

FOURTH DISTRICT AGRICULTURAL ASSOCIATION

175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952

May 15, 2019

The regular meeting of the Sonoma-Marín Fair Board of Directors was held in the Board Room in the Administration Office on the Fairgrounds of the 4th District Agricultural Association, Petaluma, California at 3:00 PM.

DIRECTORS PRESENT: Directors James, Benedetti, Burleson, Ghirardelli, Grossi, McClure, Moore, Parks

DIRECTORS ABSENT (Excused):

Nicole Marzo

M/s/c Directors Parks and Ghirardelli.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo			
Director McClure	X		
Director Moore			X
Director Parks	X		

STAFF PRESENT: Allison Keaney, CEO

GUESTS PRESENT: none

The meeting was called to order at 3:00 by Director James, President.

**APPROVAL & ADOPTION
OF AGENDA:**

M/s/c Directors Grossi and Moore to approve the Agenda as presented.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo			
Director McClure	X		
Director Moore	X		
Director Parks	X		

PUBLIC COMMENT: None

CORRESPONDENCE:

Correspondence was circulated for review and included:

A. Overview of the implementation of AB 1499, from CDFA.

- A. **CONSENT AGENDA:**
 - A. Minutes from April 2019 Board Meeting
 - B. Rental Agreements
 - C. Standard Agreements

M/s/c Directors Benedetti and Parks to approve the Consent Agenda.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo			
Director McClure	X		
Director Moore	X		
Director Parks	X		

COMMITTEE REPORTS:

FINANCE:

Director Moore reviewed the financial statements, highlighting clarifications sought regarding janitorial product expenses, copier expense listed as “loan payable,” and the aged receivable for Happy Hearts Preschool. The committee also received clarification on the new “Cars and Coffee” event in conjunction with the 2019 Fair, and Insite Marketers as the publicity services for the Fair.

M/s/c Directors Ghirardelli and Benedetti to approve the Finance Report.

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director Marzo			
Director McClure	X		
Director Moore	X		
Director Parks	X		

BUILDINGS & GROUNDS:

Director Benedetti reported on project updates for the Community Building roof and mold remediation for Happy Hearts Preschool.

EXHIBITS & LOCAL RULES:

None

COMMERCIAL & CONCESSIONAIRE:

None

ENTERTAINMENT:

None

PUBLICITY:

None

GOALS & LONG RANGE

PLANNING:

Director Parks reported that he and CEO Keaney attended the Friend of Kenilworth meeting on May 9. The reception was positive and the group was happy to get information on the discussions between the Fair and Peggy Flynn, Petaluma City Manager. CEO Keaney committed to providing a completed version of the "Community Gathering Place" document

LEGISLATIVE:

None

POLICY:

None

MILK BARN COMMITTEE:

The committee met on April 25 and Director Ghirardelli reported that everything is in order for the fair, the milk barn staff has been selected, and maintenance is schedule to prep the barn for use.

FARMERS DAY:

The committee met on April 30 and CEO Keaney reported the committee had finished selecting prizes for events, and finalized other events and materials including the new gymkhana events and the hippity hop barrel race. The committee is still working on gathering donations and Bella and Alex were still working on securing the loan of animals for all the events.

WORLD'S UGLIEST DOG®

None

OLD BUSINESS:

A. Strategic Planning: The Board provided feedback on the process guided by CFSA Executive Director, Becky Baily-Findley. Board members commented on the way the Board is actually quite aligned and how well the process worked. Board members also noted that the final hour was the most productive, and wished the goal setting portion had started earlier. CEO Keaney reported that Becky Baily-Findley will prepare the minutes for review by Jeff James and include them in the Board packet for the next Board meeting.

B. "Telling Our Story" Informational Document: CEO Keaney requested the Board's feedback by May 29 so the document could be prepared for distribution to the Friends of Kenilworth and during the 2019 Sonoma-Marin Fair.

NEW BUSINESS:

A. Board Training: Accepting Gifts & Gift of Public Funds. CEO Keaney reviewed the policy for accepting gifts. She will research the process for reporting gifts that are valued at over \$50.

CEO REPORT:

A. Interim & Permanent Rentals: Fair "move out" schedules are in place; Behrens Park being prepped for the Basque Picnic, barns for the Redwood Empire Dairy Goat Association show. JW McGrath Auctions is holding a large sale.

B. Industry Related Issues: none reviewed.

C. Staff Updates: Staff training on forklift was held on 4/23 and staff CPR training was held on 4/24. Livestock staff meeting scheduled for 5/23 and staff orientation for Fair is scheduled for June 1.

D. 2019 Sonoma-Marin Fair: Multi Agency (police, fire, security) meeting to be held on June 17. Final preparations for the Fair are underway.

E. CEO Schedule: June 11, July 4th planning meeting with the City of Petaluma; June 27, meeting with Live Oak Board member James Jensen.

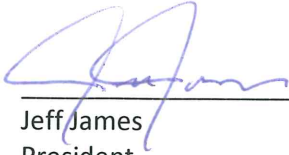
**FOR YOUR
INFORMATION:**

- A. Interim events calendar was reviewed.
- B. Next meeting will be July 17, 2019 at 3:00pm if there is Board business to discuss. If there is no business, the next meeting will take place on August 21, 2019.

ADJOURNMENT:

M/s/c by Directors McClure and Moore to adjourn the Meeting at 4:05pm.

Respectfully submitted,



Jeff James
President



Allison Keaney
Chief Executive Officer