



June 14, 2024

TO: Board of Directors
FROM: Christina Estrada, Interim CEO 
SUBJECT: Board of Directors Meeting

The June Board of Directors Meeting has been scheduled for **Tuesday, June 25, 2024 @ 12 Noon**. Please let us know if you are unable to attend the meeting.

The following documents are enclosed:

1. June 25, 2024, Board Agenda
2. Special Board Meeting Minutes of 05/20/2024
3. Regular Board Meeting Minutes of 05/28/2024
4. Financial Progress Report

If you have any questions, feel free to call the Office.

1121 S. Chance Avenue, Fresno, California, 93702-3707
559 650-3247 • FAX 559 650-3226 • www.FresnoFair.com



MERRILL AWARD WINNER





**21st DISTRICT AGRICULTURAL ASSOCIATION
BIG FRESNO FAIR**

1121 S. Chance Avenue, Fresno CA 93702 (559) 650-3247
Email: info@fresnofair.com Website: www.fresnofair.com

BOARD MEETING NOTICE

The Board of Directors of the 21st District Agricultural Association will be holding a regular monthly Fair Board meeting on **TUESDAY, June 25, 2024, at 12 Noon**

The Big Fresno Fair – Fresno County Historical Museum, 2nd Floor.

Zoom Option - to participate follow this link.

<https://us02web.zoom.us/j/7339943574?pwd=STljOEYzaUF6Tzlnb09sVVFYbDM1dz09>

Meeting ID: 733 994 3574 - Password: 1121
One tap mobile
+16699006833,,7339943574#,,,,0#,,1121#

MISSION STATEMENT

“TO PROVIDE QUALITY EXPERIENCES FOR THE COMMUNITY”
-CELEBRATE, EDUCATE AND HAVE FUN-

NOTE

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comments” portion and/or during the discussion of any particular item listed on the agenda.

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

AMERICANS WITH DISABILITIES ACT

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 21st District Agricultural Association Board meeting may request assistance at the Fair Office, 1121 S. Chance Ave., or by calling 559-650-3247, during normal business hours of 9:00 a.m. to 4:00 p.m. Monday through Thursday. Requests should be made one (1) week in advance whenever possible.

¹ Persons with disabilities who may require accommodation to attend the meeting are requested to contact the Fair office at (559) 650-3247.

² Questions regarding agenda items should be directed to the Fair office at (559) 650-3247.

³ Public notices required by Government Code – Section 11125(a) is available for viewing at www.fresnofair.com

The agenda for the regular meeting will consist of the following matters:

AGENDA

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **INTRODUCTION OF STAFF AND GUESTS:**
4. **ROLL CALL OF DIRECTORS AND DECLARATION OF QUORUM:**
Terry Gonsalves President; Gary Chahil Vice President; Frank Flores, Secretary/Treasurer; Linda Mae Balakian Hunsucker, Jerry Pacheco, Annalisa Perea, Chuck Riojas, and Larry Salinas.
5. **CLOSED SESSION:**

Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:
 - a. Pending Litigation: - Govt. code 11126(e)(2)
6. **REPORT OUT ON ACTION TAKEN DURING CLOSED SESSION:**
 - a. Disclosure of any action taken place during the Closed Session Meeting
7. **PUBLIC COMMENT:**

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under public comment will be limited to five (5) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.
8. **MINUTES:** *(Action by the Board)*
 - a. Approve Board Minutes:
 1. Special Board Minutes 05/20/2024
 2. Regular Board Meeting 05/28/2024
9. **ACKNOWLEDGE CONSENT AGENDA:** (colored pages) Item #20 thru Item #65
10. **PROGRAM REPORT:** *(Informational)*
 - a. None

11. STAFF REPORT: (*Informational*)

- a. Report on Satellite Racing/Preakness/Belmont Stakes
- b. Report on Live Horse Racing
- c. Report on Interim Events
- d. Report on Entertainment/Ticket Sales
- e. Report on Maintenance Projects
- f. Report on Hall of Fame due August 15th

12. COMMITTEE REPORTS: (*Action by the Board*)

- a. Finance Committee
 - Acknowledge Financial Reports from Price Paige & Company.

13. OLD BUSINESS: (*Informational/Action by the Board*)

- a. none

14. NEW BUSINESS: (*Action by the Board*)

- a. none

15. CORRESPONDENCE: (*Informational*)

- a. none

16. MANAGER'S UPDATE: (*Informational*)

17. BOARD RECOMMENDATION FOR FUTURE AGENDA ITEMS:

18. FOR YOUR INFORMATION:

Next Board Meeting – August 27, 2024, 12 Noon

19. ADJOURNMENT:

Item # 20 thru Item #41 **ACKNOWLEDGE THE FOLLOWING SERVICE AGREEMENTS FOR 2024 FAIR: EXPENSE AGREEMENTS**

Item #	20	24-001	09/01/24 to 10/18/24	Carrie Fraley Agrees to manage the Livin' Local Marketplace during the 2024 Big Fresno Fair.	\$5,500.00
Item #	21	24-013	06/01/24 to 11/01/24	Misty Toledo Agrees to act as the Home Arts Department Co-Superintendent during the 2024 Big Fresno Fair.	\$5,500.00
Item #	22	24-014	09/01/24 to 10/15/24	Georgia Dayton Agrees to act as the Guest Services Superintendent during the 2024 Big Fresno Fair.	\$5,300.00
Item #	23	24-015	10/02/24 to 10/14/24	Fresno Gem & Mineral Society Agrees to furnish the Gem & Minerals Competitive Exhibit during the 2024 Big Fresno Fair.	\$1,750.00
Item #	24	24-016	09/03/24 to 10/14/24	Brian Anthony Agrees to act as the Grandstand announcer during the 2024 Big Fresno Fair.	\$3,500.00
Item #	25	24-017	10/02/24 to 10/12/24	Jim Bosquez Agrees To act as Gates Superintendent during the 2024 Big Fresno Fair.	\$8,000.00
Item #	26	24-018	10/02/24 to 10/14/24	Darryl Smith Agrees to act as the Operations Supervisor during the 2024 Big Fresno Fair.	\$6,500.00
Item #	27	24-019	06/01/24 to 11/20/24	Nancy Liddell Agrees to act as the Ag Building Department Co-Superintendent during the 2024 Big Fresno Fair.	\$3,000.00
Item #	28	24-020	10/02/24 to 10/14/24	Jason Rariden Agrees to be the official Voice Of The Fair during the 2024 Big Fresno Fair.	\$7,000.00

Item #	29	24-021	10/02/24 to 10/14/24	Bruce Hoffman Agrees to act as an Assistant Guest Services Supervisor during the 2024 Big Fresno Fair.	\$2,700.00
Item #	30	24-024	10/01/24 to 10/17/24	Stephanie Murphy Agrees to provide veterinary services for the Livestock and Fur & Feathers Department during the 2024 Big Fresno Fair.	\$8,000.00
Item #	31	24-025	06/01/24 to 11/01/24	Uriel Rangel Agrees to act as the Superintendent for Fresno Gem and Mineral during the 2024 Big Fresno Fair.	\$2,000.00
Item #	32	24-029	10/02/24 to 10/15/24	Robert Rodriguez Agrees to act as Operations Runner during the 2024 Big Fresno Fair.	\$4,000.00
Item #	33	24-030	10/02/24 to 10/15/24	Karen Metcalf Agrees to assist the Home Arts Superintendent during the 2024 Big Fresno Fair.	\$2,100.00
Item #	34	24-031	05/01/24 to 10/15/24	Cindy Suarez Agrees to act as the 2024 Olive Oil Contest Coordinator and the Agriculture/Horticulture Superintendent during the 2024 Big Fresno Fair.	\$8,000.00
Item #	35	24-032	10/01/24 to 10/15/24	George Burnham Agrees to provide grounds entertainment support for community stage and strolling grounds performers during the 2024 Big Fresno Fair.	\$275/day
Item #	36	24-033	10/01/24 to 10/15/24	Micheal L. Brown Agrees to provide grounds entertainment support for community stage and strolling ground performers during the 2024 Big Fresno Fair.	\$275/day
Item #	37	24-035	10/02/24 to 10/14/24	Ambient Art Photography Agrees to be a photographer during the 2024 Big Fresno Fair.	\$9,000.00

Item #	38	24-037	10/02/24 to 10/14/24	Randall Priester Agrees to be a fair Photographer during the 2024 Big Fresno Fair.	\$9,000.00
Item #	39	24-038	01/01/24 to 12/31/24	Bryan Parisi Agrees to act as the Parking Supervisor for 2024 Interim Events and during the 2024 Big Fresno Fair.	\$25,000.00
Item #	40	24-039	10/01/24 to 10/15/24	Mighty Media Partners Agrees to plan, negotiate and place Broadcast Buy for the 2024 Big Fresno Fair and 2024 Live Horse Racing .	\$37,500.00
Item #	41	24-040	10/02/24 to 10/14/24	AI Digital Agrees to plan, negotiate and place digital advertising for the 2024 Big Fresno Fair and 2024 Live Horse Racing	\$40,000.00

Item #42 thru Item #47 **ACKNOWLEDGE THE FOLLOWING LIVIN' LOCAL AGREEMENTS FOR 2023: REVENUE AGREEMENTS**

Item #	42	10/2/24 to 10/14/24 4	A Spice Above- California Michelle French	Sale of puffed perfection (a flavored puff corn), with eight different flavors.	\$600 + 10%
Item #	43	10/2/24 to 10/14/24 4	Analisa Lane Farms Analisa Lane	Sale of charcuterie boards, pistachios, succulents, pumpkin gift basket.	\$600 + 10%
Item #	44	10/2/23 to 10/14/24 3	Bokin Creations Lisa Matthews	Sale of egg cartons, tissue jars, tea towels, wine glasses, shot glasses, yardzee game, drunk uno game, drunk phase 10, potholders, onesies.	\$600 + 10%
Item #	45	10/2/24 to 10/14/24 4	Cooper Rocky Designs Cherie Perez	Sale of laser cut earrings & accessories, coasters, tufted mirrors, tufted rugs & accessories, knitted beanies, crochet granny square cross body bag.	\$600 + 10%

Item #	46	10/2/24 to 10/14/24	Country Crafts by Amanda & Kimi Kimi Lonjin	Sale of handmade aprons, blankets, bowl cozies, dog bandanas, dog collars, dog leashes, rope bowls, gnomes, headbands, pumpkins, scrunchies, towels, ornaments.	\$600 + 10%
Item #	47	10/2/24 to 10/14/24	Frog Wood Designs Rhonda Fisher	Sale of tumblers, shirts, sublimation necklaces & dog tags, bags, mugs, wind spinners, garden flags.	\$600 + 10%

**ACKNOWLEDGE THE FOLLOWING SPONSORSHIP
AGREEMENT FOR 2024 FAIR: REVENUE AGREEMENTS**

Item #	48	24-911-S	10/02/24 to 10/14/24	Saint Agnes Men's Club Sponsor agrees to host a party during Live Horse Racing at the 2024 Big Fresno Fair.	\$3,500.00
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Item # 49 thru Item # 55 **ACKNOWLEDGE THE FOLLOWING RENTAL
AGREEMENTS FOR 2024 FAIR: REVENUE AGREEMENTS**

Item #	49	8/10/24	Angel Lopez	MMA Jiu Jitsu Agriculture Bldg	\$5,035.00
Item #	50	8/16/24	Jan Flanigan	Horn Photo Clicking Caravan FCH Museum - 2 hours	\$250.00
Item #	51	8/17/24 to 8/18/24	Steven Herbert	Horror Convention Commerce Bldg	\$13,320.00
Item #	52	8/17/24	Plugstop	Shoe & Vintage Clothing Expo Industrial Commerce Bldg	\$3,707.00
Item #	53	9/7/24 to 9/8/24	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00
Item#	54	11/1/24 to 11/2/24	Central CA Pigeon Club	Pigeon Show Greenhouse Bldg	\$1,189.00
Item#	55	11/9/24	Sophia Sandate	Quinceanera Jr. Exh. Bldg	\$3,654.00

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Item # 56 thru Item # 73

**ACKNOWLEDGE THE FOLLOWING RENTAL
AGREEMENT FOR 2025: REVENUE AGREEMENTS**

Item#	56	1/18/25	Sanjay Syal	Dinosaur Show Commerce Bldg	\$10,783.00
Item#	57	1/25/25 to 1/26/25	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00
Item#	58	2/1/25 to 2/2/25	Mark Guevara	Anime Gaming Con Commerce Bldg	\$15,432.00
Item#	59	2/8/25	Margarita Gonzales	100 th Birthday Gem & Mineral Bldg	\$2,655.00
Item#	60	2/14/24 to 2/15/26	Sun maid Kennnel Club	Dog Show Agriculture Bldg 2 yr contract	\$75,856.00
Item#	61	2/15/25	Claudia Acosta	Anniversary Dinner & Dance Junior Exhibits Bldg	\$4,827.00
Item#	62	2/22/25	Greater Cali.Soc. of Poultry Fanciers	Poultry Show Junior Exhibits Bldg	\$5,194.00
Item#	63	2/22/25 to 2/23/25	Central Valley Tattoo Expo	Tattoo Expo Commerce Bldg	\$11,787.00
Item#	64	2/22/25 to 2/23/25	Jennifer Milburn	Cal State Rabbit & Cavy Show Junior Exhibits Bldg	\$5,504.00
Item#	65	2/23/25	Quinceanera Expo	Quinceanera Expo Industrial Commerce Bldg	\$3,245.00
Item#	66	3/15/25 to 3/16/25	Thor Phoeung	Ani-Me Con Commerce Bldg	\$14,594.00
Item#	67	3/22/25	Lucia Gaspar	Quinceanera Industrial Education Bldg	\$2,121.00
Item#	68	3/22/25 to 3/23/25	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00

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Item#	69	3/29/25	CaliCreaming	Car Show Carnival Lot	\$9,634.00
Item#	70	4/12/25	Manuel Para	60 th Birthday Industrial Education Bldg	\$2,067.48
Item#	71	4/12/25 to 4/13/25	Shaun Hatfield	Anime Comic Con Industrial Commerce Bldg	\$9,704.00
Item#	72	4/26/25 to 4/27/25	Diehardz	Omega Con Commerce Bldg	\$11,646.00
Item#	73	11/9/25 to 11/10/25	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00

**MINUTES
21ST DISTRICT AGRICULTURAL ASSOCIATION
BIG FRESNO FAIR
SPECIAL BOARD MEETING
May 20, 2024, AT 5:30 PM**

Please be informed that any member of the public has the right and is invited to participate during this public meeting and may address the Board either during the "Public Comments" portion and/or during the discussion of any item listed on the agenda. Public Comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under Public Comment will be limited to five (5) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.

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ITEM #1. CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by President Gonsalves.

ITEM #2. PLEDGE OF ALLEGIANCE:

Director Chahil opened the meeting by leading the Pledge of Allegiance.

ITEM #3. INTRODUCTION OF STAFF AND GUESTS:

President Gonsalves asked for introductions of staff and guest: Christina Estrada Interim CEO, and via Zoom Director Chuck Riojas, Brandi Gragg, Haig Baghdassarian, Denise Elliot and Michael Flores with CDFA, and Maggie Tides with the AG's office.

ITEM #4. ROLL CALL OF DIRECTORS AND DECLARATION OF QUORUM:

Christina Estrada, Interim CEO called roll. Those in attendance were Terry Gonsalves, President; Gary Chahil Vice President; Frank Flores, Secretary/Treasurer; Linda Hunsucker, Jerry Pacheco, and Larry Salinas a quorum was declared. The absence of Director Annalisa Perea was excused.

ITEM #5. VOTE ON NEED FOR SPECIAL MEETING: Board members will need to vote to determine whether sufficient cause exists to hold this special meeting (2/3 of Board Members present must agree).

(MSP) (Chahil-Flores) to approve holding this special meeting.
The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #6 PULIC COMMENTS:

There was no public comment.

ITEM #7. CLOSED SESSION:

Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

- a. Pending Litigation: - Govt. code 11126(e)(2)

ITEM #8 REPORT OUT ON ACTION TAKEN DURING CLOSED SESSION:

The meeting reconvened in open session and President Gonsalves reported there was no action taken by the Board.

ITEM #9. ADJOURNMENT:

The Board Meeting adjourned.

Respectfully Submitted,

Christina Estrada
Interim Chief Executive Officer

Terry Gonsalves, President
Board of Directors

MINUTES
21ST DISTRICT AGRICULTURAL ASSOCIATION
BIG FRESNO FAIR
BOARD OF DIRECTORS MEETING
May 28, 2024 AT 12:00 PM

Please be informed that any member of the public has the right and is invited to participate during this public meeting and may address the Board either during the "Public Comments" portion and/or during the discussion of any item listed on the agenda. Public Comment is a right granted to the public. It is reserved for items not listed on the agenda but are under this Board's jurisdiction. Please be informed that public participation under Public Comment will be limited to five (5) minutes per speaker, and in accordance with state law; the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.

Items listed on the agenda may be considered in any order at the discretion of the Chair. All items listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

ITEM #1. CALL TO ORDER:

The meeting was called to order at 12:00 p.m. by President Terry Gonsalves.

ITEM #2. PLEDGE OF ALLEGIANCE:

Interim Events Coordinator Taylor Collins opened the meeting by leading the Pledge of Allegiance.

ITEM #3. INTRODUCTION OF STAFF AND GUESTS:

President Gonsalves asked staff to introduced themselves: Christina Estrada, Interim CEO, Taylor Collins Interim Events Coordinator, Victor Felan Box Office Manager, Tammy Warner Administrative Assistant, Ronnie Mobley Satellite Wagering, Danielle Griffin with Cohen Communications, Henry Oum with Price, Paige and Company, Brandi Gragg and Meghan with CDFA, Maggie Tides with AG's office and guest Jerry Hunsucker.

ITEM #4. ROLL CALL OF DIRECTORS AND DECLARATION OF QUORUM:

Interim CEO Christina Estrada called roll. Those in attendance were President Terry Gonsalves, Secretary/Treasurer Frank Flores, and Directors Linda Mae Balakian Hunsucker, Jerry Pacheco, Annalisa Perea, Chuck Riojas, and Larry Salinas a quorum was declared. Vice President Gary Chahil arrived at 12:20pm. Annalisa Perea left at 2:40pm.

ITEM #5. CLOSED SESSION:

Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

- a. Personnel Matters: - Govt. Code 11126(a)
- b. Pending Litigation: - Govt. code 11126(e)(2)

ITEM #6. REPORT OUT ON ACTION TAKEN DURING CLOSED SESSION:

- a. Disclosure of any action taken place during the Closed Session Meeting
President Terry Gonsalves reported no action was taken during closed session.

ITEM #7 PUBLIC COMMENT:

- There was no public comment.

ITEM #8. MINUTES: (Action by the Board)

A. Approve Board Minutes:

1. Regular Board Meetings 05/28/2024

MSP (Chahil-Flores) to approve the Board minutes. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #9. ACKNOWLEDGE CONSENT AGENDA (COLORED PAGES) ITEM #20 THRU ITEM #106:

MSP (Riojas-Chahil) to approve the Consent Agenda. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #10. PROGRAM REPORT: (Informational)

- None

ITEM #11. STAFF REPORT: (Informational)

a. Report on Satellite/Kentucky Derby/Preakness

Satellite Wagering Ronnie Mobley introduced himself to the board. Ronnie has worked in the Satellite Wagering Department for the past 7 years. He discussed ideas on how to raise attendance in Satellite. He reported that the Kentucky Derby satellite wagering numbers were down slightly and he was not prepared to report on Preakness at this time but will have that report at the next board meeting.

b. Report on CARF/CHRB Meetings

Danielle Griffin with Cohen Communications reported there are 3 additional weekends of horse racing, for a total of 14 days of racing for the 2024 Horse Race Meet. The dates are September 13-15, 21-22, 28-29 and October 4-6, 11-14. Box seat holders have been informed by mail. The announcement to the public should be made no later than the week of June 3rd. The fairs horse racing license will be submitted for approval during the September CHRB meeting.

c. Report on Interim Events

Interim Events Coordinator Taylor Collins reported that old contracts are being reviewed, new contracts are being written for 2024-2025, training for Accounting Ware has taken place and the Hmong New Year contract renewal is being written.

d. Report on Entertainment/Ticket Sales

Box Office Manager Victor Felan reported on total tickets sold; Walker Hayes - 597, The Righteous Brothers - 391, G-Eazy - 1188 and Dwight Yoakam - 1,337. Reported that Sugar Ray has been added to the concert lineup and presale tickets are at 181. David Valdivia has confirmed the 2 Sunday shows. All ticket sales have been from the website and BFF fan club so far, no major marketing has started yet.

e. Report on Maintenance Projects

Interim CEO Christina Estrada reported the maintenance crew has serviced 76 water coolers and 32 AC units, grounds cleanup is being done, asphalt is being repaired, sewer lines have been flushed and the area in front of the tote board has been watered.

ITEM #12. COMMITTEE REPORTS: (Action by the Board)

a. Finance Committee:

- Acknowledge Financial Reports from Price Paige & Company.

MSP (Riojas-Chahil) to acknowledge the financial reports as presented. The vote was unanimous.

Henry Oum with Price Paige & Co. reviewed key areas in the financial reports. Payroll is the top priority. PPC is working with fair staff to make a smooth transition into Paychex. PPC and fair staff had trained with Accounting Ware to help understand all the inner workings of the system as it relates to transactions, contracts and management. PPC has been working on the STOP report with the goal of filing by next week. PPC is planning to have the 2025 Budget prepared to present to Fair management by the end of 2024.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #13. OLD BUSINESS: (Informational/Action by the Board)

a. Discussion and action by the board on possible cashless options

MSP (Flores-Chahil) to a move forward with the cashless options.
 The vote was unanimous.

Interim CEO Estrada reported that Etix (fair’s current ticketing system) did a walk-through of the grounds with out IT personnel to check wifi strength in the parking lots and around the grounds. They plan to do a test run in July to use the ETix cashless system in the parking lots and concessions at the Celebrate America event. There will be no cost to the fair for this equipment. The fair auditor will have access to live gross sales.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #14. NEW BUSINESS: (Action by the Board)

a. Award the Carnival Operations Contract, RFP #24-001, for a 3-year period (2024-2026) with (2) 1-year options (2027-2028).

MSP (Hunsucker-Pacheco) to approve Butler Amusements, Inc. as the Carnival Operations Contractor. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

- b. Approve renewal option for Total Event Access Management to provide fair time concession auditing services for 2024 in the amount of \$10,000.00.

MSP (Flores-Chahil) to approve renewal option for Total Event Access Management to provide auditing services in 2024. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea			X	
Chuck Riojas	X			
Larry Salinas	X			

ITEM #15. CORRESPONDENCE: (Informational)

- a. None

ITEM #16. MANAGER'S UPDATE: (Informational)

Interim CEO Estrada reported on the following;

- Reported that September 13 - 15, 21 - 22, 28 - 29 and October 4 - 6, 11 - 14 will be the dates for the 2024 Horse Race Meet. Box Seat reservation forms have been mailed out. Reserved seats reservations will be mailed out soon.
- Stated that the Commercial Vendor contracts have been mailed out.
- Reported that the HVAC contract has been finalized.
- Community West Bank is currently reviewing the Fair's Money Market account percentage and is in the process of making a proposal for a higher percentage than the current 2.38%. The JLA credit card fee is also being reviewed by the bank to lower the rate.
- Interim CEO Estrada reported that the Fair was approved for a \$50k drone show grant. There will be 4 shows during the Fair.
- Stated she has contacted Bob who provides the Top Trainer Saddle. The Saddle will be ready for pickup before Fair time.
- Repairs to the bow of the Pirate Ship have begun, the Wine Garden Bar replacement and the Gingerbread House repairs are almost complete.
- Reported that the Exhibitor Handbook has been posted online.

ITEM #17. BOARD RECOMMENDATION FOR FUTURE AGENDA ITEMS:

None

ITEM #18. FOR YOUR INFORMATION:

Next Board Meeting - June25, 2024, 12 Noon

ITEM #19. ADJOURNMENT:

The Board Meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Christina Estrada
Interim Chief Executive Officer

Terry Gonsalves, President
Board of Directors

Date: June 12, 2024 – IN PROGRESS

From: Lori Clanton, CAS Controller, Price Paige & Company (PPC)
Henry Oum, CAS Engagement Partner, Price Paige & Company (PPC)

To: The Big Fresno Fair, 21st DAA
Board of Directors
Interim CEO, Christina Estrada

Subject: Progress Report on the Fair's Accounting and Financial Reporting

Introduction

The accounting work continues in the following areas with the goal of providing reliable financial statements as soon as possible. Below is a summary of recent progress and accomplishments.

Highlights of PPC's new efforts since the last report include:

- Payroll Related Projects
 - PST submissions timely
 - ACA submission timely
 - CalPERS Pension Catch Up
 - SavingsPlus funding Catch Up
 - Training of FAIR personnel on payroll processing
- Completed Projects
 - Completion of the 2023 STOP report
 - Completion of GASB68 Pension Computation for 12/31/2023
 - Completion of Sales Tax Reporting through 3/31/2024 (next quarter due thru 6/30/2024)
- Current Major Initiatives
 - Development of project budget templates for major events
 - HR Policy Implementation
 - Sick Policies accruals
 - New Hire Orientation
 - Assessment of engaging AccountingWare as consultants to review and revise historical contracts and current contract tracking
 - Required as part of the current year and prior year reconciliations

Ongoing Operations

Expenses / Accounts Payable

Since transitioning to Bill.com in November, PPC has processed and paid 1,319 vendor invoices totaling over \$5.4 million. Bills are submitted more regularly and paid timely.

Payroll

The FAIR staff is taking more of a lead role in the payroll processing starting June 2024. PPC is providing instructions as well as ongoing oversight and final review.

- The CALPERS pension reports and payments are being submitted and paid on a timely basis.
- PST and 457b reports and payments are being submitted and paid on a timely basis.
- The OPEB report for 7/1/22 – 6/30/23 has been provided to CDFA and the catch-up payments to CALPERS are in progress.

Revenue / Accounts Receivable

We have recommended the FAIR engage with the software provider AccountingWare to assist in the review and reconciliation of the Accounts Receivable and Contract Management functions of FAIR's operations. This should allow for a more accelerated close of the 2023 and 2024 years and allows for clean in prior periods.

Contracts, customer invoices, and deposits are prepared and recorded by Fair staff in AccountingWare and the deposits are made into the Fair's checking accounts at Community West Bank.

Below are the total invoices, deposits, and accounts receivable balance as reported in AccountingWare.

	July – Dec 2023	1 st Quarter 2024	2 nd Quarter 2024 (as of 6/12/2024)	Total Since 7/1/2023
Invoiced	\$10,935,036	\$2,193,585	\$931,979	\$14,060,600
Payments Received	\$13,108,069	\$1,980,015	\$991,328	\$16,079,412

Accounts Receivable Aging by due date:

2022	\$	13,753
2023	\$	49,390
2024 January	\$	79,356
2024 February	\$	7,503
2024 March	\$	38,798
2024 April	\$	96,326
2024 May	\$	59,563
2024 June 1 - 12	\$	36,188
Total Current Due	\$	<u>380,877</u>

Deferred Revenue:

Due June 13 - 30, 2024	\$	18,560
Due July – Dec 2024	\$	154,419
Due in 2025	\$	63,246
Total Deferred Revenue	\$	<u>236,226</u>

Please note that PPC is still in the process of reviewing these balances, transactions, and processes.

Cash and Bank Reconciliations

Of the Fair's nine (9) bank accounts, seven have been reconciled through May 31, 2024, and two are currently in progress. All accounts are held at Community West Bank (CWB).

General Operating: The reconciliation of the General Operating Account is still in progress. The General Operating account has the highest volume of activity. Between August and May, \$14 million and 1750 transactions were reported through this bank account. PPC continues to identify and correct many of these transactions in AccountingWare. This is a priority and a critical part of reporting 2023.

Attached is a listing of the Fair's bank accounts and balances through May 31, 2024. The net activity is summarized here:

July 31, 2023, total cash account balance	\$ 9,509,262
May 31, 2024, total cash account balance	<u>\$ 9,914,487</u>
Increase	\$ 405,225

The attached summary also includes the cash balances for the same periods in 2020, 2021, and 2022 for comparison purposes. The source of the prior year balances are AccountingWare's bank reconciliations. PPC is undertaking a review of the previous year financial statements to understand the increases in cash balances from 2020 to current and will report the findings as a future board meeting.

Financial Controls

Throughout the work in the areas listed above, PPC is recommending and implementing financial controls. Audit-ready documentation is required for every bill paid and deposit made. Ongoing.

Prior years review, clean up, and preparation for audit.

Once the day-to-day accounting functions as described above are in place and operating effectively and calendar year 2023 is reconciled, we will turn our attention to the cleanup of the two prior years. The purpose of going back to those fiscal years is to ensure that the accounting is accurate so that an external audit can be conducted. The last financial audit covered the years 2019 and 2020, and it is important to provide assurance to the board and other stakeholders that the Fair's accounting and financial statements are in accordance with generally accepted accounting principles. Pending.

Enclosed:

1. Summary of bank account balances as of 5/31/24 with prior years comparison data.

Big Fresno Fair - Cash Accounts
Summary of bank accounts July 2023 - May 2024

GL Account	Bank*	Account Name	Bank Acct # Last 4	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Change from July 2023 to May 2024	Reconciled through:
11309	CVCB / CWB	Operating Checking	5851	\$387,749	\$263,818	\$1,529,566	\$1,834,961	\$1,807,983	\$1,893,876	\$2,115,030	\$1,422,686	\$858,052	\$526,129	\$148,379	(\$239,371)	Oct - May in progress
11507	CVCB / CWB	Payroll	5843	\$53,568	\$72,050	\$139,761	\$146,446	\$48,881	\$37,050	\$52,871	\$52,000	\$116,247	\$37,805	\$37,761	(\$15,807)	12/31/2023
11902	CVCB / CWB	Box Office	5894	\$161,666	\$364,051	\$545,630	\$0	\$21,660	\$22,851	\$83,357	\$87,579	\$126,372	\$268,644	\$323,473	\$161,807	5/31/2024
11408	CVCB / CWB	Premium Business Premium	5878 & 2455	\$16,435	\$16,435	\$16,435	\$43,639	\$17,971	\$12,031	\$6,333	\$8,535	\$8,105	\$7,741	\$7,723	(\$8,712)	5/31/2024
11708	CVCB / CWB	MIMKT Business Premium	7587	\$8,474,274	\$8,490,468	\$7,005,461	\$8,953,745	\$8,970,303	\$8,986,339	\$9,004,619	\$9,020,717	\$9,036,311	\$9,054,929	\$9,075,643	\$601,370	5/31/2024
11709	CVCB / CWB	MIMKT (Savings)	7897	\$57,038	\$57,039	\$57,039	\$57,040	\$57,040	\$57,040	\$57,041	\$57,041	\$57,042	\$57,042	\$57,064	\$26	5/31/2024
11311	CVCB / CWB	Operating - Credit Card	5908	\$47,035	\$71,455	\$97,130	\$687	\$419	\$609	\$279	\$502	\$417	\$538	\$4,642	(\$42,393)	5/31/2024
11809	CVCB / CWB	JLA - Checking	5886	\$285,692	\$279,932	\$282,095	\$390,248	\$941,299	\$663,601	\$429,913	\$335,594	\$245,357	\$231,614	\$213,483	(\$72,199)	5/31/2024
11810	CVCB / CWB	JLA - Credit Card	5916	\$25,806	\$25,659	\$25,443	\$32,241	\$32,025	\$38,254	\$44,898	\$46,825	\$46,608	\$46,407	\$46,310	\$20,504	5/31/2024
Totals				\$9,509,262	\$9,640,906	\$9,698,560	\$11,459,016	\$11,897,581	\$11,711,651	\$11,794,340	\$11,031,478	\$10,494,512	\$10,231,050	\$9,314,487	\$405,225	

* Central Valley Community Bank (CVCB) is now Central West Bank

History for Comparison of Cash balance Totals

GL Account	Banks	Accounts	Change from July 2023 to May	Source
Multiple	Suncrest & CVCB	Total of all cash accounts		
			Jul-22	Jul-23
			\$7,736,333	\$11,212,023
			Aug-22	Aug-23
			\$7,917,588	\$9,129,176
			Sep-22	Sep-23
			\$8,452,874	\$10,388,015
			Oct-22	Oct-23
			\$11,414,384	\$9,775,921
			Nov-22	Nov-23
			\$10,594,505	\$9,448,332
			Dec-22	Dec-23
			\$11,043,987	\$7,418,035
			Jan-23	Jan-24
			\$11,212,023	\$7,418,035
			Feb-23	Feb-24
			\$10,388,015	\$3,819,132
			Mar-23	Mar-24
			\$9,775,921	\$3,819,132
			Apr-23	Apr-24
			\$9,129,176	\$3,819,132
			May-23	May-24
			\$9,448,332	\$3,819,132
			AW Bank Reconciliations	
			\$1,712,000	\$1,439,459
			Change from July 2023 to May	Source
			\$1,712,000	\$1,439,459