

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes -APPROVED
Wednesday, June 7th, 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, Hernandez, Luscombe, and Fine were in attendance. Director Struble was not present.

INTRODUCTION OF GUESTS & STAFF: Staff - CEO - Nancy Sites and Office manager - Megan Halousek. There we no additional guests at the meeting.

Community Relations/Public Comment:

CONSENT CALENDAR:

The consent calendar included the minutes from the May 2023 Board Meeting, the cash disbursements from April 2023, and the finance report from April 2023. .

A motion was made by Director Schaad to approve the consent agenda as read, Director Luscombe Seconded. The motion passed with all in favor. Director Luscombe noted that we had a correction to make. We needed to add Emily to the list of names for Jr. Fairboard.

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

Tulelake Butte Valley Fair Friends

There was no report from the fair friends as Jerry was unable to attend the meeting as he was in Ohio. He informed office manager Megan Halousek to let the board know that things hadn't really changed much since the last meeting, but that he would update us at the next meeting.

Correspondence:

Director Sites presented the board with Policy Changes these included a Credit Card Authorization Policy, A Cell Phone Policy for Permanent Employees, and a Complimentary Tickets policy. It was noted that we needed to add a section for Jr. Fairboard (to be determined by CEO Sites and JR. Fairboard Directors—Sutton and Fine). It was decided that we would table the complementary tickets policy until the next meeting.

A motion was made by Director Hernandez to adopt these policy changes. Director Fine Seconded the motion. The motion passed with all in favor.

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

Committee Reports:

Finance Committee: The finance committee did not meet; no report given.

Buildings and Grounds: Did not Meet; no report to give.

Operations and Policy:

- The board reviewed the newest draft of the Local Rules and voted to approve the form as written.
Director Hernandez motioned to approve the Local Rules Policy. Director Fine seconded the motion. Motion passed with all in favor.

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

- Bylaw packet: The board talked about removing the requirement for meetings to take place in Butte Valley as we currently have 1 board member representing this area. The board will look into changing this should we have more board members join from that area. The board also tabled the Government codes section (3D) of the bylaws until more research and information can be found before adopting/changing them. The board also discussed that there could be a need for emergency meetings.

Director Schaad moved to approve changes to the packet. Director Luscombe seconded the motion. The motion passed all in favor.

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		

Public Relations Committee/Ad Hoc Committees:

Fair Court: Director Luscombe reported on the fair court. She says the girls really enjoyed their time shopping, but with height differences it was challenging. She said the girls will have to go shopping again. They will be going to the 4th of July Parade in Dorris. They also wanted to get brooches or pins to hold their sashes together.

Jr. Fair Board Committee: Director Fine stated that the members of JR. Fairboard are starting to run their own meetings with support. So far they have only had 4 members who have been no-shows. They talked about helping out at Third Thursdays in Klamath Falls, OR. Some members attended the Golf Scramble. They also will go to Friday Fest to help out (2 members or so). They want to order shirts and sweatshirts this year and are working on budgeting. They have planned to do some silk-screening & Cricut work. They also want Nancy and Mary to come to a meeting to tell them about fair. On June 28th they will have pictures taken in the evening. They have set up committees and created goals. They are most excited about planning and directing committees. They have ideas to increase awareness and participation in exhibiting in the different still exhibits. Nancy and Jr. Fair board need to see what our carnival wristband is going to be for Jr. Fairboard

members. 4-day golden passes are \$75.00 each. If we have 24 kids that is a cost of \$1,800.00 to the fair. Crystal requested that Nancy get her the Fair logo so that they can start working on creating uniforms. Director Sutton and Fine will also go over expectations at events and representing the fair while in uniform. They will go over Code of Conduct.

Fundraiser Committee:

- *Golf Tournament:* CEO Sites told us that we had a good turn out for the Golf Scramble. She said we made around \$2000, but more importantly it was a good way to get out into the community and network with our sponsors and donors. Some members of Jr. Fairboard were there to help.

Livestock Reports:

- It was discussed that we may need to ask CFSA more about the animal policy (exhibitor insurance).

Executive Committee:

- The board went over policy changes. It was stated that we need to renew some policies each year (annually). Our contract authority policy was out of compliance. It was discussed that we need to increase the amount of contracts that CEO Sites can sign will now increase to \$10,000 without prior board permission. She will also be allowed to negotiate multi-year contracts that fall within these guidelines. CEO Sites will also be given the authority to allocate funding up to the amount of \$20,000.00 in cases of emergency. If these funds are to be used CEO Sited must submit the information/contract to the board at the next board meeting.
- *Director Luscombe motioned to approve these contract policy changes. Director Hernandez Seconded the motion. The motion passed with all in favor.*

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

Business and Information

Due to time constraints a short report was given on business. The board looked at the poster submissions and voted on their favorite by a show of hands. Sierra Gallup’s entry was selected as our winner and will be used throughout the fair and advertisements this year. Other submissions may be given a secondary prize for their participation.

The board looked at damages to the fairgrounds/property from an event and decided to withholding a portion of the security deposit.

Grand Stand Entertainment: The fair will be holding 2 concerts on Thursday and Friday night. We will be having a derby (on Saturday) and either truck pulls, or mud bogs on Sunday.

Weigh-ins: Small animal weigh-ins (swine, sheep, and goats will be held on July 5th in Tulelake and July 6th in Butte Valley).

Photography and Service Contracts: The office will be working on service contracts including Photography. It was noted that maybe a portion of the contract should be paid until full-services are rendered (ie. Photographs sent to us).

Website: The office is continuing to work on updating our website.

NEW BUSINESS

Mobile Phone policy for Permanent Employees proposed to the board:

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. If 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 Luscombe moved to approve the mobile phone policy as written. Director Hernandez seconded. Motion approved.

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

No additional agenda items were voted on as Director Luscombe had to leave the meeting.

Director Statements: Each director gave a brief statement.

Next Meeting: July 5th @ 5 p.m, 2023

Meeting adjourned at 8:12 pm

Respectfully submitted,

Board President Signature

Nancy Sites, CEO
