

**NOTICE OF MEETING**  
**16th District Agricultural Association**  
**California Mid-State Fair, Skybox**  
**2198 Riverside Ave, Paso Robles**  
**Wednesday, January 15, 2020**  
**9:30 a.m.**

**AGENDA**

Mission Statement

*"To Celebrate our Dynamic Community"*

Vision Statement

*"The 16<sup>th</sup> District Agricultural Association produces the California Mid-State Fair, which preserves, promotes, and showcases agriculture, the arts, the talents of our citizens, and the traditions of our region while maintaining a dynamic multi-use and solvent year-round event center."*

I. Call Meeting to Order

II. Flag Salute

III. Introduction of Guests

IV. Approval of Absences

V. Approval of Minutes: December 18, 2019 Board Minutes

VI. Public Comment Period: This is the time the public may address the Board on items other than those listed on the agenda. Public comments shall be limited to five (5) minutes per speaker. Comments on items which are listed elsewhere on the agenda should be held until that item is being considered so that public testimony can be considered at the time the item is deliberated.

VII. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual Items A,1-3, and B, 1 are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

A. Agreements

1. Approve Standard Agreements: None

2. Approve Rental Agreements: None

3. Approve Judging Agreements: None

B. Approval of Committee Meeting Minutes

1. Operations Committee Meeting, November 20, 2019

2. Finance Committee Meeting, December 18, 2019

3. Fair Programs Committee Meeting, December 16, 2019

VIII. Old Business

A. Strategic Plan/Master Plan Project

IX. New Business

A. Castlerock/Daren Shetler Correspondence

B. Committee Reports

1. Finance Committee Report – Director Darway
  2. Executive Committee Report – Director Lacey
  3. Agriculture Committee Report – Director Sabin
    - a. Wood-Claeysens Meeting Update
  4. Operations Committee Report – Director Baldwin
    - a. SB 5 Update
    - b. Hugh Pitts Memorial Fund Project Update
    - c. Capital Improvement and Deferred Maintenance Projects for 2020
    - d. Strategic Plan Deferred Maintenance
    - e. Other Projects
    - f. Director's Comments
  5. Fair Programs Committee Report – Director Lilley
    - a. 75<sup>th</sup> Anniversary Update
    - b. Non-Fair Event Study
    - c. Fair Entertainment Update
    - d. The “Marketplace” RFP Update
    - e. Staff Comments
    - f. Director's Comments
  6. Marketing Committee Report – Director Woodruff
    - a. 75<sup>th</sup> Anniversary Update
    - b. PREC Strategic Marketing Plan (2020-2023) Final Draft
    - c. CMSF Marketing Plan (2020) Draft
    - d. Internet Upgrade Update
    - e. Customer Service Training Update
    - f. Customer Service Training Update
    - g. Director's Comments
  7. Scholarship Committee Report – Director Darway
- C. Task Force Committee
1. Annual Dinner Task Force – Director Lacey
- D. Annual Dinner – Friday, January 31<sup>st</sup>, 2020
1. Table Reservations
  2. Program Review
  3. Board Discussion
- E. Resolution Regarding Delegation of Authority for 2020

This is a State requirement that is done annually. Consider resolution of Delegation of Authority authorizing the CEO to execute Rental Agreements up to \$75,000 and Standard 2 Agreements for service up to \$75,000. Standard 2 Agreements for Main Grandstand entertainment would require a majority rule of the Board of the Directors of the 16<sup>th</sup> District Agricultural Association. The CEO is authorized to execute Standard 2 Agreements for Main Grandstand opening entertainment for service up to \$75,000. Any and all such executed agreements, however, would be submitted to the Board of Directors for review at the subsequent Board meeting. The duration of the delegation would be authorized for one (1) year period of time, or upon a change in the CEO position.

X. Matters of Information

- A. Staff Report
  - B. Manager's Report
  - C. Director's Discussion
- XI. Recess
- XII. Closed Session: Closed Session will be held to consider, under Government Code Section 11126(a), personnel.
- XIII. Adjournment

Date of Notice: January 4, 2019

- 1) Persons with disabilities who may require accommodations to attend the meeting are requested to contact the Administration Office at (805) 239-0655
- 2) 16<sup>th</sup> DAA agendas can be accessed on the web at: <https://www.midstatefair.com/fair/board-meetings.php>