



52nd District Agricultural Association

Wednesday, February 8, 2023, at 5:00 p.m.
Cal Expo Fair Office, Board Room
1600 Exposition Blvd,
Sacramento, CA 95815

BOARD MEETING MINUTES

I. Call to Order

- President Albiani called the meeting to order at 5:16 p.m.

II. Roll Call

- Roll call was taken and a quorum was present.
- **Present**-Mike Francesconi CDFA, Matt Cranford CEO, Mike Albiani President, Arturo Barajas Board Member, Serrina Correa Board Member, Evan Corder Board Member, Denise Tugade Board Member.
- **Absent**-Coby Turner Board Member
- President Albiani asked for a motion to excuse Board Member Coby Turner. It was moved by Arturo Barajas and seconded by Evan Corder. President Albiani asked for a vote of those in favor, Aye-Everyone.
Motion Carried.

III. Introduction of Guests and Staff

- President Albiani introduced Jim Vietheer.

IV. Public Comment on items not on the agenda

- No public comment.

V. Approval of Minutes

- December 14, 2022 Board Meeting Minutes
- January 11, 2023, Board Meeting Minutes
 - President Albiani asked for a motion to approve the December and January Board Meeting minutes. It was moved by Arturo Barajas and seconded by Evan Corder. President Albiani asked if there was any discussion, none. President Albiani asked for a vote of those in favor, Aye- everyone. **Motion carried.**

VI. CEO Report (Informational Only)

- CEO Matt Cranford introduced Nichole Simonsma as new employee.



Some board order policies will need to be updated, will reformat and bring back for approval.

- Working with Cal Expo on working together on our county and state fair with things such as using their DG show rings instead of buying new turf.
- Hiring & HR report- accounting system is run by CFSA. All payments going in and out go through them. Brought on Nichole Simonsma and will be hiring someone part time to design maps. Adopted Cal Expo employee handbook and made our own.
- Getting things going for the fair entertainment. Entertainment schedule has been put together by Wilson Events. Have some new entertainment coming that board members are excited about. Walk On the Wild Side will be finishing out their contract. The Arena has not been booked out yet. Discussed that all previous events except the demolition derby lost \$9000. Still working on a solution to at least break even.
- the Arena.
- Joe Anderson has been working on all the commercial and concession vendors.
- There is a new livestock superintendent lined up for this year's fair, the pervious superintendent is not available.
- School programming update: Andrea will help out along with her daughter and friend with school tours and Farm Garden in Wheelbarrow.
- ⊖ Technology updates- Will have a new time clock and looking into getting new phones to help things run smoother during fair.
Updating Show Works- Show works always crashed when multiple people tried to use at the same time. -Will get this fixed before it goes live this year.
- WFA- Matt went and represented Sacramento County Fair.
- Denise Tugade asked if we were able to secure any local vendors? Not sure yet. So far just processed the current ones. Will discuss later on the possibly of finding local commercial vendors. We want to make sure they have a good first experience and do not loose money.
- Cal Expo horse barns and building D have been red flagged by Fire Marshal due to damage from the storms. Cal Expo is looking into getting them repaired before fair but still unsure. This will affect the fair schedule and horse show.
- Jim Vietheer asked about bathroom updates? Discussed that bathrooms will likely not be done until August.
- Discussed creating more committees. The Board would like a marketing committee and a financing committee. The finance committee would go through and proof finances prior to board meetings to give them a closer look.

VII. President's Report (Informational Only)

a. President Report



- We currently only have one formal committee (auction committee)
- Need to add committees as per bylaws, need to discuss later. The Board agreed it would be good idea to get that going. Make action item on next agenda to put that in the bylaws.
- Auction committee met last night, had good crowd and lots of good discussion. Brett Tank is working on bringing back the volunteers for the livestock show and sale. Next meeting is March 21st.
- Nothing else to report.

VIII. Financial Reports

- a. Review and Approve January 2023 Trial Balance and Balance Sheet
- b. Review and Approve January 2023 Profit and Loss Statement
- c. Review and Approve January 2023 Payroll
- d. Review and Approve January 2023 Accounts Payable and Accounts Receivable
- All financials have been moved to CFSA and we are working on fixing it.
- Were unable to get balance sheet so looked at trial balance instead- it balances out. President Albiani asked for a motion to approve the trial balances sheet. It was moved by Serrina Correa and seconded by Arturo Barajas. President Albiani asked if there was any further discussion, there was none. President Albiani asked for a vote of those in favor, aye- everyone. **Motion Carried.**
- Profit & Loss- unavailable for this meeting, will have it for March meeting.
- Payroll- do not have a full report, will get it after it is setup.
- Payable & Receivable- No accounts receivable, no money has come in. President Albiani asked for a motion to approve the check register. It was moved by Arturo Barajas and seconded by Evan Corder. President Albiani asked if there was any further discussion, Mike Francesconi pointed out the exhibitors' names on it are from exhibitors that didn't cash their checks in time. President Albiani asked for a vote of those in favor, aye- everyone. **Motion Carried.**
- Audit- All the items addressed in the compliance audit. Will start working on audit and cleaning it up.

IX. Committee Reports

- a. JLA Committee
- b. Marketing Committee
- c. Sacramento Foundation Ad Hoc Committee Report
- JLA- Nothing to report.
- Marketing- A new flyer/poster has been created and will be printed and posted. It is on website. Talking with previous marketing person and discussing prices, might continue using him, however he doesn't manage social media and we have a new person for that already.

X. Old Business

- a. Mandatory Training for Board of Directors



b. CDFA Intervention Conclusion

- Have 1 director that needs to complete training still.
- CDFA Intervention Conclusion- have to do 1 more contract with Cal Expo. The contract spells out what 52nd DAA does and does not do. Matt Cranford gets paid by Cal Expo and we are reimbursing Cal expo.

XI. New Business

- a. Form 700
- b. Cal Expos Agreement with 52nd DAA
- c. Capital Outlay items – small animal pens/cattle panels/Astroturf
- d. Review and Approve authorizing CEO Cranford as approved manager for bank accounts, credit card and processor company.
- Form 700 needs to be filled out by all the board members and sent to Matt Cranford before April 3rd so he can send them all in by deadline of April 3rd. If you have to fill one out for another agency you still need to fill out another.
- 52nd DAA Cal Expo Agreement- President Albiani waited to discuss at board meeting before signing it. Discussed that it is very similar to historical contract to Cal Expo. \$40,000 contract. Spells out that Cal expo gets parking and beer sales. President Albiani asked for a motion to approve him signing it. Arturo Barajas abstains signing it if there is a motion. **Mike Francesconi gives approval.**
- Capital Outlay Items- Working on getting bids on cattle panels and small animal pens. Working with Cal Expo on figuring out plan to use part of their state fair DG show rings instead of turf. Writing a grant proposal for Cal Expo working with Community Service District to get state funding for new panels and pens. The money for the pens and panels could be used for future flood and fire animal use. The grant has to cost a minimum of \$5 million.
- Currently Mike Francesconi and Mike Albiani have access to bank accounts. The Board wants to remove Mike Francesconi (CDFA) and add Matt Cranford. Discussed that Matt Cranford wants to add a third person as an additional signer on the account. Board decided that the third additional signer should be the chair of the finance committee. President Albiani asked for a motion to remove Mike Francesconi from the account and add Matt Cranford and the Chair of the finance committee. It was moved by Arturo Barajas and seconded by Evan Corder. President Albiani asked if there was any further discussion, none. President asked for a vote of those in favor, aye- everyone. **Motion Carried.**
- Come July 1st zoom will no longer be an option unless in a public ADA location, if you participate from home you have to give out home address on The Board Meeting Notice and anyone can come attend the meeting with you.

XII. Correspondence

- None.

XIII. Director Comments/Request for Agenda Items



- None.

XIV. Future Board Meetings

- a. Wednesday, March 8, 2023, 5:00pm
- Moving meeting to 5:15pm.

XV. Adjourn

- President Albiani asked for a motion to adjourn the meeting at 6:40pm. Motion was moved by Arturo Barajas and seconded by Serrina Correa. President Albiani asked for a vote of those in favor, aye- everyone. **Motion Carried.**