



ANNUAL PLANNING MEETING NOTICE REGULAR MEETING NOTICE



33RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, February 8, 2022

Planning Meeting at 4:30pm- 5:45PM and Monthly Meeting at 6:00PM

www.boladoparkeventcenter.com

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Agenda posted Friday, Monday January 3, 2022

---Annual Planning meeting section, 4:00pm to 5:40pm, is open to the Public in person Only---

Topic: 33rd DAA Board Meeting - February 2022

Time: Feb 8, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84873509683?pwd=RjZMSHdacUVCTG5ad1dkd3dvYUZrQT09>

Meeting ID: 848 7350 9683 Passcode: 006697

Dial by your location

+1 669 900 6833 US (San Jose)

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+1 253 215 8782 US (Tacoma)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Directors:	Nicole Shelton – President	Stan Pura	Vacant Pending Appointment
	Richard Bianchi – Vice President	Paul Rovella	Vacant Pending Appointment
	Nick Peters	Vacant Pending Appt	Vacant Pending Appointment

Mission Statement

The 33rd District Agricultural Association organizes and presents a family oriented annual County Fair which is entertaining, educational and affordable to all members of its community. It manages its facility to provide safe and attractive year-round environment for its community.

Notes

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comment” portion and/or during the discussion of any particular item listed on the agenda. To make a request to add an item to the agenda or request a presentation to the Board, please contact the office at 831-628-3421 or dara@sanbenitocountyfair.com eleven (11) calendar days before the meeting.^{1 2 3}

PUBLIC COMMENT

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this 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 placed on the agenda at a future meeting.

Should you wish to write a letter to the Board, please email dara@sanbenitocountyfair.com no later than 12:00pm on Monday January 10, 2022 and your letter will be forwarded to each board member to read prior to the meeting. Letters must be received by mail at PO Box 780 Tres Pinos, CA 95075 by Monday, January 10th also to be scanned to the Board Members.

¹ Persons with disabilities who may require accommodations to attend the meeting are requested to contact the CEO’s office at 831-628-3421

² The 33rd DAA agendas can also be accessed on the web at <http://www.sanbenitocountyfair.com>

³ Questions regarding agenda items should be directed to the CEO’s office at 831-628-3421

ANNUAL PLANNING MEETING AGENDA

4:30pm Begin 2022 Planning Session Agenda

- 4:30 Call to Order** - President Nicole Shelton
- 4:30 Summary: Review of 2021 Accomplishments/Challenges**
CEO Priorities: review 2021 priorities and draft of 2022 priorities
- 4:45 Board Committees: Volunteers/Appointments/Off-board volunteers**
- 4:55 Vision Buildings and Grounds**
- Review of 2020/2021 projects and prioritize 2022 projects.
 - Horse Facility upgrades, rentals, and procedures, pricing and staffing
 - Update Priority items list for Heritage Foundation capital investment considering new items
 - Update on MOU with Heritage Foundation and 7779 Airline Highway property and community interest
- 5:30 Fair Planning:**
- Theme
 - Daily Schedule Options
 - Marketing Budget revisit
 - Entertainment goals
 - Sponsorship and Communication
 - 100th Fair in 2023
- 5:20 Marketing and Interim Activities:**
- Additional Community participation events/rentals/revenue generation ideas
 - o Spring Picnic – Dates and Committee
 - o Halloween or Christmas drive through
 - o
- 5:40 2022 33rd DAA Budget**
- First Draft provided for review and discussion in committee to bring back to February Meeting
 -
- 5:50 Board Responsibilities:**
- Required Training
 - Form 700
 -
- 6:00 Conclude Board Planning Session and Continue to Agenda of Board of Directors Meeting**

MONTHLY MEETING AGENDA

6:00 pm

CALL TO ORDER – President Nicole Shelton

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

PLEDGE OF ALLEGIANCE – Led by Director Richard Bianchi

ROLL CALL/DIRECTORS ABSENT – Directors Present, Directors Excused.

INTRODUCTION OF GUESTS AND STAFF –

PUBLIC COMMENT – Members of the public will have up to 3 minutes to address items under this board’s jurisdiction but not on the agenda

CONSENT AGENDA *(Discussion and Action by Board)*

1. Review and Approval of the Minutes from the December 14, 2021 Board Meeting.
2. Review and Approval of CEO Time sheet for December 2021 and January 2022
3. Review and Approval of Interim Contracts for December 2021 and January 2022.

REPORTS AND INFORMATION *(All Reports are informational, no action taken)*

CEO REPORT

1. Informational Report Regarding Bolado Park Event Center provided in board packet prior to meeting includes but not limited to:
 - a. Update on Facility Maintenance Repairs
 - b. Information on Interim Rentals
 - c. General Overview of Facility Operations
 - d. Administrative matters
 - e. Board Recruitment
 - f. Schedule for Closures in December
2. Discussion and direction on items on Manager’s Report

COMMITTEE REPORTS

1. Finance Committee – Director Rovella
 - a. Receive Finance Committee Report for September, October and November and December 2021.
 - b. Update on 2018 Review
 - c. Annual Allocation
 - d. Review first draft of 2022 Budget
 - e. Update signature cards on bank accounts
2. Vision/Buildings and Grounds – Directors Hall and Pura
 - a. Report on Grounds committee meeting
 - b. Update on progress of maintenance projects

3. Marketing – Directors Shelton
 - a. Report on annual plan strategy
4. Fair Program –
 - a. Fair Theme – 2022 Theme Ideas and submission from Public.
 - b. 2022 Fair Dates and Event Schedule
5. Livestock – Directors Peters
 - a. Code of Conduct update
 - b. Timeline for 2022
6. Heritage Foundation – Directors Rovella and Pura
 - a. Heritage Foundation to provide update on Heritage Foundation meeting
 - b. Heritage Foundation to provide report on activities and pending projects.
 - c. Update on MOU and 7779 lease progress.
7. Personnel Committee – Directors Shelton
 - a. Notice for closed session discussion on personnel review for CEO.

OLD BUSINESS *(Discussion and Action by Board)*

1. Review and discuss/approve options to lease former Golf Course Property to SBC Heritage Foundation and progress on MOU.
2. Discuss Board Policy regarding interim rentals for cannabis events on Fairgrounds.
3. Review and Approve Financial Reports from September 2021
4. Discuss and Approve Fair theme for 2022.
5. Discuss and Approve Fair dates for 2022.

NEW BUSINESS *(Discussion and Action by Board)*

1. Review and approve financial reports for October and November and December 2021
2. Acknowledge and Accept resignation from Board member Anne Hall.
3. Identify and approve updated signors on 33rd DAA Bank accounts.

RETIRE TO CLOSED SESSION

CLOSED SESSION:

- A. Personnel: Review and discuss annual evaluations of CEO Dara Tobias.
Personnel Matters § 11126(a)(1)

RESUME OPEN SESSION: *Report on any action taken during closed session*

MATTERS OF INFORMATION *(Informational) No discussion/debate on topics introduced under the Matters of Information will be permitted. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on an agenda item.*

- A. Director Comments
- B. Manager Comments
- C. Correspondence
- D. Important Dates to Remember:
 - a. Building and Grounds Meeting Monday, February 7th at 4:00pm in the Board room
 - b. Livestock Committee meeting Tuesday, January 25th at 6:30pm in the Board room
 - c. Next Board Meeting Information – **Tuesday, March 8, 2022** at 6:00pm in the Board Room.

ADJOURNMENT