

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes -APPROVED
Wednesday, May 3, 2023

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

ROLL CALL/DIRECTORS ABSENT: Directors Schaad, Fine, and Hernandez were in attendance. Director Struble was in attendance via zoom. There was not a quorum.

INTRODUCTION OF GUESTS & STAFF: Staff - CEO - Nancy Sites and Office manager - Megan Halousek, Guests: Jerry LeQuiou, TBVF Friends; Carrie Guthrie, community member; and Kalia Mitchell, CDFA representative.

Community Relations/Public Comment: There was only one community member present. Mrs. Guthrie shared her comments about the Parade Grand Marshalls.

CONSENT CALENDAR:

The consent calendar included the minutes from Mar/April meeting, the cash disbursements from Feb/March meetings, and the finance report from Feb/March Meetings.

A motion was made by Director Schaad to approve the consent agenda as read, Director Struble Seconded. The motion passed with a unanimous vote.

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		

Tulelake Butte Valley Fair Friends

Jerry Lequieu gave a report on the accounts held with The Fair Friends. He let us know that The Fair Friends will have a meeting on Wednesday May 10th, 2023 @ 1:00. He provided names of possible replacements for Pete Johns and stated that there needed to be “young-blood” involved in the museum.

Committee Reports:

Livestock Reports:

- Cantrell customs will be fabricating our pens for us. CEO Sites will continue to meet with them as the project progresses.
- Livestock Rules (Local) and policy wording to be review by board for printing.
- Discussion on livestock sale order—Livestock Manager
- The Same Ultrasound technician will be back again this year.

Executive Committee: Director Sutton and CEO Sites met with our Lawyer to discuss committees and policies. Discussion was brought back to the board to clarify the topics of Standing Committees, Advisory Committees, Fundraising, community member involvement, Ad Hoc committees, Conflicts of Interest, Roles of committees, and when meetings need to be noticed. Director Sutton, Director Schaad and CEO Sites will meet to work on policy changes.

Finance Committee: CEO Sites provided the 2022 STOP Report. Sites told the board about happenings at other fairs in relation to policies and procedures, and legal actions taken. No allocation has been given to us from the state as of yet.

Director Luscombe made the motion to approve the STOP Report; Director Schaad Seconded. The motion passed with a unanimous vote.

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 and Program Review:

Fair Court Committee: Director Struble informed us that they took the girls out to dinner and had a wonderful time getting to know our candidates. Director Struble will be looking in to the possibility of having the court represent us throughout Oregon/Northern California at other fairs and local events.

Ad Hoc Committees:

Jr. Fair Board Committee: Director Fine told the board that the Jr. Fair board has met 2 times and has already worked on changing some of their policies and bylaws. Officers have been chosen—Kendra Worch (President), Olivia Worch (V.P), with Madison Fine and Giselle filling up the other positions. They are working on establishing their goals for the year and creating committees. It is proposed that Oct. 1st the positions close and the new application goes out in November for new terms to start in January. They are talking about projects to do at the fair, still exhibit recognition, advertising their board (recruiting) The May 24th meeting was moved to May 31st in Butte Valley. Meetings will alternate locations. They would like to get some SWAG. Possibilities for volunteer/participation: Jackpot Spectacular, and Golf Scramble. They are looking into defining how they earn their wristbands to fair and will be taking Pictures on June 28th.

Fundraiser Committee:

- Golf Scramble 2023: CEO Nancy Sites let us know that the event is scheduled for Saturday, June 3rd 2023. We anticipate 70 people—teams of 4 for \$200.00. Nancy has been working on printing the rules, securing prizes and items to give away with paid registration. PourHorse will be making breakfast burritos for us again. Jr. Fairboard will provide some members to help stuff bags the day before and a few people to help at the event.

Business and Information

RV Park--CEO Nancy Sites reported that our RV part is filling up this year again because of building/infrastructure projects in the area (Solar, Fish/Wildlife, and Natural Gas).

Exhibitor Handbooks--The office is working on the Exhibitor handbooks. A decision will need to be made about the size and cover of the book. Prices will be researched to see if we can create 2 different books and what it would cost to make them ½ sized.

Pens—Cantrell Customs is working on customizing our order. Nancy is meeting with them periodically to check in on the progress of this project.

Parade Grand Marshall—Paula and Dennis Fanning will be the Grand Marshalls this year.

NEW BUSINESS

Livestock Awards—Items for awards needs to be picked up and ordered soon to get them in time for fair. It was stated that the exhibitors liked more practical items. Discussion was had about types of items to order. CEO Sites will work on ordering buckles and had board look at examples. Nancy will continue working on getting sponsorships.

Parking—Discussion was held about the need to increase the contract for Parking. Director Struble gave the go ahead to hire Malin Refuge Church instead of a group from Butte Valley.

Director Schaad made the motion to increase the Parking Lot contract from \$2,500.00 to \$5,000.00; seconded by Director Struble. Motion passed with a unanimous vote.

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		

Grand Stand Entertainment: Nancy is still in the process of securing entertainment for the grandstand events. We still need to look into grandstand upgrades and other needs to make these new events possible. We are currently in the contract stages for Thursday and Friday night, and will work on the events for Saturday and Sunday night.

Alcohol Vendor Discussion: CEO Sites talked to the board about her meeting with Oregon Beverage Company. She explained that this company would assume all responsibility and provide the alcohol, permits/licenses, security, and anything additionally that we may need. It was explained that this would be no cost to us and that at the end of fair we would be receiving a check from Oregon Beverage Company. It was discussed that the sale would only take place in the grandstand area. Discussion was held about the pros/cons of this. We also discussed the need for NO ALCOHOL beyond this point signs so that we can't be held liable (even though we are not selling alcohol we still need to post them).

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

Director Statements: Each director gave a brief statement.

Next Meeting: June 7th, 2023

Meeting adjourned at 8:12 pm

Respectfully submitted,

Board President Signature

Nancy Sites, CEO
