

**MINUTES OF THE REGULAR MEETING FOR
THE BOARD OF DIRECTORS
OF THE
EL DORADO COUNTY FAIR ASSOCIATION, INC**

Wednesday, February 7, 2024

PRESENT: Warden, Carter, Davis, Hunt, Whitaker, Witherow, and Willyard on phone.

MANAGER: Kathy Dunkak

OTHERS: Robin Cleveland, Amanda Koch, Heather Watson, Kevin Jones

EXCUSED: Forni-Feathers, Bloxson, Kobervig, White

1. **Call to Order at 4:46 pm**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Record verification of legal meeting notice. Warden authenticated the verification.
 - D. Determine Quorum. Warden determined that the requirements for a quorum were met.
2. **Approve Agenda Previous Minutes and Consent Items**

Witherow moved that the agenda, consent items, and previous meeting minutes be approved. Davis seconded. Motion carried and approved.
3. **Public Forum**
 - A. El Dorado County Historical Society: Kirs Payne, Jacob Rigoli, Mary Cory, Sue Taylor, Jill Kearney. Jill Kearney, President presented the fairgrounds "Johnny's Gatehouse" with the 2023 Annual Preservation Award for the outstanding preservation project of the year.
 - B. Kevin Jones from Lava Cap Winery came to the meeting to check out the board meetings.
 - C. Robin Cleveland spoke regarding the Carnival's and Fair's Future Relationship, information coming from a training session at the 2024 WFA convention. Handed out the Critical Conversations to the board for education regarding the changing world of the Carnival Business
4. **Old Business - None**
5. **New Business**
 - A. **Presentation from the El Dorado County Historical Society:** Kirs Payne, Jacob Rigoli, Mary Cory, Sue Taylor, Jill Kearney. Jill Kearney, President presented the fairgrounds "Johnny's Gatehouse" with the 2023 Annual Preservation Award for the outstanding preservation project of the year.
 - B. **Livestock sponsorship request, displaying sponsorship plaques.**

Dunkak got a request from a livestock leader to add a new level of fundraising sponsorships selling plaques to sponsors and hanging them on the livestock restroom walls. Warden commented about not being sure we want to allow fund designation to donors. Suggest that they create a list of maintenance items to be given to Fair staff to work on throughout the year. Whitaker moved that the livestock group work with the Fair staff to consider and decide how to address each maintenance item. Carter seconded. All approved. Motion carried and approved.
 - C. **Review draft of Annual Association meeting minutes (review only).**
 - D. **Conflict of Interest**
 - E. **Delegate Annual Authority for CEO to execute agreements up to \$25,000, checks up to \$3,500, all payroll and utility checks, and F & E approved loan payments.**

Witherow moved that the CEO be delegated to said items. Hunt seconded. Motion carried to approval.
 - F. **Director's Reports from WFA (Lori Warden).**
 - i. **WFA Session: Are We Leaving Money on the Table. Sponsorship session.** Warden and Kobervig going to look at all the areas of fairgrounds that could be sponsored. Main idea taken – look around to see what is needed. We are limited only by our imagination. We would need a staff member assigned to follow through with sponsorship activities.
6. **Manager's Report**
 - A. Received a letter of resignation from Fred Hunt. As of Wednesday, February 7, 2024 he is resigning from his position on the Board. He is recommending Kevin Jones to take his remaining seat on the Board. Dunkak believes that Fred put a lot of thought into his decision and recommended the Board support it when they decided to replace Fred's seat.
 - B. Dunkak presented the Fair's budget to the BOS at their January 23, 2024 meeting. She also brought up the organ. The Board requested the CAO and Museum to work with the fair to discuss a solution to move it off the fairgrounds.
 - C. Dunkak has a 2 X 2 meeting with Fair Directors Carter and Warden, Board of Supervisor Directors Thomas, Turnbo and CAO on February 13.
 - D. Vendors are filling up for the fair.
 - E. Wine competition entries are coming in slow. The early bird entry deadline is February 19.
 - F. Trip hazards in the Forni and Organ room have been corrected by grinding the shifted slabs and refilling the sealants in the Forni Building.

- G. We have been asked to upgrade the Vicini Pavilion Plaque
- H. Dunkak applied for the Employee Retention Credit for 2023. This should be \$150,000 and if granted we would receive it sometime over the summer.
- I. After the 2023 Fair staff met with the Department Heads and came up with a list of props that needed updating and care. Maintenance has been working on this and will have done for the 2024 fair.
- J. Dunkak and Freiberg are working on converting the four drinking fountains on the fairgrounds to water bottle filling stations. These will be \$1,500 to \$1,600 each and Freiberg will build kiosks to hold them. The backside of the livestock building where the utility closet is located will have an outside sink and another water bottle filling station installed. People can bring empty water bottles to the fair and fill up at these stations.
- K. We received our share of last year's AB1499 funding for \$83,500.
- L. Storm damage brought some trees down. The digger pine took out 4 sections of fence along Ray Lawyer Drive.

7. **Director's To/From**

Carter: Matt Anderson's daughter wants to do her Eagle Scout projects at the fairgrounds. She met with Eric and Robyn to come up with ideas. She is looking at into creating an entrance into the Sheep Barn and hopes to be done by Fair. Other Boy Scouts will get involved to help.

Hunt: He's known Kevin Jones for years. He would be a great addition to the Fair Board.

Whitaker: Thank you, Fred.


Warden: Thank you, Fred.

Witherow: Thank you, Fred, it's been great being on the Board with you and thank you for bringing your replacement.

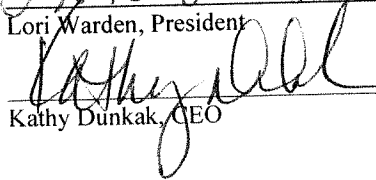
Davis: Thank you, Fred.

Willyard: Thank Fred for all you've done.

- 8. **Adjourn meeting at 5:43 pm.**
- 9. **Closed Session** – nothing to report.



 Lori Warden, President



 Kathy Dunkak, CEO

4-22-24
 Date

3/6/2024
 Date