



# JR. LIVESTOCK/EXHIBITS COMMITTEE MEETING NOTICE

The Junior Livestock Auction Committee will be holding a Regular Monthly Committee Meeting on the below scheduled date and time to consider the attached agenda.

**Thursday, May 14, 2026 @ 5:30 pm**

Location: Yuba-Sutter Fairgrounds – Flower Hall Building  
442 Franklin Avenue, Yuba City, CA 95991

### VOTING COMMITTEE MEMBERS

Rene McCrory, 4-H Representative  
Heather Barden, 4-H Yuba County  
Kristen Chiaratti, 4-H Sutter County  
Robin Burrow, Yuba County Rep.  
Greg Rudstrom, Member at Large  
Reneee Lowe, Member at Large  
Erin Cucchi, Chair – 13<sup>th</sup> DAA Board of Director

Jake Wheeler, FFA  
Craig Taylor, FFA  
Emilio Smith, FFA  
Joe Lemenager, Heritage Foundation Rep.  
Lynn Stresser, Heritage Foundation Rep.  
Torrey Pendergrass, Grange Rep.  
Matt Johnson, Member at Large  
Alice Munger, 13<sup>th</sup> DAA Board of Director Rep.

### OUR COMMITMENT TO TRANSPARENCY

- The public is invited and welcome to attend all noticed meetings. A complete meeting agenda packet will be made available to all public members attending the meetings. Meeting notices and agendas of the Yuba-Sutter Fair Jr. Livestock Auction Committee are accessible on the internet at [www.ysfair.com](http://www.ysfair.com).
- Further information regarding this scheduled meeting of the Yuba-Sutter Fair Jr Livestock Auction Committee may be obtained by contacting the Dave Dillabo, Chief Executive Officer of the Yuba-Sutter Fairgrounds at 442 Franklin Avenue, Yuba City, CA 95991 by calling 530-674-1280 or email [ceo@ysfair.com](mailto:ceo@ysfair.com).

### PUBLIC PARTICIPATION

- Members of the public are welcome and may request items to be included on the agenda of any noticed meeting. The items must be directly related to business of the Yuba-Sutter Fairgrounds. Requests for placement must be made in writing and delivered to the fair office no later than 4 p.m. twelve (12) business days prior to the board meeting.
- The "Public Comment" agenda item is a right granted to the public and is reserved for items not listed on the agenda. However, no debate by the board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on an agenda item. Participation during the "Public Comment" section will be limited to three (3) minutes per speaker.
- The public is welcome and may also participate in discussion and comment on action items that are listed on the agenda.

### AMERICANS WITH DISABILITIES ACT

- Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any Yuba-Sutter Fair Board or Committee meeting, or about other Yuba-Sutter Fairgrounds activities, may request assistance from the Chief Executive Officer at the fair office, 442 Franklin Avenue, Yuba City, CA or by calling (530) 674-1280. Requests should be made one (1) week in advance whenever possible.

# JR. LIVESTOCK/EXHIBITS COMMITTEE MEETING AGENDA



1. **CALL TO ORDER:** Committee Chairman
  - a. All matters listed as "Discussion/Action" 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:** Committee Members present/absent.
4. **INTRODUCTION OF STAFF AND GUESTS:**
5. **PUBLIC COMMENT:**

Public Comment is a right granted to the public and is reserved for items not listed on the agenda. However, no debate by the committee shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on an agenda item. Public participation during the "Public Comment" section will be limited to three (3) minutes per speaker.
6. **CORRESPONDENCE:** *(Informational/Non-Action item)*
7. **HERITAGE FOUNDATION UPDATE:**
8. **INFORMATIONAL UPDATES/REVIEW:** *(Discussion / Action by Committee)*
  - a. Small Animal Processing Schedule & Plans
  - b. Pen Setup – Will be completed by fair staff
  - c. Auction Buyer's Beer Sales Location
    - i. Has been moved away from exhibitor's pens & outside of the Goat Barn
    - ii. Will be located North of the Livestock Office
9. **NEW BUSINESS:** *(Discussion/Action by Committee)*
  - a. 2026 Auction Task List - FINAL Updates
10. **MATTERS OF INFORMATION:** *(Informational/Non-Action Items)*
  - a. Committee Member Comments:
  - b. Committee Chairman Comments:
  - c. Scheduled Committee Meetings:
    1. Agenda items to be included on the next meeting agenda:
    2. Next Scheduled Meeting Date:
11. **ADJOURNMENT**

**2026**

## **JUNIOR LIVESTOCK AUCTION ADVISORY COMMITTEE TASK LIST**

**ALL COMMITTEE MEMBERS SHOULD BE AVAILABLE TO HELP WITH ANY AND ALL JOBS**

**PEN SET UP:** Fair CEO will coordinate. Will be completed by fair staff

### **VOLUNTEER SIGN UP:**

Chair: Rene McCrory Co-Chair: Erin Cucchi

#### **Responsibilities:**

- Set up Sign Up Genius for volunteer positions.
  - Refreshments – adults and youth
  - YAC – adults and youth
  - Heritage Foundation Booth
- Coordinate with various committees to set up what positions are needed.
- Communicate with committees and distribute volunteer list.
- Print list for each location for the day of auction.

### **WEIGH-MASTER COMMITTEE:**

Chair: Greg Rudstrom Co-Chair: Joe Serger

#### **Responsibilities:**

- One-Two weeks prior to fair, Greg Rudstrom to contact County to certify and seal the livestock scales.  
**\*Scales will be locked, and no pre-fair weigh-ins will be allowed after calibrated.**
- Assist the Livestock Superintendent with weigh-ins of the following categories which require 1 person each: Goats, Sheep, Rabbit, Chicken, Steer, Hog and Turkey. Hogs need extra help with the scales and holding pens – 4+ helpers.
- We will need a weighmaster at both the sheep/goat scales and the beef scales – weigh in at the same time.
- Weighmaster should be someone who does not have a student or child in that particular specie
- Clerks will document and confirm with weigh-master signatures on the appropriate paperwork.

### **PICTURES:**

Chair: Craig Taylor Co-Chair: Jessica Wiggins Photographer: 530 Photography

#### **Responsibilities**

- CEO and staff will do a bid proposal for a photographer / Prior to the sale, arrange to have pictures taken of youth with their animals/projects and the champions/reserve champions and buyer together.
- Setup area for pictures, with appropriate (backboard) back drop
- Coordinate small animal (turkey, chicken, rabbit) photography date and time and relay to members.
- Hog pictures: 2 shift coordinators
  - 4-H Show Day: Craig Taylor (FFA)
  - FFA Show Day: Jessica Wiggins (Browns Valley)
  - Need at least 6 workers to help placement and feed pan puller / Helpers for photographer as needed.
- **Place photos in box in sale order Friday afternoon – need 4 helpers plus 1 leader/advisor per club/chapter come from 1-2pm to double check photos.**

## **AUCTION RING SETUP PRIOR TO AUCTION:**

Chair: Greg Rudstrom Co-Chair: Erin Peters/RV FFA

### **Responsibilities:**

- All committee members and volunteers meet on Friday at 6pm at the livestock office.
- Move bleachers and setup chairs.
- Set up staging area including panels to protect animals from public.
- Set up sale area - clerks and buyer's placard distribution tables, chairs and awnings.
- Put up signs (RESALE, Sponsors, and other misc. banners)
- Set up auction office.

## **AUCTIONEER'S/FRONT OF HOUSE:**

Chair - Liz Romness

### **Responsibilities:**

- Contact and secure the following front of house workers: 6 ring men, 2 block clerks, 6 table clerks, 2 photo, and 4 spotters.
- Prior to the auction set-up meeting with runners and clerks to go over information and job duties.
- Block Clerks: Prepare the program / input sale results and buyer information into the program to be seen during the auction / Assist the Auctioneer
  - Block Clerks: (2)
  - Table Clerks/Photos: (8)
  - Spotters: (4-5)
  - Ring men: (6)
  - Announcers: (2)
  - Gate Workers: Hogs: (2) Beef/Sheep: (2)

## **AUCTION OFFICE:**

Chair: Sara Hyatt/Jennifer Johnson Co-Chair: Erin Cucchi/Erin Peters

### **Responsibilities:**

- Contact and secure volunteers to work in the Auction Office the Friday before the auction and all-day Saturday. (3 people Friday / 6 people Saturday)
- These persons are responsible for helping in the Livestock Auction Office to help answer questions, hand-out buyer numbers, receive add on bids, take payments – all day shifts.
- Window: (6)
- Disposition paperwork: Mandy Dowden and Kate Wilson

## **BUYERS REFRESHMENTS:**

Chair: Greg Rudstrom (lunch) Co-Chair: Chase Bisby (breakfast & day of)

### **Responsibilities:**

- Arrange for lunch for the auction/arrange for storage of food if needed.
- Order any supplies needed / Coordinate with CEO for water and soda
- Arrange for coffee and donuts for buyers on auction morning – arrange with sponsor.
  - Coffee for 200 – last year ordered from Steele House and they delivered coffee in containers ready to pour. We provided supplies - Coffee Cups (cheap Styrofoam)/Sugar and Sugar Substitute packets/Creamer (2 xl creamers – regular and a flavor)/coffee stirrers.
  - Donuts (24 dozen) order 2 weeks ahead of time from Krinkle Donuts in Raley's shopping center.
- Breakfast sponsor – see if they want to provide napkins.
- Table/Ice Chests/Ice/Drinks for Refreshment Table
- Work with Sign Up Committee to get list of workers – in morning need breakfast table workers and soda/water table workers.

- Breakfast table by auction office – soda water table by restrooms
- Check in with individuals scheduled to work refreshment table during shift change.
- Point person with lunch provider day of auction.
- Schedule 4 people to help lunch provider collect tickets and be sure people aren't taking lunches without a ticket.
- Break down breakfast table by 10:30am – or when you run out
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### **AUCTION STAGING AND LINE-UP:**

#### **Responsibilities:**

- Line up animals in sale order and make sure that they get in and out of the ring on time.
- Make sure there is a barrier set up on the steer/sheep side
- Help in getting animals back into pens.
- BEEF/SHEEP/GOATS: Chair: Alex Smith and Kristen Chiaratti
- HOGS & SMALL ANIMALS: Chair: Craig and Melissa Taylor

### **VOCATIONAL AUCTION:**

Chair: Jake Wheeler Co-Chair: Emilio Smith

#### **Responsibilities:**

- Make sure there is a placard with a picture for every vocational item.
- Make sure the correct vocational item goes with the correct buyer.
- Help with getting vocational items to the sale ring.
- Make sure there are bidder sheets, clip boards, tape, and pens for silent auction.
- Pull the silent auction bids and deliver to office at the end of silent auction.
- Compile the silent auction information so the auction office knows who purchased what.
- Create a poster with silent auction items and the winning bidders and post outside auction office on wall.
- Volunteer to watch silent auction items until buyers can pick them up and assist with pick-up.
- Bring smaller items inside the office until the item is paid for and coordinate pick-up.

### **YOUTH AUCTION COMMITTEE- (YAC):**

Chair: \_\_\_\_\_ Co-Chair: \_\_\_\_\_

#### **Responsibilities:**

- Work with Volunteer Sign Up Committee to get volunteers for job.
- Coordinate t-shirt order with fair office for all youth volunteers. (pick up and distribute shirts)
- Manage Runners throughout the auction and be sure both sides have enough workers.
  - At least 8 on each side per shift with clipboards, pens, for both sides etc.
  - There should also be 3-6 back up runners available.
  - Runners need to understand what information they need to get from the buyers, i.e.: signatures, shipping instructions/orders, etc.
  - Be there at shift change to be sure you have enough workers and find workers to help.

### **AUCTION CLEAN UP:**

Chair: \_\_\_\_\_

#### **Responsibilities:**

- Make sure the auction area is cleaned (garbage picked up, tables and chairs taken down, tablecloths cleaned and folded etc.)
- Coordinate to be sure Auction Office is cleaned and reset.
- Put auction supplies on the shelves in auction office.

## **TATTOOING AND MARKING ANIMALS FOR DISTRIBUTION:**

### **Responsibilities:**

- Coordinate with the Livestock Superintendent to mark and/or tattoo each sale animal for distribution.
- All LIVE animal pickups need permanent tattoo.
- No excessive markings- ONE LINE ONLY
  - SWINE: Chair: Craig Taylor Co-Chair: Melissa Taylor
  - SHEEP & GOAT: Chair: Kayla Coughlin Co-Chair: Kate Wilson

## **SHIPPING ANIMALS:**

Chair: Joe Lemenager

### **Responsibilities:**

- Line up people in charge of shipping hogs, sheep, goats and beef.
- Send shipping list with trucker.
- Send processors a list of contact information (Fair Staff)
- Line up adults and youth to help load animals.
  - Cattle Shipping (2)
  - Small Animal Shipping: (4)
  - Sheep/Goat Shipping: (4)
  - Swine Shipping: (4)

## **SUNDAY AFTERNOON WRAP UP (Sheep/Goats):**

Chair: \_\_\_\_\_ Co-Chair: Livestock Superintendent

### **Responsibilities:**

- Setup show ring to move animals in an orderly fashion for shipping.
- Prepare animals for shipping and move animals to rings.
- Have paperwork ready for shipping.

## **SMALL ANIMAL DISTRIBUTION:**

Chair: \_\_\_\_\_ Co-Chair: \_\_\_\_\_

### **Responsibilities:**

- Work with Fair Staff to pick up animals from processor and have them ready for distribution.
- Help Staff with potential processing/chilling/prep of animals
- Help Staff with transportation of animals to be prepped for buyer pick up
- Organize help for distribution in Beer Gardens for animal pick up
- Work the day of distribution in Beer Gardens for animal pick up.

## **OTHER INFORMATION:**

**Auction Order will be highest placing animals to start the sale to lowest placing animals (first to last)**

- **North Auction Ring will be Hogs**
- **South Auction Ring will be Sheep, Steers, Goats and Vocational**
- **Small Animals (Turkey, Rabbit, Poultry) will be determined by the number of entries to make rings even**
- **Auction Order will rotate in South Ring every 4 years:**
  - Vocational, Sheep, Steers, Goats
  - Sheep, Steers, Goats, Vocational
  - Steers, Goats, Vocational, Sheep

- Goats, Vocational, Sheep, Steers
- Small animals will be mixed into either side as needed

**Lemenager Animal will sell a maximum of 3 times**

**The JLA Representative from the Fair Board and the Heritage Foundation Rep will work to create the internal sale order with these things in mind - working with information provided by the person doing the Livestock Show Catalog.**

**Starting in 2026 we will be running the show catalog using the ShoWorks template.**