



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 8, 2021.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

Bob Sherwood, Vice President
Craig Cannon
Kerry Dolphin
Bob Hoffner
John Pence
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Sarah Pelle, Via Teleconference
Rachelle Carpenter, Via Teleconference
Suzy Kasad, Via Teleconference
Kaley Watters
Emily Travers
Sophie Johnston
Angela Emmons
Mike Parsons
Sandy Parsons

1. **CALL TO ORDER**

Vice President Sherwood called a meeting of the Board of Directors of the 23rd District Agricultural Association at 7:02pm.

2. **FLAG SALUTE**

Vice President Sherwood led the Flag Salute

3. ROLL CALL/DIRECTORS ABSENT

All Directors were present.

4. INTRODUCTION OF GUESTS

Vice President Sherwood introduced Sarah Pelle from Fairs and Expositions, and asked for self-introductions for all other guests.

5. PUBLIC COMMENTS

No public comment.

6. ACTION ITEMS

A. CONSENT CALENDAR

Vice President Sherwood asked for a motion to approve the Nov 10, 2021 Minutes as presented. Motion was made by Director Pence, and seconded by Director Hoffner to approve the Nov 10, 2021 Minutes as presented. Motion affirmatively voted upon by all members present. Motion carried.

Vice President Sherwood asked for a motion to approve the Interim Event Contracts as presented. Director Cannon made a motion to approve the Interim Contracts as presented, Director Hoffner 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. Oct 2021 Financials - The Budget and Finance Committee reported on the Oct 2021 Financials. CEO Brengle went over the financials and additional reports. Vice President Sherwood 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.

3. Livestock Committee

a. Steer Ownership Forms & Tags – CEO Brengle announced that Ownership Forms and Tags for Market Steers were now available, and they were due by January 10, 2022.

b. Market Goat Max Weight – CEO Brengle went over the reason behind the change in max weight for Market Goats for the 2022 Fair. Director Hoffner stated that he had received some calls regarding issues with the weight change, and had made calls to potential processors. Vice President Sherwood opened up the discussion to parents, leaders and exhibitors that were present. After much discussion it was moved by Director Hoffner to return the Market Goat weights to a Minimum of 60, and a Max of 150. Motion was seconded by Director Pence. Motion affirmatively voted upon by all members present. Motion carried.

4. Building and Grounds Committee

a. ACAII Contract – CEO Brengle stated that at the November Board Meeting, Director Hoffner, and Director Sherwood, were asked to put together a breakdown as to how they had determined rental rate, and utility rate for ACAII new contract. Director Hoffner, and Sherwood both stated that they had not put together these breakdowns as of yet. Director Hoffner asked CEO Brengle to provide him with the exact Square Footage that ACAII used for their classroom, as well as teacher parking area.

b. Antioch Little League Contract – CEO Brengle stated that Antioch Little League had moved out as of November 30, and that staff had changed locks and secured the Little League facility. CEO Brengle also stated that Antioch Little League had removed the sinks and toilets in the bathrooms, as well as the sinks and hot water heater in the concession stand as well as unbolting wood from the dug outs. Director Pence stated that we should go after Little League for damages, CEO Brengle stated that the facility had been original build by Antioch Little League, and that currently they did not exist, as they were disbanding. Director Hoffner asked that a letter be sent to Little League International stating that Antioch Little League was no longer a tenant of the Contra Costa County Fair, and that that they had damaged the facility upon their departure. CEO Brengle to draft letter to Little League International.

c. Facility Project List – CEO Brengle stated that an updated Project list was in the Board Packet and reviewed the list with the Board.

d. Yahualica International Benefit Org. – Rodeo Proposal – CEO Brengle stated that at the November Board Meeting he had asked the Board to review the Proposal, and come back with questions or concerns. CEO Brengle asked what questions or concerns the Board had, and that the Buildings and Grounds Committee would meet with the potential contractor after the first of the year and go over the Boards questions and concerns.

f. Strategic Planning Goals:

1. Homeless Issues
2. Parameter Fencing for Fairgrounds
3. Deferred Maintenance Plan – 5 Project List

CEO Brengle stated that the Building and Grounds Committee had not meet, and there was no new information on STRATEGIC Planning Goals.

5. Sponsorship/Marketing/Community Outreach Committee had nothing to report.

6. PR/Media- CEO Brengle stated that the Committee was scheduled to meet on Dec 17th.

7. Fair Attractions Committee – No Report

C. YEARLY RESOLUTIONS

1. Workers Compensation Coverage – CEO Brengle stated that this resolution was for yearly coverage for the Board of Directors, as well as any volunteers. Director Cannon made a motion to approve the Workers Compensation

Coverage Resolution as presented, Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

2. CEO Delegation – CEO Brengle stated that this is the yearly resolution regarding the CEO's Delegation and that there had been no change to it from previous year. Director Dolphin made a motion to approve the CEO Delegation as presented, Director Cannon seconded the Motion. Motion affirmatively voted upon by all members present. Motion carried.

3. Bank Signers – CEO Brengle stated that this was the year resolution for Bank Signers, and that there was currently no change to the Bank Signers. Motion was made by Director Dolphin, seconded by Director Cannon, to approve the Bank Signer Resolution as presented. Motion affirmatively voted upon by all members present. Motion carried.

7. HERITAGE FOUNDATION REPORT

CEO Brengle updated the Board on the Foundations Scholarship Animal, as well as they upcoming Fundraiser event.

8. CEO REPORT

CEO Brengle provided the Board with updates on meetings he had attended, and upcoming events.

9. VICE PRESIDENTS COMMENT

A. Board Office Elections – Vice President Sherwood, opened the floor for nominations. Director Hoffner, made a motion to nominate Director Sherwood as President, and Director Cannon as Vice President, Director Pence seconded the motion. CEO Brengle asked if both Director Sherwood, and Cannon accepted the nomination. Both Director Sherwood and Cannon stated that they accepted the nomination. There were no other nominations. Motion affirmatively voted upon by all members present. Motion carried.

10. BOARD COMMENT

Vice President Sherwood reminded the Board Members that they needed to complete their training, otherwise the Fair would lose, its yearly Allocation of \$38,000.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:30 p.m.

Bob Sherwood
Vice President

DATE 2-9-2022

Joe Brengle
CEO/Fair Manager

DATE 2-9-2022

VOTING GRID ATTACHED