

**AGENDA**  
**REGULAR MEETING - NAPA COUNTY FAIR - BOARD OF DIRECTORS**  
**THURSDAY, JANUARY 14, 2016, 6:00 PM, TUCKER ROOM**  
**1435 N OAK STREET, CALISTOGA, CA 94515**  
**(707) 942-5111**

**2016 Board of Directors**

**Bob Beck, Bonnie Chisholm, Dana Cole, Woran Deckard, Bob Fiddaman,**  
**Kerri Hammond-Abreu, Don Meyer, Karan Schlegel, Anne Steinhauer**

General Information

The Board of Directors meets the second Thursday of every month at 6:00 pm at 2025 Grant Street, Calistoga, California 94515, unless otherwise noted above. The meeting room is wheelchair accessible. Requests for disability related modifications or accommodations, aids or services may be made to the Fair Office in advance of the meeting date by contacting (707) 942-5111.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after the time of such distribution, in the office of the Board of Directors (Fair Office), 1435 North Oak Street, Calistoga, CA; between the hours of 9:00 a.m. and 4:00 p.m. except for holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA** please proceed to the rostrum, and after receiving recognition from the President, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chairperson of the Board.

1. **CALL TO ORDER: ROLL CALL**
  
2. **PUBLIC COMMENT:** Opportunity for members of the public to address the Board about issues not on the agenda. Each presentation limited to 3 minutes. No action may be taken by the Board at this time.
  
3. **CONSENT CALENDAR**
  - a. **Minutes of the Regular Meeting** held on December 10, 2015
  - b. **Financial Report** of December 2015
  - c. **Correspondence**
  - d. **Annual Resolutions**
    - i. Local Agency Investment Fund Signature Authorization. CEO Carlene Moore, Chairperson, and Treasurer are authorized to sign on the Fair's savings account with LAIF effective January 1, 2016 through December 31, 2016.
    - ii. Bank of the West Signature Authorization. CEO Carlene Moore, Chairperson, and Treasurer are authorized to sign and endorse checks, drafts, and other negotiable instruments, and to make deposits and withdrawals from authorized accounts effective January 1, 2016 through December 31, 2016. However, individual withdrawals in excess of \$10,000 require the signature of two of the persons authorized to sign checks.

- iii. Volunteer Workers' Compensation Insurance. Members of the Board of Directors and volunteers are covered by the Napa County Fair Association's workers' compensation insurance while performing their volunteer work.
- iv. Contract Delegation Authority. CEO Carlene Moore is authorized to execute rental agreements, service agreements, and agreements for judging for the Napa County Fair Association which do not exceed \$15,000 without further authorization from the Board of Directors effective January 1, 2016 through December 31, 2016.

#### 4. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

#### 5. ADMINISTRATIVE ITEMS

- a. **Hunt Motorsports Concepts:** Update
- b. **FY15/16 Allocation and Training Funds:** Authorize CEO to request funds from F&E Branch for allocation and training expenses for IAFE, WFA, CFA Fall Conference registration and travel
- c. **Committee Reports**
  - i. **Audit** – January 11, 2016
    - 1. **2015-2018 Audit Services Agreement:** Approve contract award to Coughlan Napa CPA Co.
  - ii. **Leadership Development** – January 11, 2016
    - 1. **Officer Appointments:** Recommend 2016 slate of officers for approval: Chairperson Bob Beck, Vice Chairperson Don Meyer, Treasurer Woran Deckard, Past Chairperson Karan Schlegel
    - 2. **Standing Committees of the Board:** Approve conceptual charter for new Fundraising committee
    - 3. **2016 Committee Appointments:** Chairperson's appointment of board members to standing committees
      - a. **Executive Committee**  
Chair: Karan Schlegel, Past Chairperson; Bob Beck, Chair of the Board; Don Meyer, Vice-Chair of the Board; Woran Deckard, Treasurer; Carlene Moore, Secretary
      - b. **Governance**  
Chair: Anne Steinhauer; Karan Schlegel; Dana Cole
      - c. **Leadership Development**  
Chair: Karan Schlegel; Don Meyer
      - d. **Finance**  
Chair: Woran Deckard; Don Meyer
      - e. **Audit**  
Chair: Dana Cole; Woran Deckard
      - f. **Fundraising**  
Chair: Bob Fiddaman
- d. **Promissory Note:** Ratify CEO's execution of promissory note with County of Napa in the amount of \$57,000 for net revenue losses due to the Valley Fire shelter operations

## 6. STRATEGIC GOALS

**To create a unique, relevant, annual fair that is owned with pride by the community as “our county fair.”**

- a. **Staff Report**
  - i. **The New Year’s Eve Bash**
  - ii. **ENGAGE Art Fair**

**To create a master plan of the facility and programs that strategically develops our business enterprises.**

- b. **Staff Report:** Discussion of critical assumptions based on stakeholder meetings

**To develop a top-ranked RV Park destination that delivers the Napa Valley experience.**

- c. **Staff Report**

**To perform as, and be recognized as, the community’s #1 event center and ranked in the North Bay Area’s top ten.**

- d. **Staff Report**

## 7. MATTERS OF INFORMATION

- a. **CEO Report**
  - i. **Valley Fire recognition**
  - ii. **WFA Convention:** Report
  - iii. **Staffing Update**

## 8. ADJOURNMENT