

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOCIATION
THURSDAY, NOVEMBER 17, 2016**

STAFF PRESENT: CEO Carlene Moore

1. CALL TO ORDER

A special meeting of the Board of Directors of the Napa County Fair Association was held Thursday, November 17, 2016, in the Butler Pavilion at the fairgrounds with the following directors present: Chairperson Bob Beck, Directors Bonnie Chisholm, Dana Cole, Woran Deckard, Bob Fiddaman, Don Meyer, Karan Schlegel, and Anne Steinhauer. Directors absent: Kerri Hammond-Abreu. The meeting was called to order at 6:09 PM by Chairperson Beck.

2. PUBLIC COMMENT

Dick Kuykendall

3. CONSENT CALENDAR

- a. Minutes of the Regular Meeting held on November 10, 2016

This item was deferred to the December meeting as information was not available at the time of this meeting.

4. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None

5. STRATEGIC GOALS

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

- a. Fair: Discuss program plans for 2017 & beyond

Staff report: CEO Moore – Much is still up in the air for a carnival for July 4th as the horse racing industry has not announced dates yet, which affects many large fairs and then has a trickle-down effect to smaller fairs. 2017 will work to build relationships with other organizations and participants to develop a county fair for 2018 and beyond that is grassroots, community driven, and at a time other than July 4th. We will still host July 4th celebration in 2018 and beyond and will work to recreate it and determine its elements once the fair concept takes form.

Director comment.

Opened for public comment: Dick Kuykendall, Ira Warm.

Closed public comment.

Board discussion.

No action taken.

6. ADMINISTRATIVE ITEMS

- a. 2017 Operating Budget: Presentation and approval of 2017 operating budget

Staff report: CEO Moore presented the 2016 Budget Notes and highlights, noting that approval of the budget was not being sought until the December meeting to allow ample time for the board to review it in more detail. The 2017 budget is presented as status quo and the approach has been conservative on

revenues and realistic and necessary on expenses. CEO Moore requested policy direction from the board such as financial goals for each program as well as purpose goals for each program.

Board discussion.

Opened for public comment: None.

Closed public comment.

Board discussion. Feedback from the board was to gather costs to convert the financials to nonprofit organization reporting, RV fee comparison, and to present the budget with overhead allocated.

Motion by Fiddaman, second by Steinhauer to approve the 2017 Rates as presented. Motion passed unanimously, 8-0-0.

Motion by Steinhauer, second by Fiddaman to adjourn to closed session at 8:08 pm. Motion passed unanimously, 8-0-0.

7. CLOSED SESSION: Pursuant to Section 54957(b) of the Government Code

a. Public Employee Performance Evaluation

Title: Chief Executive Officer

The board reconvened from closed session at 9:28 pm.

Director Schlegel reported that the board presented CEO Moore her performance evaluation and authorized a 5% raise for 2017.

8. ADJOURNMENT

Motion by Steinhauer, second by Fiddaman to adjourn at 9:29 pm. Motion passed unanimously, 8-0-0.

Certified to be a true and correct copy.

Carlene Moore
Chief Executive Officer

Date

Bob Beck
Chairperson

Date