

AGENDA
REGULAR MEETING - NAPA COUNTY FAIR - BOARD OF DIRECTORS
THURSDAY, JANUARY 12, 2017, 6:00 PM, TUCKER ROOM

1435 N OAK STREET, CALISTOGA, CA 94515

(707) 942-5111

2017 Board of Directors

**Bob Beck, Dana Cole, Kelly Coudert, Woran Deckard, Bob Fiddaman, Gary Heitz,
Jeff Hoelsken, Ricky Hurtado, Nancy Levenberg, 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. **WELCOME:** Welcome new board members by Chairperson

2. **CALL TO ORDER:** Roll Call

3. **CLOSED SESSION:** Pursuant to Section 54957(b) of the Government Code
 - a. Public Employee Performance Evaluation
Title: Chief Executive Officer

4. **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.

5. **CONSENT CALENDAR**
 - a. **Minutes of the Regular Meeting** held on November 10, 2016
 - b. **Minutes of the Executive Committee meeting** held on December 7, 2016
 - c. **Financial Report** of November and December 2016
 - d. **Correspondence**

e. 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, 2017 through December 31, 2017.
- 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, 2017 through December 31, 2017. 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, 2017 through December 31, 2017.
- v. Visa Credit Card Purchases. CEO is authorized to make single purchases up to \$10,000 on Association's Visa credit card and may not exceed the monthly credit limit total. Purchases in excess of \$10,000 require the written approval of the Chairperson or Treasurer.
- f. **2017 Calendar of Board Meetings:** Approve 2017 regular meeting calendar
- g. **Write-off Outstanding Checks:** Approve write-off of Operating checks from 2015

6. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

It is the mission of the Napa County Fair Association to serve the citizens of Napa County with cultural, social, and economic benefits in times of celebration, as well as need

*Our vision is to strive for excellence in all we do,
recognized with pride by our Napa County community*

7. STRATEGIC GOALS

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

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

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

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

8. ADMINISTRATIVE ITEMS

a. Committee Reports

i. Leadership Development – December 12, 2016

- 1. Officer Appointment:** Approve Anne Steinhauer as 2017 chairperson

b. CEO Report

- i. 2017 Operating Budget**
- ii. IAFE conference review**
- iii. Annual meeting award recipients**

9. ADJOURNMENT