

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes -APPROVED**  
**Tuesday, July 16<sup>th</sup>, 2024**

**CALL TO ORDER:** The 10A District Agricultural Association Board of Directors meeting was called to order by President Angela Sutton at 6:04 pm and was held in the fair office conference room in Tulelake, CA.

**ROLL CALL/DIRECTORS ABSENT:** Directors Sutton, Luscombe, and Struble were in attendance. There was not a majority/quorum present.

**INTRODUCTION OF GUESTS & STAFF:** Staff - CEO - Nancy Sites, and Office Manager-Megan Halousek Jerry LeQuieu attended for the fair friends. Livestock Superintendent Lizzy Struble was present. Community members present: Jim Shanks (Butte Valley FFA), Ebanna Contreras (Livestock Exhibitor), Maricella Lopez (Livestock Exhibitor), Erma Contreras (Livestock Exhibitor), Emily Rosecrans (4-H Leader).

**Community Relations/Public Comment:** The above exhibitors and guests provided comment/discussion on Late Livestock Entries/Non-Entries—missed deadlines. All attendees were allowed to comment on the issue(s).

**Consent Calendar:**

The board of directors received the consent calendar, Current Finance Report, June 3<sup>rd</sup> Meeting Minutes, January-May Budget Analysis, Jan.-May. Profit and Loss Comparison, Check Detail Log for May, and Late Entry Documentation/community Letters. Consent Calendar could not be voted on as we did not have a majority/quorum present.

Board Member	Approved	Not Approved	Abstained/Absent
Director Luscombe			
Director Fine			
Director Sutton			
Director Hernandez			
Director Struble			

**Fair Friends Report—**Jerry LeQuieu gave the fair friends financial report. We provided an update as to what projects needed to be done, or had been accomplished thanks to the financial support of Fair Friends. We thanked Jerry for his time and hard work.

**COMMITTEE REPORTS**

**Finance:** Did not meet. CEO Sites let us know that we are going through our savings with projects, but that Fair Friends have been supplying checks to reimburse these needs.

**Buildings and Grounds:** Did not meet.

- Horse Arena Concession Stands have been turned into an “entertainer Lounge”. This will provide a place for our live entertainment and performers a place to cool off, relax, eat, and have a place to get ready if needed.
- Grandstand Lighting—The fair office purchased solar power lights that maintenance has installed on the stairs of the grandstands. The lights were purchased for around \$250.00. This cost does not include additional hardware purchases of screws, or labor costs to install them. We are hopeful that this will be a good solution to the lightning needs for the time being.
- Beef barn—Electrical outlets have been doubled in the barn.

- Pavement—Nancy and Dave have been getting quotes to have the pavement around the fairgrounds patched and sealed.

**Operations and Policy:** Did not meet.

**Public Relations:**

- **Fair Court:** Director Struble wanted to give a shout-out to Tulelake Fair Queen-McKenzie Perez. She rode in the Dorris Lion's Club 4<sup>th</sup> of July Parade and won 2<sup>nd</sup> place for her class. She also helped in the Ambulance booth. Director Struble wanted the board to know that she is doing an amazing job representing the fair.
- **Executive Committee:** Did not meet

**Advisory Committees**

- **Jr. Fair Board Committee:**
  - Car Wash—it went pretty well considering how little advertising was done ahead of time. There was issues with scheduling members to work at the car wash; secretary dropped the ball (she volun-told them when they would be working but failed to notify them). Made around \$300.00 profit).
  - Donations and receipts for monies has been put in a binder that has been created for them; it is located in the fair office.
  - Car wash signs were made professionally and do not have a date of them so we can use them again.
  - It was noted that Roles and responsibility of Jr. Fairboard members might need to be reviewed prior to fair. Livestock superintendent was disappointed in the lack of participation and help with Livestock events.
- **Fundraiser Committee: Golf Scramble:** The weather was freezing; it wasn't a very good turnout. Overall golf tournament attendance has been on the decline for all groups. We did make some money from a ball drop that was hosted by Indian Camp Golf Course/Westside and ½ money raised was donated to the fair.
- **Casino Night Fundraiser:**
  - Director Struble volunteered to be on this committee. It was suggested that donation request letters need to go out as soon as possible (October-December).

**Business Report and Information:**

**Administration & Maintenance:**

- Grandstand events: Nancy informed us of the 3 grandstand events we are currently advertising. She let us know that Mud Trucks or things of that nature are a no-go; Either the insurance is too much (\$18,000 for 1 night of tough trucks, or not even available). We discussed having a Car Show on Sunday Night, or a Show-n-Shine with/without awards.
- Livestock Activities: discussion of having awards on the stage; Tracey volunteered to help.
- Fairtime Parking: We are selling VIP parking passes this year for \$50.00. We are looking at putting up barricades/fencing or security to help with employee parking lot.

**Old Business:**

- ByLaws/Policy Meeting: We could not vote on the bylaws without a quorum. We discussed setting a meeting in September to talk about establishing a rule/Policy for Fairtime Camping.

- Director Sutton held a discussion explaining what a Department Assistant is and what their functions are.

**New Business:**

- Director Sutton held a discussion explaining what a Department Assistant is and what their functions are.
- Use of Security Guards: We will be using a portion of the personnel to help with admissions; they will be fast-tracking those who have their tickets/wristbands, and stamping those who have paid.
  - Department Assistants were “assigned”
    - Auction: Director Sutton
    - Livestock: Directors Luscombe and Struble
    - Admissions: Director Sutton
    - Parade: Directors Sutton and Hernandez
- Buckles have been ordered
- Auction Planning-Sale Order (Klamath sale order discussions/other fairs policy).
- Awards to be ordered—Directors Struble and Fine to come in and help before the next board meeting.
- Elwood Staffing—admissions needs; potential lawsuit of former employee Gellis.
- Printing of Exhibitor books
- Delegated Authority Discussion

**Director Statements:**

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**Next Meeting:** Board Meeting – Wednesday, July 31, 2024

**Meeting adjourned at 8:15 p.m.**

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

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