



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 October 14, 2020.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

Chad Cabral, President
Kerry Dolphin
Bob Sherwood via Teleconference
Craig Cannon via Teleconference
Bob Hoffner via Teleconference
John Pence via Teleconference
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Sarah Pell via Teleconference

1. CALL TO ORDER

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

2. ROLL CALL/DIRECTORS ABSENT

All directors present.

3. INTRODUCTION OF GUESTS

President Cabral introduced Sarah Pell from Fairs and Expositions.

4. PUBLIC COMMENTS

No public comment.

5. ACTION ITEMS

A. CONSENT CALENDAR

1. President Cabral asked for a motion to approve the Aug 12, Sept, 9 & Sept 25, 2020 minutes as presented. Director Hoffner asked that in the future the minutes be more detailed. Director Hoffner made a motion to approve the Minutes from the Aug 12, Sept 9, and Sept 25 minutes as presented, Director Pence 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. Budget and Finance Committee
 - a. August 2020 Financials - The Budget and Finance Committee reported on the Aug 2020 financials. CEO Brengle went over the financials and additional reports that the Board had requested at the Sept 25th Board Meeting, Director Hoffner asked clarification on a few items, Director Pence stated that the Speedways was doing better than he thought. Discussion followed. President Cabral asked for a motion to approve the financials. Director Dolphin made a motion to approve the financials as presented. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
 - b. Fiscal Year 2020/2021 Funding for Fair - CEO Brengle updated the Board with information regarding the 2020/2021 Funding for Fairs.
 - c. 2021 Budget Monthly Review – CEO Brengle stated that at the Sept 25, Board Meeting the Board had request that the Budget come back every month for any updates and changes, CEO Brengle that at this time there were no updates or changes to the 2021 budget.

C. Livestock Committee had nothing to report.

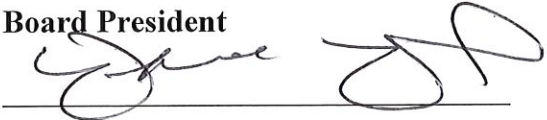
D. Building and Grounds Committee had nothing to report.

- a. Update on current projects – No updates were reported
- b. Food Truck Commissary Proposal Review and Approval – The Buildings and Grounds Committee had meet and reviewed a proposal for some changes to the Food Truck Commissary to the Proposed Lease. CEO Brengle went over the changes to the Scope of Work, Both Director Hoffner and Pence, had some questions, and asked for some additional language be added for more clarification. CEO Brengle also went over the Lessee's request for change to the Rent Schedule asking for a reduction in rent for the first two years, the Committee stated that they had discussed allowing a reduction in rent for the first year, from \$3,000 per month to \$2,500 per month, but no reduction for the second year. CEO Brengle stated that he would make the changes to both the Scope of Work as well as the Rent Schedule, have the Committee review the changes, and then submit back to the potential lessee.

- 6. Sponsorship/Marketing/Community Outreach Committee had nothing to report.
- 7. PR/Media Committee had nothing to report.
- 8. **HERITAGE FOUNDATION REPORT**
Heritage Foundation Board President Scott Sherwood gave an update on the Foundations fundraising plans for 2021.
- 9. **CEO REPORT**
Manager Brengle provided the Board with updates, meetings, maintenance projects.
- 10. **ADJOURN OPEN SESSION AT 7:38:pm**
- 11. **CLOSED SESSION**
- 12. **RECONVENE CLOSED SESSION AT 7:41**
Informational only. No action taken.
- 13. **BOARD PRESIDENTS COMMENT**
President Cabral had no comment.
- 14. **BOARD COMMENT**
No Board comments.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 7:42 p.m.

Chad Cabral
Board President



DATE

Joe Brengle
CEO/Fair Manager



DATE

11-11-2020

VOTING GRID ATTACHED

VOTE TO APPROVE MINUTES of Aug 12, Sept 9 & Sept 25

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Cabral	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE AUGUST FINANCIALS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Cabral	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			