



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 13, 2017

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

Kelly Mykrantz (President)
Craig Cannon (1st Vice President)
Robert Hoffner
Kerry Dolphin
Chad Cabral
Louis Mangini
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Susan Cannon
Bill Puckett
Laurie Limrite, Heritage Foundation
Felicia Cursi, Heritage Foundation
Darren DeBerry
Isabel DeBerry
Pat Hoffner
Scott Herrick
Jon Dorr
Candy Hogan
Jennifer Sheridan
Michelle Parenti
Kyle Caldwell

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 if there was a motion to excuse Director Limrite from the meeting. Director Mangini made a motion to excuse the absence. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

4. INTRODUCTION OF GUESTS

No guests present.

5. PUBLIC COMMENTS

Candy Hogan spoke in regards to her club wanting the return of trophies vs. fair related swag. Also, she stated that they supported the return of the awards ceremony on the last day of Fair. Also, Danville Grange will sponsor a Best in Show Rabbit Buckle.

John Dorr spoke and said that his club supported the return of the awards ceremony as well.

6. ACTION ITEMS

A. CONSENT CALENDAR

1. President Mykrantz asked if there were any additions or changes to the October 11, 2017 and November 1, 2017 minutes. No changes or additions requested. Director Hoffner made a motion to approve both sets of minutes as presented. Director Cabral seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
2. President Mykrantz asked if there were any questions regarding the Interim Rental Agreements or Standard Agreements presented. No questions or concerns. Director Cannon made a motion to approve both sets of agreements as presented. Director Cabral seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

B. COMMITTEE REPORTS

1. Executive Committee
 - a. The Executive Committee presented the amended Board Bylaws for review. The Board agreed to review the revisions and vote on them at the January 2018 meeting.
2. Budget and Finance Committee
 - a. Director Hoffner reviewed the present financials for October 2017. Financials were reviewed and discussion followed. Director Cabral made a motion to approve all financials as presented. Director Cannon seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
 - b. Manager Brengle presented the Board with the 2018 Budget for review. The Board reviewed and discussed the budget as presented. Director Hoffner made a motion to approve the 2018 budget. Director Dolphin seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
 - c. Manager Brengle updated the Board regarding the 2015 Audit and the 2016 Financial Review. CEO Brengle also present the response letter from CDFA Audit Office regarding the Investigative Audit, and stated that the Audit was a public Document, discussion followed.
3. Livestock Committee
 - a. President Mykrantz presented the Board with the 2018 Livestock Exhibitor Handbook for review. The Board reviewed the updates and changes. Discussion followed. Director Cabral made a motion to approve the Livestock Exhibitor Handbook. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
4. Buildings and Grounds Committee
 - a. Director Hoffner gave an update on the ongoing and completed projects and improvements going on at the Fair including the roof over the kitchen of Paradise Skate and the creek clean out.
 - b. Director Hoffner provided the Board with copies of the amended Candle 3 Solar Company contract and went over specific areas of concern that were addressed. The Board reviewed the revised contract. Discussion followed. Director Hoffner made a motion to approve the contract with Candle 3 Solar Company as presented. Director Cannon seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
5. Policy and Procedures Committee
 - a. President Mykrantz and Director Dolphin along with Manager Brengle reviewed the ongoing project of updating Policy and Procedures Manual. Discussion followed, no action required.
6. Sponsorship/Marketing & Facility Rebranding Committee
 - a. President Mykrantz and Director Dolphin presented the Board with the list of potential new names for the facility given to them at the last meeting for

review. Discussion followed and the Board was in agreeance that the new name of the facility would be Contra Costa Event Park. New logo concepts will be presented at the January 2018 meeting.

7. AG Day Committee

- a. The Committee discussed ideas for hosting an AG day at the Fairgrounds. Manager Brengle advised the committee that he and Director Dolphin had met with the Contra Costa Farm Bureau and that they supported the event and would like to be on the committee. The tentative date for this event would be March 19, 2019. Discussion followed.

8. Facility Development Committee

- a. Director Hoffner reviewed the plans to convert the Mangini Museum into an additional rental facility for events as approved by the Board at the October 2017 meeting as part of the Strategic Plan developed by the Board. Director Hoffner requested that Director Mangini provide the Board with any lists of donors who currently have items in the museum. The Fair will be notifying all donors if they wish to reclaim their items donated. Discussion followed.

9. Junior Fair Board Committee

- a. Director Dolphin reviewed the proposed application and guidelines they will be implementing when the program begins. Discussion followed.

C. CEO DELEGATION OF PURCHASE AUTHORITY RESOLUTION

President Mykrantz suggested that due to concerns stemming from previous management that the current authority of \$50,000.00 be revised to \$25,000.00 Discussion followed. Director Hoffner made a motion to approve the Purchase Authority Resolution with the revision to \$25,000.00. Director Cannon seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

D. BANK SIGNING AUTHORITY RESOLUTION

President Mykrantz reviewed the current bank signing authority. Discussion followed. Director Cabral made a motion to keep the bank signing authority as is until after the 2018 Board nominations and elections are completed. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

E. CFSA WORKER COMPENSATION COVERAGE RESOLUTION

Manager Brengle reviewed the resolution. Discussion followed. Director Cannon made a motion to approve the resolution. Director Dolphin seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

7.HERITAGE FOUNDATION REPORT

Heritage President Felicia Cursi and Director Laurie Limrite presented the Board and all guests with information on the upcoming Annual Dinner on January 27, 2018. Director Limrite announced the 2018 Scholarship winner as Sarah Stell.

8.CEO REPORT

Manager Brengle presented the Board with upcoming industry events and information. Manager Brengle also discussed his monthly meetings, ongoing maintenance projects, as well as past and upcoming Interim events. Discussion followed.

9.BOARD PRESIDENT COMMENT

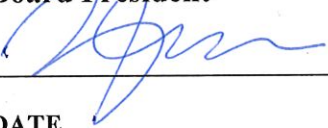
President Mykrantz thanked the Board for their growing involvement over the last year and was proud of what they had accomplished.

10.BOARD COMMENT

Director Mangini suggested the Fair look into having pumpkin patch and tree lot in the next year to generate revenue.

There being no further business to come before the 23rd District Agricultural Association, the meeting was adjourned at 9:14 p.m.

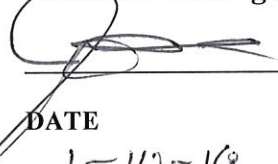
Kelly Mykrantz
Board President



DATE

12 January 2018

Joe Brengle
CEO/Fair Manager



DATE

1-10-18

VOTING GRID ATTACHED

Jenn Burror
Recorder