

## **16th District Agricultural Association**

**California Mid-State Fair**

**Zoom/Conference Call**

**2198 Riverside Ave, Paso Robles**

**(805) 239-0655**

**Email: [mail@midstatefair.com](mailto:mail@midstatefair.com)**

**Website: [www.midstatefair.com](http://www.midstatefair.com)**

### **Board Meeting Notice**

The 16<sup>th</sup> DAA Board of Directors will be holding a Board meeting

**Wednesday, October 21, 2020**

**9:30 am**

California Mid-State Fair via **Zoom/Conference Call**

#### **BOARD OF DIRECTORS**

David Baldwin (President), Krista Sabin (Vice President),  
Rob Boneso, Mark Borjon, Chris Darway, Dee Lacey, Bob Lilley, Nancy Wheeler-Nichols,  
Greer Woodruff

#### **STAFF**

Colleen Bojorquez, Interim CEO  
Kim Daily, Deputy Manager

#### **PUBLIC PARTICIPATION**

Members of the public are welcome and may suggest items be placed on the agenda of any Board meeting. The items must be directly related to 16<sup>th</sup> District Agricultural Association business and their placement on the agenda is within the discretion of the Board. Request for placement must be made in writing and delivered to the Fair office no later than 4:00 pm twelve (12) business days prior to the board meeting. While the Board values the participation of the public, the Board president reserves the right to limit the time for public comment to a maximum of five (5) minutes or less, depending on the number of speakers and in order to proceed with the agenda, and/or to place the item on a future agenda.

All meeting notices, agendas, and materials considered by the Board during the meeting will be available to the public during the meeting and also on the Board's website at [www.midstatefair.com](http://www.midstatefair.com).

#### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 16<sup>th</sup> District Agricultural Association Board or Committee meetings, or in connection with other California Mid-State Fairground activities, may request assistance by contacting the Business Assistant at the Fair Office, 2198 Riverside Ave, or by calling (805) 239-0655, during normal business hours of 9:00 am to 4:00 pm Monday through Friday.

**16th District Agricultural Association  
California Mid-State Fair, Zoom/Conference Call  
2198 Riverside Ave, Paso Robles  
Wednesday, October 21, 2020  
9:30 a.m.**

**AGENDA**

All matters noticed on this agenda may be considered for action. Items listed on the agenda may be considered in any order at the discretion of the Board President.

**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 – President Baldwin
- II. Introduction of Guests
- III. Roll Call Vote – Declaration of Quorum
- IV. Approval of Absences
- V. Approval of Minutes: September 16, 2020 Board Minutes
- VI. Public Comment on Items Not on the Agenda: 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 or less per speaker, depending on the number of speakers. In accordance with state law, the Board will not comment or consider matters until and unless they are properly noticed for a future meeting. 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 is approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.
  - A. Approval of Committee Meeting Minutes
    - 1. Finance Committee Meeting, September 16, 2020
- VIII. Old Business (Informational/Action by the Board)

- A. Strategic Plan/Master Plan Project – (Task Force – Directors Lacey and Boneso)
- IX. New Business (Informational/Action by the Board)
- A. Heritage Foundation Report
  - B. Heritage Foundation Board Liaison Report – Director Wheeler-Nichols
  - C. Committee Reports
    - 1. Finance Committee Report – Director Sabin
      - a. September 2020 Financials
      - b. Event Cost Analysis
      - c. Interim Event Schedule
      - d. Revised 4<sup>th</sup> Quarter Budget
      - e. Review of Commercial/Concession, Box Office, and Interim Rates
      - f. Banking Institution Discussion
      - g. Board Comments
    - 2. Executive Committee Report – Director Baldwin
    - 3. Agriculture Committee Report – Director Lacey
      - a. 2020 Recap
        - 1. Virtual Show
        - 2. Virtual Auction
        - 3. Awards
        - 4. Budget
      - b. 2021 Fair
        - 1. Schedule
        - 2. Layout
        - 3. Budget
    - 4. Operations Committee Report – Director Lilley
    - 5. Fair Programs Committee Report – Director Boneso
    - 6. Marketing Committee Report – Director Woodruff
    - 7. Annual Dinner Task Force Report – Directors Lacey and Woodruff
      - a. 2021 Date Change (understanding of exception to by-laws)
      - b. Format Change
      - c. Program Review
      - d. Award Review
    - 8. 2020-2023 CHP Contract

This contract is over the CEO Delegation of Authority and requires Board approval. An annual invoice is prepared at the conclusion of

the annual Fair event. Billing rates may vary per fiscal year and the estimated amount is for the maximum billing. All hours worked must be mutually agreed upon between the 16<sup>th</sup> DAA and the CHP.

9. Review of the following rates:
  - a. Commercial/Concessions
  - b. Box Office
  - c. Interim
10. ATT Cell Tower Sample Lease Agreement
11. 2021 Fair Discussion

X. Matters of Information

A. Staff Report

1. Kim Daily – Box Office and Administration Office Report
2. Chico Cerda – Maintenance Report
3. Mike Esser – Electrical Report
4. Tisha Tucker – Interim Events and Exhibits Report
5. Ricky Brown – Exhibits Report
6. Sabrina Sakaguchi – Commercial and Concessions Report
7. Courtney Lucas – Payroll, Accounts Payable, and Miss CMSF
8. Tom Keffury – Sponsorship Report
9. Caitlin Stanton – Marketing Report

B. Manager's Report

C. Items to be Added to Next Agenda:

D. Date of Next Board Meeting is October 21, 2020

E. Director's Discussion

XI. Recess

XII. Closed Session: The Board is permitted to meet in closed session under to discuss:

- A. Personnel Matters (Gov. Code § 11126.1)
- B. Property (Gov. Code § 11126.3)

XIII. Reconvene into Open Session: Report of any action taken during Closed Session.

XIV. Adjournment

