

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

Wednesday, September 11, 2024

PRESENT: Warden, Jones, Whitaker, Carter, Bloxsom, Kobervig, Witherow, Willyard, Forni-Feathers, White
MANAGER: Kathy Dunkak
OTHERS: Robin Cleveland
EXCUSED: Davis

1. Call to Order at 10:34 am

- A. Silencing of cell phones
- B. 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

Correspondence items: Letter from CDFA; subject, 2024 State Rules Advisory Committee Meeting; and thank you letter from Sally Divittorio, Food Preservation Department Head.

Carter moved that the agenda, consent items, and previous meeting minutes be approved. Witherow seconded. Motion carried and approved.

3. Public Forum

None

4. Old Business

- A. Actions taken (by staff) regarding August public comment by M. Lowder, Board comments. Dunkak researched alleged issues with other “barn staff,” and none were reported. No further action will be taken.

The Gold Rush Classic Hog Show is October 25 – 27. All Board members are invited to come out.

The Heritage Foundation Lasagna dinner will be held October 26th.

5. New Business

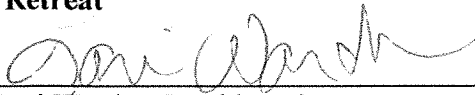
- A. Fair Board fair recap from Forni-Feathers. We need to use Google Docs to sign up for volunteer shifts, and we need to rethink bar shifts. More information is in the Retreat notes.
- B. Review (and approve) the revised Employee Handbook.
Whitaker moved this to be tabled for the October Meeting. White seconded. Motion carried and approved.
- C. Board members propose any current policies they would like reviewed and/or revised for discussion during the retreat portion of the meeting.
 - i. Warden wanted a list for the board to use during the fairgrounds walk-around.
 - ii. Hand washing stations – need more during fair. We have five. Two were at the barns and two in the food court. Dunkak has discussed putting in outside sink area at the livestock restrooms but the homeless may make a mess there and the water gets shut off on that side of the grounds so the pipes won’t freeze.
 - iii. Review the revised Employee Policy Handbook: Tabled to October’s Meeting.
 - iv. Rental Policy update, review, and approval. Three policies; Private, Public, and Multi-Day to help with confusion to our renters. Willyard moved that the policies be approved. Witherow seconded. Motion carried and approved.

6. Manager’s Report

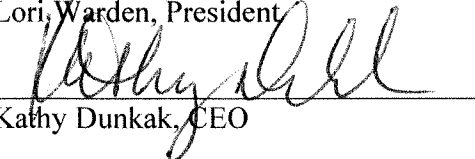
- A. We were a fire camp for the Crozier Fire, Cal-Fire was here Aug 7-Aug 16; US Forestry came in utilizing half of the grounds (and allowing the Big Race on the 17th) from August 16-August 20th. Very little damage was sustained during the camp. During the Fire camp, we took a lot of photos of the ground's use and got some good videos of the fire camp's impact on the fairgrounds and immediate

surroundings. They occupied the Veterans Parking lot, the south side of Raley's parking lot, the Oetting property, and our entire grounds. We received a complaint about the dirt on Ray Lawyer from the fire trucks.


- B. Update on Armory property. The issue will be back with the BOS next month. Jamboree Housing has made some concessions.
 - C. We sent Heather to an E-tix convention (our fair time ticketing agency), where she learned a lot about our ticketing system one-on-one.
 - D. Three admin staff will be attending the IAFE conference in late November.
 - E. Please check your calendars if you would like to attend the WFA conference in Reno and let us know at October's Board Meeting. This year's dates are January 19-22nd. They have not posted the curriculum yet.
 - F. Dunkak will attend a CCA meeting in Orange County next week to learn about the large admin office project.
 - G. Amanda had her son, a healthy baby boy, on her due date.
 - H. Crab Feed tickets went on sale last Friday, the 6th. We are off to a good start, with 48 tickets sold as of yesterday afternoon. We increased the ticket cost by \$5/each. (Crab is currently priced at 11.25/lb, which should be going down by November). Sponsor Tables of 8 are \$750, and tables of 10 are \$925 (we have some 72" round tables). Sponsored tables will have two bottles of wine, a placard, and be up front by the band. Dine-in is \$80 per person, Drive-thru is \$75 per person.
 - I. Robin and Heather have been collaborating and creating an updated website.
7. We have a Swap Meet scheduled for September 21 and another one on October 5.
8. **Treasurers Report**
Nothing unusual. Fair revenue deposit from operations into the county account.
Forni-Feathers moved that the treasurer's report be approved. Willyard seconded. Motion carried and approved.
9. **Ad Hoc Committee Chair Reports**
A. Adopt-a-Spot committee – will be judged in October.
B. Buildings and Grounds – grounds walk-through with punch list created on September 11, 2024.
10. **Director's To/From**
None
11. **Adjourn Closed Session meeting at 11:43 pm.**
Nothing to report, no action taken.
12. **Lunch**
13. **Retreat**




Lori Warden, President



Kathy Dunkak, CEO



Date



Date