

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

Trinity County Fair
TRINITY COUNTY FAIRGROUNDS DINING HALL
6000 HWY 3, HAYFORK, CA 96041

Zoom Link Info:

Meeting ID: 838 6216 5736
Passcode: 563223
Dial In: 1-669-444-9171

FEBRUARY 22, 2024

Board of Directors

Dennis Rourke, President	Michael Thompson, Vice President, Director 2 nd District
Marjie Watkins, Director, 1 st District	Donny Case, Director
Adrien Keys, Director, 3 rd District	Terra Kephart, Director
Adam Dummer, Director, 4 th District	Krista Hymas, Director
Jenny Millsap, Director, 5 th District	

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 Agenized. 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: Watkins, Thompson, Kephart, Rourke, Keys, Case, and Millsap.
 - a. Director Thompson moves to approve the absence of Director Dummer; Director Keys seconds the motion; Motion carries unanimously.

3. COMMENTS FROM ASSOCIATION MEMBERS AND/OR PUBLIC

4. BOARD APPOINTMENT OF OPEN BOARD DIRECTOR POSITION

Per TCFA Bylaws 7.3.8 If there is a vacancy on the Board, the Board may fill such vacancy by electing an additional director as soon as practicable after the vacancy occurs, or by appointment from the Trinity County Board of Supervisor responsible for that Directors County Seat.

1. Directors will Vote on the Nominees and/or Association Members that have submitted a 'Letter of Interest' for the Open Board Director Position, this is a 1-year term to finish the term of Director Sauer who resigned in January 2024.
 - a. Votes are as followed:
 - i. Krista Hymas – 5
 - ii. Sunday Stanley – 2
 - iii. Wallace Brinley – 0
 1. Krista Hymas is elected Board Director for the remainder of the 2024 year.

5. SEAT NEW BOARD DIRECTOR

- a. Board seats Krista Hymas.

6. CONSENT AGENDA & MINUTES

- a. Director Millsap moves to approve JANUARY 18TH, 2024 AGENDA and the NOVEMBER 16TH, 2023 MEETING MINUTES; Director Thompson seconds the motion; Motion carries unanimously.
 - a. Director Keys abstains from the vote due to being absent.

7. APPROVE JANUARY 2024 FINANCIAL REPORT

- a. Director Watkins moves to approve; Director Thompson seconds the motion; Motion carries unanimously.

8. INFORMATIONAL – VACATION/SICK LEAVE BALANCES

9. CEO'S REPORT

- a. Arnie Bridges was hired as Maintenance Supervisor beginning February 1st, 2024. His team won 1st place at Maintenance Mania!
- b. Recap Western Fairs Association Convention: Teresa and I attended the conference in Anaheim in January and came back with some great ideas for new entertainment and vendors:
 1. I was elected to represent the Cascade Area as the California Fair Alliance Board Director for the next 2 years, we are working on more Fair Funding
 2. Opportunities, the dues are increasing to help fund an activist to lobby for more Fair funding, but also help eliminate Bills that cost Fairs.
 3. AB1499 Funds distribution was explained, the 1st check will be sent out in January, and the 2nd check will be paid later in the year.
 4. We discussed Jr. Livestock Prop 12, most Fairs are either not auctioning Hogs for re-sale, or are requiring all Hog Exhibitors to provide a letter from the Breeder stating they are in compliance with California Prop 12.
 5. Marketing Fairs have become easier with Social Media, we currently have a Facebook Page and Instagram, which we utilize. We also have our website, but due to the security issues with TikTok we currently do not use that platform.
 6. We had some great motivational speakers, and the Trade Show gave us an opportunity to see and talk to some new entertainers and visit with a couple we already use. This year we will book a new magician Louie Fox, the Ariel Jean Band that performed at the conference, Brad's World Reptiles that will include exotic animals including an alligator that the attendees can interact with, and we are working on a character balloon entertainer and DJ.
 7. There is a Fair Exhibits Course coming up later this month that may benefit us by making our exhibits stand out and get more traffic, and then the Maintenance 'Nuts & Bolts' Training was last week and Arnie our new Maintenance Supervisor attended.
 8. When using pictures of people at our events, we need to include signage that States "when you enter Trinity County Fairgrounds your photo may be used on social media and in advertising for TCFA Events".
 9. Many Fairs have a Jr. Board, made up of High School Students, I would like to see us come up with a program that would include 5 Jr. Board Directors from each High School and FFA/4H (3 THS, 3 HHS, 1 FFA/4H). We would need a Director to Chair the program and the Jr. Board would write a set of rules that would outline their function, and they would make recommendations to the Board and do fundraising events to support projects on the fairgrounds.

c. CFA update:

1. Current Bills that affect Fairs:

- a) AB415 – Emergency Fairgrounds Communication Grant Act, would require the State to establish a grant program to provide fairgrounds with funding for the purpose of building and upgrading communication and internet infrastructure.
- b) SB59 – Menstrual Product Accessibility Act, would require all women’s restrooms, all all-gender restrooms, and at least one men’s restroom in any building owned by the state to be stocked with menstrual products, accessible and available to employees and the public, free of cost, at all times.
- c) SB921 – Animal Welfare, this bill would make it a crime to otherwise abuse or subject a living animal to needless suffering. The bill would make it a crime for a person to maliciously and intentionally even if the mistreatment does not cause physical injury.
- d. Military Personnel in uniform, currently many Fairs ask that military not be in uniform when attending events on the fairgrounds; currently working on a Bill that would eliminate the ‘in uniform’ clause.
- e. AB1499, working on increasing the percentage from ¾% to 1% or higher, still looking for someone to sponsor the bill.
- f. Our Safety Inspection with the State is scheduled for the end of March, Arnie is working with Maintenance to get the punch list from last year done, and some preventative maintenance completed before the inspection. We are also setting up a Forklift Certification in March, which is free and if there are any members or directors that would like to attend, they are welcome.
- g. We have started working on the Exhibitor’s Handbook, Advertising Letters have been mailed out and we are already receiving them back. March Board Meeting will be the lottery drawing for the Handbook Advertisement Covers.
- h. We’ve started booking judges and are working on increasing Membership with more benefits. We are including a Business Banner at our Events, that lists all the Businesses that have memberships.
- i. Grant update: I met with Miller Consulting, the Grant Writing Company we contracted with, and they are looking for USDA Grants, FEMA Terrorism Grants, and CalOES Grants that we qualify for, those will be submitted in the spring. I submitted the grant to Hayfork Chamber for the TOT Grant.
- j. Fundraising events coming up in March are – Crab Feed on March 2nd; Bingo March 9th, Texas Hold’em Tournament March 23rd.
- k. I reached out to CalFire to request 2 weeks in June to help with Fair and Jr. Livestock set-up, waiting to hear back if they will have the crew to help us.
- l. Grizz Biggs made 5 prints of his Best of Division Painting of the 2022 Fair; we obtained one of the prints that we have a Silent Auction going until the Dessert & Craft Auction Thursday of Fair. (will be displayed at the Board Meeting)
- m. 2024 is an Audit Year, we have a Financial Review done every year that an audit is not required. Financial Reviews cost us just under \$10,000/year. When Sue requested a quote for our Audit, they gave us a price of \$25,000; she is working on getting that cost down to \$15,000. The last quote she received before Board Packets went out was \$19,500, we have requested a discount based on a 5-year contract, 4 Financial Reviews and 1 Audit, so hopefully we can come up with an agreement and come closer to \$15,000. I reached out to CDFA to request to use our Financial Reviews in place of the required Audit, due to the cost; but because it is written in the CDFA Codes that require an Audit every 3 years, we are required to have an Audit to receive our Annual State Allocation of \$53,000 and our AB1499 Funds.
- n. The 1st Building is not in compliance with Health Codes.
 1. We are trying to figure out how to move the building where we need to use it. Making it portable.
- o. We are going to be doing an MOU with Lions Club and Rotary.

10. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Director Dennis Rourke (Chairman), Director Michael Thompson, Director Marjie Watkins (Finance Committee Chair), Carrie Bayley

- b. **FINANCE COMMITTEE:** Director Marjie Watkins (Chairman), Director Michael Thompson, Sue Erenberger, Carrie Bayley
 - 1. CEO Bayley: We've received the first portion of the AB1499 and resolved our fraud issue.
- c. **NOMINATING COMMITTEE:** Director Adam Dummer (Chairman), Director Marjie Watkins
- d. **JR. LIVESTOCK COMMITTEE:** Krista Hymas (Chairman), Bryan Taylor (Co-Chairman), Director Michael Thompson, Director Marjie Watkins, Carrie Bayley
 - 1. We had a meeting on February 15th.
 - 2. We will be using my PO Box for the JLC.
 - 3. As of now we have \$49,787.52 in the account.
 - 4. We are looking at a few different quotes for fans.
 - 5. The septic does work.
 - a) Director Rourke: Are we going to ask again about connecting to the sewer?
 - 1) CEO Bayley: We can connect we just need a holding tank for heavier waste.
 - 6. We have secured a Judge for Poultry and Small Animal; we are still looking for a Large Animal Judge.
 - 7. As of now the animals are as follows:
 - a) Steer – 14
 - b) Goats – 20
 - c) Lambs – 12
 - d) Hogs – 80
 - e) Turkeys – 23
 - f) Rabbit Pens – 6
 - g) Poultry – 0
 - 8. We will open registration in March.
 - 9. Dave Cox will give a more in-depth report at the next meeting. Slaughter fees may be down.
 - 10. I will get a list of major repairs that need to be done and get together with Arnie to discuss.
 - 11. March 12th will be the next meeting at 6:00 pm in the THS Ag Room.
- e. **TCFA MOTORSPORTS:** Director Donny Case (Chairman), Angela Riggs, Russ Newman, Teresa Newman, Carrie Bayley, Christina Wine, Teresa Miller
 - 1. We have the Sponsor packet made.
 - 2. Ang made a Flyer.
 - 3. Waiting for the ground to dry out so we can start working on the track.
- f. **EQUESTRIAN EVENT COMMITTEE:** Jerry Hlavac (Chairman), Director Jenny Millsap, Carrie Bayley, Christina Wine
 - 1. Looking at different brands for a groom machine, we found a used one in Red Bluff that might be a good interim solution.

11. AD HOC COMMITTEES

- a. **POLICY COMMITTEE:** Director Adrien Keys (Chairman), Director Terra Kephart, Carrie Bayley, Christina Wine
 - 1. We now have an Employee Volunteer Policy and Employee Timecard/Access to the Fairgrounds Policy Revision up for approval tonight.
 - 2. Director Keys: I thought the language was very thoughtful.
 - a) CEO Bayley: I reached out to both the State and Federal Departments of Labor on wording, and went with the State because they were stricter on non-profits.
- b. **GRANTS & FUNDRAISING COMMITTEE:** Director Terra Kephart (Chairman), Carrie Bayley, Christina Wine, Teresa Miller
 - 1. Crab Feed is March 2nd
 - a) \$35 for members.
 - b) \$40 for non-members.

- c) There will be a cash bar.
 - d) Lions Club will have a dessert silent auction.
 - 2. Bingo is scheduled for the second Saturday of every month.
 - 3. Bunco is on the 22nd of this month.
 - 4. We had a Bigfoot BBQ Meeting.
 - 5. We are looking at bigger items to raffle off.
 - a) Dump truck load of gravel.
 - 1) Director Rourke: Will it be a truck and transfer?
 - 2) CEO Bayley: Yes.
 - 6. We are trying to have a trap shoot on June 1st.
 - 7. Calcutta is tentatively scheduled for April 13th or 20th.
 - 8. We are having a Poker night.
 - a) Kenny-Bud Invitational.
 - b) This event will have 80-person limit.
 - c) Discussion ensued.
- c) **EXHIBITOR'S HANDBOOK COMMITTEE:** Director Michael Thompson (Chairman), Carrie Bayley, Shelby Proud, Christina Wine, Jennilea Brookins, Christina Merritt, Krista Hymas
 - 1. There are a lot of changes being made to the Exhibitors' Handbook.
 - 2. Every division is different.
 - a) Trying to decide residency rules.
 - 3. We are still unsure as to if we will be moving some things to the Harvest Festival.
 - 4. We are eliminating the weeklong drop off date.
 - a) Only 1 or 2 days for drop off and pick up.
 - 5. We don't want to eliminate divisions we have entries in.
- d) **VOLUNTEER COMMITTEE:** Director Terra Kephart (Chairman), Director Adrien Keys, Director Donny Case, Carrie Bayley, Teresa Miller, Shelby Proud, Christina Wine
 - 1. We are always looking for volunteers.
- e) **WELL COMMITTEE:** Director Donny Case (Chairman), Director Chuck Sauer, Director Adrien Keys, Director Terra Kephart, Carrie Bayley, Christina Wine
 - 1. CEO Bayley: I am waiting for a meeting with Kristie.
- f) **RODEO COMMITTEE:** Director Jenny Millsap (Chairman), Director Terra Kephart, Laurel Dummer, Jud Frietas, Michelle Bayley, Krista Hymas, Jennilea Brookins, Carrie Bayley, Christina Wine
 - 1. We had a meeting tonight.
 - 2. We are on the calendar with CCPRA.
 - 3. Admission prices need to go down this year.
 - 4. Beer and Food Saturday night.
 - 5. We are trying to figure out how to maybe have an Enduro race Saturday night after the Rodeo.
 - 6. Next Meeting March 21st, at 5:00 pm.
- g) **LOGGING SHOW COMMITTEE:** Teresa Miller (Chairman), Jason McCollum, Jason Jurin, Aaron Haight, Taylor Haight, Director Jenny Millsap, Shelby Proud, Carrie Bayley
 - 1. Grass Valley reached out and wanted information on joining the Logging Show.
 - 2. Looking at Sponsor packages for Logging Show.
 - 3. We will put out a flyer soon.
 - 4. I am going to reach out to the Committee for any changes that need to happen this year.

12. CORRESPONDENCE:

- a. FY23-24 Fair Training Reimbursement
- b. ADA FY2023-24 Training Reimbursement Form
- c. January 2024 Financials

- d. JLC Bylaws
- e. Board Director Letter of Interest from Sunday Stanley
- f. February CEO Report
- g. Employee Volunteer Policy
- h. Employee Timecard / Employee Access to Fairgrounds Policy Revision

13. NEW BUSINESS

- a. Approve Employee Volunteer Policy and Employee Timecard / Access to Fairgrounds Policy Revision
 - 1. Director Thompson moves to approve the amendment of corrections; Director Keys seconds the motion; Motion carries unanimously.
- b. Approve JLC Recommendation of Revised JLC Bylaws
 - 2. Director Kephart moves to approve; Director Watkins seconds the motion; Motion carries unanimously.
- c. Approve JLC Recommendation of 2024 JLC Officers
 - 3. Director Watkins moves to approve; Director Hymas seconds the motion; Motion carries unanimously.
 - a) Director Hymas: Elections will be held after Fair.
 - b) Discussion ensued on JLC members.
- d. Information Only, Contracts and Agreements:

RENTAL AGREEMENTS

RA24-1e, Drive Thru Fundraiser
RA24-2e, Candidates Night
RA24-3e, HRN Town Hall
RA24-4e, Tim Swain Memorial

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

15. RECONVENE TO REGULAR MEETING SESSION/REPORT OUT

DIRECTORS' REPORTS

- a. *Director Rourke: I'm trying to find a way for anyone interested in being Chairman to gain experience. I'm proposing that everyone show up prepared to run the meeting.*

16. ADJOURNED

Adjourned by Director Rourke at 7:36 pm.

Submitted By:

Carrie Bayley, CEO

Dennis Rourke, TCFA President