

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

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

Guests: Kim Daily, Deputy Manager
Michael Torgerson, Heritage Foundation Board Chair
Deana Nelson, Heritage Foundation CFO
Brenda Fletcher, 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
Michael Esser, Fair Staff

The meeting was called to order at 9:41 am by President Baldwin. President Baldwin noted that this meeting will be conducted through Zoom per state meeting guidelines due to COVID-19 shelter at home orders.

Introduction of Guests:

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

Approval of Absences:

There were no absences.

Approval of Minutes

It was moved by Director Sabin, seconded by Director Lilley, and unanimously carried to approve the August 19th Board Minutes.

Board Member	Aye	No	Abstention
Baldwin	X		
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 Lacey, and unanimously carried to approve the Consent Agenda.

Board Member	Aye	No	Abstention
Baldwin	X		
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 said the Memorandum of Understanding was sent to each Board Member. Director Lacey said the Master Plan Task Force (Directors Lacey and Boneso) will review and request a signed copy of the agreement from the City of Paso Robles.

New Business

Heritage Foundation Report

Michael Torgerson said the Heritage Foundation has appointed a Task Force to discuss property acquisition. Brenda Fletcher stated the Heritage Foundation ballots for Board elections are 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 August financials including the balance sheet, income and expense statement, and supporting documents. Interim CEO Bojorquez noted the Flamm donation was received and the funds have been deposited. She said the Heritage Foundation has paid the costs associated with the virtual Junior Livestock Auction. She noted Tisha Tucker continues to work with the County for approval of horse show events.

It was moved by Director Boneso, seconded by Director Woodruff, and unanimously carried to approve the August Financials as presented.

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

Interim CEO Bojorquez said she will forward the Fair Food Fix final cost analysis as an informational item.

Director Sabin noted staff has provided a draft "budget" which gives a glimpse of where the Association is financially through the end of 2020 as an informational item. Interim CEO Bojorquez noted the PPP loan will continue to be seen as a liability until it has or has not been forgiven. She said the Revenue Protection Program through CFSA will also provide approximately \$100,000. Interim CEO Bojorquez noted the budget does not include any revenues other than the billboard rentals and does not include any employee time off for the Holidays.

Director Sabin noted the Commercial/Concession, Interim, and Box Office rates will be sent to the Board for review at the next Finance and Board meetings.

It was moved by Director Boneso, seconded by Director Woodruff, and unanimously carried to approve the Finance Committee Report as presented.

Board Member	Aye	No	Abstention
Baldwin	X		
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 said the Agriculture Committee will meet before the next Board Meeting to discuss this year's auction, award ceremony, and the 2021 Fair.

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.

Hugh Pitts Foundation Task Force Report

Director Darway noted the Hugh Pitts Foundation Task Force met with members of the Heritage Foundation and decided to abandon the Livestock Gate project as the Pitts Family, Task Force Members, and staff did not see the project as a good fit. The discussion will continue with a project that will honor Hugh's memory.

It was moved by Director Lacey, and seconded by Director Borjon, to approve the Hugh Pitts Task Force Report as presented.

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

2021 Fair Discussion

Interim CEO Bojorquez said she would like to keep this discussion item on the agenda to help navigate the many challenges of planning for next year's Fair. She noted the Association will be moving forward planning the 2021 Fair with various potential scenarios and the Annual Dinner will need to be discussed. Director Baldwin asked the Annual Dinner Task Force (Directors Lacey and Woodruff) to meet with staff.

Staff Reports

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

1. Kim Daily – Box Office and Administration Office Report

Reminder statements were sent to livestock buyers whose payments had not been received. Administrative office staff are completing the final preparations for the Livestock Awards Presentation next week.

There are approximately 20 counter sale ticket refunds that are on the books to be processed at this time.

2. Chico Cerda – Maintenance Report

Maintenance continues to work on the Health and Safety projects and is creating a plan for the facility if needed as an equestrian evacuation site.

3. Mike Esser – Maintenance/Electrical Report – No Report

4. Tisha Tucker – Interim Events and Exhibits Department Report

Provided the Board with the remaining events calendar for 2020 and the 2021 Event calendar.

5. Ricky Brown – Exhibits Report

Finishing up the Central Coast Olive Oil Competition and moving forward with the Central Coast Wine, Vinegars and Spirits competitions which are scheduled for October 12-14th.

6. Sabrina Sakaguchi – Commercial and Concessions Department Report – No Report.

5. Tom Keffury – Sponsorship Report

Continuing work with Daou Vineyards to be a large sponsor for 2021 and beyond.

6. Caitlin Stanton – Marketing Report – No Report

B. Management Report

Interim CEO Bojorquez presented the following informational items:

1. The 2020 “Night of the Stars” drive-in awards ceremony is next Thursday, September 24th. The drive through BBQ Box dinner is available starting at 5:00 pm and the presentation of awards begins at 6:00 pm.
2. The NRCHA Board decided NOT to return to the PREC for the 2021-2023 years.
3. Staff is currently planning on hosting the Central Coast Wine Competition, Home Wine Competition, Spirits Competition, and Vinegar Competition October 12th through October 14th. Currently, the Central Coast Wine Competition has 350 entries.
4. Due to limited staff working in the office and the various necessity for business transactions to take place, the staff has agreed to open the Administration Office for walk-ins Tuesdays, 10:00 am to 2:00 pm. The Administration phone is available daily from 10:00 am to 2:00 pm. All COVID-19 protocols will be adhered to.

5. In an effort to reduce expenses, the grounds and office will be closed the entire week of Thanksgiving (November 22nd through November 26th) and will close December 14th through January 3rd for the Christmas holiday. If an event is approved, schedules will be adjusted.
6. Edible SLO is putting together a story on the Fair's cancellation and the impact on the Community.
7. The next Board Meeting is scheduled for Wednesday, October 21, 2020.

C. Items to be Added to the Next Agenda

Commercial/Concession and Box Office rates

D. The next Board Meeting is Wednesday, October 21, 2020 at 9:30 am.

E. Director's Discussion

Director Lilley said he is glad to see the staff included in the meetings.

Director Darway thanked staff.

Director Baldwin thanked staff and Director Sabin (Finance Chair) for all the extra time and efforts during this time.

Recess at 11:10 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

The Closed Session discussion was informational only.

Adjournment

With there being no further business, the meeting was adjourned at 11:54 am

Respectfully submitted and approved by:

David Baldwin, President

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Colleen Bojorquez, Interim CEO

Dated: _____