

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOCIATION
THURSDAY, APRIL 13, 2017**

STAFF PRESENT: CEO Carlene Moore

1. CALL TO ORDER

A regular meeting of the Board of Directors of the Napa County Fair Association was held Thursday, April 13, 2017, in the Tucker Room at the fairgrounds with the following directors present: Chairperson Anne Steinhauer, Directors Bob Beck, Kelly Barrett Coudert, Dana Cole, Gary Heitz, Jeff Hoelsken, Ricky Hurtado, Nancy Levenberg, and Karan Schlegel. Directors absent: Woran Deckard and Bob Fiddaman. The meeting was called to order at 6:05 pm by Chairperson Steinhauer. Director Jeff Hoelsken arrived at 6:13 pm.

2. PUBLIC COMMENT

Kerri Hammond-Abreu, Frances Tedeschi

3. CONSENT CALENDAR

- a. Minutes of the regular meeting held on March 9, 2017
- b. Financial Report of March 2017
- c. Correspondence

Item 3-a was removed for discussion by a member of the public. Motion by Levenberg, second by Coudert to approve consent items b and c as presented. Motion passed unanimously, 8-0-0.

4. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

- a. Minutes of the regular meeting held on March 9, 2017
- Public comment
Closed public comment

Motion by Schlegel, second by Levenberg to approve consent item a. Motion passed, 7-0-2 with Directors Hoelsken and Hurtado abstaining.

5. STRATEGIC GOALS

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

- a. **Staff Report:** 2017 Fair events

Staff report: CEO Moore reported that a carnival has been secured for the 4th of July Fair and registration for competitive entries will open next month; quotes were received from two promoters for the Fiesta Mexicana.

Public comment: Cindy Yant, Kerri Hammond-Abreu.

Closed public comment

Board discussion: Beck, Cole, Steinhauer

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

a. **Staff Report:** Golf Course operations update

Staff report: Provided in writing.

Opened for public comment: Dick Kuykendall, Ira Warm, Kerri Hammond-Abreu, Cindy Yant,

Closed public comment

Board discussion: Hurtado, Hoelsken, Heitz.

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

a. **Staff Report:** CalARVC visit

Staff report: CEO Moore reported that this was their best attended event of any of their events and that most of the attendees stayed at local lodging properties, not in the RV Park.

Opened for public comment: Cindy Yant, Frances Tedeschi.

Closed public comment

Board discussion: Hoelsken.

To perform as, and be recognized as, the community's number one event center and ranked in the North Bay Area's top ten.

a. **Staff report**

None

6. ADMINISTRATIVE ITEMS

a. **Committee Reports**

i. **Volunteer Program Development Ad-Hoc**

Board report: Schlegel

Opened for public comment. None.

Closed public comment.

Board discussion.

Motion by Beck, second by Hurtado to approve the committee charter as presented. Motion passed unanimously, 9-0-0.

ii. **Fair Redevelopment Ad-Hoc**

Board report: Coudert

Opened for public comment. None.

Closed public comment.

Board discussion.

Motion by Levenberg, second by Cole to approve the committee charter as presented. Motion passed unanimously, 9-0-0.

iii. **Opportunities Assessment Ad-Hoc**

Board report: Cole

Opened for public comment. None.

Closed public comment.

Board discussion.

Motion by Beck, second by Hurtado to approve the committee charter as presented. Motion passed unanimously, 9-0-0.

iv. **Fundraising**

Board report: Hoelsken

Opened for public comment. None.

Closed public comment.

Board discussion.

Motion by Heitz, second by Hurtado to approve the new ad-hoc committee and charter as presented.

Motion passed unanimously, 9-0-0.

v. Finance-Audit

Staff report: CEO Moore

Opened for public comment. None.

Closed public comment.

Board discussion.

Motion by Levenberg, second by Schlegel to approve the committee charter revisions as presented.

Motion passed unanimously, 9-0-0.

b. CEO Report

i. Staffing update

ii. Deferred Maintenance Projects

iii. Napa County Office of Education Preschool

CEO Moore reported that she is interviewing for an RV Park trade host and that a job offer has been extended to a Calistoga High School student; the backflow prevention project is scheduled for June and to be completed before the Fair; at the request of the City of Calistoga, the County of Napa is moving forward with plans to relocate the NCOE Preschool on south Washington to the fairgrounds in the area between the Boys & Girls Club and our maintenance shop; volunteers were requested to pour beer at the upcoming Monster Truck show at the speedway; explanation for the boulders in the RV Park was offered as a temporary solution to stop the RVers from driving through the grass sites; and cleanup of the shop yard and bone yard is underway.

7. ADJOURNMENT

Motion by Hoelsken, second by Hurtado to adjourn at 8:38 pm. Motion passed unanimously, 9-0-0.

Certified to be a true and correct copy.

Carlene Moore
Chief Executive Officer

Date

Anne Steinhauer
Chairperson

Date