

34th DISTRICT AGRICULTURAL ASSOCIATION

Modoc District Fair Board of Directors Regular Meeting Notice

P.O. BOX 26 - 1 CENTER STREET
CEDARVILLE, CA 96104
(530) 279-2315 • Fax (530) 279-2555
Website www.modocfair.com
Notice to Public: July 15, 2016

Tuesday – July 26, 2016 @ 6:00 p.m.

@ the Four Season's Building - Modoc District Fairgrounds – Cedarville, CA.

PUBLIC PARTICIPATION

Members of the public are welcome and may place items on the agenda of any board meeting. The items must be directly related to fair (34th DAA) district business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 p.m. on the twelfth (12th) business day prior to the board meeting. Items placed on the agenda by the public will be for information and discussion so that the board may be advised of the views of the community. While the board values the participation of the public, the board president reserves the right to limit the time for public comment to a maximum of five (5) minutes in order to proceed with the agenda of the day and/or to place the item on the agenda (as an action item) of a subsequent meeting. Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 34th District Agricultural Association Board or Committee meetings, or in connection with other Modoc District Fair activities, may request assistance at the Modoc District Fair Office, 1 Center Street Cedarville, CA or by calling 530-279-2315. Requests should be made one (1) week in advance whenever possible. As required, Meeting Notice & Agenda are posted at www.modocfair.com. For additional information, contact the Modoc District Fair at mdocfair@frontiernet.net or (530) 279-2315.

MEETING NOTICE

The Board of Directors of the 34th District Agricultural Association will be holding a regular monthly fair board meeting on **TUESDAY – July 26, 2016 at the Four Season's Building – Modoc District Fairgrounds – Cedarville, CA.**

MEETING AGENDA

The agenda for the meeting is:

- A. **CALL TO ORDER:** All matters noticed on the agenda, in any category, may be considered for action. Any item not so noticed may not be considered/discussed. Items listed on the agenda may be considered in any order at the discretion of the President.
- B. **PLEDGE OF ALLEGIANCE:**
- C. **ROLL CALL OF DIRECTORS:** Directors Present, Directors Excused.
- D. **INTRODUCTION OF GUESTS & STAFF:**
- E. **CONSENT AGENDA:** All items on the consent agenda are to be approved in one motion unless a board member requests separate action on a specific item.
 1. Review & Approval of June 28, 2016 Board Meeting Minutes
 2. Review & Approval of Bills
 3. Review & Approval of Contracts
- F. **COMMUNITY RELATIONS/PUBLIC COMMENT:**
- G. **REPORTS AND INFORMATION:**
 1. Correspondence:
 2. Financial Report: Discussion of the fair's financial status and account balances.
 3. Committee Reports:
 - a. Long Term Fair Funding Committee:
 4. Interim Volunteer Administrator Report:
 - a. Day to Day Operations Report:
 - b. Maintenance Operations Report:
 - i. CFSA pre-fair Safety Inspection Report
 - ii. Review of the Operations Plan
 5. Modoc Heritage Foundation Report: Discussion and details of the 2016 fair event.
 - a. Sponsorship Update
 - b. Event Budget Update
 - c. Event Insurance Update
 - d. Fair Daily Schedule of Events Update

6. CDFA Report:
 - a. Review of the Transition Plan
 - b. Update on 34th DAA Fair Funding Allocation

- H. **OLD BUSINESS:** Board of Director Consideration/Action on the following agenda items.
 1. Discussion/Possible Action on the Draft Lease Agreement between the Modoc District Fair and the County of Modoc.

- I. **NEW BUSINESS:** Board of Director Consideration/Action on the following agenda items.
 1. Modoc Heritage Foundation Rental Agreement: Discussion/Possible Action on the rental use agreement for the 2016 fair. Details of discussion to include the potential need of the event insurance coverage through the fair's CFSA membership and addition of financial accounting language.
Discussion of the potential language to be included in the agreement as below:
In the event that the MHF is unable to purchase General Liability Insurance prior to August 13 in the amounts required by the California Fairs Services Authority, the Fair agrees to:
 - a. Register the Foundation members as official volunteers of the Fair working under the auspices of the Fair Board.
 - b. Enter into contracts with the vendors and exhibitors provided to the Fair by the Foundation.
 - c. Pay all costs associated with producing the Fair including costs associated with any vendor or exhibitor, and including but not limited to, the cost of utilities, janitorial supplies, and any other goods or services purchased by the Fair as long as the Foundation provides the money to the Fair not later than August 13 in an amount that is agreed upon by the parties and sufficient to pay all expenses.
 - d. Deposit all revenue from the Fair in the Fair's Bank Account and pay out the Foundation any monies left over after all expenses have been paid.
 2. Strategic Planning: (Director Martinez) Discussion/Possible Action of planning a Strategic Planning meeting and a facilitator for the meeting. Strategic Planning meeting to include the development of a Mission Statement, Short/Long Term Goal Setting, Fundraising Goals, Maintenance Goals, Public/Media Outreach and Board of Director Applicants.
 3. Fair Office Hours: Discussion/Possible Action of the fair office hours of operation before and during the fair.
 4. Consolidation of Fair Bank Accounts: (Director Sommer) Discussion/Possible Action on consolidating the fair's multiple bank accounts.
 5. 15/16 F&E Infrastructure Project: (Director Martinez) Discussion of the infrastructure projects listed on the grant and updates to projects for review and approval by F&E.
 6. Yard Sale Event: (Director Martinez) Discussion /Possible Action of having a yard sale event at the fairgrounds.
 7. Chamber of Commerce idea of utilizing a part of the fairgrounds facility for use as a college location. (Director Milton)
 8. Development and Adoption of Policy Manual Updates: (Director Martinez)
 1. Facility Key Checkout Policy
 2. Record Keeping & Records Retention Policy

- J. **MATTERS OF INFORMATION:** No discussion may take place of items introduced under Section J. – "Director & Manager Comments"
 1. Director Comments:
 2. Manager Comments:
 3. Next Board Meeting Date to be confirmed: Tuesday, August 23rd, 2016 – Modoc District Fairgrounds
 - a. Action Items to be discussed at the next scheduled board meeting.
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- K. **ADJOURNMENT:**