

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes -Approved
Wednesday, August 16th, 2023

CALL TO ORDER: The 10A District Agricultural Association Board of Directors meeting was called to order by President Angela Sutton at 6:00 pm and was held in the fair office conference room in Tulelake, CA.

ROLL CALL/DIRECTORS ABSENT: Directors Sutton, Schaad, Struble, Hernandez and Fine were in attendance in person, Director Luscombe was on our conference call line.

INTRODUCTION OF GUESTS & STAFF: Staff - CEO - Nancy Sites, Guest – Amber Worch

Community Relations/Public Comment:

Guest Amber Worch asked if the board would consider changing the rule about only feeding animals at a certain time. She realizes it is so the pens look clean and tidy during the day but at other fairs they let them feed whenever they would like, and the animals seem to be more content and quieter. This will be added to the August 30 agenda.

CONSENT CALENDAR:

The board of directors reviewed the consent calendar. The financial statements for July were unavailable at the time of the meeting, they will be presented in a future meeting.

Director Schaad moved to approve the consent agenda as presented. Director Struble seconded. All in favor. Motion passed.

| Board Member | Approved | Not Approved | Abstained/Absent |
|-----------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez | X | | |
| Director Struble (seconded) | X | | |
| Director Schaad (moved) | X | | |

Correspondence:

Nancy presented the board with a letter from Tulelake FFA advisor Schaad as he was unable to attend the meeting. It was in regards to the livestock rule against allowing halters on sheep.

Committee Reports

Finance – Director Schaad wanted to remind everyone that all directors need to complete their state training so we can request our state allocation from CDFA. We also need to get our financial review for 2021 completed, Monica Derner is working on that and Nancy will follow up with her.

Public Relations Committee/Ad Hoc Committees:

Fair Court: Director Struble gave an updated on the Fair Court activities

Jr. Fair Board Committee: Director Fine gave an update on the Jr. Fair Board activities. They will be hosting a BBQ and activities for the youth exhibitors on Wednesday prior to the fair.

Business Report and Information

Office/Admin: Nancy gave an update on office/admin. activities. It has been very busy with fair coming up. Director Sutton asked to have a list of area where the directors can help out at the next meeting. Nancy

reported that we have been unable to acquire the required insurance for the side by side mud truck races. She will speak with the promoter and ask about going back to the truck sled pulls as we are able to get insurance for that activity. The directors went through the schedule and noted some changes that should be made.

OLD BUSINESS

The contract for Joe Nichols was presented to the board. It has a maximum fee of \$40,000. *Director Struble moved to approve the contract as written and grant the CEO authorization to sign the contract. Director Schaad seconded. All in favor. Motion Passed.*

| Board Member | Approved | Not Approved | Abstained/Absent |
|---------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez | X | | |
| Director Struble (motion) | X | | |
| Director Schaad (second) | X | | |

The board reviewed the policies presented by the CEO.

Cell phones policy for permanent employees: The association requires that the CEO and the Senior Maintenance Worker carry a cell phone at all times for business purposes. The agency will pay for monthly service for these phones. The employees may purchase their own phone to put on the agency plan or the agency may provide a phone to the employee. In the event that the phone was purchased by the agency and the employee leaves their position, they must leave the phone or purchase it from the agency. *Director Struble moved to approve the policy as presented. Director Schaad seconded. All in favor. Motion Passed.*

| Board Member | Approved | Not Approved | Abstained/Absent |
|---------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez | X | | |
| Director Struble (motion) | X | | |
| Director Schaad (second) | X | | |

Complimentary ticket policy: The 10A DAA Board of Directors, 10A DAA vendor and concessionaires, official fair volunteers and livestock exhibitors will receive complimentary fair admission. It is at the discretion of Management to provide other complimentary tickets to the community (ex. VIP parking, Carnival Tickets, Grandstand tickets, Season Admission Passes) as necessary. Management must continue to comply with the FLSA requirements.

Director Schaad moved to approve the complimentary ticket policy Director Struble seconded. All in favor. Motion passed.

| Board Member | Approved | Not Approved | Abstained/Absent |
|---------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez | X | | |
| Director Struble (second) | X | | |
| Director Schaad (motion) | X | | |

Livestock Department Rules – Local rule prohibiting the use of halters on sheep in the show ring. It was requested that we remove this rule from our local rules.

The board reviewed the letter from Advisor Schaad regarding the use of halters on sheep in the show ring. There may be some instances where halters are necessary, and the board took that into consideration before making a decision on this rule. There was some discussion among the directors and guest.

Director Schaad move to remove rule 75a from the Tulelake Butte Valley Fair local rules. Director Hernandez seconded. Directors Hernandez, Luscombe, Sutton, Struble and Shaad all approved the motion. Director Fine opposed. Motion Passed.

| Board Member | Approved | Not Approved | Abstained/Absent |
|-----------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | | X | |
| Director Sutton | X | | |
| Director Hernandez (second) | X | | |
| Director Struble | X | | |
| Director Schaad (motion) | X | | |

Executive Session:

Pursuant to the Division Government Code Section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving: Personnel Matters (GCS11126a) CEO Yearly Evaluation.

Director Schaad moved to move into executive session to complete the CEO yearly evaluation. Director Struble seconded. All approved. The guest was asked to step out during the executive session.

Director Sutton asked the board to postpone the CEO yearly evaluation until November of 2023 due to limited time as the annual fair is only a few weeks away. *Director Struble moved to postpone the CEO review until November 2023. Director Luscombe seconded. Motion passed. Director Schaad abstained.*

| Board Member | Approved | Not Approved | Abstained/Absent |
|-----------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez (second) | X | | |
| Director Struble (motion) | X | | |
| Director Schaad | | | X |

Director Hernandez moved to return to open session. Director Struble seconded. All in favor. Motion carried.

| Board Member | Approved | Not Approved | Abstained/Absent |
|-----------------------------|----------|--------------|------------------|
| Director Luscombe | X | | |
| Director Fine | X | | |
| Director Sutton | X | | |
| Director Hernandez (motion) | X | | |
| Director Struble (second) | X | | |
| Director Schaad | X | | |

The action from the closed session is to postpone the CEO yearly evaluation until November 2023.

Director Statements:

Director Fine: Asked that we add a walk-through gate to the south end of the Jr. Barn show ring for the awards ceremony, it will make it easier for the kids to move in and out of the ring. She asked about spraying for bugs and flies prior to fair as they are bad this year. She asked about having a mandatory leader/advisor meeting prior to fair, maybe prior to the next meeting. Looking forward to fair.

Director Hernandez: He apologized for missing the last meeting. He had a medical emergency to attend to.

Director Struble: Very excited for fair!

Director Schaad: She commented that the grounds and flower beds are looking great thanks to our grounds crew and adopt a spot garden volunteers.

Next Meeting: Wednesday, August 30th, 2023

Meeting adjourned at 7:12 pm (Laura made a motion to close—Angela seconded)

Respectfully submitted,

Board President Signature

Nancy Sites, CEO
