

**TRINITY COUNTY FAIR ASSOCIATION
BOARD OF DIRECTORS'
MEETING MINUTES**

Trinity County Fair

BOARD ROOM – 6000 Hwy 3 (DIRECTORS ONLY)
Hayfork, CA 96041

Zoom Link Info:

Meeting ID: 870 9202 8308
Passcode: 219126
Dial In: 1-669-444-9171

**October 20, 2022
6:30 PM – Open Session**

Board of Directors

Dennis Rourke, President Director, 1 st District	Sharon Eggleston, Vice President Michael Thompson, Director, 2 nd District
Adrien Keys, Director, 3 rd District	Adam Dummer, Director, 4 th District
Jenny Millsap, 5 th District	Chuck Sauer, Director
Donny Case, Director	

Mission Statement

To provide for the management of the Trinity County Fair and year-round use of the fairgrounds in the best interest of the people of Trinity County and its rural county values by partnering with county agencies and businesses, promoting agriculture and education, and maximizing available resources.

Note

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 during the “Open Comment” portion of the Agenda regarding items not agendized. Then prior to Board Discussion of New Business, after a motion is made and the Board President calls for “Public Comment”, Once “Public Comment” is closed all discussion of Agenda items is limited to Fair Board Directors, unless input is requested by a Director. The Board of Directors have agreed to each person being limited to 3 minutes speaking time.

AGENDA

The Board of Directors retains the discretion to adjourn to Closed Session at any time during this meeting to confer with and give direction to its negotiator(s).

1. CALL TO ORDER

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.

Called to order by Director Rourke at 6:30 pm

2. ROLL CALL – DETERMINATION OF A QUORUM

- a. Directors present in person: Eggleston, Rourke, Sauer, Case, Keys, Millsap; Directors present on Zoom: Dummer.
 - 1. Director Thompson called in to let us know he would be absent.
 - 1. Director Keys moves to approve his absence; Director Case seconds the motion; Motion carries unanimously.

3. INTRODUCTION OF GUESTS / STAFF

- a. Krista Hymas was present in person; Jenni Brookins and Margie Watkins were present via Zoom.

4. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC

5. CONSENT AGENDA & MINUTES

- a. Director Keys moves to approve OCTOBER 20, 2022 AGENDA and the SEPTEMBER 22, 2022 MEETING MINUTES with corrections to Hlavac; Director Sauer seconds the motion; Motion carries unanimously.

6. APPROVE SEPTEMBER 2022 FINANCIAL REPORTS

- a. Sue explains how to better understand and read through the Financials. Director Keys moves to approve; Director Sauer seconds the motion; Motion carries unanimously.

7. INFORMATIONAL – VACATION/SICK LEAVE BALANCES

8. CEO'S REPORT

- a. Employee of the Quarter – 2nd Quarter – Teresa Miller
- b. CFA's next Board Meeting will be at the Fall Manager's Conference, that I will be attending beginning November 1st; and I will have an update in November.
 - 1. We have not received our AB-1499 money yet; I will be finding out why.
- c. The Rodeo Panels, I couldn't find an MOU between the Fair and Weaverville Lions or Lowden Park, did find notes and minutes stating they were being loaned. We are going to look in our archives to make sure there isn't something there. The minutes referred to Renie Tenneson, who I have reached out to.
 - 1. I will still continue to look into this.
 - 1. Director Millsap – These panels are worth at least \$225.00 each.
- d. We need some repairs done to the roof. The new metal roof on the office was roughly \$8,000.00. There are leaks on the roof of the Exhibits Office Building.
- e. State Safety Inspection, corrections sheet showing what's been completed and completion dates for other areas, also started a Preventative Maintenance Log for buildings, grounds, and equipment maintenance schedules.
 - 1. The electric panels are old and missing breaker plugs and we will be cleaning those up.
- f. I heard back from TPUD regarding our Application for Assistance through their District Investment in Community Activities Program. They have some questions that they will be sending over and then they will meet again on November 10th. The Well Pump House has been completely insulated along with the Dog Houses that were built over the Pump itself and the piping into the Water Tanks.
 - 1. I will be reaching out to the Committee for a meeting when I know more.
 - 2. We need electricity to the well house ASAP.
- g. CCA is completing the Generator Relay Switches that will run the Commercial Building, Main Office, Exhibits Office, Dining Hall, and Quilters Building in the event of a power outage. We did receive reimbursement for all funds spent to date, from the Grant for this program last week. In addition, there was an Amended Grant that I signed today, as the project budget increased by about \$7,000. We will have to purchase generators to run both relays, I will know more about funding for those after the Manager's Conference in November.

1. We will be needing to purchase 2 generators.
- h. MOU with Trinity County, when I submitted the MOU for CDFA's signature, I was informed they needed to see the MOU before it was approved. It was sent to their legal department, and they are making some revisions, we should receive the revised contract this week. I will send it off to the County right away so they can get it on their Agenda for approval and we will include it in November's Board Meeting for our Board Approval. We did send the County an invoice for this year's \$25,000 Allotment and that check was mailed this week, so there's no hold up due to the MOU being revised.
 1. A lot of Fairs are looking to move to a Non-Profit rather than DAA.
 2. MOU Meeting after I get back from my Manager's Conference.
- i. I've included our current flyers for the Haunted Homestead and Halloween Events Oct 28-31, we are teaming with Hayfork Lions, Hayfork High School, and the Mountain Actors, if you would like to participate we will be doing a walk-thru of the Homestead on Tuesday the 25th; Pancakes with Santa & Festival of Trees are scheduled for Nov 26th and Dec 3rd, we are doing 2 events this year and have teamed with Hayfork Rotary again for the breakfast, Hayfork Lions, Hayfork Parade of Lights and Hmong New Year. On Dec 3rd the Hmong New Year will have vendors on the Midway including an Open Bar, their dinner in the Commercial Building, and a Soccer Tournament on the Carnival Lawn; the Parade of Lights will proceed from town through the North Gate, by the Dining Hall and out the South Gate to the Parking Lot, ending there. The entire community is invited to the Hmong New Year Festivities in addition to our Festival of Trees and Christmas Bazaar. We will end this year with a New Year's Eve Enduro Race.
 1. I will schedule a meeting with Donny to get this going.
- j. Supervisor Groves will make his Board Seat selection by the November Board Meeting, so we can seat them at that meeting.
- k. I wasn't able to meet the deadline on the Cal Recycle, the Rubberized Pavement Grant, but it looks like they will have more grants under this program in 2023.
- l. Another thing I would like to mention is about Chris Conkle, he has been a vendor at our Fair for many years and is well liked by our community. There is an award called the Dave Barham Award; I went ahead and nominated him for that.
- m. I will have the 2023 Budget ready at the November meeting.

9. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Dennis Rourke (Chairman), Sharon Eggleston, and Finance Committee Chair
- b. **FINANCE COMMITTEE:** Michael Thompson (Chairman), Sue Erenberger, Carrie Bayley
- c. **NOMINATING COMMITTEE:** Chuck Sauer (Chairman), Adam Dummer
- d. **JR. LIVESTOCK COMMITTEE:** Krista Hymas (Chairman), Bryan Taylor (Co-Chairman), Michael Thompson, Carrie Bayley
 1. There was no meeting for October. These minutes are per the September 13th meeting
 2. Financial Update: \$48, 141.68
 1. Carrie will have Sue send out the checks for Trinity Cross Country, ECV and Chico State Meat Judging team this week.
 2. We do have some expenses still to come up but did get reimbursement from Olsen's for over payment.
 3. Fees did go up as expected, will meet with Sue to discuss a few payments going out. Carrie states all buyers have paid and the kids have received their checks. The majority of the bills have been paid and Carrie is going to waive the maintenance fee this year.
 3. This year's Clean Pen Award went to Trinity River 4-H for Large Animal; Hayfork Valley 4-H for Small Animal.

4. Carrie states this year's Top Buyer was Trinity River Lumber, she is working on getting an award and she will present it to them once she has.
5. Buyers Luncheon: We received lots of compliments on breakfast and Luncheon.
 1. Clampers served 390 McBubba's and 370 Steak Sandwiches. Everything was gone except a few breakfast sandwiches and chips.
 2. Clampers are prepared to cook again next year.
6. Data Entries had some issues this year with the computers; it was a good thing we had things backed up. Maybe next make sure all computers have a complete check and anti-virus program on them. Morgan suggests having the computers brought to his school tech to have him clean it up and do any upgrades we need.
7. Jenni would like to see the kids upload their YQCA completion form with their entries so it's all in one place.
8. Transporting went great; all animals that got on the truck made it off the truck.
 1. Kent's Meats were a little overwhelmed at the number of animals that were delivered but is working on a new plant to handle large amounts of animals.
9. Morgan states small animals went very well after they got the water turned back on.
 1. Roni asks that a small animal meeting be held to let the small animal kids know that they need to stay for the whole slaughter of small animals and cleaning the small animal barn before leaving; also, that the turkey food and water be set up off the ground.
 2. Jenni stated that some of the slaughter stuff was left behind and maintenance was a little upset, Morgan thought he got all of it to take to the ranch.
10. Bi-Laws are being worked on and a copy will be sent to the Board for approval.
11. There were no complaints about the Star link for the Virtual Auction; Carrie did purchase her own so we can have it for next year's Fair.
12. Morgan will be taking panels back to Shasta soon.
13. We are working on putting together a Binder of Jobs. Once we have this, I will get it to the board.
14. Director Rourke asks if the By-Laws state a Co-Chair? Because he does not agree with it. If there is a Co-Chair then the Chairman really has no say in things.
 1. The By-Laws say Past Chair, Chairman, Vice Chair, and Secretary.
 - a. There was some concern as to how things were handled after the Auction during Fair.
 2. Director Keys – I didn't know JLC has By-Laws; that's exciting to know that it will be submitted to the Board for approval & recommendation.

10. AD HOC COMMITTEES

- a. **POLICY COMMITTEE:** Sharon Eggleston (Chairman), Adrien Keys
- b. **GRANTS & FUNDRAISING COMMITTEE:** Director Eggleston (Chairman), Carrie Bayley, Christina Wine
- c. **PREMIUM BOOK COMMITTEE:** Director Michael Thompson (Chairman), Carrie Bayley, Christina Wine, Jennilea Brookins, Christina Merritt
- d. **VOLUNTEER COMMITTEE:** Donny Case (Chairman), Adrien Keys, Teresa Miller
- e. **WELL COMMITTEE:** Donny Case (Chairman), Chuck Sauer, Carrie Bayley
- f. **MOU COMMITTEE:** Adrien Keys (Chairman), Chuck Sauer, Donny Case, Carrie Bayley

11. CORRESPONDENCE:

- a. Correction Sheet CFS Pre-Fair Preview
- b. TCFA RV and Tent Campground Policy Revision 10/20/2022

- c. 2023 Fair Themes

12. NEW BUSINESS

- a. Approve TCFA RV and Tent Campground Policy Revision 10/20/2022 – with Revisions Highlighted
 - 1. Director Case moves to approve; Director Millsap seconds the motion; Motion carries unanimously.
- b. Approve CDFA Revised MOU with Trinity County
 - 1. Director Keys moves to table until next meeting; Director Eggleston seconds the motion; Motion carries unanimously.
- c. Select and Approve 2023 Fair Theme
 - 1. The Board selects ‘Fair Season is the Best Season’ for the 2023 Fair Theme submitted by Betty Leedy.
 - 1. Director Millsap moves to approve; Director Case seconds the motion; Motion carries unanimously.
- d. INFORMATIONAL ONLY - CONTRACTS AND AGREEMENTS

Event Rental Agreements	Storage Agreements
RA22-29e Soccer Practice	RA23-01s Kenny Pickett
RA22-30e MVUSD Bus Evacuation	RA23-02s Sebastian Mofor
RA22-31e Planning Department	RA23-03s Carol Fall

13. ADJOURNED FOR CLOSED SESSION – PRUSUANT TO GOVT. CODE 54957 PERSONNEL OR 54956.9 LITIGATION

14. RECONVENE TO REGULAR MEETING SESSION/REPORT OUT

DIRECTORS’ REPORTS

15. ADJOURNED

Adjourned by Director Rourke at 8:30 pm

Submitted By:

Carrie Bayley, CEO

Dennis Rourke, TCFA President