

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**

**Board of Director Meeting Minutes -APPROVED**

**Monday, February 12th , 2024**

**CALL TO ORDER:** The 10A District Agricultural Association Board of Directors meeting was called to order by President Angela Sutton at 6:03 pm and was held in the fair office conference room in Tulelake, CA.

**ROLL CALL/DIRECTORS ABSENT:** Directors Sutton, Luscombe, Hernandez, Struble (via call-in) and Fine were all in attendance. A quorum was declared.

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites, Office Manager-Megan Halousek, Fair Friends Representative—Jerry LeQuiou

**Community Relations/Public Comment/Correspondence:**

- Tony Orr Submitted a letter via email on behalf of the Siskiyou Dept. of Agriculture about holding their annual pesticide training meeting in the Home Ec. Building at no cost to their organization.  
*Director Hernandez moved to approve the request from Siskiyou Dept. of Ag. Director Luscombe seconded the motion. All were in favor. Motion Passed*

| Board Member                    | Approved | Not Approved | Abstained/Absent |
|---------------------------------|----------|--------------|------------------|
| Director Luscombe<br>(Seconded) | X        |              |                  |
| Director Fine                   | X        |              |                  |
| Director Sutton                 | X        |              |                  |
| Director Hernandez (moved)      | X        |              |                  |
| Director Struble                | X        |              |                  |

- CFSA Risk Prevention Maintenance Assistance Program—we were selected as one of the 20 fairs that have been chosen to take part in this pilot program. This program is to help with inspections, and then prioritizing and making recommendations on projects. They will give us suggestions on where the money should be spent. This program will give us \$10,000.00 to help with something we need done.
- CDFA—Sick Days Accrual and Use—SB 616 (Gonzalez) has past as part of the Healthy Workplaces, Healthy Families Act of 2014. Starting January 1, 2024 employers are required to provide 5 days or 40 hours of sick leave to their employees. Rate of accrual is 1 hr. of sick leave to every 30 hours worked. We have the option to give 5 days (40 hours) “up-front”, but the employee may not use any of these hours until they have worked for 90 days.
- CDFA—Bagley-Keene Open Meeting Act—went in to effect Jan. 1, 2024—the memo sent out addresses the following areas: Accurate agenda items, timely corrections to agendas before the 10 day posting requirement, advance notice for closed sessions, support for Board Chairs and CEO’s, and early Completion of Notice and Agenda. The memo also included that agenda drafts must be submitted to CDFA 15 days before the meeting. Included was information about General Public Participation, and updated Teleconference Requirements.

**Consent Calendar:**

The board of directors reviewed the consent calendar, the check register for January, financials for January, and the meeting minutes for the regular January meeting.

*Director Luscombe moved to approve the consent agenda as presented. Director Fine seconded the motion. All were in favor. Motion Passed*

| Board Member              | Approved | Not Approved | Abstained/Absent |
|---------------------------|----------|--------------|------------------|
| Director Luscombe (Moved) | X        |              |                  |
| Director Fine (Seconded)  | X        |              |                  |
| Director Sutton           | X        |              |                  |
| Director Hernandez        | X        |              |                  |
| Director Struble          | X        |              |                  |

**Fair Friends Report--** Jerry LeQuieu gave a report on behalf of Tulelake-Butte Valley Fair Friends. He let us know about the transfers that were being made between the accounts held with DA Davidson and Pacific Crest. He shared how the money that was invested in Van Guard was more liquid and did not have a maturity date like the CD's they currently hold. These CD's mature in April and October. Currently Fair Friends has more money invested in stock and less in CD's. Jerry is optimistic because stocks are doing well and we have some money available to us for projects if needed.

**Committee Reports:**

- **Grounds & Maintenance:** They toured the grounds and looked for things that needed to be fixed or changed. They suggested moving the items by the horse arena. Painting the horse stalls would be nice; they suggested some community service possibly. They also wanted to make sure that the items around the outside of the shop were needed and organized. They wanted the back area to be cleaned up even more if possible.
- **Executive Committee:** The Executive committee has not met

**Public Relations:**

- **Fair Court:** Director Luscombe updated the group on the fair court. The 2024 Fair Court has been selected: Mackenzie Perez from Tulelake, and Madison Wilson from Butte Valley. They would like to go shopping before Casino Night to get matching outfits to wear during the event. The committee has requested that the 2023 Queens Crown the 2024 Queens at the 2024 Casino Night Fundraiser Event. Crowns have been ordered and are now at the fair office. Sashes have also been ordered.
- **Jr. Fair Board Committee:** Directors Fine and Sutton reported on Jr. Fair Board. The 20 new members will meet on February 22<sup>nd</sup> @ 6:00 p.m. There could be more members because there was a mishap with applications that came from Butte Valley on their end. These were forms that were turned into the school office that never made it here to the fair office before the application deadline. They will review the age requirements and change their bylaws if needed.

**Advisory Committee:**

**Casino Night: ---Be at the event by 4:30 on March 2<sup>nd</sup>, 2024**

- Prizes:\*\*Coastal Update—Amie King said that corporate has changed hands. She gave us the name of the new person in charge (Keston) we are trying to get in contact with him to see where we stand with ordering and purchasing our big-ticket items. We will have a gun raffle using a deck of cards. Only 52 “Tickets” will be sold. Director Hernandez will man this station. The Door Prize will be a “Fair Package”. Idea to make a “Brochure” for each item like TMS did. Take Photos and Put them on our Facebook pages??
- Tickets: Order forms are available in the office and online. We will be making up the presale packets early and they can be picked up either Thursday or Friday before the event.
- Auctions: For the live auction we are planning on having 4 Bottles of alcohol for sale, 1 UTV/Ranger for children, and a Myra Purse with a bottle in it. Destiny will be ordering the bottles from Sam’s Club and then the board members can figure out how to “Pay” this back or if it is just going to be a cost of the event. Silent auction

suggestions are to have “Buy-It-Now” signs. Once bidding is done a sheet can be draped over the table until it can be processed and handed out.

- Job/Task Assignment: A sign up sheet was passed around for Board Members to sign up for specific jobs for the night. Jr. Fair board has been volunteered for a lot of the tasks that do not involve alcohol.
- King Tables: Director Struble has offered to bring China place settings for our King Tables. The King Tables get to be first in line for Food and will have a charcuterie Board at their table.
- Volunteers/Workers: We will have a cashier/cage to help with money:ticket exchange. We have a few adults from sports groups from Klamath Falls coming to be our Casino Dealers. We have 2 bars with 4 bartenders and a few that can be backup. The bar will be expected to cut, stock, and prep their own bar. Have Cal-Ore come check the wi-fi strip before the event.
- Decorations: Amber Worch will be making the balloon arch. Flowers will be purchased for the tables. No big balloons.
- We will need to reach out to Tiny Might Strong to see if they could provide activities in the Home EC Building for children that come to the event since we will not have kid games for them to take part in. \$150 has been donated specifically for toys to go in the kid’s raffle.
- Food: Melissa’s Country Kitchen will be doing the catering. She will provide appetizers for the 1<sup>st</sup> hour.

**Operations & Policy:** CEO Sites and Director Sutton have been working on updates for policies per CDFA and CFSA; Bagley-Keene.

### **Finance Committee**

#### **Business Report Office/Admin:**

- Randy Crabtree has visited the fair and has a list of projects including roofs, and electrical work (updating panels to single light switches in the buildings). It will cost around \$15,000 for the electrical upgrade and we are moving forward with this project. We may also see about bringing more electrical to the RV, backside of auction ring, and the beef/sheep barn. We discussed bringing in tower lights for some areas as they are not used for the remainder of the year.
- Grand Marshall: Beth Macy was nominated last year, with the passing of her husband we wanted to reach out to her to see if she wanted to accept it this year. Director Struble nominated Russell Criss.
- Fair Theme: Open it up to the public to give ideas. We posted this on facebook and will vote on the theme at the next meeting. At that time we will decide if we want to have a new art contest, or use a submission from last year.
- We are looking in to purchasing and ordering new rugs for the entrance to the buildings.
- **Independent Exhibitors:** The Packet is ready to be reviewed and to go out March 2<sup>nd</sup>. There will be Quality assurance training offered here to anyone needing it on April 17<sup>th</sup>, 2024 by Jackie. We will send a notice out.
- **Livestock:**
  - we need to talk to Heather Criss about local bred
  - Beef Weigh-ins are May 1<sup>st</sup> and 2<sup>nd</sup>.
  - Talk to Cameron King about providing a back up scale and Ellen Cundall

### **Entertainment:**

Nancy has started to secure entertainment for the fair. This year we have confirmed Travis Denning for our Friday Night Concert. We will try to have an opening act for him and then the show can start at 8:00 p.m. We have also hired Outlaw Mariachi band, Louie Foxx Magician, and Animal Crackerz. Nancy is still continuing to

work on entertainment and events for this years’ fair. She is also working on getting in contact with someone who might be able to provide insurance for Mud Trucks. Stars are being made for entertainers who have come to the fair. We are also looking at hiring a high dive act from Canada.

**New Business:**

**Delegation of Authority and Credit Card Authorization Policy:** Each year the board has chosen to go over the spending limits for contracts and agreements signed and approved by the CEO; as well as authorized daily spending limits of those that work for the fair. The board voted on the limits and terms of the policies with a correction of changing the Standard Agreements amount from \$20,000 to \$30,000.00. *Director Fine motioned to approve the Credit Card Authorization Policy and the Delegation of Authority. Director Luscombe Seconded. The motion passed with all in favor.*

| Board Member                    | Approved | Not Approved | Abstained/Absent |
|---------------------------------|----------|--------------|------------------|
| Director Luscombe<br>(Seconded) | X        |              |                  |
| Director Fine (moved)           | X        |              |                  |
| Director Sutton                 | X        |              |                  |
| Director Hernandez              | X        |              |                  |
| Director Struble                | X        |              |                  |

**Items for Next Agenda:**

- Temporary Employee Sick Leave Policy
- Fair Theme/Art Contest

**Director Statements:**

**Director Struble**—Thank you to everyone and she is appreciative of the ability to call in while she continues to recover from surgery.

Director Luscombe—Looking forward to Casino night and thankful to those who have been helping with it.

Director Hernandez—Repeat of what Director Luscombe said.

Director Sutton—Thanked everyone for all their hard work.

Director Fine—Thanked the board and encouraged everyone to keep working on things for Casino Night; it should be a good night.

CEO Sites—Thanked everyone

Office Manager Halousek—Thanked everyone for their prayers and understanding of her family situation and for being so flexible and keeping her informed and caught up.

**Next Meeting:** Board Meeting – Wednesday, March 6th, 2024 @ 6:00 p.m. at the Fair Office.

**Director Hernandez moved to adjourn the meeting. Director Fine Seconded the motion. All were in favor. Meeting adjourned at 7:43 p.m.**

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

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