



**REGULAR MEETING NOTICE**  
**33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**TUESDAY May 14, 2019 – 6:00PM**  
**Board Room – Administration Building**  
**www.sanbenitocountyfair.com**  
**Bolado Park Event Center**  
**9000 Airline Hwy, Tres Pinos, CA**  
**831-628-3421**  
**Notice to Public Thursday May 2, 2019**

|                   |                              |              |                            |
|-------------------|------------------------------|--------------|----------------------------|
| <b>Directors:</b> | Jennifer Coile - President   | Anne Hall    | Vacant Pending Appointment |
|                   | Nick Peters – Vice President | Stan Pura    | Vacant Pending Appointment |
|                   | Nicole Shelton               | Paul Rovella | Vacant Pending Appointment |

**Mission Statement**

The 33<sup>rd</sup> District Agricultural Association organizes and presents a family oriented annual County Fair which is entertaining, educational and affordable to all members of its community. It manages its facility to provide safe and attractive year-round environment for its community.

**Notes**

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comment” portion and/or during the discussion of any particular item listed on the agenda.<sup>1 2 3</sup>

**MEETING AGENDA**

**6:00 pm**

**CALL TO ORDER** – President Jennifer Coile

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

**PLEDGE OF ALLEGIANCE** – Led by Director Nicole Shelton

**ROLL CALL/DIRECTORS ABSENT** – Directors Present, Directors Excused.

**INTRODUCTION OF GUESTS AND STAFF** -

**PRESENTATIONS**

**PUBLIC COMMENT**

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board’s jurisdiction. Please be informed that public participation under Public Comment will be limited to three (3) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly placed on the agenda at a future meeting.

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<sup>1</sup> Persons with disabilities who may require accommodations to attend the meeting are requested to contact the CEO’s office at 831-628-3421

<sup>2</sup> The 33<sup>rd</sup> DAA agendas can also be accessed on the web at <http://www.sanbenitocountyfair.com>

<sup>3</sup> Questions regarding agenda items should be directed to the CEO’s office at 831-628-3421

**CONSENT AGENDA** *(Discussion and Action by Board)*

1. Review and Approval of Minutes of the March 12, 2019 Meeting.
2. Review and Approval of Notes of the April 9, 2019 Meeting
3. Review and Approval Interim Event Contracts for March 2019.
4. Review and Approval Interim Events Contracts for April 2019.

**REPORTS AND INFORMATION** *(All Reports are informational)*

**CEO REPORT**

1. Informational Report Regarding Bolado Park Event Center provided in board packet prior to meeting includes:
  - a. Update on Facility Maintenance Repairs
  - b. Information on Interim Rentals
  - c. General Overview of Facility Operations
  - d. Administrative matters
  - e. Board and Volunteer Recruitment activity
  - g. Community/Government Relations
  - h. Horse Show Prep and other Events on Grounds
2. Discussion and direction on items on Manager's Report

**COMMITTEE REPORTS**

1. Finance Committee – Director Rovella
  - a. Receive Finance Committee Report for February 2019 Financials
  - b. Receive Finance Committee Report for March 2019 Financials
  - c. Receive Finance Committee report on 3<sup>rd</sup> Draft of 2019 Budget.
  - d. Update on progress 2017 Audit.
2. Vision/Buildings and Grounds – Directors Hall and Pura
  - a. Report on Grounds committee meeting
  - b. Update on progress of maintenance projects
3. Marketing – Directors Coile
  - a. Sponsor Coordinator report on 2019 Fair Sponsorship timelines - attached
  - b. Update on committee meeting – summary notes attached
  - c. Draft 2019 budget and history
  - d. Update on Websites
  - e. Draft of 'Fair Shave' Sign ideas for review
4. Fair Program – Directors Coile and Shelton
  - a. Committee Report
  - b. Need a Co-Chair for Youth Exhibits
  - c. Review of new ideas and implementation
5. Livestock – Director Peters
  - a. Report and discussion on March 26, 2019 meeting– summary notes attached
  - b. Next meeting Tuesday May 28, 2019
6. Heritage Foundation – Directors Rovella and Pura
  - a. Committee to Provide update on Heritage Foundation Activities
7. Youth Ambassadors – Director Peters
  - a. Application status
8. Saddle Horse Show Contract – Directors Hall and Rovella

- a. Plan time for discussion of 2020 contract draft and schedule meeting with SHA Board Reps.
  - b. Tickets available for box seats during Horse Show Performances June 28-30, 2019.
9. 7779 Airline Highway Reuse Committee – Directors Coile and Pura, Director Rovella alternate
- a. Report on committee meeting of May 1<sup>st</sup>.

**OLD BUSINESS** *(Discussion and Action by Board)*

1. Review and Approve Draft 3 of 2019 Budget.
2. Review and approve Introduction, Definitions, By Laws and Board meetings sections of the Policy Manual.
3. Review and approve Committees, Representatives of the Board and Interim Events sections of the Policy Manual.
4. Review and Approve Sponsorship Timeline, Agreement and format of reporting with Jennifer Galindo Cole/Down N Out Ranch
5. Review and approve cancellation recommendation from Livestock Committee re: VND cancellation of Poultry Show for 2019.

**NEW BUSINESS** *(Discussion and Action by Board)*

1. Discuss and Approve February 2019 Financial Statements
2. Discuss and approve moving of \$50,000 from Reserve account to Operating account.
3. Discuss and approve dates for Board Meetings for remainder of 2019
4. Review and approve standard agreement for Puzzlemainia attraction
5. Review and approve standard agreement for Barn Yard Adventure attraction
6. Review and approve cancellation recommendation from Livestock Committee re: VND cancellation of poultry show.

**MATTERS OF INFORMATION** *(Informational) No discussion/debate on topics introduced under the Matters of Information will be permitted. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on an agenda item.*

- A. Director Comments
- B. Manager Comments
- C. Correspondence:
- D. Important Dates to Remember:
  - a. Office Closed May 27<sup>th</sup> in observance of Memorial Day.
  - b. Buildings and Grounds Committee meeting, TBD
  - c. Heritage Foundation Meeting, May 21, 2019 at 6:00pm
  - d. High School Awards Night for AG Hort Scholarship Presentation May 22, 2019
  - e. Livestock Committee Meeting May 28, 2019 at 6:30pm
- E. Next Board Meeting Information – **Tuesday June 11, 2019 at 6:00pm Board Room**
  - a. Agenda Items: Items for discussion and/or action to be listed on the next regularly scheduled board meeting agenda
    - i.
    - ii.

**ADJOURNMENT**