking with an architect about building design. Sierra Cascade has rented a mobile kitchen for this year so we have a little more time. Nancy is also looking into how much it is going to cost to tear the old concession building out. That will be out before fair. No action was taken.

Stateline Spectacular Jackpot Show – This contract was approved with interim contracts

Crop/Parking Field – Nancy has spoken with a few people about the field and included in the packet was the proposed contract information. Director Hernandez and Director Herman suggested doing a little more research before we do a contract. We know it is an old stand with grass mixed in it and has not been fertilized. You also don't get three full cuttings off of it as we need it to be completed by August 31. The board suggested leasing it and getting as much as possible. Nancy will check with the city to see what the details are for their lease across the road from our field. No action was taken on this item.

Fair billboards on the highway – They need replaced badly. Misso took down the one out by Newell for us. The city may be interested in partnering on at least one of them. They will focus on the Fairgrounds and getting people into Tulelake year round, not just the fair. No action was taken on this item.

List of Maintenance Projects – Nancy and Dave put together a list of facility improvements that we have not had time or funding to fix. The board also suggested making another Kiosk to put at the other entrance gate, re-organizing the information booth inside, go through the metal garbage cans and toss the ones that are in bad shape, we need to look into a way to count patrons as well so we have a lot better idea of what our attendance is. No action was taken on this item.

EXECUTIVE SESSION: Pursuant to the Division Government Code Section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving: Closed session began at 8:35pm to perform the annual CEO evaluation. They then discussed the results with the CEO. The meeting returned to open session at 9:00pm.

Adjournment: MOTION: Director Hernandez, **SECONDED:** Director Struble, **PASSED:** unanimously at 9:05pm.

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Director Misso	X		
Director Struble (second)	X		
Director Schaad	X		
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Director Herman	X		
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Director Sutton	X		

Respectfully submitted by Nancy Sites
Tulelake Butte Valley Fair Manager