

**Regular Board Meeting of the Board of Directors  
1-A District Agricultural Association  
Tuesday, December 18, 2018 – 10:00am  
Paddock Room, Cow Palace  
2600 Geneva Avenue, Daly City, California**

**MINUTES**

Mara Kopp, President	Barbara Wanvig, 1st VP	Anthony Pantaleoni, 2 <sup>nd</sup> VP
Ken Flower, Director	William Nack, Director	Tyrone Evans, Director
Al Perez, Director	Nancy Atkinson, Director	Lori Marshall, CEO

**I. Roll Call**

President Kopp called the meeting to order at 10:10 a.m. All Board Members as noted were present: Director Wanvig, Director Atkinson, Director Flower, Director Nack, and Director Pantaleoni. Director Perez was excused by motion of Director Flower and seconded by Director Wanvig. All in favor. Motion passed. Director Evans will be arriving late. CEO Lori Marshall and Kelley Ferreira were also present.

**II. Approval of Minutes of Board Meeting November 27, 2018** Motion made by Director Nack to approve minutes of November 27, 2018, seconded by Director Wanvig. All in favor. Motion passed.

**III. Public Comments** – None

**IV. Presidents Report:** President Kopp read some of the GNR thank you notes that came from exhibitors and patrons, asked the nominating committee to recommend Board officers at the January 2019 meeting and reminded all members that the January meeting will have ample time to review the GNR in detail

**V Consent Agenda:** Director Wanvig motioned to approve consent agenda items as submitted, seconded by Director Flower. All in favor. Motion passed.

**VI. CEO Report –**

- A. Updated calendar of events was distributed and reviewed individually. CEO Marshall answered questions pertaining to the events.
- B. Projects Update: CEO Marshall discussed general facility projects that have been in progress, issues concerning leaking roofs, staff has been doing major work on cleaning/snaking drains in the parking lots, clearing out mud, leaves, roots, and other blockages. Additional recent projects include scrubbing and a new seal on the concourse concrete, working on demo pricing and ideas for the Stockyard club, and attendance at a job fair seeking maintenance staff. CEO Marshall also handed out a sheet with data regarding the LED retro fit lighting project that is taking place in the parking lot. CEO Marshall gave an update on her meeting with SF Office of Emergency Services and Red Cross, and that she has meetings scheduled with City of Daly City, SF Office of Economic Workplace & Development, SFMTA, and Senator Weiner/Assm Ting in January. CEO Marshall also announced that the Cow Palace was ranked #2 in the 2019 Business Times Book of Lists for Convention & Meeting Rooms.

Let the record show that Director Evans joined the meeting at 11:10 am

## VII. Committee Reports:

**A. Budget and Finance Committee: OPERATING STATEMENT** November saw healthy improvements in most of our revenue categories and in our profitability. But not all November revenues are included, and some GNR bills are still coming in, so by year's end, we expect even better results. Our **Profit** shows at \$67,000 for November, but a month earlier, we were \$39,000 in the red, so we were actually almost \$100,000 to the good in November. On a YTD basis, our profits are up by \$70,000 and our variance to budget is \$72,000 better than a month ago. **Operating Revenues** are lagging compared to a month earlier, but YTD they are up by more than half a million dollars. Compared to Budget, we are also half a million improved - under budget by \$175,000 compared with \$720,000 a month earlier. Looking at **GNR** revenues, we are \$71,000 under budget, but expenses are below budget by \$43,000, so we are netting out at only a \$28,000 loss. Likewise, the **Junior Grand** shows a \$43,000 loss, but expenses being under budget net it out at minus \$30,000. With respect to **Total Rental Event Revenues**, on a monthly and YTD basis, we are substantially ahead, but lagging budget by \$94,000. However, some November revenues have not been posted and December revenues including lease revenues will be substantial. We expect to meet and very likely surpass budget by year's end. Regarding overall **Expenditures**, we are almost dead even with one year ago and still nicely under budget. **CURRENT POSITION REPORT** Turning to the Current Position Report, total Cash on Hand and in the Bank is \$3.6 million which is \$368,000 more than a month ago. Current Assets are up by \$173,000 and Current Liabilities have increased by \$105,000. Current Assets over Current Liabilities are up \$68,000. **BALANCE SHEET** One note about Accounts Receivable: Quite a few have been paid, bringing the total due down to about \$27,000 We can continue to be proud of our **balance sheet** which has grown \$154,000 in the last month and is \$1 million more than a year ago.

## VI. Action Item

- A.** Director Wanvig presented the financial statement for November 2018 for discussion and approval. Director Pantaleoni made a motion to approve the financials. Director Evans seconded. All in Favor. Motion passed.
- B.** Approval of contract with Calco Commercial, Inc.: Director Nack made a motion to approve the contract with Calco Commercial as presented. Director Pantaleoni seconded. All in favor. Motion passed. Director Nack made a motion that the CEO will get approval from the review committee; President Kopp and Long Term Committee Chair Director Pantaleoni, before executing a lease agreement presented by Calco Construction, and will after committee approval, bring agreement to the full Board as information.
- C.** Delegation of Authority - Director Wanvig made a motion to authorize CEO Lori Marshall to execute Rental Agreements up to \$250,000 and Standard Agreements up to \$75,000, as long as contracts do not exceed one year, without further authorized from the Board of Directors. Lori Marshall is authorized to sign on all Bank Accounts on behalf of the 1-A District Agricultural Assn. All executed agreements are to be submitted to the Board of Directors for review at subsequent meeting. The delegation is effective until December 31, 2019. Director Pantaleoni seconded. All in Favor. Motion passed.
- D.** Approval of Workers Compensation - There was no need for additional approval, this was done previously with and indefinite date.

## VII. Matters of Information

- A. CEO Comments: None
- B. Director Comments: None
- C. Next Board meeting will be held January 15, 2019 at 10am in the Paddock Room.

**VII. Adjournment** – Motion to adjourn made by Director Pantaleoni, seconded by Evans. All in favor. Motion passed. Meeting adjourned 11:59am.