



## BOARD OF DIRECTORS MEETING

December 4th, 2017

AT 4:00 PM

### Board of Directors:

Janeane Bogner, President

Kat McDowell, Vice President

Steve Brown, Marcia Chauvin, Kim Hansen

Annette Hopkins, Jerry McQueen, Monica Rosenthal, Thomas Turner

The 49<sup>th</sup> DAA Board of Directors meeting is scheduled for Monday, December 4, 2017 and will be held in the Administration Office, 401 Martin St., Lakeport, California to consider the following agenda.

### Lake County Fair's Mission Statement

It is the mission of the Lake County Fair to provide Lake County a community event center.

### Lake County Fair's Vision Statement

The Lake County Fairgrounds will be the community's first choice as the place they come together.

## AGENDA

### I. CALL TO ORDER

Items on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL, DECLARATION OF QUORUM

### IV. INTRODUCTION OF GUEST(S)

**V. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Please sign in prior to the start of the meeting and identify which items(s) you would like to address. *Speakers are limited to two minutes each.* Public comment is only allowed on issues NOT on the current Agenda, and no debate by the Board shall be permitted on such public comments. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item. Comments will be accepted on Agenda items during the meeting.

- a) 4-H & FFA representative
- b) NCRA representative
- c) Public input

**VI. SET DATE OF FUTURE MEETINGS - January 22<sup>nd</sup>, February 26<sup>th</sup>, 2018**

**VII. ACTION ITEMS**

1. Approval of Delegation of Authority to new CEO to sign contracts valued of up to \$15,000.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

2. Approval of Delegation of Authority to new CEO to sign checks valued of up to \$15,000.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

3. Designate the CEO position as Elector to CFSA

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

4. Approval of CEO salary for 2017-2018

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

5. Approval of 2018 DAA Annual Budget

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

6. Approval of Resolution for Master Project Agreement with California Fairs Financing Authority

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

7. Board Officer Nominations and Elections

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

8. Approval of 2018 Lake County Fair commercial and concession rental rates

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**VIII. CONSENT AGENDA**

The items on the Consent Agenda will be enacted in accordance with the recommended action under one motion unless trailed from the Consent Agenda by the Board. Any member wishing to trail an item from the Consent Agenda should notify the CEO prior to the meeting. Trailed items will be considered after the motion to approve Consent Agenda items.

**Items 1 – 9**

1. Minutes of the Regular Meeting for October 23rd, 2017
2. October Check Registers with Payroll
3. October Balance Sheet
4. October Profit and Loss Statement
5. Budget Comparison
6. Accounts Receivable
7. Rental Agreements
8. Letters of Understanding
9. Courtny Conkle, travel – Fall Managers Conference \$135.89
10. Courtny Conkle, vacation 7hrs. (December 1)
11. New CEO hiring paperwork and duty statement

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**IV. CEO'S REPORT**

**X. INFORMATION & DISCUSSION**

- Committee Reports
  - Executive Committee
  - Building, Grounds & Long-Range Planning
  - Finance Committee
  - Security & Passes
  - Livestock & Horse Show
  - Racing RFP Ad Hoc Committee
1. Strategic Planning Session Follow Up
  2. Discussion of 2017 County Fair August 31st – September 3rd
  3. Lake County Fair Foundation
  4. Appreciation Dinner
  5. 2018 Lake County Fair

**XI. CORRESPONDENCE & REPORTS**

1. December Calendar of Events
2. New Board of Director Orientation Plan (CDFA)
3. Cannabis Event Guidelines (CDFA)
4. Updated deferred maintenance bid packet
5. Check signing authority annual update

**XIII. ADJOURNMENT Time: \_\_\_\_\_ PM**