

**FOURTH DISTRICT AGRICULTURAL ASSOCIATION**  
 175 FAIRGROUNDS DRIVE, PETALUMA, CALIFORNIA 94952  
 November 18, 2020

The regular meeting of the Sonoma-Marin Fair Board of Directors was held in the Board Room in the Administration Office on the Fairgrounds of the 4<sup>th</sup> District Agricultural Association, Petaluma, California at 3:00 PM. Due to social distancing guidelines due to COVID-19, participants attended via Zoom conference.

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

**DIRECTORS ABSENT (Excused):** None

**DIRECTORS ABSENT (Unexcused):** Directors Burleson, Grossi, and Marzo

**STAFF PRESENT:** Allison Keaney, CEO

**GUESTS PRESENT:** None

The meeting was called to order at 3:00 PM by Director James, President.

**APPROVAL & ADOPTION OF AGENDA:**

*M/s/c Directors Parks and Ghirardelli to approve the Agenda with the addition of budget presentation to New Business per Governor’s Emergency Declaration.*

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

**PUBLIC COMMENT:** none

**CORRESPONDENCE:** Circulated with the Board Packet and included a thank you note from Sequoia 4-H for the Virtual Fair and a memo from CDFA announcing meetings to obtain stakeholder input on future DAA governance models.

**CONSENT AGENDA:** A. Minutes from October 2020 Board Meeting  
 B. Rental Agreements  
 C. Standard Agreements  
*M/s/c Directors Ghirardelli and Parks to approve the Consent Agenda.*

Director	Aye	Nay	Abstain
James, President			
Director Benedetti	X		
Director Burleson			

Director Ghirardelli	X		
Director Grossi			
Director Marzo			
Director McClure	X		
Director Moore	X		
Director Parks	X		

**COMMITTEE REPORTS:**

**FINANCE:**

The Finance Committee met three times to prepare the 2021 budgets. President James relayed that the Association received a very successful 2019 Audit. The Association received the annual \$2000 grant from the Petaluma Educational Foundation for Petaluma Youth Ag Day. Staff provided teacher toolkits this year since students could not gather at the Fairgrounds. Three items under Cash Disbursements were clarified. Director Moore requested back up information regarding uncashed checks to former fair time employees. Aged receivables were reviewed by CEO Keaney.

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

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

**BUILDINGS & GROUNDS:**

Director Benedetti reported that the County of Sonoma has reached out to Petaluma to research locations for housing individuals “at risk” for COVID-19. Because the Fairgrounds is City property, it may be discussed as a site for this purpose.

**EXHIBITS & LOCAL RULES:**

No report

**COMMERCIAL & CONCESSIONAIRE:**

No report

**ENTERTAINMENT:**

No report

**PUBLICITY:**

The Volunteer Appreciation ad was published. President James joined CEO Keaney in distributing pins to volunteers on Friday, 11/6. Volunteers were happy to be recognized. President James stressed their willingness to continue to volunteer in the future.

**GOALS & LONG RANGE**

**PLANNING:** The City of Petaluma is still planning to place the Association’s lease extension request on the City Council’s agenda in December. CEO Keaney will be meeting with City Manager Flynn the first week of December. The dates of Bottle Rock (Labor Day weekend) were mentioned.

**LEGISLATIVE:** No report

**POLICY:** No report

**MILK BARN COMMITTEE:** No report

**FARMERS DAY:** No report

**WINE GARDEN:** No report

**OLD BUSINESS:**

A. NPO Formation: The final review of the documents was completed; Kahn, Soares, & Conway, LLP should have confirmation of filing in a few days.

B. Volunteer Appreciation: Addressed in the Publicity Report.

C. PSPS Pilot Program Resolution: The Board resolved to allow CEO Keaney to enter into an agreement to participate in the grant program to install transfer switches on Fairgrounds’ buildings to make them generator accessible.

*M/s/c Directors Benedetti and Moore to approve the resolution.*

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

**D. Elections**

President James reminded the Board of the slate of officers presented by Director McClure at the October Board meeting.

*M/s/c Directors McClure and Benedetti to elect Dr. Lois Moore as President, Dayna Ghirardelli as 1<sup>st</sup> Vice President, and Mike Parks as 2<sup>nd</sup> Vice President.*

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

**NEW BUSINESS:****A. Grant Funds Approval**

CEO Keaney explained the changes in the Fiscal Year 20/21 funds Allocation. The Board approved CEO Keaney to enter into the agreement with CDFA and request the allocation.

*M/s/c Directors Benedetti and McClure to approve the request for allocation from CDFA.*

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

**B. 2021 Budgets**

*M/s/c Directors Benedetti and Parks to approve the 2021 Budgets.*

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

**CEO REPORT:**

A. Interim & Permanent Rentals: As reflected in the budgets, staff will continue to find creative ways to maximize interim rentals on the grounds with COVID compliant activities.

B. Industry Related Issues: CDFA meetings for input on governance models. WFA Convention registration is open. Registration will be completed this week and will include the lead maintenance staff and exhibits coordinator.

C. CEO Schedule: CEO Keaney will attend the CFA conference from home. Director James also reported that CEO Keaney's salary increase was approved.

**FOR YOUR INFORMATION:**

A. Interim events calendar was reviewed.

B. Next meeting will be January 20, 2021 at 3:00 PM.

Director Benedetti	X		
Director Burleson			
Director Ghirardelli	X		
Director Grossi			
Director Marzo			
Director McClure	X		
Director Moore	X		
Director Parks	X		

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**FOR YOUR INFORMATION:**

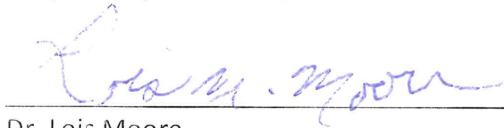
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**ADJOURNMENT:**

*M/s by Director Benedetti and Director McClure to adjourn the Meeting at 4:20 PM.*

Respectfully submitted,



Dr. Lois Moore  
President



Allison Keaney  
Chief Executive Officer