



13th District Agricultural Association / Yuba-Sutter Fairgrounds

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BOARD MEETING MINUTES

Tuesday – January 29, 2019 @ 5:30 p.m.

At the Yuba-Sutter Fairgrounds Board Room

442 Franklin Avenue, Yuba City, CA 95991

2019 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 5:50 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: Members present/Declaration of a quorum (YES) Board President – Alice Munger, Board Members, Erin Cucchi Jill LeVake, Jennifer Matteoli, Joe Serger, Kulwant Johl, Ed Ritchie. Absent: Directors Karm Bains and Andrew Stresser

4. INTRODUCTION OF STAFF AND GUESTS: Dave Dillabo & Sherrie Skaggs, Maureen Bumgarner & Spouse, Robin Burr, (Staff Members).

5. PUBLIC COMMENT: None

6. CORRESPONDENCE:

- i. Thank you Letter from the Van Ruiten Family
- ii. Thank You Letter from the Messick Family
- iii. Thank You Letter from the Chamber of Commerce – Gala Donation
- iv. CDFFA Letter Regarding the Poultry Newcastle Disease

7. CONSENT AGENDA:

- i. Motion: Upon a motion by Director Matteoli 2nd by Director Johl and passed unanimously with an “Aye” vote by Directors Munger, Cucchi, Matteoli, Serger, LeVake, Ritchie, and Johl.
- ii. Meeting Minutes dated December 10, 2018 and January 10, 2019 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 149,855.82 from December 7, 2018 thru January 29, 2019 were approved.
- iv. Approval of Contracts:
 - a. Standard Agreements: 2019-01 thru 2019-08
 - b. Sponsorship Agreements: None
 - c. Inside Commercial Agreements: None
 - d. Outside Commercial Agreements: None
 - e. Concession Agreements: 2019-01 thru 2019-03
 - f. Interim Rental Agreements:
 1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-69 thru 2019-90

8. COMMITTEE REPORTS:

a. Finance Committee:

Director Cucchi reviewed the current financial reports with the Board. After review and discussion of the current the financial standing, upon a motion by Director Johl, seconded by Director LeVake, and

passed unanimously with an "Aye" vote by Directors Munger, Cucchi, LeVake, Matteoli, Serger, and Johl, the board moved to approve the current financial status of the 13th DAA as summarized below.

1. Balance Sheet: \$1,565,789
2. Current Assets: \$ 760,136
3. Current Statement of Operations Report

b. Buildings and Grounds Committee:

c. Entertainment/Public Relations Committee:

d. Junior Livestock Auction Advisory Committee:

Director LeVake discussed potential changes for the Vet check arrival procedures that would improve unloading time and traffic congestion the day of arrival.

e. Friends of the Fair Foundation:

f. Barn Dance Fundraiser Committee:

g. Legislative Committee:

CEO Dillabo discussed news regarding AB1499 Fair Funding Bill.

h. Guidebook Committee:

i. Master Plan Committee:

Director Cucchi discussed the need to have a Master Planning Committee meeting to develop a infrastructure priority list of the fairgrounds. A meeting was scheduled for February 26 at 4pm to do a walk around of the fairgrounds.

j. Policies & Procedures Committee:

Directors Serger and Cucchi discussed the 2019 Exhibitor Guidebook changes. After review and discussion, upon a motion by Director Ritchie, seconded by Director LeVake, and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, LeVake, Matteoli, Serger, and Johl, the board moved to approve the 2019 Guidebook as presented.

k. Jr Fair Board Committee:

l. Nominating Committee: Director Cucchi discussed the need to establish board officer rotation and allow members to select which committee they wish to volunteer on. After discussion by the board and opportunity for public input, upon a motion by Director Cucchi, seconded by Director LeVake, and carried unanimously with an "Aye" vote by Directors Munger, LeVake, Cucchi, Matteoli, Serger, Ritchie and Johl; the board moved to accept the Committee Members as the following;

- Executive: Ritchie & Cucchi
- Budget/Finance: Cucchi & Serger
- Buildings/Grounds: Johl & Serger
- ByLaws/Policy: Cucchi & LeVake
- Vendors: Stresser & Matteoli
- Entertainment: Bains & Matteoli
- Sponsorship: LeVake & Munger
- Jr Fair Board: Cucchi & Matteoli
- JLA: LeVake & Munger
- Exhibits/Guidebook: Cucchi & Serger
- Master Plan: Cucchi & Bains
- Friends of the Fair: Matteoli & Johl
- Legislative: LeVake & Stresser

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

CEO Dillabo provided a detailed report regarding;

- a. FEMA/Emergency Center Updates:
- b. Fair Planning Update: Food Concessions, Entertainment, Ticket Promotions, Online Ticketing, Show Works Entry Program,
- c. WFA Convention Update:
- d. QuickBooks Accounting Program Update: Progressing development
- e. Motor Vehicle Insurance Update: Insurance Rate increased from \$2,750 to \$10, 400
- f. Fairground's Golf Carts: Purchased 3 through Bid Cal

10. **OLD BUSINESS:**

- a. None

11. **NEW BUSINESS:**

- a. **FEMA Lease Contract – No Action**

b. Selection of the 2019 Fair Theme

- After discussion of the theme options by the board and opportunity for public input, upon a motion by Director Cucchi, seconded by Director Ritchie, and carried unanimously with an "Aye" vote by Directors Munger, LeVake, Cucchi, Matteoli, Serger, Ritchie and Johl; the board moved to select Capture Your Moment for the 2019 fair theme and Meet me at the Fair for the 2020 fair theme.

c. Review & Approval of JLA Committee Recommendations of Vet Check and Arrival Policies

- Director LeVake discussed the scheduling changes and Vet Check changes. All market animals will be vet checked upon entering the scales for weigh-in, breeding animals will be vet checked for one hour after the specie weigh-in, Swine, Beef, Sheep, Goats will have the option to arrive on Sunday evening from 5pm to 11pm and Monday from 5am to 3pm. Staging for the arrival will take place in the South parking Lot on Franklin Avenue. After discussion by the board and opportunity for public input, upon a motion by Director Cucchi, seconded by Director Johl and carried unanimously with an "Aye" vote by Directors Munger, LeVake, Cucchi, Matteoli, Serger, Ritchie and Johl; the board moved to adopt the JLA Committee's recommendations for the 2019 fair.

d. 13th DAA 2019 Board of Director Officer Elections

- After discussion by the board and opportunity for public input, upon a motion by Director Matteoli, seconded by Director LeVake, and carried unanimously with an "Aye" vote by Directors Munger, LeVake, Cucchi, Matteoli, Serger, Ritchie and Johl; the board moved to elect Director Ritchie as the 2019 Board President and Director Cucchi as Vice President.

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.

13. MATTERS OF INFORMATION:

- a. Next meeting February 26, 2019 @ 5:30 pm at the Fairgrounds office.
 - a. Agenda items to be included on the next meeting agenda:
 - a. Fairtime Livestock RV Lot
 - b. JLA Account Receivable

14. ADJOURNMENT: Upon a motion by Director Matteoli, seconded by Director Serger and carried unanimously with an "Aye" vote by Director Serger, Cucchi, Matteloi, Munger, LeVake & Johl; the board moved to adjourn the meeting at 7:12 p.m.

Respectfully submitted by:

David Dillabo, CEO