

**49TH DISTRICT AGRICULTURAL ASSOCIATION
401 MARTIN STREET, PO BOX 70
LAKEPORT, CALIFORNIA 95453**

**REGULAR MEETING OF THE BOARD OF DIRECTORS
December 4, 2017**

The meeting was held in the Administration Offices of the 49th District Agricultural Association.

Local media including radio, newspaper and television were notified of this meeting and were sent copies of the agenda.

President Bogner called the meeting to order at 4:00 PM.

DIRECTORS PRESENT AT ROLL CALL: Directors Bogner, Chauvin, Hansen, Hopkins, McQueen, McDowell, Rosenthal and Turner.

DIRECTORS ABSENT: Director Brown, unexcused.

OTHERS PRESENT: Bill Himenes, NCRA President.

PUBLIC INPUT:

NCRA representative Bill Himenes reported NCRA was in danger of losing their promoter this past year because of communication problems between the promoter and the prior Fair CEO. The contract went out without giving NCRA giving notice that they would not be here. They operated several races without a contract. They wanted to negotiate a new contract and they were not given the opportunity to come in with a new promoter. NCRA has won the bid for the racing contract. They have a tentative schedule until contract issues are worked out.

DATE OF FUTURE MEETINGS:

The next regular Board meeting will be January 22nd and February 26th, 2018 at 4:00 PM.

ACTION ITEMS:

- 1. Authorization for new CEO to sign contracts up to \$15,000.**
Director McQueen made a motion to approve. Director Rosenthal seconded. The motion carried unanimously.
- 2. Authorization for new CEO to sign checks up to \$15,000.**
Director McQueen and Director McDowell seconded the motion carried unanimously.
- 3. Designate the new CEO as Elector to CFSA**
Director McQueen made a motion to approve. Director Turner seconded. The motion carried unanimously.
- 4. Approval of CEO's salary for 2017-2018**
Discussion ensued concerning controls of accrual of vacation hours. Director

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Hopkins made a motion to accept the current state salary for the new CEO. Director McQueen seconded. The motion carried unanimously.

5. Approval of 2018 DAA Annual Budget

Discussion ensued concerning the process used in the past to create the budget. It was decided to approve the budget as a working budget with amendments to be made in January. The CEO explained the STOP should be mostly completed by the end of January and it will give us accurate figures for 2017. A motion to approve the tentative 2018 budget was made by Director Chauvin, seconded by Director McQueen and carried unanimously.

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

Discussion ensued concerning the grant for new doors. A motion to give CEO Courtney Conkle authority to deal with CFFA directly was made by Director Turner, seconded by Director McDowell and carried unanimously.

7. Board Officer Nominations and Elections

A motion to elect Director McDowell as President and Director Brown as Vice President was made by Director McQueen, seconded by Director Hopkins and carried unanimously.

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

CEO Conkle reported meeting with rental coordinator, Leslie Firth and recommended not changing our rates for 2018. Some discussion ensued. Director McQueen moved to approve, Director Chauvin seconded, it carried unanimously.

CONSENT AGENDA

Director Chauvin moved to accept the consent agenda, Director McDowell seconded. The motion carried unanimously.

CEO'S REPORT

CEO Conkle reported she has been working on finalizing the budget. She wants to be strategic in planning because of the 2019 changes in overtime for hourly employees that will come into effect. Discussion ensued concerning hiring for the fair.

CEO Conkle reported she completed her hiring paperwork.

CEO Conkle reported we need to have the STOP report in by the end of January.

MEETINGS

CEO Conkle reported meeting with the Ag and Natural Resource Committee.

CEO Conkle reported she attended the Fair Foundation Meeting. She discussed the

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importance of fund raising and membership retention.

CEO Conkle reported meeting with Cal HR. She reported there are mandatory reviews that should have been done for the two permanent employees. Only one review was completed for each employee. We are in the role of progressive discipline and will be documenting regularly.

CEO Conkle reported she met with CFSA Fair Inspector. He is very concerned with our shop area. There are things there that are dangerous and things that are sitting in the elements that shouldn't be. It is mandatory to get the shop area in order before the pre-fair inspection because we have had three written warnings. We are going to have training for forklift and boom truck operators. Some discussion ensued.

CEO Conkle reported we had a Monster Truck Show this past year. They unlawfully set off fireworks, we are now under the watchful eye of the Fire Marshal.

CEO Conkle reported she met with our ticketing providers, they are looking at giving us online tickets as a trial this in 2018 with no out of pocket cost.

CEO Conkle met with Attendance Manager, Victoria and she has decided to come back for the 2018 fair. She will need a golf cart and the ability to hire early for fair.

CEO Conkle reported meeting with Katy Evans for 2018 Buyer updates.

CEO Conkle reported she attended two meetings and a seminar on AB1499. No one knows for sure what the full impact of the bill will be in 2019.

CEO Conkle reported she attended WFA Manager's Conference. She recommends we put a Cannabis Policy in place.

CEO Conkle reported she attended a Show Works Conference. She reported the issues we have been having are typical of the program. The company is issuing a new version of Show Works in 2018. We will be using the new 2016 Show Works program. We will have two people with experience in Show Works to help us with the new program.

CEO Conkle reported she was reported she received a scholarship for a Management Technical Program.

CEO Conkle reported we have a new maintenance bid for the Maintenance Grant. She will be Meeting with Michael Sealey tomorrow concerning the grant.

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CEO Conkle reported she met with the neighbors concerning the LED sign. They are being flexible.

CEO Conkle reported the office will be closed for the holidays December 18 through January second, there will be some office staff and maintenance staff on the grounds.

FUTURE ITEMS

CEO Conkle reported she has a meeting next Thursday with PG&E. They are doing local LED lighting grants. We are looking at getting our street lights changed and potentially Fritch Hall and the Little Theater.

INFORMATION AND DISCUSSION

1. Executive Committee members changed to Directors Bogner, Rosenthal and Brown.
2. Directors McQueen and Turner are the ad hoc committee for discussions with CEO Conkle and NCRA's Bill Himenes.
3. Discussion ensued concerning Strategic Planning things that may be done to stir community interest in the Fair and the grounds. Discussion ensued concerning murals and decorations.
4. Directors Bogner and Rosenthal will be meeting with CEO Conkle to discuss her plans for the fairgrounds.
5. Discussion ensued concerning the Lakeport Pizza opening on the grounds. There was also discussion concerning the parameters of the contracts for the skating rink and the pizza parlor. She will get copies of the contract to the board members who want them. Discussion ensued on the impact the two new contracts will have on the income of the fairgrounds.
6. Art work for the new fair theme was presented by CEO Conkle, discussion ensued.
7. Director Bogner requested a board member be a representative on the Fair Foundation Board. Director Tom volunteered.
8. Discussion ensued concerning the Appreciation Dinner for 2018.

CORRESPONDENCE & REPORTS:

- December Calendar of Events
- Updated Board Certification

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MEETING ADJOURNMENT: 5:43pm

VOTING RESULTS

Director's votes were all unanimous. Individual votes listed below.

DIRECTOR	Bogner	Brown	Chauvin	Hansen	Hopkins	McDowell	McQueen	Rosenthal	Turner
VOTE	Yes	AB	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Abstain		UEX							

Respectfully Submitted,

Courtney Conkle, CEO

Date

Kat McDowell, President

Date