

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes -APPROVED**  
**Tuesday, January 23<sup>rd</sup>, 2024**

**CALL TO ORDER:** The 10A District Agricultural Association Board of Directors meeting was called to order by President Angela Sutton at 6:03 pm and was held in the fair office conference room in Tulelake, CA.

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

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites, Office Manager-Megan Halousek, Fair Friends Representative—Jerry LeQuiou

**Community Relations/Public Comment:**

Jerry LeQuiou gave a report on behalf of Tulelake-Butte Valley Fair Friends. He updated us as to where the groups investments stood and where their money was being invested. He explained the maturity of CD’s they have invested in and the investing that would be taking place into a short turn money market option. He also discussed that the non-profit is seeking someone to fill a vacant position on the board (preferably someone from the Dorris Community).

**Consent Calendar:**

The board of directors reviewed the consent calendar, the check register for December, financials for December, the budget analysis for 2023, reviewed fees state and federal fees for 2024, and the meeting minutes for the Sept-Dec. meetings.

*Director Sutton moved to approve the consent agenda as presented. Director Hernandez seconded the motion. All were in favor. Motion Passed*

Board Member	Approved	Not Approved	Abstained/Absent
Director Luscombe	X		
Director Fine	X		
Director Sutton (Moved)	X		
Director Hernandez (Seconded)	X		
Director Struble	X		

**Fair Friends Report--**Jerry LeQuiou gave a report on behalf of Tulelake-Butte Valley Fair Friends. He updated us as to where the groups investments stood and where their money was being invested. He explained the maturity of CD’s they have invested in and the investing that would be taking place into a short turn money market option. He also discussed that the non-profit is seeking someone to fill a vacant position on the board (preferably someone from the Dorris Community).

**Fair Court:** Director Luscombe updated the group on the fair court. She stated that the deadline for applications is this Friday and interviews for Queen candidates would take place on Sunday Feb. 4<sup>th</sup> at 4:30 at the fair office. The court will continue to use the same company for their sashes as last year. Director Struble will purchase the crowns.

**Jr. Fair Board Committee:** Directors Fine and Sutton reported on Jr. Fair Board. Currently there are 17 applicants; of those 10 are returning members. Two Jr. High members have applied. The Jr. Fair Board will have to meet and adjust their bylaws if they want to accept these members. The original meeting date was

scheduled to be January 31<sup>st</sup>, 2023, but has been rescheduled for Sunday, February 4<sup>th</sup>, 2023 @ 5:30 p.m. at the fair office. The JR. Fairboard will meet to establish and enforce the required number of hours/attendance policy to receive Jr. Fair Board benefits.

**Advisory Committee:**

**Casino Night:** Members are actively updated the google spreadsheet with donors/prizes for the event. Director Fine will be creating a spreadsheet with jobs that need to be done for the event. Board members will be signing up for specific jobs at the next board meeting. We will have 2 bars this year instead of 1. Meetings have been held to discuss specifics of the event and have been going well. We are trying to get packages together for activities and travel. No plinko, or other “kids”/games besides the raffles and table games. It was discussed that we might want to talk to TMS to see if they would like to use the Home Ec building as a place for kids to go and do activities.

**Operations & Policy:** CEO Sites and Director Sutton will get together to go through the binders and make sure that all of our policies and procedures are up to date.

**Finance Committee:** Nancy gave a presentation on our operating budget. She discussed how this is just a projection and that things could change. We can adjust items and budget needs as we move throughout the year. It was discussed that we need to use these estimates to move forward on projects and contracts and that these can be changed and modified throughout the year as needed.

*Director Luscombe moved to accept the 2024 budget as presented. Director Fine seconded the motion. All Approved. Motion passed.*

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

**Entertainment:** Nancy is in the process of finding entertainers for our Grandstand events this year. She has compiled a list of possible contracts and will continue to work on these contracts. It was noted that new stars need to be made for our grandstands to reflect entertainers that attended but have not received a star yet. Nancy talked about getting the Outlaw Mariachis to play at our fair on Saturday/Sunday.

**Grounds & Maintenance:** The committee did not meet, however CFSA will be doing a walk-through to discuss projects/issues that need to be corrected or fixed.

**Business Report and Information:**

**Independent Exhibitors:** The application, questions, and other documents have been updated. A discussion was had about Prop 12 and what that might mean for us. There was a letter given out that detailed the requirements. Exhibitors still need to make sure they have their Quality Assurance Certificates/Training done in order to show/sell. The board discussed some possible options of how they could make sure the kids can access this training, possibly in person. Directors Sutton, Struble, and Hernandez stated that they would be able to help with this group and attend meetings. An outside member may also be needed to help create/research the requirements for Ag Mechanic component of Independent Exhibitor program.

**Administration:** CEO Sites updated the board on the 3% pay raise and the retro pay that will be taking place. She also discussed the pay rate raises for Maintenance positions, as well as the healthcare differential that

took place this year. She also explained the new Workforce Stability Stipend that went into effect that will give our Maintenance a monthly stipend.

**Fairtime RV Camping:** Office Manager Halousek discussed the challenges that take place with Fairtime RV camping. CEO Sites and Staff will be working on a policy to make this situation as fair as possible. This may include a previous tenant policy as well as a window to accept these applications; with a general open window for any additional RV requests following the closing date for returning tenants.

**New Business:**

**Delegated Authority Committee:** Director Sutton informed the board of the option to establish a Delegated Authority Committee. This would allow those on the committee to still vote on operations and policy with the exceptions of budgets, legal actions, hiring/firing, and strategic planning should a quorum of the existing board not be in attendance. The Delegated Authority Committee would be preselected and could change depending on the needs of the members. The board decided to select their delegated authority members—Directors Struble, Fine, Hernandez, and Sutton will make up the current Delegated Authority at this time.

*President Sutton moved to create the delegated authority with the listed persons as members.*

*Director Luscombe seconded the motion. All were in favor. Motion Passed.*

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

**Director Statements:**

Director Luscombe—Thanking the board and staff for their work

Director Hernandez—Thanking board and staff for their work

Director Sutton—Excited for fair, fair court, fairboard, and looking forward to Casino Night

Director Fine—Looking forward to Casino Night, Fair court, Write-ups for Fair court and JR. Fairboard write-ups, and happy to have a full/normal board meeting.

CEO Sites—Thanked everyone, enjoyed her time at WFA and learned a lot, she was thankful for the trips she has got to go on for the fair and looks forward to the conference being in Reno next year.

Office Manager Halousek—Thanked everyone for their hard work and that she was able to attend a board meeting again, happy to be at the fair.

**Next Meeting:** Board Meeting – Wednesday, February 7<sup>th</sup>, 2024 @ 6:00 p.m. at the Fair Office. Items to be discussed: Department of Ag multi-year agreement, delegated authority for staff, Grand Marshall nominees, and fair theme.

**Meeting adjourned at 8:02 p.m.**

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

