



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING

Tuesday August 13, 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 6:05pm

PLEDGE OF ALLEGIANCE – Lead by Director Nick Peters

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

CEO Dara Tobias was present

CONSENT AGENDA

1. Review and Approve of Minutes of the March 12, 2019 Meeting.
2. Review and Approve of Notes of the April 9, 2019 Meeting.
3. Review and Approve of the Minutes of the May 14, 2019 Meeting
4. Review and Approve of the Notes of the June 11, 2019 Meeting.
5. Review and Approve of the Notes of the July 8, 2019 Meeting
6. Review and Approve Interim Event Contracts for March 2019.
7. Review and Approve Interim Events Contracts for April 2019.
8. Review and Approve Interim Events Contracts for May 2019.

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

- 9. Review and Approve Interim Events Contracts for June 2019.
- 10. Review and Approve Interim Events Contracts for July 2019.
- 11. Review and Approve CEO Time Sheets

Director Nick Peters moved to approve Consent agenda items 1-11 and Director Anne Hall seconded the motion. All were in Favor.

Motion Record to Approve the 8-13-19 Consent Agenda.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

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
Director Paul Rovella reviewed the June Financials and will reach out to CFSA Accountant Sam Harrison to get further information on items needing further clarification.
- 2. Vision/Buildings and Grounds – Committee members Director Hall and Director Pura
No Meeting in July
- 3. Marketing – Committee member Director Coile
Fair Items are moving ahead. Steve Stagnaro has agreed to an additional line item in his Marketing tasks to help facilitate information to the Web director. We hope this will expedite addition of time sensitive items leading up to Fair. The Poster is at the Printer, we have a large presence on Social media and working on our road signs, Burma shave style and the roadside banners are ordered.
- 4. Fair Program – Committee members Director Coile and Director Shelton
Fair Program is set for the year. We are looking to increase security and change our accesses this year so we have finished adding items to the program other than community acts and volunteers. The schedule is being finalized with marketing and entertainment.
- 5. Livestock – Directors Peters
Livestock Tags have been picked up, animals tagged and sheets and photos dropped off. We will have a livestock meeting August 27th. We will prepare the Auction Buyer letters for mailing and discuss needs for the fair at that time.
- 6. Heritage Foundation – Committee members Directors Pura and Rovella
Will attend the August meeting and committee will circle back with them on the 7779 project progress.

OLD BUSINESS - (Discussion and Action by Board)

1. Policy Manual Review – Tabled
2. Discuss and Approve February 2019 Financial Statements.
3. Discuss and Approve March 2019 Financial Statements.
4. Discuss and Approve April 2019 Financial Statements.
5. Discuss and Approve May 2019 Financial Statements.

Director Paul Rovella moved to approve the February – June 2019 Financials listed as Old Business items 2- 5 and New Business Item 1 with the exception of the Net pension liability portion. Director Nick Peters Seconded the motion. All were in Favor.

Motion Record to Approve February, March, April, May and June 2019 Financials.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

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

1. Discuss and Approve June 2019 Financial Statements.

MATTERS OF INFORMATION:

DIRECTOR COMMENTS – Outreach to community members has made suggestion of several people who may be interested in applying for the Fair Board. Director Coile requested outreach to the safety community in developing a safety procedure manual.

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday September 10th at 6:00pm in the Board Room at Bolado Park Event Center
Meeting Adjourned at 8:10pm

August 13, 2019

CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment: We are in the middle of two of our busiest months for events. Also working on preliminary Fair prep items. We have closed rentals in the Riverside room to begin staging Fair items there. Will be reviewing water and electrical for maintenance and (hopefully) prevention of bigger issues at Fair. The John Deere tractor is having a brake issue that we are working to find the right repair person for. One side window in the van was cracked and recently repaired. I am working on adding a part time Maintenance/janitorial person to help with Fair prep and during Fair. I was able to secure a donation of 12 retired wine barrels. They are still in very good condition and we hope to add them to our list of rentable items for outdoor parties.

Rentals: CGA and The San Benito Classic were recent outside entries that went well. As usual we have small issues with exhibitors using areas that are marked off and parking in areas they shouldn't, but overall, a lot of people used the grounds with very small issues to repair and clean up after. Every weekend was busy in the buildings also including adding rentals on the first and last weekend of CGA event.

Camping: We are settling up camping for CGA and Classic but anticipate a better turn out than last year. The Rally camping was down from what we charged to manage only camping in past years, but overall the weekend was up considering the venue rent received. We are open for camping for August but will slowly close down to only dailies after Labor Day and close completely September 15th for Fair prep. Our camping fee for livestock exhibitors for Fair week is \$150. They will move in Saturday September 28th starting at 7:00am.

Heritage Foundation: I will attend the next Heritage meeting. We need to discuss Fair tickets, including kick off dinner and plans for Hospitality room times. We have not met again with the Golf Course Committee so no new news on that front. We have received bids for the roofing of the leaking buildings.

Administrative and Office: We are in full Fair planning mode. We have set up the entry office and will have that open full time by the end of the week. The online entry system is up and running as of Monday and all of the guidebook and paper entry forms are available on the website as well. I have started adding Fair events to Facebook and have so far gotten good feedback in questions, shares and positive comments. Grateful to Chris Mora for taking the photos I have been using. Steve Stagnaro has taken over directing the web maintenance with Safehouse. This is a more direct way for Marketing to get the information they need out in a timely manner. I anticipate being a little slow in the entry office and a lot of extra time for me to spend training, but hopefully the guests will not see that. It is a growing year for us with new staff in new tasks.

Buildings and Grounds Committee: No July or August Meeting.

Youth Ambassadors: Applications are submitted. Kori is being pulled out of town a lot right now with family care needs and we have not planned any onboarding events. She has been in touch with all of the students who applied and we will get together after they get settled in school and schedule interviews.

Fair time: Still working on the schedule, Lynda is adding in A Lot of community acts this year, she is a great addition to the team. We are meeting with the stills department Wednesday and hope to get a schedule from them of interdepartmental activities they are adding in. We are meeting with Security to create a plan to implement our walk-through gate idea. It will cause A LOT of drama but I think given recent events it is time to take the step. We have sent out the letters to teachers reminding them to sign up for School Tours day. We continue to add fun events within the event. Our Giant Pumpkin and Harvest party will now include a Chili Pepper eating contest and music. Our Wine tasting is back on Friday evening and Local Musician, Aaron Avila and the Second Wind will be on stage and truck pulls in the Grandstand. Saturday will be quilts of Honor and of course the Livestock Auction featuring our new stand. Soul Kiss will perform on the Stage Saturday night and Truck pulls in the Grandstand. Sunday we have added a beer stroll right after Taste of San Benito. San Benito Brew Cruise will be from 1:00 – 4:00, feature local beers at various locations in the Pavilion, Flowers and Gardens, Arts Photography and others as we add beers.

Kids area will be provided by a vendor this year and we will provide the tent with baby changing and care area right nearby. Barnyard buddies will also be here again close to the Barnyard adventure.

Livestock: We will have the rest areas for clubs in the U Barn area again this year. First come first served and we will be actively asking clubs/chapters to remove tables and any more than 2 chairs for barn duty from the barn areas. This is a continuing effort to eliminate foods and 'lounge' areas in the public viewing areas. I will continue keeping the back lane and parking areas for only Livestock exhibitor passes, Heritage Passes and Buyers Passes on Saturday. The tagging deadline has passed and we will meet in two weeks to finalize plans for Fair. I have ordered a new computer to use in the entry office and the livestock office during the auction. We are two short since Leon brought two of his own in the past but I think we will be fine with one additional and one borrowed from the front office.

Kick Off Dinner: Saturday September 28th, Brought to you by the dream team of chefs, coordinators and decorators. We have tickets available \$20 for adults and \$10 for children 12-5. We are going to strongly encourage pre purchase of tickets as we got a little crazy last year. They will be available on the website (soon) until September 20th. Then only available from the office after that. We take Credit card payments and can hold at will call.

Reminders:

- ▶ **Chamber Mixer Wednesday August 14th 5:30-7:00pm in the Oaks**
- ▶ **Stills Department Meeting Thursday August 15th at 6:00 in Pinnacle Room**
- ▶ **Horse Department Meeting Wednesday August 21st at 6:00 in the Board Room**
- ▶ **Livestock Committee Meeting Tuesday August 27th at 6:30 in the Board Room**
- ▶ **Office will be closed (not really but officially) Monday September 2nd for Labor Day**
- ▶ **Entries Close Online September 5th and paper entries close September 6th.**
- ▶ **Safety Training with CFSA Monday September 9th at 6:00pm in the Pinnacle Room**
- ▶ **Next Board Meeting Tuesday September 10 at 6:00pm in the Board Room**
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