

**FOURTH DISTRICT AGRICULTURAL ASSOCIATION**  
 175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952  
**May 16, 2018**

The regular meeting of the Sonoma-Marin Fair Board of Directors was held in the Board Room on the Administration Office on the Fairgrounds of the 4<sup>th</sup> District Agricultural Association, Petaluma, California at 3:00 PM.

**DIRECTORS PRESENT:** Directors McClure, James, Moore, Benedetti, Burleson, Ghirardelli, Grossi, Marzo, Parks

**DIRECTORS ABSENT (Excused):** none

**STAFF PRESENT:** Allison Keaney, CEO

**GUESTS PRESENT:** None

The meeting was called to order at 3:05 by Director McClure, President.

**APPROVAL & ADOPTION OF AGENDA:**

*M/s/c Directors James and Moore to approve the Agenda as presented.*

Director	Aye	Nay	Abstain
McClure, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director James	X		
Director Marzo	X		
Director Moore	X		
Director Parks	X		

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Correspondence was distributed.

**CONSENT AGENDA:** *M/s/c Directors Grossi and Moore to approve the Consent Agenda.*

- A. Minutes from April 2018 Board Meeting
- B. Rental Agreements
- C. Standard Agreements

Director	Aye	Nay	Abstain
McClure, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director James	X		
Director Marzo	X		
Director Moore	X		

Director Parks	X		
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**COMMITTEE REPORTS:**

**FINANCE:**

Director Moore reported a review of the operating budget with clarification on depreciated and pension expenses. A review of the income statement to budget was given with clarification about annual trash removal fees. Wine competition income was up and program rentals down slightly. The cash disbursement log was reviewed with clarification provided by B.A. Gravelle on uncashed checks (written off at the end of the year) and clarification on the fees for “Shades of IPA Competition” provided by CEO Keaney. A review of the general ledger provided clarification on “other exhibit expense” which is for Memorial Park, a line item for L.L. Bean rental for a local photo shoot, ATM wireless which is used for the fair, and service charges for Exchange Bank and Credit Card fees (customary). A review of aged receivables included unpaid rent from Skip Domingo’s for which CEO Keaney receives regular updates from AMS Collections.

*M/s/c Directors James and Parks to approve the Finance Report.*

Director	Aye	Nay	Abstain
McClure, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director James	X		
Director Marzo	X		
Director Moore	X		
Director Parks	X		

BUILDINGS & GROUNDS: None

EXHIBITS & LOCAL RULES: NONE

COMMERCIAL & CONCESSIONAIRE: None

ENTERTAINMENT: None

PUBLICITY: None

GOALS & LONG RANGE PLANNING: None

LEGISLATIVE: None

POLICY: None

**MILK BARN COMMITTEE:** Director Benedetti reviewed the minutes, including bank balance, cleaning and maintenance of the barn and tank, and review of equipment needed for fair. The committee discussed fundraising ideas and the Wilsons confirmed funding of the \$500 scholarship.

**FARMERS DAY:** The committee finalized the day’s events, prizes, and necessary equipment. The Rodeo Queen, drill team, and National Anthem singer were confirmed. The committee decided to present Bob and Bev Palm with an appreciate plaque at the beginning of the program.

**OLD BUSINESS:** Volunteer Appreciation Dinner (5/3): Positive feedback for the food, utilizing 2 buffet tables, having nametags, and the great help from Two Rock 4-H. Suggestions for Improvement include ensuring the kitchen is ready on time, holding a raffle for all prizes instead of self-selected ones (people will stay longer) correct volunteer tenure information, putting awards in alphabetical order, and having some chicken to give away.

Fairground Appreciation Day, 5/15: Director Moore attended the 2<sup>nd</sup> Annual Capital Fairgrounds Day in Sacramento. Governor Brown spoke about the importance of supporting legislation that benefits fairgrounds. Secretary, Karen Ross expressed interest in visiting a 4<sup>th</sup> DAA Board meeting; CEO Keaney will extend an invitation. Director Grossi also requested an invitation be extended to Mark Levine.

**NEW BUSINESS:** A. The “Save Kenilworth” project has asked for a booth in the main exhibit building at no cost to them.  
*M/s/p Directors Grossi and Marzo to approve the resolution.*

Director	Aye	Nay	Abstain
McClure, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director James	X		
Director Marzo	X		
Director Moore	X		
Director Parks	X		

B. The unpaid utility expenses from the rental of the Main Exhibit Building by Ken Porter Auctions Discussion are not recoverable by withholding from the security deposit per lease regulation according to CDFA legal. The expense of recovering the fees is likely to outweigh the outstanding fees, and Business Assistant Gravelle recommended writing

the amount off. *M/s/p Director Benedetti and Director Parks to approve writing off the expense.*

<b>Director</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
McClure, President			
Director Benedetti	X		
Director Burleson	X		
Director Ghirardelli	X		
Director Grossi	X		
Director James	X		
Director Marzo	X		
Director Moore	X		
Director Parks	X		

**CEO REPORT:**

Interim & Permanent Rentals: list of rentals reviewed; auction house JWMcGrath in final contract stages and move in should take place July 1.

Industry Related Issues: instructions to vendors for the reporting of sales per AB1499 have been published.

Staff Updates: An exhibit assistant/office assistant was hired for a total of two office staff people for pre-fair office and exhibit support.

2018 Sonoma-Marin Fair: Preparations on track; code of conduct signs produced.

**FOR YOUR INFORMATION:**

Next meeting will be July 18, 2018 at 3:00pm.

**CLOSED SESSION:**

Real Property Negotiations Pursuant to California Government Code Section (§ 11126(c)(7) regarding fairgrounds lease of property at 175 Fairgrounds Drive (Assessor's Parcel Numbers 007031004 and 007031005) from the City of Petaluma. Conference with Committee members James and Grossi. Negotiating parties: John Brown and Ingrid Alverde. Under negotiation: Usage options of property.

**ADJOURNMENT:**

*M/s/c by Directors Grossi and James to adjourn the Meeting at 4:24 pm.*

Respectfully submitted,

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Ruth McClure  
President

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Allison Keaney  
Chief Executive Officer