

**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: 847 8160 1071  
Passcode: 491796  
Dial In: 1-669-900-6833

**September 16<sup>th</sup> 2021  
6:30 pm – Open Session**

**Board of Directors**

Dennis Rourke, President	Sharon Eggleston, Vice President
Wallace Brinkley, Director, 1 <sup>st</sup> District	Michael Thompson, Director, 2 <sup>nd</sup> District
Adrien Keys, Director, 3 <sup>rd</sup> District	Adam Dummer, Director, 4 <sup>th</sup> District
Justin Bailey, Director, 5 <sup>th</sup> 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 either during the "Public Comment" portion and/or prior to the discussion by the Fair Board of any item listed on the agenda.

**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**

- Directors Brinkley, Sauer, Rourke, Keys, Case, and Bailey were present in person. Director Thompson was present via zoom.
- Director Sauer moves to approve absences of Directors Dummer and Eggleston; Director Keys seconds the motion; motion carries unanimously.

**3. INTRODUCTION OF GUESTS / STAFF**

- a. MaryBeth Brinkley, Krista Hymas, and Michael Wine were present in person. Jennilea Brookins, Laura & Bob Taylor were present via zoom.

#### **4. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC**

- a. MaryBeth Brinkley says how much she appreciates Carrie Bayley and all she's done for the Fair; she's doing an amazing job!

#### **5. CONSENT AGENDA & MINUTES**

- a. APPROVE September 16, 2021, AGENDA and the July 22, July 30, and August 7, 2021 MEETING MINUTES
- b. Director Brinkley Moves to approve AGENDA and MINUTES; Director Sauer seconds the motion; Motion carries unanimously.

#### **6. APPROVE JULY 2021 & AUGUST 2021 FINANCIAL REPORTS**

- a. Wallace moves to approve Financials; Director Sauer seconds; Motion carries unanimously.
  1. Director Brinkley, "Financials are incomplete. We will discuss later once it's complete."

#### **7. INFORMATIONAL – VACATION/SICK LEAVE BALANCES REPORT**

#### **8. CEO'S REPORT**

- a. Cancelled August Board Meeting due to evacuations via phone and email vote:
  - Dennis Rourke: Yes
  - Wallace Brinkley: Yes
  - Michael Thompson: Yes
  - Justin Bailey: Yes
  - Donny Case: Yes
  - Adam Dummer: Emailed Yes
  - Sharon Eggleston: Not Available
  - Adrien Keys: Not Available
  - Chuck Sauer: Not Available
- b. Employee of the 2<sup>nd</sup> Quarter – Jennilea Brookins!!! She always goes above and beyond to make sure everything flows smoothly.
- c. First day of the Fair, Thursday August 12<sup>th</sup> the State Inspector came and did a site safety inspection.
  - First thing spotted; One of our Concession Vendors using propane to cook inside the Concession Building; Jim corrected the issue by putting them outside on the concrete and put caution tape around them.
  - Second issue was the use of Straw Bales in the Exhibits, these are a fire hazard and have been ruled as unsafe for fairs to use inside a building. We will have to spend some money for an alternate base for our displays.
    1. We will look into this during Winter.
  - Everything else passed, we do have quite a few trips hazards that need to be painted and or leveled before next Fair.
- d. The same evening Mike Francesconi with CDFA and Michael Flores State Deputy Secretary of CDFA came for a site visit, I walked the Fair with them and invited them to attend the Logging Show, which they really enjoyed, they had never seen a Logging Show! Deputy Secretary Flores mentioned the F&E \$50M General Fund Support that is available for Fairs; initially I didn't think we qualified for the funding, but after talking with Mike Francesconi when I returned from vacation, he said even though we showed a profit to apply as this is more funding than what is available with AB1499. I included a copy of the application for your review tonight, it was submitted last Thursday. Included with this is a letter showing projects that are needed on the fairgrounds, that this money could fund:

- Connecting the Well to our irrigation @ \$15,000, which was an estimate that was given when I talked to JW Woods representative.
  - LED Lighting for the Fairgrounds @ \$285,000, which was the quote given by Sharp in 2019
  - Roof Repairs @ \$45,000
  - Perimeter Fencing @15,000 for materials, which would include securing more of our perimeter and adding fencing between the North Campgrounds and the Fairgrounds for security since we now keep this open for rentals year-round.
    1. Director Rourke, “Will the JLA Kids be able to get through while tending to their animals?” CEO Bayley, “Yes.”
    2. Director Sauer, “Will no profit from the Fair benefit us with the F&E money?” CEO Bayley explains the difference between Fair being its own entity versus the Fairgrounds as a whole.
- e. Considering the fires & smoke, the increase in COVID cases, and vendor cancellations the carnival went pretty well. We had over 500 people at the Logging Show, and both the races and the derby had record numbers in attendance. All the entertainment was well attended, I will make a few adjustments to the times, as people started showing up towards the middle and end of the entertainment. The Homestead was a huge hit! Jacqueline Waggoner did an outstanding job, and thanks to the Sauer Family for jumping in last minute and helping, as all her volunteers cancelled. As to volunteers, we had difficulty getting volunteers this year; there has been a downswing in the number of volunteers over the past few years and this year was no exception. I will look at increasing the number of paid positions in exhibits next year as the 3 employees we had worked far more than I feel comfortable with. Keeping people is difficult when they put in 150+ hours in a 2-week period. Tina Felch and her crew really did an outstanding job, especially with all the last-minute changes with buildings. We had over 3200 total in exhibits this year, so extending the deadline was a success.
- Exhibitor of the Year – Karen Leadbetter
  - Jr. Exhibitor of the Year – Hailey Willburn, Southern Trinity
  - School Exhibitor Program – Burnt Ranch Elementary – 2<sup>nd</sup> Year in a row!
  - Flowerbed Exhibits
    1. 1<sup>st</sup> Place – Art Shop and Golden Fork
    2. 2<sup>nd</sup> Place – Big Valley Properties
    3. 3<sup>rd</sup> Place – Brookins Earthmoving
    4. 4<sup>th</sup> Place – Southern Trinity 4-H
    5. 5<sup>th</sup> Place – Hayfork Girl Scouts Troop #70390
- f. If you haven't heard Joe Prunty from Weaverville won, the John Deere Tractor Raffle! We ended up with slightly over \$20,000 in raffle sales, we have expenses to take out of that and Billie Miller called today and said she is sending a bill for some repairs that had to be made to the tractor, not sure how much those repairs are. We will have a final amount at the next Board Meeting.
- g. Jr Livestock Auction had another record sale of over \$700,000. If you see any of our local buyers, be sure to thank them again for their continued support! Sue is calculating the top buyer and we will present them with a thank you plaque, and then I will make personal phone calls again to the top 20 buyers, and of course letters to all the buyers.
- h. Muse Trucking delivered the panels from Shasta District Fairgrounds, but I didn't realize they would be charging us. Sue already paid the invoice and Bryan is going to call and check on this as a price was never discussed. I will follow- up at our next board meeting.
- i. Irrigation cost for connecting the Well, should have that by next Well Meeting; JW Woods was bought out and they no longer do this, so getting a price from Jim White at Trinity Pump, he was recommended by Jim Bayley.
  - Director Rourke, “Deerman Pump and J&J will also be bidding.”
- j. Roof & Ceiling Insurance Claims, Becca Cooper with Trinity County Risk Management emailed that we could start repairing the ceiling in Floriculture and send them any receipts and/or invoices for costs. Still waiting on the ok to do the show ring roof.

- k. Audit was as close to perfect as they get – Only area we need to tighten up on is our timecards, we need all cards signed by supervisors prior to handing in for payroll. I will be doing a Timecard Policy and have it for your approval at the next board meeting.
  - Kudos to Sue for a fantastic job!!!
- l. Fair P&L, we included this tonight with your materials.

## 9. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Dennis Rourke (Chairman), Sharon Eggleston, and Finance Committee Chair
- b. **FINANCE COMMITTEE:** Wallace Brinkley (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, Wallace Brinkley, Carrie Bayley
  - 1. Beyond amazed with the amount of money that was made this year. Another record high in sales!!
    - A. Get together with Sue to reconcile everything.
  - 2. Buckles this year were amazing! They were all designed by Jennilea Brookins and they were beautiful!
  - 3. Small decline with the Buyers Luncheon Attendance this year.
    - A. All the leftovers were donated to Rodrick's and Weaverville Senior Center.
  - 4. Communication about the upcoming Fair unsure of when we will schedule it for the 2022 year.
    - A. Director Brinkley, "Did JLC discuss changing the date of Fair 2022? I would like to see us moved out of Fire Season, move fair up 3 weeks 2022 and then another 3 weeks in 2023. Possibly moving Fair to the last week in June."
      - a. CEO Carrie Bayley, "I have printed out for you the Fair's scheduled in California for the months of June, July and August. I'm not sure moving it to June is the best option for us, we could possibly do the last week in July."
        - i. Same time as Big Ball Weekend.
      - b. Director Case, "I think last week in July would be perfect!"
    - B. CEO Carrie Bayley, "I would like to book a Carnival 2 years out, and not a year-by-year commitment."
  - 5. Every animal that walked on the truck also walked off. No fatalities this year!
  - 6. We are looking into keeping panels from Shasta.
    - A. If approved to purchase panels; they would go around the Steer barn to keep them corralled.
  - 7. Next year I will put together binders for everyone listing all jobs and what that job intel's.
  - 8. Next Meeting is scheduled for October 12, 2021, at 6:30 pm in Weaverville.

## 10. AD HOC COMMITTEES

- a. **POLICY COMMITTEE:** Sharon Eggleston (Chairman), Adrien Keys
- b. **COVID COMMITTEE:** Wallace Brinkley (Chairman), Chuck Sauer, Carrie Bayley, Jennilea Brookins, Christina Merritt, Krista Hymas
- c. **GRANTS & FUNDRAISING COMMITTEE:** Director Eggleston (Chairman), Carrie Bayley, Christina Wine, Karen Leadbetter
- d. **PREMIUM BOOK COMMITTEE:** Director Michael Thompson (Chairman), Carrie Bayley, Christina Wine, Karen Leadbetter, Jennilea Brookins, Christina Merritt
- e. **VOLUNTEER COMMITTEE:** Donny Case (Chairman), Adrien Keys, Justin Bailey

## 11. CORRESPONDENCE:

- a. Policy Manual Cover Page, and Table of Contents (Please update pages in your Manual)
- b. Policy Manual Changes to Pages 32-39 (Please update pages in your Manual)
- c. CA Dept of Public Health COVID-19
- d. COVID-19 Masking Order 8.26.2021

## 12. NEW BUSINESS

- a. INFORMATIONAL ONLY - CONTRACTS AND AGREEMENTS

<p><b>STANDARD AGREEMENT</b> SA21-19 Hayfork Cleaning Services</p> <p><b>JUDGING AGREEMENTS</b> JA21-15 Poetry &amp; Prose Megan Rourke JA21-17 Senior Arts &amp; Crafts Eunice Diaz Paniagua JA21-18 Junior Arts &amp; Crafts Eunice Diaz Paniagua</p>	<p><b>CONCESSIONS AGREEMENT</b> CON21-18 Bodega Café CON21-19 Susan Nichols</p> <p><b>COMMERCIAL AGREEMENT</b> COM21-62 International Accents COM21-63 The Red, White &amp; Blueprint</p>
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**13. ADJOURNED FOR CLOSED SESSION – PRUSUANT TO GOVT. CODE 54957 PERSONNEL OR 54956.9 LITIGATION**

**14. RECONVENE TO REGULAR MEETING SESSION/REPORT OUT**

A. Adjustments made to CEO salary.

**DIRECTORS' REPORTS**

*Adam*

*Chuck*

*Michael*

*Sharon*

*Wallace*

*Adrien*

*Justin*

*Donny*

*Dennis*

**15. ADJOURNED**

Adjourned by Dennis Rourke at 8:40 pm

**Submitted By:**

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*Carrie Bayley, CEO*

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*Dennis Rourke, TCFA President*