



**REGULAR MEETING NOTICE
and STRATEGIC PLANNING MEETING NOTICE**

**33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY January 14, 2020 – 5:00PM
Board Room – Administration Building
www.sanbenitocountyfair.com
Bolado Park Event Center
9000 Airline Hwy, Tres Pinos, CA
831-628-3421**

Notice to Public Monday December 23, 2019

Directors:	Jennifer Coile – President	Anne Hall	Richard Bianchi
	Nick Peters – Vice President	Stan Pura	Vacant Pending Appointment
	Nicole Shelton	Paul Rovella	Vacant Pending Appointment

Mission Statement

The 33rd 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.^{1 2 3}

MEETING AGENDA

5:00 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 Nick Peters

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

INTRODUCTION OF GUESTS AND STAFF -

PRESENTATIONS

PUBLIC COMMENT

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

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

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

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.

CONSENT AGENDA *(Discussion and Action by Board)*

1. Review and Approval of the Notes from discussion only at September 10, 2019 Meeting
2. Review and Approval of Minutes from November 12, 2019 Board Meeting.
3. Review and Approval Interim Event Contracts for November and December 2019
4. Review and Approval of CEO Time sheet for November and December 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 but not limited to:
 - a. Update on Facility Maintenance Repairs
 - b. Information on Interim Rentals
 - c. General Overview of Facility Operations
 - d. Administrative matters
 - e. Report in IAFE Conference
 - h. Board Recruitment
2. Discussion and direction on items on Manager's Report

COMMITTEE REPORTS

1. Finance Committee – Director Rovella
 - a. Receive Finance Committee Report for July, August, September, October and November 2019
 - b. Update on 2018 Review
 - c. 1st Draft of 2020 Budget
 - d. Update on STOP report
2. Vision/Buildings and Grounds – Directors Hall and Pura
 - a. Report on Grounds committee meeting
 - b. Update on progress of maintenance projects
 - c. Next meeting February 3, 2020 at 4:00 in Board Room
3. Marketing – Directors Coile
 - a. Report on Fair Sponsorship
 - b. Committee to recommend Marketing budget for 2020
 - c. Report on Pinnacle Gateway Partnership activity
4. Fair Program – Directors Coile and Shelton
 - a. Report on Final 2019 Fair items
 - b. Discuss options for large Fair time contracts
5. Livestock – Directors Peters
 - a. Next meeting April 28, 2020 at 6:30 in the Board Room
6. Heritage Foundation – Directors Rovella and Pura
 - a. Committee to Provide update on Heritage Foundation Meeting

- b. Update on 7779 Committee progress

6:00 BREAK FOR DINNER

6:20 Begin 2020 Planning Session Agenda

<u>Time</u>	<u>Item</u>
6:20	Call to Order
6:20	Summary: Review of 2019 Accomplishments and Fair Statistics (entries, revenues, attendance)
6:35	Board Committees: Volunteers/Appointments/Off-board volunteers New Committees: Parking, Policies and Procedures Manual
6:45	Vision Buildings and Grounds <ul style="list-style-type: none">- Review of 2018/2019 projects- Water Project Update and strategies to complete implementation- Roofs on The Oaks and Youth Exhibits Buildings- Priority items list for Heritage Foundation capital investment (signage? Gate locks?)- Update on 7779 Airline Highway property- Vehicles?
7:00	Fair: opportunities for adjustments <ul style="list-style-type: none">- Parking Committee and contractor- Contract for temporary cleaning help- Security planning- Prepare entrance to Golf Course using existing gate for overflow parking
7:10	2020 33rd DAA Budget (First Draft provided for discussion): Revenues <ul style="list-style-type: none">- Potential state allocation of sales tax for operations- Sponsorship Program: revisions? Interim Events <ul style="list-style-type: none">- Review of facility rental rates- Alcohol Policy- 2020-2021 Reservations- Multi-year contracts e.g. SBC Saddle Horse Association Operating Budget/Expenses

- Proposed changes(significant) in operations budget from 2019
- Changes in operations budget
- Fair budget e.g. marketing, entertainment, security
- New State Retirement bills
- GASB

Special Projects and Priorities

- Emergency Planning/Security
- Campground manager?

7:45 CEO Priorities: review 2019 priorities and draft of 2020 priorities

8:00 Board Responsibilities:

- Required Training
- Form 700
- Acknowledging staff, sponsors and volunteers

8:05 Conclude Board Planning Session and Resume to Agenda of Board of Directors Meeting

OLD BUSINESS *(Discussion and Action by Board)*

1. Policy Manual Updates
2. Approve Financial reports from July, August, September and October 2019

NEW BUSINESS *(Discussion and Action by Board)*

1. Report on Strategic Planning Meeting beginning at 6:00 pm
2. Approve Financial Reports from November 2019
3. Review and Approve CEO Goals and Plans for 2020
4. Agreement – Sponsorship Coordination
5. Nominate and select Board positions for 2020.
6. Discuss and Approve Calendar of Board meetings for 2020.
7. Discuss and Approve CEO requests for returning contracts for 2020 Interim events and Fair Annual Standard Agreements.
8. Discuss and Approve Recommendation from Livestock Committee meeting.
9. Discuss and Approve MOU between California Highway Patrol and 33rd DAA for Security
10. Review Policy Addition/Change for process of CEO Evaluation.
11. Review and Approve 2018 Master Calendar

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. Grounds Closed for MLK Day?
 - b. Limited Hours January 21-24, 2020 Staff attending **WFA Convention**
 - c. Buildings and Grounds Meeting
 - d. Livestock Committee Meeting January
- E. Next Board Meeting Information – **Tuesday February 11, 2020 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