

**NOTICE OF MEETING of the BOARD OF DIRECTORS
for the THIRTEENTH DISTRICT AGRICULTURAL ASSOCIATION**

Tuesday, November 14, 2017
5:30 pm - Board Meeting

Yuba-Sutter Fairgrounds
Administration Office – Board Room
442 Franklin Ave.
Yuba City, CA 95991

2017 BOARD MEMBERS: President - Virginia Black; Vice President - Alice Munger; Board Members- Karm Bains, Erin Cucchi, Kulwant Johl, Jill LeVake, Jennifer Matteoli, Ed Ritchie and Joe Serger.

MANAGER/CEO – Judy Creel

PUBLIC COMMENT

Public comment is a right granted to the public. It is reserved for items not listed on the agenda, but under the Board's jurisdiction. Please be informed that public participation under Public Comment will be limited to three (3) minutes per speaker and in accordance with state law. The Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly agendized at a future meeting. 1 2 3

AGENDA

1. CALL TO ORDER – Vice-President – Munger

All matters listed on this agenda, may be considered for action as listed. Any item not listed may not be considered at this meeting. Items on this agenda may be considered in any order at the discretion of the President.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Declaration of a quorum

4. INTRODUCTION OF STAFF AND GUESTS

5. PUBLIC COMMENT

Since items under Public Comment are not listed and publicly notices on the agenda, please be advised that the Board cannot discuss or take action at this meeting.

6. CORRESPONDENCE (non-action item)

- a. Correspondence: As presented.
- b. CDFA Guidelines for Cannabis Events

7. CONSENT AGENDA

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Fair Board, staff or public request specific items to be discussed or removed from the Consent Calendar for individual action.

- a. Approval of minutes from the October 24, 2017 regular meeting
- b. Rental Agreements – November 2017
- c. Standard Agreements (includes: vendor, exhibit, sponsorship, judging and service agreements) November 2017
- d. Interim Calendar for December 2017
- e. Hazardous Events – US Gun Traders Annual Gun Show – Nov. 25-26, 2017
- f. Approval of Delegation of Authority for Checks
- g. Approval of Delegation of Authority for Standard Agreements & Rental Agreements.

8. COMMITTEE REPORT – The Board may take approval action on committee reports. Committees with and asterisk (*) will have a report this month.

*a. Finance Committee – Committee Members Ritchie and Munger. The committee will report on the financial reports which include the following:

1. Balance Sheet for October 2017
2. Statement of Operations for October 2017
3. Accounts Receivable for October 2017
4. Trial Balance for October 2017

b. Buildings and Grounds Committee – none

c. Entertainment/Public Relations Committee – none

*d. Junior Livestock Auction Advisory Committee – Committee Members LeVake and Johl will report on the Oct. 26, 2017n JLA meeting including proposed 2018 Budget, improvements suggestions for the use of the Barn Fund monies, and the discussion of the latest discussion of the revisions to the JLA Guidelines.

e. Legislative Committee – None

*f. Master Plan Committee- Committee Members Cucchi and Serger will report on the rescheduling of the October 17, 2017 meeting.

*g. Friends of the Fair Foundation – Committee Members Johl and Ritchie will report on the meeting rescheduled from November 3rd to the 10th, 2017. Presentation also made from the Foundation Directors.

h. Sponsorship Committee – none

i. Guidebook Committee – none

j. Policies & Procedures Committee- none

k. Nominating Committee – Committee Members Bains & Munger will report on the committee's recommendations for 2018 Standing Committee Members.

*l. Jr. Fair Board Committee – Committee Members Cucchi and Matteoli will give an update of the 2017 Jr. Fair Board Committee selection process and results.

9. CEO REPORT (Non-action items)

a. Informational report discussing the Administration of the 13th DAA including an update on recent fairgrounds activities.

b. Informational report discussing the status of Interim Rentals including November rentals.

c. Informational report regarding Fair Industry Related Issues including an update from Managers Conference on funding and CA fairgrounds support in the recent fire situations.

d. Other information as presented.

10. OLD BUSINESS

a. Follow-up on the Lamb Vet Check Issue presented at the September 26th, 2017 board meeting and tabled until the October 24, 2017 Board Meeting.

b. Discussion regarding board members acquiring ysfair.com email addresses.

11. NEW BUSINESS

a. Adoption of the 2018 Board Meeting Calendar

b. Nominating Committee's recommendations for the 2018 Standing Committee appointments and approval of Committee Members.

c. Discussion of Board consideration of the 13th DAA's Policy & Procedures change regarding reducing Interim Rental Rates.

d. Approval to close the Administration Office from December 18, 2017 thru January 1st, 2018 reopening on January 2, 2018.

12. ADJOURN INTO CLOSED SESSION - Pursuant to the Govt. Code 11126, the board is authorized to meet in Closed Session for the purpose of considering matters involving:

a. Personnel Matters (GCS11126a) - CEO Yearly Evaluation

13. ADJOURN CLOSED SESSION – REOPEN PUBLIC MEETING

14. DIRECTOR'S COMMENTS - Please note that pursuant to California State Law, the Board is prohibited from discussing or taking action on any item not listed on the agenda.

15. MATTERS OF INFORMATION

- a. Next meeting is January 23, 2018
- b. Yuba-Sutter Fair's Annual Employee/Board Member/Foundation Christmas Party – Wednesday, December 13, 2017 @ 6 PM Board Room.
- c. WFA Convention – Wednesday, January 3 through Saturday, January 6, 2018 in Anaheim, CA

16. ADJOURNMENT

Date of Notice: November 4, 2017

- 1 Persons with disabilities who may require accommodations to attend the meeting are requested to contact the CEO's office at (530) 674-1280 no later than 2 days prior to the meeting.
- 2 13th District Agricultural Association agendas can also be accessed on the web at: <http://www.ysfair.com>
- 3 Further information regarding this regularity scheduled meeting of the Board of Directors for the 13th District Agricultural Association may be obtained by contacting the Chief Executive Officer at 442 Franklin Ave., Yuba City, CA 95991 or by calling 530-674-1280.

mailing address 13th District Agricultural Association, 442 Franklin Ave., Yuba City, CA 95991
phone 530-674-1280 **fax** 530-674-2196 **web** www.ysfair.com **email** info@ysfair.com