

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

**MEETING MINUTES**

Trinity County Fair

**BOARD ROOM – 6000 Hwy 3 (DIRECTORS ONLY)**

**Conference Call Info:**

**1-717-275-8940**

**Access Code: 7253247**

Hayfork, CA 96041

**Thursday, September 17, 2020**

**6:30pm – Open Session**

**Board of Directors**

Dennis Rourke, President	Sharon Eggleston, Vice President
Wallace Brinkley, Director	Chuck Sauer, Director
Billie Miller, Director	Carol Hickman, Director
Adam Dummer, Director	Adrien Keys, Director
Dana Scott, 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 6:30pm

**2. ROLL CALL – DETERMINATION OF A QUORUM**

Directors Sauer, Eggleston, Brinkley, Miller, Keys and Rourke were present in person. Director Dummer and Director Scott joined via conference call. Director Hickman was absent due to vacation. Director Brinkley moves to approve Directors Hickman's absence. Director Eggleston seconds the motion. Motion carries unanimously.

**3. INTRODUCTION OF GUESTS / STAFF**

Guests Present in person: Christina Merritt  
Guests present via conference call: Jennilea Brookins, Bob Taylor and Laura Taylor

Staff Present: Carrie Bayley, Sue Erenberger, Jim Erenberger, Katie Brown

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

Sue Erenberger would like to give a shout out to Carrie Bayley for outstanding leadership through COVID, Junior Livestock Auction, Fire camp and evacuees. She has food, blankets, and pillows available for folks that are coming in. She had no warning and has pulled this all together. I am just blown away by her hard work and willingness to take risks and just going above and beyond doing her job.

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

APPROVE September 17, 2020 AGENDA and the August 20, 2020 MEETING MINUTES

Director Miller moves to approve the September 17, 2020 Agenda and the August 20, 2020 meeting minutes.

Director Brinkley seconds the motion.

Discussion: There is a typo on page 2. It should say with instead of will. 7 ayes, Director Keys abstained. Motion carries to approve the minutes with the typo correction and to approve the agenda for September 17,2020.

#### **6. APPROVE AUGUST 2020 FINANCIAL REPORTS**

Director Scott motions to approve the financial reports for August. Director Sauer seconds the motion. Motion carries unanimously.

#### **7. INFORMATIONAL – VACATION/SICK LEAVE BALANCES REPORT FOR AUGUST 2020**

Director Miller asked who Katherine Van Pelt is on the report. Sue Erenberger clarified that it is actually our employee Katie Brown's name.

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

##### **• Forming Ad Hoc Committees for Grants & Fundraising:**

Many other fairs have added a fundraising committee due to all the financial loss from Covid-19. In January is when a lot of grants are available to apply for.

We will add a grant application and fundraising Ad Hoc Committee with the following members: Director Eggleston, Director Scott, Katie Brown, and Karen Leadbetter.

##### **• Fundraisers:**

Here is a list of some of the various ideas for future fundraisers:

Christmas tree festival: Drive-thru Holiday Lights Display, Christmas Tree Decorating Contest, Gingerbread Decorating Contest, Drive through Christmas tree judging, Rabbit & Turkey Raffle.

##### **• Well:**

Our Well Permit has been approved by the County and the fees were waived. Shasta Drilling will begin digging for water October 28<sup>th</sup> if anyone wants to come and watch. We do not have an exact time yet. I will have a time at October's Board Meeting. It is a significant amount of money that Shasta Drilling is basically donating to us. We will have media coverage from Trinity Journal, KRCR, and Record Searchlight do a story on their generous donation. The only cost to us eventually will be pressure tanks and pumps but that is minimal compared to the cost of drilling a well.

##### **• Fireworks:**

Fireworks for the Raceway have been changed to New Year's Eve due to the current high fire danger

##### **• Vet's Office:**

We are in the process of renting the Vet's Office for a Doggy Daycare Facility. The lady that wants to open the Doggy Daycare is in the process of filling out her application. We are raising the rent on the building.

##### **• Budget Update:**

After reviewing the \$10,000 we received for Loss Revenue Insurance, it ended up being more than we profited from the 2019 Fair. CFSA is determining if they will continue to offer Revenue Protection Insurance, as this year drained their reserve account. I have been looking at other companies that offer this type insurance, but the premiums are much higher, I will continue to investigate.

We are doing ok financially but not having the smaller events like Bigfoot BBQ, Skating, the races, etc. is what is hurting us the most. We used to make quite a bit of money on the races.

- **CFA Zoom Meeting:**

Yesterday Louie Brown, an Attorney for CFA reported that Congress has adjourned for the year. The financial relief package that was submitted was voted down; it seems they did not want a win for the sitting president running for re-election. Basically, it became a political call even with the country hurting financially during this pandemic. He also reported that State DAA Fairs should take this opportunity to transition into non-profit Associations. They would have more control over their fairgrounds outside the state control. If they are on county owned land it gives them even more control. They would basically be going our route.

- **State Allocation:**

The State Allocation process has begun already. This year they will be including the training dollars that we would normally get reimbursed for as part of our allocation. Carrie will be adding a line item for training to our budget in the amount of \$2,440. We are still required to use the money for training. Our total allocation will be \$53,360.

- **AB1499 Funds:**

The remaining 2019 AB1499 funds will be disbursed by the end of this year. Our allotment is \$12,851 along with a partial of 2020 fund, \$20,359 will be disbursed early and the rest will be disbursed the beginning of next year once the dollar amount is confirmed. The early disbursement amount is based on an estimate. Smaller fairs will get less money. For larger fairs, they are allowing them to receive the money regardless of whether they pay overtime or not, but that rule is only waived during Covid-19.

- **Letters of Support:**

It is extremely important to get more letters of support for the two Bills that are before Congress, which will be voted on when they start the next session. Other fairs have involved their organizations. Carrie would like FFA & 4H leaders to reach out to their members and families and write letters to their senate and house representatives showing what the fairgrounds means to them and their family, and how important the fairgrounds is to the community. If they would like to have the letters sent or emailed to us, Carrie can get them to the representatives.

- **Trinity Together:**

We are working with Trinity Together on their Internship Program. They give high school students the opportunity to work and get college credits while learning the basic skills needed to be a good employee. This program also encourages them to be interested in going to college after high school.

- **UHAUL:**

We had another good month for U-Haul. We did over \$3,300 in commission the month of August. We cannot even keep trucks on the lot. They do transfer our trucks out to Weaverville and other sites without talking to us first. Carrie is going to work on stopping that from happening after the fire camp leaves. If U-Haul will not work with us, we may see if we can contract with Ryder trucks to come in instead of U-Haul.

- **Fire Camp:**

We may be hosting a fire camp or Spike Camp. Carrie walked the fairgrounds with some of the Cal Fire staff this week. We are waiting on an agreement with them to come through. If it is a Spike Camp, only their equipment would be on the fairgrounds. If it is the Fire Camp, it will be all the fire crews as well as the use of our buildings. We are the evacuation place for Trinity Pines. Right now, we have one RV and one more coming in. There are three families coming in tomorrow. Red Cross is having us man our own evacuation site. In Ruth, they declined manning the site due to Covid-19 and it looks like it will be the same situation here. The Office of Emergency Services did get 19 hotel rooms for the evacuees. Our community has been great. Jeff England brought the people in Ruth a variety of food, toys, sleeping bags, tents etc. If we do not have a fire camp set up, we can use the dining hall to house evacuees out of the smoke.

- **Flea Market:**

The Flea Market for this Saturday September 19<sup>th</sup> was cancelled due to air quality and the fact that we may have a Fire Camp here.

- **Grant Application:**

Carrie submitted a Grant Application to Redding Rancheria for the balance needed to repair and resurface the Commercial Building.

## 9. STANDING COMMITTEES

- a. **EXECUTIVE COMMITTEE:** Dennis Rourke (Chairman), Sharon Eggleston, and Finance Committee Chair  
Nothing to Report
- b. **FINANCE COMMITTEE:** Dana Scott (Chairman), Wallace Brinkley  
See Report distributed by Sue Erenberger, The updated total for the JLA report is \$558,000. There are a few more expenses that will hit the JLA account in the near future.
- c. **NOMINATING COMMITTEE:** Billie Miller (Chairman), Chuck Sauer  
Nothing to report
- d. **JR. LIVESTOCK COMMITTEE:** Laura Taylor (Chairman), Wallace Brinkley  
The Committee met on 9/8/2020. We covered the Premium Book rules. We are creating a position for a Rule Enforcement Officer. We are not sure that this year's large animal judge will return again next year. We are going to look for another judge. The committee took a lower commission of 4% this year for the Junior Livestock Show and Sale to lower the amount of money in the reserve. Christina Merritt will be recommending a new computer for the committee to purchase. JLC can then possibly donate the old one. We hope to work on the draining in the wash racks and put concrete in the small animal barn.  
Laura Taylor has sent a thank you letter out to Lance Graham and placed an ad in the Trinity Journal thanking the buyers. She wants to extend a thank you to all the TCFA staff that support Junior Livestock. November 10<sup>th</sup> is the next meeting.

## 10. AD HOC COMMITTEES

- a. **POLICY COMMITTEE:** Sharon Eggleston (Chairman), Adrien Keys  
Being discussed under new business
- b. **COVID COMMITTEE:** Wallace Brinkley (Chairman), Dana Scott, Chuck Sauer, Carrie Bayley, Jennilea Brookins, Christina Merritt, Laura Taylor  
Nothing to report. We will meet again when the fairgrounds reopens.
- c. **GRANTS AND FUNDRAISING COMMITTEE:** Director Eggleston, Director Scott, Katie Brown, Karen Leadbetter  
(Just added)

## 11. CORRESPONDENCE:

- a. TCFA POLICY MANUAL AND BYLAWS  
The remaining question is do we pay employees hours during jury duty or have them use their vacation/sick leave. Other non-profits leave this decision up to the board. Carrie recommends that we pay up to a week of employee time for jury duty.
- b. LETTER FROM LAURA TAYLOR  
Information only
- c. LIST OF FAIRGROUNDS OES FACILITIES  
We are now listed as three items. We are an evacuation center, a fire camp, and a large animal evacuation center.
- d. STATE RULES MEETING NOTICE  
This is the Fairs and Expositions Rules. We get them and approve them.

## 12.

### NEW BUSINESS

- a. APPROVE CHANGES TO THE POLICY MANUAL AND BYLAWS  
Director Eggleston moves to approve the policy manual and bylaws they way they are. Director Miller seconds the motion.  
Discussion:  
We will just leave the jury duty portion the way that it is now. Motion carries unanimously.

b. APPROVE RECOMMENDATION BY JR LIVESTOCK COMMITTEE TO ISSUE EXHIBITOR CHECKS BY LOT INSTEAD OF BY EXHIBITOR

Director Brinkley motions to approve the recommendation by Junior Livestock Committee to issue exhibitor checks by lot instead of by exhibitor if it is possible to do it in Showworks. Director Keys seconds the motion.

Discussion: Sue Erenberger feels that she can get it done and “trick” the system to make it work. Bob Taylor notes that the exhibitors are already looking at purchasing steers again and that can be about \$1,000-\$5,000 so they do need their checks as quickly as possible. We need to make sure that the buyers understand that they should either pay at the sale or within 10 days of the sale. There is a 30-day penalty set up where interest is added to their bill.

We are going to amend the motion to include that Sue will go ahead and pay out the remaining checks to exhibitors before we get the money from the buyers.

Motion passes unanimously to approve the recommendation by Junior Livestock Committee to issue exhibitor checks by lot instead of by exhibitor if it is possible to do it in Showworks and that Sue will go ahead and pay out the remaining checks to exhibitors before we get the money from the buyers.

c. INFORMATIONAL ONLY - CONTRACTS AND AGREEMENTS

<b>STORAGE AGREEMENTS</b> RA20-05S THE WATERSHED CENTER	<b>STANDARD AGREEMENTS</b>
<b>RENTAL AGREEMENT</b> RA20-31e HAYFORK ROTARY RA20-32e TRINITY COUNTY BREWING COMPANY	

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**

**Billie:** I would like to see the new contest rules for the logo contest.

**Adam:** I have been really busy. Is the fire in the Pines? (Not as of 5pm)

**Chuck:** I am glad we are an evacuation center and also thank you to Adrien and Sharon again.

**Sharon:** I am really jazzed about the Christmas fundraising Ad-Hoc committee.

**Dennis:** I want to thank the whole staff. Things are going really smoothly. The amount of money people spent at JLA was amazing.

**Wallace:** As board members, we pick the Grand Marshall for the parade. It would be a thought to do the 100 years of Grand Marshalls on a float and a wall of acknowledgement.

**Adrien:** I am glad the fairgrounds is an evacuation center.

**Dana:** Thank you to all the staff doing an impressive job. I am sad that after 2020 I can't be an appointed board member.

**15. ADJOURNED**

Adjourned by Director Rourke at 7:45pm

**Submitted By:**

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*Carrie Bayley, CEO*

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*Dennis Rourke, TCFA President*