

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE, CALIFORNIA – August 27, 2008

- I. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held 08/27/2008 at the fair office Tulelake, CA.
- II. **PRESENT:** Directors Ratliff, Haskins, Crowell, Criss, Hernandez, Luscombe, Skoog, Byrne; Absent Director: None; Staff Members Present: Dave Dillabo via telephone, Pam McFall, Sara Luscombe, Dave Kandra. Others Present: Gary Fensler, Myra Puez.
- III. **CALL TO ORDER:** President Ratliff called the meeting to order at 7:10 p.m.

IV. CONSENT AGENDA:

Motion: After review of the consent agenda, upon motion by Director Byrne, 2nd by Director Hernandez & carried, abstained by Directors Luscombe and Ratliff; Meeting Minutes dated July 16, 2008, Monthly Bills in the amount of \$82,242.30; Refunds and Contracts as listed below.

- 1. Refunds: None
- 2. Commercial Contracts:

Contract #	Name	Purpose	Amount
76CLOV08	Closet Tailors	Closet Organizer Display	\$ 450.00
77COUV08	Courtesy Auto & RV	Horse Trailer Display	\$ 250.00
78AVOV08	Avon	Avon Products	\$ 250.00
79MISV08	Misunderstood Einsteins Unite	Information	\$ 275.00
80GARV08	Garlic Festival Foods	Garlic Foods	\$ 250.00
81BINV08	Bindu Health	Jackets, Caps, Purses	\$ 250.00
82CRYV08	Crystal Terrace	Promtional	\$ 250.00
83 COSV08	Costco	Membership Sales	\$ 250.00
84BEDV08	Bedroom Gallery	Furniture	\$ 500.00
85HORV08	Horizon Home Center	Manufactured Home Display	\$ 180.00
86PROV08	ProStep Foot Correctors	Shoe Inserts	\$ 250.00
87OREV08	Oregon Sign	Vinyl Signs, Wall Decals	\$ 250.00
88KINV08	Stephen King	Cosmo Caramel, Corn, Soap	\$ 200.00
89SHAV08	Shades of Us	Promtional Items	\$ 250.00
90ATRV08	Atrio Health Plans	Health Plans	\$ 250.00
91COUV08	Country Stitches	Embroidered Items	\$ 250.00
92KOTV08	Edward Kotz	Xango	\$ 250.00

Rental Contracts

Contract #	Name	Purpose	Amount
18DONR08	Paul Donahue	Wedding Reception	\$ 200.00
19IDRR08	Gilbert Idrogo	Quincerra	\$ 200.00
38SIER08	Sierra Cascade Nursery	Migrant Worker Housing	\$850/day

Concession Contracts

Contract #	Name	Purpose	Amount
312DOC08	2 Doughnuts	Food	250/20%
32RICC08	Susan Richburg	Food Concession	600/20%
33GMBC08	Gmb inc.	Mechanical Bull,Rock Wall, Mini Bungee, Paintball	1000/20%
34FAIC08	Faith Tabernacle Youth Group	Food Concession	

Standard Agreements

Contract #	Name	Purpose	Amount
36ATMPSV08	ATM Plus	ATM Machine	25% of fees
37MARSV08	Maria Flores	Bathroom Cleaning	\$ 2,500.00

V. COMMUNITY RELATIONS / PUBLIC COMMENT:

1. Gary Fensler spoke to the board regarding his son, Sawyer Fensler, knee injury. The injury will not allow his son to show his pig at the fair and asked if it would be ok if another exhibitor helped show the pig in the showing at fairtime. It was the general consensus of the board that as long as Sawyer Fensler was in the show ring while his pig was being shown by another exhibitor and that both exhibitor's must have their official 4-H uniforms on, the board would allow the substitute exhibitor.

VI. REPORTS & INFORMATION:

1. Correspondence:

- 1.1. CDFA: 2007 Statement of Operations of all California Fairs.
- 1.2. City Of Dorris: A letter thanking the Tulelake-Butte Valley Fair for their participation in the 2008 Dorris Centennial Celebration.
- 1.3. Tulelake Pilgrimage Committee: A letter thanking the Tulelake Butte Valley Fair for it's hospitality during the 2008 Pilgrimage.
- 1.4. CFSA: A letter asking the fair to elect a elector from the Tulelake Butte Valley fair.

2. Committee Reports:

- 2.1. **Entertainment Committee:** Director Crowell reported on the Chris Cagle concert contract being signed.
- 2.2. **Livestock Committee:** Board meetings have been posted on each day of the fair in case of any livestock issues that develop and require action by the board.
- 2.3. **Fair Court Committee:** Director Ratliff and Skoog informed the board of the fair court's attendance at the Siskiyou Golden Fair, Klamath County Fair and the Cedarville Fair parade. Director Skoog will get a car for the queen to be escorted in during the Tulelake Butte Valley Fair parade.
- 2.4. **Parade Committee:** Director Haskins informed the board that the Henley High School band is planning on participating in the fair parade this year.
- 2.5. **Horse Committee:** Ron Lillard was chosen to be the horse show announcer during the week of fair.
- 2.6. **Grant Committee:** No Report.

3. CEO Report: CEO Dillabo provided the following report via tele-conference.

1. **2007 Audit Review:** The 2007 audit involved both compliance and financial audits. Dillabo informed the board of the financial adjustments that will need to be made, most of which dealt with over-depreciation of items and overstating depreciation costs. The complete and detailed summary of the Audit findings are included into the minute report.
2. **2008 Fair:**
 - 1.1.1. Dillabo reported that the Tulelake Butte Valley Fair ranks the second highest among California Class 1 Fairs with respect to the reserve percentage and is above average in all financial statistics.
 - 1.1.2. Currently the 2008 expenses are at 40% of the total expenses budgeted for the year and income is at 58% of the total income forecasted for 2008.
 - 1.1.3. The fair staff and board members will have access to new shirts and hats with the fair logo embroidered on them. The shirts and hats will also be available for sale in the gift shop and at the information booth during the week of fair.
 - 1.1.4. Dillabo commended the maintenance staff for doing a great job with the presentation of the fairgrounds while still being conservative with spending. The fair continues to allocate money towards improving the grounds for painting projects throughout the fair. The commercial building and main exhibit buildings have been painted this year.
 - 1.1.5. Dillabo noted that the entire fair staff has done an excellent job preparing for fair and believes that all pre-fair organizing and tasks have been completed.
3. **Bike Rally:** The Bike Rally organizers have been pleasant to work with and they feel that the event location and grounds are great. The maintenance staff has helped set-up displays for the event and will be reimbursed by the event organizers.
4. **Fair Program:** The fair program has been sent to the press by Daniel Webster w/o allowing the fair staff to proof the final draft. It is expected to be at the fair office on Friday, August 29th and be dispersed by the Pioneer Press staff at various locations.
5. **Schedule of Events:** The schedule of events has been dispersed to Cal Ore Telephone and JW Kerns and will be inserted in their monthly statements to all customers.
6. **Front Entrance Gate Project:** The ADA Gate project has been completed by Superior Fence and looks very good. Total cost of the project is expected to be near \$17,000.
7. **Training Meeting Attendance:** Dillabo informed the board that he attended a board training meeting in Red Bluff on August 14th where Jerry Blair and Mike Treacy presented the training course. Numerous subjects including the Bagley Keene Act vs the Brown Act and the differences regarding meeting notice requirements. As well, Dillabo learned the importance of properly noticing a meeting and noting that all information that is voted on must be detailed in the meeting notice.
8. **Entertainment Attractions:** Dillabo spoke about some of the new entertainment attractions that will be at the fair this year including, a mechanical bull, paintball extreme course, Matt the Maverick , Lanky the Clown and Chaz Marquette.

9. **Sponsorship:** Dillabo informed the board of a new sponsorship with the Holiday Inn Express and Comfort Inn. The two hotels have agreed to provide a total of 35 double bed rooms in exchange for their businesses listed and linked to the fair's website. The value of the two website links and the hotel rooms are \$4,000. Dillabo also informed the board that the Microtel Hotel in Klamath Falls has agreed to provide 3 complimentary rooms each night of the fair and provide the fair with a discounted rate of \$50 per night for other rooms as needed. The value of their sponsorship is \$2,500.

10. **Online Ticket Sales:** The online ticket sales have been good considering it is the first year that it has been offered.

VII. ACTION ITEMS:

1. Policy Manual: No Action.
2. Entertainment: No Action.
3. Daisy Ramirez: Upon motion by Director Byrne and seconded by Director Crowell and passed unanimously, the board of directors approved that another exhibitor can weigh in Daisy Ramirez's animal, but she must participate in the showmanship class in order to be eligible for the Jr. Livestock Auction.
4. Debbie Sammis: Upon motion by Director Criss and seconded by Director Skoog and passed unanimously, Debbie Sammis will receive \$60 dollars of the \$75 that she paid to reserve a trailer spot during fair-time. The remaining \$15 will go towards office fees.

VIII. MATTERS OF INFORMATION:

1. Director's Comments: None
2. Manager's Comments: None

IX. AGENDA ITEMS FOR NEXT BOARD MEETING:

1. Action Items: Policy Manual, Entertainment,
2. Next Scheduled Board meeting: Wednesday – September 17, 7:00p.m at the Fair Office Tulelake, CA..

XII. ADJOURNMENT:

1. Upon motion by Director Byrne, 2nd by Director Luscombe and carried unanimously, the meeting was adjourned at 9:05 p.m.

Dave Dillabo, CEO

Gayle Ratliff, Fair Board President