



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING

Tuesday May 14, 2019 – 6:00pm

Board Room – Administration Building

Bolado Park Event Center

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Directors:	Jennifer Coile – President	Anne Hall	Vacant Pending Appointment
	Nick Peters – Vice President	Stan Pura	Vacant Pending Appointment
	Nicole Shelton	Paul Rovella	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. ^{1 2 3}

MINUTES

CALL TO ORDER –President Jennifer Coile called the meeting to order at 6:10pm

PLEDGE OF ALLEGIANCE – Lead by Director Nicole Shelton

ROLL CALL/DIRECTORS ABSENT – Directors Present: Nick Peters, Jennifer Coile, Anne Hall, Nicole Shelton and Stan Pura. Director Paul Rovella was absent with prior notice.

--At 7:05pm Directors Pura and Shelton left the meeting due to previously scheduled events. --
CEO Dara Tobias was present

CONSENT AGENDA (Discussion and Action by Board)

Tabled due to lack of Quorum- No action

1. Review and Approval of Minutes of the March 12, 2019 Meeting.
2. Review and Approval of Notes from the April 9, 2019 Meeting
3. Review and Approval Interim Event Contracts for March 2019.
4. Review and Approval of Interim Event Contracts for April 2019.

Tabled due to lack of Quorum

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.33rddaa.gov/agendas>.

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

Old Business and New Business Items were moved forward on the Agenda due to Directors Pura and Shelton needs to leave meeting at 7:00pm

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

1. Review and Approve Draft 3 of the 2019 Budget.

Director Shelton moved to approve the 2019 Budget. Director Shelton moved to approve the 2019 operating budget with the exception of the unrestricted net pension amounts. Director Hall seconded the motion and all were in favor.

Motion Record to Approve the 2019 Budget.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella			
Nicole Shelton	x		

2. Review and Approve Policy Manual Sections – Tabled for further review
3. Review and Approve Policy Manual Sections – Tabled for further review
4. Review and Approve Sponsorship timeline and agreement and format of reporting for Sponsorship coordinator Jennifer Galindo Cole and Down N Out Ranch. Board discussed and by generally approved, with continued updates to clarify contacts and amounts previously donated and currently committed. No formal motion, second or vote.
5. Review and act on CDFA and Livestock Committee recommendation to cancel Poultry exhibits and shows at Fair. Director Pura moved to Cancel the Poultry show at the 2019 Fair and Director Peters seconded the motion.

Motion Record to Cancel the Poultry Show at the 2019 Fair.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella			
Nicole Shelton	x		

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

1. Approve February and March Financial Statements – Tabled
2. Discuss and approve transfer of \$50,000 from Reserve account to operating account for operations for 2019, with the goal of replacing that amount. President Coile moved to approve the transfer and director Hall seconded the motion. All were in Favor.

Motion Record to Approve transfer of funds from Reserve to Operating Account			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella			
Nicole Shelton	x		

3. Discuss and Approve Board Meeting dates for remainder of 2019. Regular dates will be second Tuesday of the month. October we will skip a meeting due to Fair and Fair wrap up meetings and activities throughout

the month. November meeting will be held at 5:00pm and directors will move to the Beef Carcass contest at 6:00. December will be the Regular 2nd Tuesday of the Month.

4. Standard Agreement for Puzzlemaina and Barnyard buddies is reviewed and Directors do not see any need for change. No official motion or vote.

Directors Pura and Shelton left the meeting at 7:05 pm. The remainder of the meeting was reports and discussion of committee items on the agenda. NO further action was taken without a quorum.

MANAGER/CEO's REPORT – Dara Tobias provided the attached written report on activity during the month. Board discussed items on the report.

COMMITTEE REPORTS

1. Finance – Committee member Paul Rovella
Tabled to June Meeting
2. Vision/Buildings and Grounds – Committee members Director Hall and Director Pura
No Meeting in May
3. Marketing – Committee member Director Coile
Continuing to work on the Fair poster and different outreach ideas. Brainstorm additional companies to reach out to for Sponsorship requests.
4. Fair Program – Committee members Director Coile and Director Shelton
Continuing with department chair meetings and planning Fair. Working with Lynda DeVasier on local entertainment and improving programing on Senior Day.
5. Livestock – Directors Peters
May meeting was postponed. Director Peters and CEO Dara Tobias have been visiting 4-H Council meeting and will attend FFA meeting to continue to share information about the Livestock department.
6. Heritage Foundation – Committee members Directors Pura and Rovella
Continuing to work with Heritage committee on roof bids and discussions on feasibility of 7779 Airline Highway property.

MATTERS OF INFORMATION:

DIRECTOR COMMENTS –

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday June 11th at 6:00pm in the Board Room at Bolado Park Event Center

Meeting Adjourned at 8:10pm

May 14, 2019



CEO Report on Facilities, Maintenance and Administration

Grounds and Equipment: We are in the regular set up and clean up cycle for summer events. We have received a wish list from Saddle Horse on items to address for their show. Mostly annual upkeep and repairs. The deck on the lookout at the south end of the track is going to be replaced and the worst of the boards around the bucking chutes. Garrett Mansmith performed his Emerald Star project here and replaced the boards on the bench attached to the back fence of the arena. They have been installed and sealed so will be clean and safe for summer arena event spectators. The ramp up to the Pinnacle building is also going to need boards replaced. We have crew scheduled to clean the grandstand before Graduations and hope to have help to clean them Tuesday or Wednesday before Saddle Horse also.

Rentals: We are looking at 4 VERY Busy months through mid-September with rentals and then rolling right into Fair prep. We have middle School Graduations the first week in June, Boy Scout Camp and Saddle Horse Events then immediately following the 47 Camp Ride Event Setting up July 3-4, Event July 5-6 and Clean up July 7-8 as needed. CGA will move in to start setting up July 13 and their event will start mid-week the following week. Our outside staff is doing A LOT of work in short periods of time with some help from day workers.

Camping: Monthly camping will be closing for the General Public on May 31st. We have 5 renters that are on a construction job and will stay with us for a couple months. We have made plans with them for the time they need to move out to the East side and dry camp during a few of the bigger events. This will help us make up for some of the lost revenue during the 'Mud Season.' Their job is projected to finish in October. We also will remain open for overnight camping during the season when there are not any full grounds rentals.

Heritage Foundation: I attended the April Meeting of the Heritage Foundation. I shared our most current approved financials and the summary of our Maintenance costs for 2018 with them and explained how important it is for us to have their support on maintenance items. They discussed after I left the meeting and I heard back from President Rob Nino that they have agreed to reinstate the Maintenance reimbursement budget for us. Whenever possible we will communicate with them before projects are scheduled and will submit receipts for projects that are last minute or emergency needs. We also discussed the state of the roofs in the Oaks and Youth Exhibits Hall. Heritage board members agreed to provide contact information for known, reliable roofers and we will schedule time for meetings to get bids for best options for repairs of leaking roof. We have since met with 3 different roofers and are awaiting bids.

Administrative and Office: We have been busy, getting contracts out for over 100 events in 2019 already and almost 20 events in 2020 already. We have started Fair prep items, updating vendor applications and ordering tickets and other work ahead items. We are still working with a small staff and getting a lot done. I appreciate them the most on the days I am here by myself! We are working with Supervisor Jim Gillio to hold some town hall meetings on the grounds and possibly hold quarterly office hours in the board room if it is useful for his South County Constituents.

Fair Managers Institute: Fair Managers Conference was a great experience. Again, met new people and reconnected with people from all over the country from big and small fairs. We listened to sessions on working

with different personality types, creating job descriptions and procedure manuals so transitioning employees is smoother and on planning for future success. We were able to have a brief tour of the Orange County Fair grounds and made some great connections with their staff.

Required Training from CDFA online: Ongoing trainings when available. Scheduling some staff trainings using their online classes.

Buildings and Grounds Committee: No Meeting in May. Discussed North End restrooms with Rebecca and Anthony and we will start the project after Fair. We were not able to guarantee they would be usable during summer events and we need them even if it is in their old state for one more year.

Department Chairs: The Livestock Committee did not meet in April. Livestock judges are secured and we have sent contracts out to stills department judges requested by department chairs. We have a stills meeting Thursday this week and we have a Horse Meeting Thursday next week. Livestock meeting will be May 28

Youth Ambassadors: The application is available on the website. I have reached out to FFA Advisors, 4-H Council and ASB advisor at the High School to let them know it is available. I will do a Facebook post this week next.

Fair time: I am committed to meeting with their organizational groups whenever possible this summer to keep the information flowing and hopefully avoid the rush of calls we got last year. Local entertainment is going well with Lynda working with Read to schedule. Working on Security contract, parking and other items to finalize discussions.

AG Hort Scholarships: We will be awarding Four (4) \$500 scholarships from the funds raised at the Ag Hort Auction this year. One Student is graduating from San Benito High School and 3 are Graduating from their Home school programs. All are attending either a 2year, 4 year or Trade school.

CA Fire Marshall: Had our first visit from Josh who is the Fire Marshall for our Area. We had a brief informal conversation as he stopped in on his way to another appointment. I have emailed him our contact information and await some more information on procedures from him. Something else to add to my learning curve!

Horse Show Tickets: We have 6 tickets for each performance of the Saddle Horse Show. Please let me know how many and what day you would like. If there is a conflict, we will play quarters for it!

Reminders:

- ▶ **Stills Department meeting Wednesday May 16 at 6:00**
- ▶ **Horse Department meeting Thursday May 23rd at 6:00**
- ▶ **Heritage Foundation Meeting Tuesday May 21st in the Pinnacle Room**
- ▶ **High School Awards night Wednesday May 22nd at 6:00 in the Auditorium**
- ▶ **Office Closed Monday May 27th for Memorial Day**
- ▶ **Livestock Committee Meeting Tuesday May 28th at 6:30 in the Board Room**
- ▶ **7779 Airline Committee Meeting Wednesday June 5th at 6:00 in the Board Room**
- ▶ **Beef pre-Tagging and Weigh in Monday June 3rd from 5-7pm**
- ▶ **Next Board meeting will be Tuesday June 11th at 6:00pm.**