

10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR
Board of Director Meeting Minutes -Approved
WEDNESDAY JULY 31ST, 2024

CALL TO ORDER: The 10A District Agricultural Association Board of Directors meeting was called to order by President Angela Sutton at 6:06 pm and was held in the fair office conference room in Tulelake, CA.

ROLL CALL/DIRECTORS ABSENT: Directors Sutton, Luscombe, Hernandez, and Fine were all in attendance. Delegated Authority was declared at 6:20 in the absence of Director Struble. The consent calendar was voted on.

INTRODUCTION OF GUESTS & STAFF: Staff - CEO - Nancy Sites, and Office Manager-Megan Halousek Angie King was present—Representing the community and Rotary. McKenzie Perez (Miss Tulelake).

Community Relations/Public Comment:

- Rotary Update (Angie King)
 - The McConnell Foundation gave Rotary \$7,500.00 to help with purchasing an animal from the fair. It is going to be distributed to community service groups (Cornerstone Senior Advocacy (has 2 freezers available) Tiny Mighty Strong (emergency pantry) Church/Senior Outreach).
 - Rotary will be hosting a Social Hour before the Livestock Auction form 12:00-2:00 p.m.
 - Jordan Howard (Howard’s Meat Center) will be doing the food for the event
 - Woodhouse/Moxon/Robison Farms will be sponsoring the bar
 - Logistics are being discussed as to re-organizing the area/setup: They discussed making the auction ring smaller.
 - Rotary will be mailing out a schedule of events and the livestock schedule is online

Regular Meeting: At 6:30 Director Struble returned and a regular meeting was held; quorum was declared.

Consent Calendar:

The board of directors went into delegated authority and reviewed the consent calendar, Current Finance Report, and the meeting minutes for the June, 2024 Board meeting.

Director Sutton moved to approve the consent agenda with an amendment to remove a duplicated entry for the date of July 16. Director Hernandez seconded the motion. All were in favor. Motion Passed

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

Fair Friends Report—Jerry LeQuieu was absent but gave the report to Nancy. Between both accounts we are down \$50,000.00. There is a fair- friends meeting schedule with Admin and the executive committee.

COMMITTEE REPORTS

Finance: Did not meet

Buildings and Grounds:

- Discussion was had about the items still located around the track. We are working on coming up with solutions to get these items out of public-view. We need to come up with ideas to store these items: Horse Stall, creating an area next to the burn pit, having customized panel racks created, purchasing metal storage container units to move onto the property near the burn pit.
- Horse Arena—could we clean this up and update it to rent it out
- Roads/Pavement—Discussion about the pavement sealing and Chip Repairing that has been done.

Operations and Policy: Did not meet.

Public Relations:

- **Fair Court:** Director Struble wanted to thank McKenzie Perez for her participation and help at the July Parade in Butte Valley. McKenzie came to the board meeting and received recognition and a prize for placement in the Parade.
 - Discussion was held about having a minimum of 3 applications from each school—change the # of court members—Queen/Princess/Jr. Princess
 - McKenzie will be representing the Fair during the Back-to-School Event at the High School.
- **Third Thursday:** Nancy and Megan will be attending Third Thursday in Klamath Falls, on August 15th, board members are encouraged to attend.

Executive Committee: Did not meet

Advisory Committees

- **Jr. Fair Board Committee:** Directors Fine and Sutton reported on Jr. Fair Board. Meeting will be August 28th, 2024 at the IREC center. All members on the JR. Fair board must either enter an animal, or enter a still exhibit. Director Fine asked if we could check in with Paul to see about getting them wristbands. Jr. Fair board Committee Directors will check to see who is eligible to receive one based on their bylaws. Directors Sutton and Fine will look into Fair board Members going to Friday Fest at Butte Valley to have a booth to sell items. Director Fine let the Megan know that some Jr. Fair board members were supposed to be meeting with her to get vendor information for the Mr. Potato Head hunt.
- **Livestock:**
- **Fundraiser Committee:**
 - **Casino Night**—Megan will be out of office from October 1st-January 1st. We need to start purchasing our big ticket items when we see them on clearance. We liked using the individual bags for tickets instead of the hopper. We need to try to find more “stays”/Vacation and event items for the event.
- **Parade Committee:** Grand Marshalls have been chosen as Shirl & Chuck Woodson. The committee will look into what they will ride in as well as the Fair Queen.

Business Report and Information:

Administration & Maintenance:

- **Telecommunications:** Cal-Ore has sent over a quote/agreement for updating Wi-Fi and telecommunication infrastructure. Director Sutton wanted to meet with them to see what all the fees were for and to get clarification on the agreement before we sign. Questions to be asked: How long is this agreement for? What is

the cost breakdown for each component of the agreement? Nancy will work on setting up a meeting with Rodney.

- **Saffire Order for Admissions:** Equipment needs to be ordered for Admissions. Discussion was held about finding additional options for getting these items to save money.
- **Fairtime Parking:** We are selling VIP parking passes this year in a limited quantity. We also have vendor parking available to help free up more general parking spaces. We are also looking into some different types of barricades to block off certain areas.
- **Bathroom:** The men’s bathroom in the Home Ec. building still needs fixing. The wall will need some type of temporary covering to hold us over until we can do a remodel of the building. We are having a difficult time getting contractors to call us back and commit to dates/times.
- **Ticketing:** Discussion was held about finding a vendor in Butte Valley to sell some of the Golden Tickets at. This might be the Gas Station, or the Coffee Trailer.
- **Advertising:** Posters for the fair are coming soon. We have ordered the still exhibit books and will need to get some livestock ones ordered once the board votes on any changes.
- **Entertainment:** The board mentioned that we need a balloon artist. Megan has been seeking out other local options for this as most of the balloon artists have already been hired. We have decided on not having an event on Sunday night this year.

Old Business:

- Department Assistants: Director Sutton explained to guest what Department Assistants were and their function.
- We need to assign all committees.
- Livestock Superintendent explained the Livestock Rule Changes that she proposed we make.
 - Sale Order—Grand and Reserve to sell first and then the rest of the species will be selected randomly.
- Rotary President let us know that a community member-Whitney King will help with the sale order.

New Business:

- November Meeting: Discuss entertainment and Alcohol Policy.
- Red Ribbon Rule—Livestock Superintendent held a discussion on removing the use of Red Ribbons.
- Voting on Sale Order Changes.

Director Sutton moved to approve the change in Sale Order to state that Champion and Reserve will sell first and all other entries in that species will be placed in random order. Director Luscombe seconded the motion. 4 were in favor, 1 was not—motion passed.

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

- Pop Up Tents/Enclosures: We had a rule in the livestock Exhibitor book that said there was to be no enclosed pop-ups in the sheep fitting area. We are now allowing pop-ups and enclosures to be in this area due to lack of shade if they are open and not enclosed.

Director Sutton moved to approve the use of non-enclosed pop-up tents in the sheep fitting area. Director Struble seconded the motion. Vote was unanimous; motion passed.

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

Discussion Items for future Meetings:

- Casino Night
- Vendor Fees—Application Fee
- Fairtime RV Park Policy (Create)

Director Statements: Director Statements and Staff Statements were given.

Next Meeting: Wednesday August 21st, 2024 @ 6:00 at the fairgrounds boardroom

Director Struble moved to adjourn the meeting at 8:15 p.m. Director Hernandez Seconded. All were in favor.

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

Respectfully submitted,

Board President Signature

Nancy Sites, CEO

