



13th District Agricultural Association / Yuba-Sutter Fairgrounds

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BOARD MEETING MINUTES

Tuesday – July 10, 2018 @ 5:30 p.m.

Board Room – Yuba-Sutter Fairgrounds Office

2018 BOARD MEMBERS: President – Alice Munger; Vice President – Ed Ritchie; Board Members - Karm Bains, Erin Cucchi, Kulwant Johl, Jill LeVake, Jennifer Matteoli, and Joe Serger, Andrew Stresser.

FAIR MANAGER/CEO – David Dillabo

1. CALL TO ORDER: President Munger called the meeting to order at 5:32 p.m.

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 (YES) President – Alice Munger, Vice President – Ed Ritchie; Board Members, Erin Cucchi, Jill LeVake, Jennifer Matteoli, Joe Serger, Andrew Stresser and Kulwant Johl.
Karm Bains

4. INTRODUCTION OF STAFF AND GUESTS: Dave Dillabo & Sherrie Skaggs (Staff Members), Cody Eberhart, June Eberhart, Remington Hewitt, John Hewitt, Craig Taylor.

5. PUBLIC COMMENT: No Public Comment was provided.

6. CORRESPONDENCE: CEO Dillabo presented the Board with correspondence from WFA in regards to AB 1499.

7. CONSENT AGENDA:

- i. Motion: Upon a motion by Director Ritchie, 2nd by Director LeVake and passed unanimously with an “Aye” vote by Director Ritchie, Johl, Cucchi, LeVake, Matteoli, Serger and Stresser; Abstained by Director Bains.
- ii. Meeting Minutes dated May 22, 2018 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 79,339.44 from May 23 thru July 5, 2018
- iv. Approval of Contracts:
 - a. Standard Agreements # SA2018-44 thru SA2018-55
 - b. Sponsorship Agreements # SP2018-25 thru SP2018-44
 - c. Inside Commercial Agreements # COM2018-28-I thru COM2018-41-I
 - d. Outside Commercial Agreements # COM2018-17-O thru COM2018-23-O
 - e. Concession Agreements # CON2018-23 thru CON2018-25
 - f. Interim Rental Agreements # 2018-142 thru 2018-146 and 2019-18 thru 2019-24

8. COMMITTEE REPORTS:

- a. Finance Committee: CEO Dillabo reviewed the current financial reports with the Board. After review and discussion of the current the financial standing, upon a motion by Director Ritchie, seconded by Director LeVake, and passed unanimously with an “Aye” vote by Director Ritchie, Cucchi, Bains, LeVake, Matteoli and Stresser, the board moved to approve the current financial status of the 13th DAA as summarized below.
 1. Balance Sheet: \$1,454,093
 2. Current Statement of Operations Report
 3. Trial Balance Report: Debit/credit equal at \$404,679
 4. Accounts Receivable: \$ -0-
- b. Buildings and Grounds Committee: No report.
- c. Entertainment/Public Relations Committee: CEO Dillabo reported on the updated entertainment lineup and marketing of sales for the 2018 Fair.
- d. Sponsorship Committee: Director LeVake reported on current sponsorship meetings attended.
- e. Junior Livestock Auction Advisory Committee: (*Discussion/Action by Board*) CEO Dillabo reported on the previous JLA meeting and the recommendations brought forth by the committee for the board to review, discuss and vote on.

- 2018 Vet Check Procedure: Review, discuss and analyze potential updates to the previously approved Vet Check Procedure taking place in the North Parking Lot Area.
- 2018 Fair Livestock Schedule: Review, discuss and analyze potential updates to the previously approved livestock schedule pertaining to vet check hours, specie weigh-in times & locations, exhibitor meeting time and the arrival day of rabbits.
- After reviewing and discussion among the board and the opportunity for public comment, upon a motion by Director LeVake, seconded by Director Johl and passed unanimously with an “aye” vote by Director Ritchie, Bains, Matteoli, Stresser, Serger, Cucchi, Johl, the motion to accept the JLA Committee recommendations to have the vet inspections take place at the barn locations and to re-schedule the weigh-ins, exhibitor meeting and horse show schedule were approved.

f. Barn Dance Fundraiser:

g. Legislative Committee:

h. Master Plan Committee:

i. Friends of the Fair Foundation: CEO Dillabo reported on the Friends of the Fair meeting regarding discussion of potential fairground improvement project of the fence at the Grandstand Beer Garden.

j. Guidebook Committee:

k. Policies & Procedures Committee:

l. Nominating Committee:

m. Jr. Fair Board Committee:

9. **CEO REPORT:** *(Informational/Non-Action items)*

a. CEO Dillabo provided a detailed report regarding;

a. 2016 Financial Review Update- Scinto Group

b. Status Report of 17/18 Infrastructure Grant Project

c. Friends of the Fair: Proposal of Facility Improvement Project

d. Financial Reporting/Accounting/Counter Sales Process

e. 2018 Fair Prep Progress Report:

i. New addition of the West Parking Lot – Vendor Parking Lot & Public Lot

ii. Sponsorships: \$123,250 Total, \$50,750 In-Kind, \$73,500 Cash

iii. Marketing: Grange Promotion, Print, Schedule/Program,

iv. Food Concessions:

v. Main Exhibit Hall: Commercial vendors,

1. Partnership with Sutter County WIC program/Lactation Lounge

vi. Expo Hall: Barn Market vendors

vii. Facility Improvements: Painting projects,

viii. Board of Director Box Seats: Determine Box Seats pe Director

ix. Livestock: Rental of Panels, Staffing,

x. First Aid Office Staffing – Pleasant Grove Volunteer Firemen

10. **OLD BUSINESS:**

a. None

11. **NEW BUSINESS:**

a. **10-month Rental Agreement with AeroSTEM Academy Inc. to utilize the Flower House Hall as a Charter School. Term August 8, 2018 thru June 8, 2019.**

a. After review and discussion by the board and opportunity for public input, upon a motion by Director Bains, seconded by Director Ritchie and carried unanimously with an “Aye” vote by Directors LeVake, Serger, Ritchie, Cucchi, Matteloi, Stresser, Bains, Johl, the board approved the 10 month rental agreement with AeroSTEM Academy as presented.

b. **Laurie Goss Memorial Flag Displayed on the Flagpole**

a. After review and discussion by the board and opportunity for public input that included Remington Hewitt and Cody Eberhart, upon a motion by Director Cucchi, seconded by Director Matteoli and carried unanimously with an “Aye” vote by Directors LeVake, Serger, Bains, Ritchie, Cucchi, Matteloi, Stresser and Johl, the board approved that a Goss Strong Flag in the memory of Laurie Goss can be flown on the flag pole near the Livestock area during the 2018 fair.

c. **Laurie Goss Memorial Dedication**

a. After review and discussion by the board and opportunity for public input that included Remington Hewitt, John Hewitt and June & Cody Eberhart, upon a motion by Director Bains, seconded by Director Ritchie and carried unanimously with an “Aye” vote by Directors LeVake, Serger, Bains, Ritchie, Cucchi, Matteloi, Stresser and Johl, the board approved to establish an ad-hoc committee consisting of Directors Matteoli and Munger to further develop and implement the idea of a memorial trophy or location on the fairgrounds in the memory of Laurie Goss at the 2018 fair.

- d. **Consideration of the request by Allie Mooney, the 2017/18 Miss Yuba-Sutter of a donation towards the \$650 entry fee for entering the Miss California State Competition.**
 - a. After review and discussion by the board and opportunity for public input, upon a motion by Director Bains, seconded by Director Cucchi and carried unanimously with an “Aye” vote by Directors LeVake, Serger, Bains, Ritchie, Cucchi, Matteloi, Stresser and Johl, the board approved to sponsor Ali Mooney’s entry fee of \$650 for the Miss California State Competition.

12. 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.

- a. Directors LeVake and Cucchi discussed organizing the VIP Hospitality Social event on Thursday night of the fair.
- b. CEO Dillabo informed the board that he would schedule fair-time board meetings with specific agenda material in the case that the board may need to convene for a meeting during the week of fair.

13. MATTERS OF INFORMATION:

- a. Next meeting August 28, 2018 @ 5:30 pm at the Fairgrounds office.

14. ADJOURNED at 7:20 p.m.

Respectfully submitted by:

David Dillabo, CEO