



23RD DISTRICT AGRICULTURAL ASSOCIATION

BOARD OF DIRECTORS

MEETING MINUTES

TIME & PLACE: A regular meeting of the Board of Directors of the 23RD District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10th Street, California, on Wednesday December 14, 2016.

**23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:**

Kelly Mykrantz (President)
Craig Cannon (2nd Vice President)
Robert Hoffner
Kerry Dolphin
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

John Quiroz, CDFA
Laurie Limrite, Heritage Foundation
Pat Hoffner
Lisa Jones
Isabelle DeBerry
Darren DeBerry
Jan Brown
Bill Puckett
Candy Hogan
Jeff Warrenburg

1. CALL TO ORDER

President Mykrantz called a meeting of the Board of Directors of the 23rd District at 7:00pm

2. PLEDGE OF ALLEGIANCE

President Mykrantz led The Pledge of Allegiance.

3. ROLL CALL/DIRECTORS ABSENT

President Mykrantz asked for a motion to excuse Director Limrite, Director Cabral, and Director Mangini who were unable to attend. Director Dolphin made a motion to excuse Director Limrite, Director Cabral, and Director Mangini. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

4. INTRODUCTION OF GUESTS

President Mykrantz introduced John Quiroz from Fairs and Expositions who was in attendance at the last meeting and who is working with the Fair during the current transition.

5. PUBLIC COMMENTS

President Mykrantz asked for public comment. Candy Hogan from Oakley 4H asked if she could be given status on the Herdsman Awards that had been discussed at a previous Board meeting.

The Principal from Ayers Elementary School in Concord stated that she was there to thank the Fair for all the opportunity to display their artwork during the Fair and to address a payment dispute regarding her students exhibit work at the 2016 County Fair. Principal Casdia said that she considered the matter closed and was only interested in the students having the opportunity to display their work and receive the ribbons than she was any monetary awards. Principal Casdia also stated that she did not want to ruin the relationship that Ayers Elementary has with the Fair and considers the matter closed with the amount of money already paid to the school for their entries.

Darlene Hall is a county 4H Horse leader introduced herself and asked if they could receive direction on paperwork for the Fair.

6. PREMIUM PAYMENT DISPUTE

Lisa Jones introduced herself as a long time exhibitor and volunteer from Ayers Elementary School in Concord and gave a brief history of her experience exhibiting at the Fair. Ms. Jones stated that the process has become increasingly difficult over the last 4 years and that the Fair paperwork and staff has been extremely unorganized. Ms. Jones explained her experience exhibiting at the 2016 Fair and all the issues they encountered entering their exhibits, displaying their exhibits, taking down their exhibits, and the incorrect payout after the Fair. Ms. Jones stated that according to the handbook and the results, Ayers should have been awarded \$1,100.00 in prize money but had only been awarded \$600.00 to date. Ms. Jones stated that she was informed after the Fair that the paperwork from the education judging were missing and that computer results program had been deleted by a previous employee so there were no records of the results they were claiming to have won. Ms. Jones stated that she was also told the Fair had no money to payout the results. Discussion followed regarding what had happened to the results and the entry process that was not handled properly by staff.

President Mykrantz stated that the premiums paid out to Ayers had been settled with the school after it was explained to the Principal after what had happened with the exhibits paperwork and software. Discussion followed.

Principal Casdia spoke again and stated that she wanted Ayers to remain in good standing with the Fair and that she was interested in the kids receiving ribbons and be able to display their work. Principal Casdia suggested that maybe the Fair could work on improving the online entry system and to make the check in process easier for the teachers and parent volunteers .

Manger Brengle apologized for the experience and agreed to work with the schools to improve the experience.

7. ACTION ITEMS

A. CONSENT CALENDAR

1. President Mykrantz asked if there were any additions or changes to the November 9, 2016 minutes. No changes noted. Director Dolphin made a motion to approve the minutes as presented. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
2. President Mykrantz reviewed the interim events booked to date for 2017. Discussion followed. Director Cannon made a motion to approve the Interim rental agreements. Director Dolphin seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. The Budget/Finance Committee had nothing to report. Manager Brengle explained that due to CFSA going back and correcting our STOP, financials going back all the way to 2015 are under review so that they can ensure that financials from 2015 rolling into 2016 are correct. Financials should be ready for review by January 2017. Manager Brengle advised that the 2016 Junior Livestock Auction was reconciled. Manager Brengle requested that the Budget and Finance Committee meet at 6:15pm prior to each Board meeting to review and discuss financials. Discussion followed.
3. The Livestock Committee member President Mykrantz advised that the horse show was secured for May 6, 2017 at Rafter D Ranch. Manager Brengle requested a meeting with the Livestock Committee for the following week to discuss important Livestock dates and changes to the Premium book due to the Fair date change.
4. The Buildings and Grounds Committee member Director Cannon suggested that they committee schedule a meeting soon to walk the grounds and go over projects and goals for the buildings and grounds. Discussion followed.

C. CEO DELEGATION OF PURCHASE AUTHORITY AND BANK SIGNING

Director Hoffner made a motion to giving Manager Brengle the authority to approve contracts up to \$50,000.00 or less for the rental of facilities, professional services, and construction, and \$25,000.00 for Fair entertainment. Director Dolphin seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

Director Cannon made a motion to approve Manager Brengle the authority to sign checks up to and including \$10,000.00 on the General Operation and Junior Livestock Auction account. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

President Mykrantz asked for an additional signature of a local Director who could also serve as a second signature to the CEO or as a signature in his absence. Director Dolphin agreed to go on to the accounts as a second signer.

President Mykrantz asked the Board for any suggestions and/or ideas on how the Fair can rewrite their Mission Statement. Discussion followed. The Board agreed that it would be a good idea to go over this during their Strategic Planning Session with Becky Bailey Findley from CFSA.

8. HERITAGE FOUNDATION REPORT

Heritage Director Limrite gave her monthly report from the Heritage Foundation on behalf of the Heritage Foundation. Heritage Director Limrite invited the Board and the public to attend the 2017 Membership dinner on January 28th and reviewed ticket and table prices. Heritage Director Limrite also asked the Board to donate a dessert for their dessert auction as they did for the 2016 dinner. Discussion followed.

Heritage Director Limrite advised that they had 2 scholarship applicants who they would be interviewing before their Board meeting on December 15, 2016.

9. CEO REPORT

Manager Brengle asked to meet with each Board member in the next month to go over their goals and ideas for the Fair. Manager Brengle also asked for the Directors to assist with sponsorship opportunities within the community. Discussion followed.

Manager Brengle reviewed his first 2 weeks at the Fair and his experiences at the events he had attended during that time.

Manager Brengle went over all of the long term renters and Fair business partners that he had met with. Discussion followed.

Manager Brengle went over the various maintenance projects that are currently being worked on.

Manager Brengle provided the Board with a current roster of all Board members as well as the 2017 Board meeting schedule.

Manager Brengle announced a current job posting for a part time Administrative Assistant that is posted on our website, Facebook, Craigslist, and CalJobs.

Manager Brengle provided updates for the 2017 Fair and discussed theme ideas, upcoming interim events, and upcoming events for staff including a clean-up day and the 2017 WFA Convention.

10. ELECTION OF 2017 OFFICERS

Director Dolphin stated that she had spoken with Director Cabral who gave her permission to nominate him for Board President. Director Dolphin stated that he agreed to her nomination with the condition that she run for Vice President. Director Dolphin stated that his nomination did not have to be conditional on her being Vice President.

Director Hoffner asked what the Board thought of keeping the current officers in their positions due to the situation the Fair is in and that things were starting to run smoothly so it might be a good idea to stay the course until we got through this transition. Discussion followed and it was agreed upon to table the elections until the January 11, 2017 meeting.

11. BOARD PRESIDENTS COMMENT

President Mykrantz thanked Director Hoffner for his assistance over the last few months and credited his dedication to the Fair, staff, and to her during some very difficult times and situations over the course of the last 5 months. Director Hoffner thanked President Mykrantz for her hard work as well.

President Mykrantz also stated that she looked forward to the convention and hoped that all of the Directors had looked over the programming so that they could bring that education back to our Fair.

President Mykrantz also encouraged the Board to donate desserts to the Heritage Dinner as requested by Heritage Director Limrite.


12. BOARD COMMENT

President Mykrantz asked if there was any additional comments by the Board. Director Cannon asked for the login information for the required CBT Training courses. Discussion followed.

13. ADJOURNMENT

There being no further business to come before the 23rd District Agricultural Association, the meeting was adjourned at 8:08 p.m.

Kelly Mykrantz
Board President



DATE

11 January 2017

Joe Brengle
CEO/Fair Manager



DATE

1-11-17

VOTING GRID ATTACHED

Jenn Burror
Recorder