

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes -APPROVED**  
**Thursday, February 9, 2023**

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

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

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites and Office manager - Megan Halousek, Guests: Destiney Huffman, Angie King, Heather Wright from Tulelake Rotary; Jerry LeQuieu, TBVF Friends; Scott Seus, Drew Huffman, Carrie Guthrie

**Community Relations/Public Comment:** There was no public comment on any item that was not already on the agenda.

**CONSENT CALENDAR:**

The consent agenda included the January board meeting minutes, January cash disbursements and the financial report through January 2023. The January cash disbursements for January were removed as there are too many directors with conflicts of interest to approve them. *Director Schaad moved to approve the consent agenda omitting the January cash disbursements. Director Luscombe seconded. Motion passed.*

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

**Tulelake Butte Valley Fair Friends**

Jerry gave the financial report for the fair friends. Stocks have improved a bit since the last meeting. They are ready to provide funding for fairgrounds property repairs as needed. Some things that the fair friends would like to see on the improvement list include: Stairs for the Barrack so that it is easier for visitors to see inside and a cover for the outside part of the museum, possibly a pole barn to protect the outside exhibits.

**Committee Reports:**

**Livestock Committee:**

Director Struble gave the livestock committee report. The board will vote on the weight changes later on in the meeting. The report from the livestock meeting was included in the board packet. It included the livestock show schedule for fair. Guest Carrie Guthrie did ask if the market sheep could move to a covered area since they will be showing when it is pretty warm out. The committee will take that into consideration when finalizing the schedule.

Special Events Committee – Director Fine gave an update on the upcoming Casino night fundraiser. Things are moving forward quickly, and tickets are selling fast. Donations are being collected by many local businesses and it looks like it’s going to be another great event.

Fair Court & Jr. Fair Board – Director Struble gave an update on Fair Court. The interviews will be held on February 13<sup>th</sup> in Butte Valley and then they will announce the 2023 Fair Court. Junior Fairboard applications will be due on March 1.

**Business and Information**

There was some discussion about the Western Fair’s Association conference that was held in January. Many great ideas came from the conference that we will be implementing in the office. Nancy is still working on grandstand entertainment options. There is a lot of work to be done in the grandstand before we host a major concert. Many other grounds entertainment options were also at WFA, Nancy will be booking grounds and strolling entertainment in the next couple of months.

Nancy also reviewed the CDFA collaborative exchange that was held in early February. CDFA F & E still is not sure how much the 1499 funding will be for each fair. They have put in a budget change request to the governor’s office to include funding for their unit as that was not included in the original budget.

The board would like Nancy to look into the following potential fair friends projects: Upgrade the arena, paving, covering the outside of the museum and stairs for the barrack.

Megan has been busy setting up the new vendor application software that will allow us to do everything online. It is now up and running and we are taking applications.

**OLD BUSINESS**

2023 Fair Theme – There were several options presented for the 2023 fair theme. The group decided that “Growing Traditions Together” would be the theme for 2023.

2023 Committee Assignments – President Sutton reviewed the current standing committees outlined in our current By-laws. There are five of them listed in section 4B of our by-laws. The other committees were added as needed and are in a chart below the standing committee’s. There was much discussion about the committee’s and their duties. Director Sutton suggested bringing on Ad Hoc committees under the standing committee’s and possibly adding community members that would like to volunteer onto these Ad Hoc committee’s.

Director Sutton assigned the standing committee’s:

- Finance – Director Schaad and Director Hernandez
- Building and Grounds – Director Luscombe and Director Hernandez
- Operations and Policy – Director Schaad and Director Sutton
- Public Relations and Program Review – Director Struble and Director Luscombe

The Ad Hoc Committees will be:

- Fundraising Events – Director Sutton; Director Fine; Community Member: Destiney Huffman
- Fair Court under public relations – Director Luscombe; Director Struble; Potential community members: Beth Macy, Janice Woodhouse, Carrie Guthrie
- Junior Fair Board –Director Sutton, Director Fine; Potential community members Destiney Huffman. President Sutton suggested that everyone get involved in the Jr. Fairboard. We could potentially put the Jr. Fairboard as an ongoing item on our agenda and they can report on their activities at the board meetings.

President Sutton moved to remove the committee table from section 4B in the by-laws and policies. Director Schaad seconded. All in favor. Motion passed.

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

The awards committee will move back into the office duties with input from the board as needed.

Sick Time Policy for Employees – Nancy explained that we need to adopt a policy to grant sick time to temporary employees. After reviewing the policy Director Schaad suggested that we make a few changes and put it on the March meeting agenda.

**NEW BUSINESS**

Gifts for retiring board members and employees – In the past the board has paid for small gifts for retiring board members and recently we had an employee retire. It was decided that the board will continue to provide these to retiring board members and retiring employees.

Proposal from Tulalake Rotary Club – Angie King, Destiney Huffman and Heather Wright presented on behalf of the Tulalake Rotary Club. The club would like to host a “social hour” for the buyers prior to the auction serving beer and wine. This would be for registered buyers only and would run from about 12:00noon until about an hour prior to the auction ending. There was some discussion after the presentation. Some directors need more information and details before approving their proposal. It was tabled until the March meeting.

Livestock Department Policy Changes:

The proposed weight limit changes for 2023:

Market Lambs: 105-165 – raised the top weight 5 pounds

Market Goats: 65 – 114 – raised the top weight 4 pounds

Market Swine: 220 – 300 – raised the top weight 15 pounds

Market Turkey: 14 – 42 pounds – raised top weight 4 pounds

Director Schaad moved to approve the market weight changes for 2023. 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		

There was another option presented at the livestock committee meeting that included a 3% “hard top” weight. This would allow market animals to come in at high market weight and still be able to show and sell. However, if they are within that 3% (over the top weigh but under the “hard top” weight) they would not be eligible to compete for Grand or Reserve Grand Champion and they would not be eligible for the rate of gain contest. This would allow market animals that are slightly over the top weight limit to sell in the Rotary livestock auction.

*Director Schaad moved to approve the “hard top” weight limit concept. Director Luscombe seconded. The vote was split so it was tabled until the March meeting.*

Worker’s Comp Resolution – Nancy pulled the workers comp resolution that the board approved a few years ago and it is a continuing resolution so there is no need to adopt a new one.

**Director Statements:** Each director gave a brief statement.

**Next Meeting:** March 1, 2023

**Meeting adjourned at 7:55pm**

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

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