



## 10-A DISTRICT AGRICULTURAL ASSOCIATION

P.O. BOX 866  
800 SOUTH MAIN STREET  
TULELAKE, CA 96134  
(530) 667-5312 • Fax (530) 667-3944  
Website [www.tbvfair.com](http://www.tbvfair.com)  
Notice to Public: 12/1/17

10-A District Agricultural Association  
Tulelake-Butte Valley Fair  
Board of Directors Regular Monthly Meeting to be held  
Monday, December 18, 2017 6:00pm  
Winema Lodge, 5215 Hill Rd, Tulelake, CA 96134

### **BOARD OF DIRECTORS**

Greg Herman, *President*  
Tracey Struble, *Vice President*  
Venancio Hernandez, Renee Misso,  
Crystal Fine, Kathleen Luscombe, Laura Schaad

### **STAFF**

Nancy Sites, CEO  
Beckie Alvarez, Office Assistant  
Dave Kandra, Sr. Maintenance Supervisor

### **MISSION STATEMENT**

The mission of the 10-A District Agricultural Association's Board of Directors is to be the hub of our rural, agricultural community showcasing the best of the people we serve and pursuing excellence as we provide for social, educational and historical needs.

### **PUBLIC PARTICIPATION**

Members of the public are welcome and may place items on the agenda of any board meeting. The items must be directly related to fair (10-A) district business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 p.m. twelve (12) business days prior to the board meeting. Items placed on the agenda by the public will be for information and discussion so that the board may be advised of the views of the community. While the board values the participation of the public, the board president reserves the right to limit the time for public comment to a maximum of five (5) minutes in order to proceed with the agenda of the day and/or to place the item on the agenda (as an action item) of a subsequent meeting. Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 10-A District Agricultural Association Board or Committee meetings, or in connection with other Tulelake-Butte Valley Fair activities, may request assistance at the Tulelake-Butte Valley Fair Office, 800 South Main St., or by calling 530.667.5312, during normal business hours of 9:00 a.m. to 4:00 p.m. Monday through Friday. Requests should be made one (1) week in advance whenever possible.

### **BOARD MEETING AGENDA**

1. **CALL TO ORDER:** President Herman  
All matters noticed on this agenda, in any category, may be considered for action. Any item not so noticed may not be considered. Items listed on this agenda may be considered in any order at the discretion of the President.
2. **ROLL CALL OF DIRECTORS:**
3. **INTRODUCTION OF GUESTS & STAFF PRESENT:**
4. **REVIEW OF FAIR ENTRY NUMBERS AND PREMIUMS PAID/OFFERED**
5. **CONSENT AGENDA:** ANY MEMBER OF THE PUBLIC, STAFF OR BOARD OF DIRECTORS MAY REQUEST THAT AN ITEM BE REMOVED FROM THE CONSENT AGENDA, DISCUSSED, AND ACTED UPON AS A SEPARATE ITEM. For convenience, all matters listed on the Consent Agenda may be considered and acted upon in one motion without any discussion unless a Director, a member of staff, or a member of the public requests individual treatment.
  - a) Approval of November 1st Regular Board Meeting Minutes
  - b) Approval of Bills paid through November 30, 2017
  - c) Approval of Contracts & Refunds
6. **Approval of Current Financial Statement & Budget Status**
  - a) Balance Sheet Previous Year Comparison as of November 30, 2017
  - b) Budget Comparison to Current Financials as of November 30, 2017
  - c) Profit & Loss Previous Year Comparison as of November 30, 2017
  - d) Trial Balance Report as of November 30, 2017

7. COMMUNITY RELATIONS/PUBLIC COMMENT:

*Speakers are limited to five (5) minutes. This time is for items not on the current agenda. No debate by the Board shall be permitted on such public comment. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.*

8. REPORTS AND INFORMATION:

1. Correspondence
  - TBVF Current Board Member Terms
  - Insurance Memo for Motorized Racing Events from CFSA
  - New Board of Director Orientation Plan Checklist
2. Committee Reports
  - a) Finance
  - b) Fundraiser – Review November; Planning for April 21, 2018
  - c) Jr. Fair Board - Updated forms and applications for 2018
  - d) Fair Court – Update forms and potential dates for 2018
  - e) Tulelake Butte Valley Fair Friends - Museum Barrack Repairs, Computer upgrade project
3. CEO Report
  - Concession/Kitchen
  - Sponsorship Update
  - Board Training Must be Completed by December 31, 2107
  - Lighting Project Update
  - WFA Plans

9. OLD BUSINESS: Board of Director Consideration/Action on the following agenda items.

10. NEW BUSINESS: Board of Director Consideration/Action on the following agenda items.

- a. Records Management Policy to Adopt
- b. Email and Internet Usage Policy to Adopt
- c. 2018 Proposed Budget
- d. Agreement for Temporary Housing Camp Review from CFFA
- e. Tule Lake Committee Event June 30, 2018

11. MATTERS OF INFORMATION:

- a. Director Statements:
- b. Manager Statements:
- c. Next Proposed Board Meeting Date: January 10, 2017

**Items to be added to the next meeting’s agenda:**

- i. . \_\_\_\_\_
- ii. . \_\_\_\_\_
- iii. . \_\_\_\_\_
- iv. . \_\_\_\_\_

12. ADJOURNMENT