

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes -APPROVED**  
**Wednesday, November 1, 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, Luscombe, Hernandez, Struble and Fine were all in attendance. A quorum was declared.

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites, Guest – Destiney Huffman, Tulelake Rotary; Jerry LeQuiou, TBVF Friends; Denise, CDFa-F & E by zoom

**Community Relations/Public Comment:** - Destiney spoke about the Tulelake Rotary meeting with the Klamath County Rotary club. They discussed auction ideas and also got a better idea of how the Klamath county extension portion of the fair works, compared to the Tulelake Butte Valley Fair set up. The Klamath County fair has chosen to always leave their steers in the middle of the sale in an effort to get more bidders involved. The Klamath Rotary Club uses Dupree Auctioneers as their consultant and auctioneer and suggested that the Tulelake Rotary meet with them to get suggestions on how to be more bidders at the auction.

**CONSENT CALENDAR:**

It was noted that the cash disbursements are allowed to be removed from the Consent agenda as it is the other financials that need to be voted on. *Director Struble moved to approve the consent agenda omitting the 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 (motion)	X		

**Correspondence:** Nancy reviewed the official memo about being able to travel to those states that have been restricted in the past.

**Fair Friends Report** – Jerry gave the fair friends report, the stock market is still not doing well so our accounts have lost a bit since the last meeting. Interest rates are too high and until those fall a bit the stock market will stay down. Pete Johns is resigning from the Fair friends, they are in need of more board member volunteers. Jerry had spoken to a few people but has not gotten any takers so he is looking for ideas from the board.

**Finance Committee** – The finance committee will plan to meet the week of the 13<sup>th</sup>. Nancy is currently working on a draft budget for the committee to review.

**Buildings and Grounds** – They need to pick a date to meet

**Public Relations Committee/Ad Hoc Committees:** - Director Struble reported that the Fair Court may be in the Snowflake parade in December, and it was also requested they go to the Tree lighting event in Tulelake on December 4

**Jr. Fair Board Committee:** Director Fine and Destiney updated the group on the Jr. Fair Board. They had their last meeting for the year and are starting to plan for 2024. The applications will be out soon. We may need to figure out a way for them to have their own financial accounts as they get more active. Nancy will look into

that and see how that can be accomplished. At the last meeting they decided that they would like the Jr. Fairboard to be Jr. High age or older.

**Business Report and Information**

There was some discussion about the needs for updated Staff and Board pictures. We will have them Monday, November 13<sup>th</sup> here at the fairgrounds.

**NEW BUSINESS**

Resolution approving request of 22/23 and 23/24 CDFA Allocation Funds. *Director Struble made a motion to approve a resolution requesting the 2022/2023 allocation funds and 2023/2024 allocation funds from CDFA F & E. Director Luscombe seconded. All in favor Motion passed.*

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

Vice President Election

President Sutton asked for nominations for Vice President as Laura Schaad was the previous vice president and she has resigned from the board. Director Struble volunteered for the Vice President position. There was no opposition and noone else was nominated. Director Struble will be the Vice President for 2024.

2024 Committees/Advisory Committees – President Sutton also went through the committee assignments for 2024.

Operations/Policy: Directors Sutton and Fine

Executive Committee: Directors Sutton and Struble

Finance: Director’s Struble and Sutton

Buildings and Maintenance: Director’s Luscombe and Hernandez

Jr. Fairboard Advisory Committee: Director’s Sutton and Fine and public member Destiney Huffman

Short term advisory committee on volunteers: Director’s Fine and Sutton and office manager Megan.

There was also some discussion about the need for livestock and auction committees.

President Sutton will speak with our livestock superintendent about that and report back to the group. Also, Lizzie may hire an assistant livestock superintendent.

Fall/Winter fundraising committee: Directors Fine and Sutton

President Sutton reviewed the worksheet about Delegated Authority. We will vote on this at the January meeting and it will make it easier to be able to vote on things when a quorum is not possible.

IAFE Conference – November 2023; Nancy requested the approval of travel expenses to travel to the International Association of Fair & Expo’s conference in Salt Lake City, UT at the end of November. *Director Luscombe moved to approve the CEO’s travel to Salt Lake City, UT. Director Struble seconded. All in favor. Motion carried.*

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

*Director Struble moved to postpone the closed session CEO evaluation to Monday, November 13<sup>th</sup>. Director Luscombe seconded. All in favor. Motion carried.*

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

**EXECUTIVE SESSION:** Closed Meeting

*Pursuant to the Division Government Code Section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:*

- a. Personnel Matters (GCS11126a)
  - CEO Yearly Evaluation
  - Discuss evaluation results with CEO

**OPEN SESSION:** Action from Closed Session

**Director Statements:**

**Next Meeting:** Board Meeting – Wednesday, December 6, 2023

**Meeting adjourned at 7:38**

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

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