

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE 16TH DISTRICT AGRICULTURAL ASSOCIATION, CALIFORNIA MID-STATE FAIR, HELD WEDNESDAY, AUGUST 19, 2020 VIA CONFERENCE CALL/ZOOM MEETING IN PASO ROBLES, CA. DUE COVID-19 STATE MANDATED MEETING LIMITATIONS.

Present: Vice-President Sabin, Boneso, Borjon, Darway, Lacey, Lilley, Wheeler-Nichols, Woodruff, and Interim CEO Bojorquez

Absent: Director Baldwin (late, joined in Closed Session)

Guests: Kim Daily, Deputy Manager
 Kalia Mitchell, CDFA
 Deana Nelson, Heritage Foundation CFO
 Brenda Fletcher, Heritage Foundation Board Member
 Denise Stornetta, Heritage Foundation Board Member
 Ricky Brown, Fair Staff
 Tisha Tucker, Fair Staff
 Sabrina Sakaguchi, Fair Staff
 Caitlin Stanton, Fair Staff
 Tom Keffury, Fair Staff
 Jo Ann Switzer, Fair Staff
 Chico Cerda, Fair Staff
 Savannah Ettestad, Fair Staff

The meeting was called to order at 9:30 am by Vice President Sabin due to President Baldwin's absence. Vice President Sabin noted that this meeting will be conducted through Zoom per state meeting guidelines due to COVID-19 shelter at home orders.

The flag salute was acknowledged, with no objection to forgo due to the Zoom meeting format.

Introduction of Guests:

Director Sabin acknowledged and thanked all guests who were attending on the Zoom meeting format.

Approval of Absences:

It was moved by Director Darway, seconded by Director Lacey, and unanimously carried to approve the absence of Director Baldwin who was not able to attend due to a work schedule conflict.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Approval of Minutes

Director Sabin noted the date was incorrectly written as June 15th on the first page of the minutes and should be July 15th.

It was moved by Director Lacey, seconded by Director Woodruff, and unanimously carried to approve the minutes as corrected with the date July 15th instead of June 15th.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Public Comment:

There was no public comment.

Consent Agenda

It was moved by Director Darway, seconded by Director Woodruff, and carried to approve the Consent Agenda according to the following votes:

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Old Business

A. Strategic Plan/Master Plan

Interim CEO Bojorquez is requesting direction regarding the Convention Center Memorandum of Understanding. Director Lacey stated the Task Force (Directors Lacey and Boneso) will meet and determine the next course of action. Interim CEO Bojorquez stated that she will research the status of payments made by the Association thus far and forward the findings to the Board.

New Business

Heritage Foundation Report

Brenda Fletcher stated the Heritage Foundation is currently working on email communication to reach out to the 61 members who chose not to renew their membership. She added this in an election year for their Board of Directors and nominations will be sent to current members on September 1st. Ballots will be due in October and election results will be presented in November.

Heritage Foundation Liaison Report

There was no report.

Finance Committee Report

Director Sabin reported the Finance Committee meeting was held earlier this morning, prior to the Board meeting. She said the Committee reviewed the July financials including the balance sheet, income and expense statement, and supporting documents.

Interim CEO Bojorquez reported the staff continues to review all expenses monthly and is focusing on inventive was to generate revenue. Interim CEO Bojorquez added the Memorandum of Understanding with the Heritage Foundation for the \$500,000 donation from the Flamm's to the Association has been signed and funds deposited.

It was moved by Director Boneso, seconded by Director Lacey, and unanimously carried to approve the July 2020 Financials as presented.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Director Sabin reported that the Fair Food Fix cost analysis was provided to the Board of Directors as an informational item. She thanked the sponsors and the community for supporting the event.

Interim CEO Bojorquez reported that there will be a Memorial Service on grounds this weekend and the Central Coast Car Club Swap Meet will be Saturday. Both events have been approved by the County.

Director Sabin noted staff has been asked to create a revised 4th quarter budget which identifies expenditures and revenues that reflect the current financial state of the Association.

It was moved by Director Lacey, seconded by Director Wheeler- Nichols, and unanimously carried to approve the Finance Committee report as presented.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Executive Committee Report

There was no Executive Committee Report presented.

Agriculture Committee Report

Director Lacey reported the Junior Livestock Virtual Show and Sale was very successful thanks to staff, all of the volunteers and the community. We contracted with Hailey Rose Switzer to advise and assist the 4-H and FFA exhibitors entering the virtual sale and show. The Virtual livestock show was judged by our previously contracted judges, all who had experience judging virtual shows. The auction needed to bring in at least \$750,000 to cover expenses and thanks to the support of community, JWBYLF – Buyers Coalition the auction generated over \$1.2 million. Director Lacey thanked the Heritage Foundation for financially supporting the Junior Livestock Virtual Auction and Sale; the parents, exhibitors and leaders for supporting and working with the Livestock Department through this unknown process; and the sponsors who financially supported the auction. A budget summary will be presented when all expenses have been received. Any profits to the JLA account will go to fund the 2021 Livestock program. Director Sabin added the feedback from the community has been very positive.

It was moved by Director Sabin, seconded by Director Lilley, and unanimously carried to approve the Agriculture Committee Report as presented.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Operations Committee Report

There was no Operations Committee Report.

Fair Programs Committee Report

There was no Fair Programs Committee Report

Marketing Committee Report

There was no Marketing Committee Report.

Resolution for CFSA Elector

Interim CEO Bojorquez reported that the CFSA elector for the Association is Michael Bradley. It was suggested by CFSA to name the elector as the position "CEO" that can then evolve with any changes.

It was moved by Director Darway, and seconded by Director Woodruff, and unanimously carried to approve the following Resolution for Appointing the Elector for CFSA Board Elections:

The CEO/Fair Manager is hereby appointed to serve on behalf of the 16th District Agricultural Association which host the annual California Mid-State Fair as an elector for the California Fair Services Authority (CFSA) Board of Directors elections.

Board Member	Aye	No	Abstention
Baldwin (Absent)			
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

Staff Reports

The following items were presented by Association staff as informational items:

1. Kim Daily – Box Office and Administration Office Report

Minimal counter sales ticket refunds are left to process. The receipt of chargebacks being filed and reversal paperwork needed to be provided has slowed down significantly.

Livestock invoices have been sent to all buyers with outstanding auction balances. Payments are being received and processed to cover exhibitor auction checks which will be ready for pick-up September 8th by leaders/advisors.

Livestock budget will be updated as revenues and expenses are received.

2. Tisha Tucker – Interim Events and Exhibits Department Report

California Reined Horse Association (CRHA) met with staff and would like a 3-year contract for three events held on the fairgrounds - two smaller events and one large. CRHA cannot confirm dates until NRCHA announces their dates. NRCHA contract award date is now August 21st.

Upcoming events: funeral service and Central Coast Car Parts Show and Swap meet in carnival lot

The County EOC has informed the Association that Equestrian events are considered social gatherings.

Director Lacey inquired regarding the Three Speckled Hens event and Tisha responded that at this time it does not appear the event will take place as scheduled.

3. Ricky Brown – Exhibits Report

Virtual Exhibits show results were posted on August 1st with a total of 500 entries from 150 participants. Winners award packets are being put together and will also include this year's commemorative participation ribbon.

The Central Coast Olive Oil Competition had 85 entries from 39 businesses this year with results to be posted.

CCWC, Vinegars, Spirits and Home Brew competitions are tentatively scheduled for October this year.

4. Sabrina Sakaguchi – Commercial and Concessions Department Report

Last Fair Food Fix of the summer is next weekend.

Moving forward with 2021- vendor applications will be available starting September 1st.

5. Tom Keffury – Sponsorship Report

Currently working to secure a sponsorship with Daou Vinyards. I have two more meetings with them next week regarding their sponsorship and financial packages.

6. Caitlin Stanton – Marketing Report

No Report.

7. Chico Cerda – Maintenance Report

Continuing to move forward with Health and Safety projects funded by a donation to the Heritage Foundation.

Preparing the fairgrounds for fire alert and animal sanctuary needs due to the many fires across the state.

8. Mike Esser – PGE Report

Cost reduction from PGE with change over rates and working on an analysis of electrical loads that can be eliminated.

B. Interim Manager's Report

Interim CEO Bojorquez presented the following informational items:

C. Items to be Added to the Next Agenda

None at this time.

D. The next Board Meeting is Wednesday, September 16, 2020 at 9:30 am.

E. Director's Discussion

Director Woodruff would like to thank the staff for their dedication and hard work on the Junior Livestock Auction and the Exhibits programming. There are some great takeaways from these projects along with the community support we received.

Director Darway thanked staff.

Director Lilley provided a Covid update: SLO County is working to get off the State's monitoring list by meeting 5 of the 6 steps thus far with the last being the number of Covid cases. Paso Robles is noted as being the "hot spot" of the county.

Recess at 10:38 am to Closed Session.

Closed Session

The Board is permitted to meet in closed session to discuss:

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

Reconvene into Open Session

President Baldwin joined the meeting during Closed Session.

It was noted in Closed Session the State Human Resources department requires a motion to approve the Interim CEO payrate.

It was moved by Director Darway, seconded by Director Borjon, and unanimously carried to approve the Interim CEO salaried rate at the beginning of the Class VI Fair CEO scale.

Board Member	Aye	No	Abstention
Baldwin	X		
Boneso	X		
Borjon	X		
Darway	X		
Lacey	X		
Lilley	X		
Sabin	X		
Wheeler-Nichols	X		
Woodruff	X		

The Closed Session discussion for Real Property was informational only.

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Adjournment

With there being no further business, the meeting was adjourned at 11:43 am

Respectfully submitted and approved by:

David Baldwin, President

Colleen Bojorquez, Interim CEO

Dated: _____