



# REGULAR MEETING NOTICE

33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday November 8, 2022

Monthly Meeting at 6:00PM

[www.boladoparkeventcenter.com](http://www.boladoparkeventcenter.com)

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Agenda posted Friday October 28, 2022

<b>Directors:</b>	Nicole Shelton – President	Stan Pura	Vacant Pending Appointment
	Richard Bianchi – Vice President	Servando Flores	Vacant Pending Appointment
	Paul Rovella	Clark Stone	Vacant Pending Appointment

### Mission Statement

The 33<sup>rd</sup> 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](mailto:dara@sanbenitocountyfair.com) eleven (11) calendar days before the meeting. <sup>1 2 3</sup>

### **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 of Directors, please email [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com) no later than 12:00pm on Monday November 7, 2022 and your letter will be forwarded to each Director to read prior to the meeting. Letters must be received by mail at PO Box 780 Tres Pinos, CA 95075 by Monday November 7th also, to be scanned to the Directors.**

### **Upcoming Committee Meetings:**

Livestock Committee – Thursday November 3, 2022 at 6:30pm in the Board Room

Horse Dept. Committee – Wednesday November 9, 2020 at 6:00pm in the Board Room

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

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

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

# 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 Clark Stone

**ROLL CALL/DIRECTORS ABSENT** – Directors Present, Directors Excused, Declaration of a Quorum.

**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*)

**Director may move to approve all items at once, or a Director may pull any items for further discussion;**

1. Review and Approval of the Minutes from the September 13, 2022 Board Meeting.
2. Review and Approval of CEO Time sheet for August, September and October 2022
3. Review and Approval of Interim Contracts for September and October 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 – Training and Convention
  - f. Report from CDFA Open Forum meeting and Managers Conference
2. Discussion and direction on items on Manager’s Report

## **COMMITTEE REPORTS**

1. Finance Committee – Director Rovella
  - a. Receive Finance Committee Reports for August and Draft of September 2022.
  - b. Discuss Draft of 2018 Review
  - c. Discuss bank account locations and revisit Heritage Bank for JLA Account
  - d. Discuss initial report from 2019 and 2020 Financial Audits in progress with CDFA Auditor
2. Vision/Buildings and Grounds – Director Pura
  - a. Update on Grounds committee meetings held or planned
3. Marketing – Director Shelton
  - a. Fair Marketing recap
  - b. Sponsorship update for 2022 Fair
  - c. 100<sup>th</sup> Fair Committee ideas – LOGO review and suggestions
  - d. Websites

4. Events –Event Coordinator Felicia Bisceglia
  - a. Report on Fair Kick off Dinner
  - b. Report on Wine Tasting and Beer Stroll during Fair
  - c. Update on scheduled events for 2023
  
5. Fair Program –
  - a. Attendance
  - b. Security review
  - c. Program
    - i. Pepper eating contest
    - ii. Produce Auction
    - iii. School Tours – successes and challenges
    - iv. Parking on Sunday
    - v. Auction Alcohol availability and consumption
  - d. Vendors
    - i. Access to Pavilion
    - ii. Load in and out
    - iii. Judging
  - e. Carnival
  - f. Heritage Hospitality and Passes
  - g. Director feedback from individual Fair experiences
  - h. Issues, solutions and areas to work on improvements.
  - i. 2023 draft Fair schedule
  
6. Livestock – Director Bianchi
  - a. Updates on Livestock Show and Sale at 2022 Fair
  - b. Update information presented and action taken at the November 3, 2022 Livestock meeting
  - c. Letter from Katie Oxford regarding damaged equipment
  
7. Heritage Foundation – Directors Rovella and Pura
  - a. Update on Fair time procedures with Heritage Hospitality Room
  - b. Report from Heritage Foundation meeting post Fair - if held
  - c. Heritage Foundation to provide report on activities and pending projects.
  - d. Update on MOU between 33<sup>rd</sup> DAA and San Benito County Heritage Foundation
  
8. Personnel Committee – Directors Shelton
  - a. Notice for closed session discussion on personnel review for CEO.
  
9. Saddle Horse Association Committee – Director Rovella
  - a. Schedule meeting to review agreement for 2023 Show.

**OLD BUSINESS** (*Discussion and Action by Board*)

1. Review and discuss/approve options to lease former Golf Course Property to SBC Heritage Foundation or other nonprofit and MOU.
2. Discuss Board Policy regarding interim rentals for cannabis events on Fairgrounds.
3. Review and approve list of projects for Heritage Foundation Funds
4. Review and approve Draft 2018 Review presented from Grace CPAs, LLP

**NEW BUSINESS** (*Discussion and Action by Board*)

1. Review and Approve August 2022 Financial Statements and September 2022 Financials if finalized.
2. Discuss and Approve Opening a Bank JLA Bank Account at Heritage Bank. Specify signors on Bank Account.
3. Confirm signors on Union Bank Accounts; Operating account and Current JLA account.

4. Review and Approve 2023 Fair proposed program schedule
5. Review and Approve 2023 proposed Fair Theme Logo
6. Review and Approve 2022 proposed Updates to Policy Manual sections 1-10
7. Review and Approve 2023 Attendance for Staff and Board to attend WFA Annual Convention January 15-18

**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 publicly reportable action taken during closed session*

**ITEMS TO ADD TO AGENDA FOR DECEMBER 2022 BOARD MEETING**

- A.

**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.*

- B. Director Comments
- C. Manager Comments
- D. Correspondence Received
  - a. Thank you from Chualar 4-H Club
  - b. Thank you from Fairview, Cienega, Bitterwater and Paicines Clover 4-H Clubs
  - c. CDFA Circular letters received; also available at [https://www.cdfa.ca.gov/Fairs\\_&\\_Expositions/](https://www.cdfa.ca.gov/Fairs_&_Expositions/) under Correspondence Tab.
- E. Important Dates to Remember:
  - a. Beef Carcass and Lamb Contests - Tuesday November 1<sup>st</sup> by invitation to exhibitors
  - b. Manager's Conference – Dara out November 1<sup>st</sup> - 3<sup>rd</sup>
  - c. Livestock Dept wrap up meeting Thursday November 3<sup>rd</sup> 6:30pm in the Board Room
  - d. Horse Dept wrap up meeting Wednesday November 9<sup>th</sup> at 6:00pm in the Board Room
  - e. Heritage Foundation Meeting - TBD
  - f. Next Board Meeting – **Tuesday December 13, 2022** at 6:00pm in the Board Room.
  - g. Office and Grounds Closed Monday December 26<sup>th</sup> – Friday December 30<sup>th</sup>.
  - h. Western Fairs Convention Sunday January 15<sup>th</sup> – Wednesday January 18<sup>th</sup> 2023. Reno, Nevada

**Adjournment**