



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 March 14, 2018.

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

Robert Hoffner, President via phone
Kerry Dolphin, Vice President
Kelly Mykrantz
Craig Cannon
Chad Cabral
Robert Sherwood
Steve Limrite
John Pence
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Susan Cannon, Martinez
Bill Puckett, Pittsburg
Laurie Limrite, Knightsen Heritage Foundation
Jeff Cesca, Sacramento CDFG
Devon Baldocchi, Knightsen
Jamie & Scott Sanchez, Byron

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice President Dolphin led The Pledge of Allegiance.

3. ROLL CALL/DIRECTORS ABSENT

Vice President Dolphin asked if there was a motion to excuse Director Mangini from the meeting. Director Limrite made a motion to not to excuse the absence. Director Sherwood seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

4. INTRODUCTION OF GUESTS

Vice President introduced Jeff Cesca from Fairs and Expositions.

5. PUBLIC COMMENTS

No public comments

6. ACTION ITEMS

A. CONSENT CALENDAR

1. Vice President Dolphin asked if there were any additions or changes to the February 14, 2018 minutes. No changes or additions requested. Director Cannon made a motion to approve the minutes as presented. Director Sherwood seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
2. Vice President Dolphin asked if there were any questions regarding items 2 and 3 for the Interim Rental or Standard Agreements as presented. No questions or concerns. Director Cabral made a motion to approve the Interim Rentals and Standard Agreements as presented. Director Limrite seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

B. COMMITTEE REPORTS

1. Executive Committee
 - a. President Hoffner presented all of the new committee appointments. Director Mykrantz removed herself from the Sponsorship Committee. No other adjustments or changes to the committees as presented.
2. Budget and Finance Committee

Vice President Dolphn reviewed the present financials for January 2018. Discussion followed. Director Mykrantz asked to go on record that she believed that the Board should be presented with full financials at every meeting including monthly credit card statements and full bank statements as suggested by CDFa in the investigative

audit summary. Director Mykrantz expressed her concern due to the findings of previous management spending in the investigative audit. Discussion followed. Director Limrite suggested that the Budget and Finance Committee review them monthly and they be presented to the Board on an as needed basis. Director Cabral made a motion to require the Budget and Finance Committee review monthly credit card statements as well as full bank statements at their monthly meeting. Director Cannon seconded the motion. Motion affirmatively voted upon by all members present. Motion carried. Director Sherwood made a motion to approve the January financials as presented. Director Cabral seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

3. Livestock Committee
 - a. Livestock Committee had nothing to report.
4. Buildings and Grounds Committee
 - a. Buildings and Grounds Committee had nothing to report.
5. Policy and Procedures Committee

Vice President presented the Board with the final draft of the Policy and Procedures manual. Director Limrite made a motion to approve the Policy and Procedures as presented. Director Sherwood seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
6. Sponsorship/Marketing & Facility Rebranding Committee
 - a. Manager Brengle presented the Board with updates on all confirmed sponsorships, proposed sponsorships, and declined sponsorships. Discussion followed.
7. AG Day Committee
 - a. AG Day Committee had nothing to report.
8. Facility Development Committee
 - a. Manager Brengle advised on the update of the equipment removal in the Mangini Museum.
- 7. HERITAGE FOUNDATION REPORT**

Heritage Director Laurie Limrite presented the Board with an update of Heritage Foundation projects including the purchase of new banquet tables for the Fair rentals, their contribution to the labor costs for the creek cleanup project, and their ongoing plans for the Heritage Grove at Fair time.
- 8. CEO REPORT**

Manager Brengle advised the Board of upcoming events and announcements as well as gave an update on all meetings, projects, and both past and upcoming interim events. Discussion followed.

9. ADJOURN OPEN SESSION

10. CLOSED SESSION

11. RECONVENE OPEN SESSION

Vice President Dolphin advised that the Closed Session was informational only and no action was taken.

12. BOARD PRESIDENT'S COMMENT

Vice President Dolphin had no comment nor did President Hoffner via phone.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 7:52 p.m.

Kerry Dolphin
Board Vice President

Joe Brengle
CEO/Fair Manager

DATE

DATE

VOTING GRID ATTACHED

Jenn Burror
Recorder