

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR  
Board of Director Meeting Minutes -Approved– Wednesday, September 17, 2025**

**CALL TO ORDER:** The 10A District Agricultural Association Board of Directors meeting was called to order by President Sutton at 5:33 pm and was held in the fair office conference room in Tulelake, CA.

**ROLL CALL/DIRECTORS ABSENT:** Director Sutton, Director Hall, Director Hernandez, Director Luscombe and Director Struble were all in attendance. We had a quorum.

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites, Office Manager Megan Halousek, Jennifer White, Livestock Superintendent and Jerry LeQuieu of the Fair Friends. Myndy Holbrook and Myra Chavoya also attended as livestock exhibitor leaders.

**Community Relations/Public Comment:** None

**Consent Calendar:** *Director Struble moved to approve the consent agenda Director Hernandez seconded the motion. All were in favor. Motion Passed.*

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

**Fair Friends Report—** Jerry LeQuieu gave a financial report for the fair friends and gave an update on the Fair Friends Board status.

**COMMITTEE REPORTS - Advisory Committees – None of the committee have met since the last meeting**

**Jr. Fairboard and Fair Court:**

Director Hall reported on the Jr. Fairboard. Their next meeting will be on September 24<sup>th</sup>. Their youth exhibitor BBQ went well but we may want to order less food next time. Jennifer would like to meet with them prior to 2026 as many of them were on their phones during their jobs and some didn't show up at all. Jennifer may organize a training for volunteers in the livestock department prior to fair next year so the expectations of the volunteers are made very clear. Director Struble reported on the fair court.

**Old Business: There was no old business to attend to**

**New Business:**

**Grandstand Events** – The grandstand events were reviewed. The motorcycle racing went okay but really didn't bring a profit; the destruction derby was very well attended and went well, it would have been nice to have a few more cars so we will work on advertising for next year. The Tuff Trucks was added at the last minute and went okay but didn't have much participation. They suggested if we do it again to have it on Thursday evening and we may have more people show up. Sunday shows are very hard to coordinate because it is usually hot in the afternoon and we aren't able to do an evening show as the fair closes early that day.

**Concessions & Vendors** – Megan reviewed the concessions and vendors for the year. We need to figure out something for the brick concession. It either needs a new kitchen or needs to be replaced with something that will work. There are not many people that volunteer to go into permanent concession buildings as most businesses these days have their own food trucks. Many of the vendors were late with payments this year. We create a "fine" schedule where the price

goes up the longer they wait to pay for their booths. Many cancelled at the last minute as well.

**RV Park** – The RV park continues to take a lot of time in the office. We may look at hiring someone to take reservations and RV host, that would take the responsibility off of the office assistant.

**Livestock** – We need better wi-fi in the livestock office. Jennifer would also like to set up the livestock office differently, she will work with the crew on the set up for next year. The computer program was not set up correctly, we will need to fix that before next year. The program not being set up correctly was what caused most of the problems this year. Guest Myra read a letter of suggestions to the board of directors and staff.

Need to have someone checking people in before they get to the scale during each weigh in, they must give their name and club before they get on the scale. Myndy read a letter to the board of suggestions for 2026. It was suggested that we provide examples or protests vs. concerns for exhibitors, some felt confused as though they couldn't come forward with concerns. We should look at winner both Grand and Reserve in market, maybe make a rule that you can't win both as it confuses the buyers as to why a reserve isn't selling. Jennifer went over her notes of challenges for 2025 and improvements for 2026.

**Admission** – Director Sutton reviewed the admissions department. Closing the livestock gate at 5pm each day helped with scheduling. Having Emily in charge of admissions has been a big help as she has done it the last few years and it is going very smoothly.

**Still Exhibits** – Mary and her crew did an excellent job again this year. We had about the same number of entries that we have had in the past. They discussed shortening the hours that people can drop off exhibits and we need to review the building hours for next year. With the current computer program, we need to have everyone enter online and have one main computer with all the entries and then each department will get an ipad with their entry information on that. Abby helped us with that this year and will help us set it up correctly for 2026. Also, need to advertise the “featured booths” to get more participation in that category.

**Parking** – Megan reported that parking went well this year. We had the same crew as in the past. She did have some complaints about them driving the golf cart too fast and to often not in the parking lot but in through the grounds. It was suggested we put a port-a-pottie in the parking lot for their work crew and find somewhere closer to unload the bus that comes from Klamath.

**Office/Admin** – Megan and Nancy worked many long hours this year as it was just the two of them in the office. We did reduce the number of hours the office was open but may need to try to find a volunteer or someone that will return each year to help out for the week of fair.

**Maintenance** – Dave said the maintenance side of things went pretty smoothly this year. It helped to have an experienced crew.

**Any Other** – Director Struble voiced her concerns about the choice of music on Thursday evening. The fact that the stage was by the carnival and easily heard by all was a part of the concern. Nancy, TBVF and Amy from TMS did publicly apologize as the artist that was graphic was not approved and she removed him from the stage as soon as possible.

**Director Statements:** Director Statements and Staff Statements were given.

**Meeting Adjourned at 9:53pm; Next Meeting:** Wednesday, October 15, 2025

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

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