



175 Fairgrounds Drive, Petaluma, CA 94952 • 707-283-3247

BOARD OF DIRECTORS MEETING

SONOMA-MARIN FAIRGROUNDS
BOARD ROOM

VIA IN PERSON & ZOOM FROM BOARD ROOM

The Zoom link is as follows:

<https://us02web.zoom.us/j/83381955717>

December 13, 2023

3:00 PM

MISSION STATEMENT - The Sonoma-Marin Fair promotes and showcases agriculture while displaying the diverse talents, interests, and accomplishments of the residents of California, especially the youth of Sonoma and Marin Counties. This is achieved by providing educational, entertainment, and recreational opportunities for the general public, while continually striving towards enhancing the promotion and preservation of California's agricultural heritage.

AGENDA

I. CALL TO ORDER – President Parks

II. ROLL CALL

III. APPROVALS

A. Approval of Agenda

Motion: _____ *Second:* _____

IV. PUBLIC COMMENT - Limited to 5 minutes per person

Comments to the Board on issues and items not listed on the agenda. Presentations will be limited to 5 minutes. Please note that pursuant to California State Law, the Board is prohibited from taking action on any item not listed on the agenda.

V. CONSENT AGENDA - Any item requiring lengthy discussion will be moved to New Business before the approval of the Agenda

- A. Minutes of November 2023 Board Meeting
- B. Rental Agreements
- C. Standard Agreements
- D. CDFA Letter - D2023-06
- E. CDFA Letter - F2023-03
- F. CDFA Letter - F2023-04
- G. CDFA Letter - F2023-05A
- H. CDFA Letter – F2023-06

Motion: _____ *Second:* _____

VI. CORRESPONDENCE - Will be presented

VII. PRESIDENT'S REPORT

VIII. DIRECTOR REPORTS

IX. CEO & STAFF REPORT – Non-action items

- A. Interim & Permanent Rentals
- B. Industry-Related Issues
- C. CEO Schedule

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X. COMMITTEE REPORTS - The Board may approve committee reports.

A. Finance Directors Ghirardelli and McClure

1. Expenditures – November 2023
2. Trial Balance – November 2023
3. Income Statement – November 2023

Motion: _____ *Second:* _____

4. 2024 Budget – Update (non-action item)

B. Buildings & Grounds Directors James and Benedetti

C. Exhibits & Local Rules Directors Marzo and McClure

D. Commercial & Concessionaire Directors Burleson and James

E. Entertainment Directors Ghirardelli and Marzo

F. Goals & Long-Range Planning Directors Grossi and Parks

G. Legislative Director Moore

H. Milk Barn Committee Rep Director Benedetti

I. Farmer's Day Director Grossi

J. "Friends of the Fairgrounds" Report Director Parks

XI. OLD BUSINESS

- A. Long Range Planning – Approval of the proposed changes to the 2024 Fair as discussed at the November Board Meeting.

Motion: _____ *Second:* _____

XII. NEW BUSINESS

A. Board Resolutions

1. Volunteer Resolution

Authorize the members of the Board of Directors of the Sonoma-Marin Fairgrounds and any volunteers donating time for the Fair to be covered by Worker's Compensation Insurance while performing their volunteer work in 2024.

Motion: _____ *Second:* _____

2. General Resolution for Interim & Standard Agreements and Purchasing

Authorize CEO Tesconi to execute Standard Agreements and Rental Agreements and make purchases that do not exceed \$100,000 for the period of January 1, 2024, through December 31, 2024, without further authorization from the Board of Directors. However, all such executed agreements and purchases are to be submitted to the Board of Directors for review at the subsequent meeting.

Motion: _____ *Second:* _____

3. State Funding Allocation Resolution

Authorize CEO Tawny Tesconi to formally request the 2024 State Funding Allocation from the California Department of Food and Agriculture.

Motion: _____ *Second:* _____

4. Check Signing Resolution

Authorize check signing authority to Tawny Tesconi, CEO; Ruth McClure, Director; Nicole Marzo, Director, from January 1, 2024, through December 31, 2024. Checks in excess of \$10,000 require a 2nd signature. All such executed checks, which are listed on the Cash Disbursement records, are to be submitted to the Board of Directors for review at the subsequent meeting.

Motion: _____ *Second:* _____

XIII. FOR YOUR INFORMATION

- A. None

XIV. CLOSED SESSION (Time Specific at 3:45 p.m.)

The Board is authorized to enter closed session to discuss the following:

- A. DAA Real Estate Negotiations with the City of Petaluma for the lease of current fairground property (Gov. Code § 11126(c)(7))
- B. Personnel Matter; CEO Hiring and Recruitment (Government code section 11126 (a)); candidate interviews.

CONVENE INTO CLOSED SESSION

Motion: _____ *Second:* _____

Time: _____

XV. RECONVENE INTO OPEN SESSION – Report any action taken during a closed session.

Motion: _____ *Second:* _____

Time: _____

XVI. EXCUSED ABSENCES

Motion: _____ *Second:* _____

XVII. ADJOURNMENT

Motion: _____ *Second:* _____

Time: _____

List of Package Documents:

- A. November Board Minutes (Draft)
- B. 2023 Rental Agreements
- C. 2023 Standard Agreements
- D. November Financials (Sent to Board)
- E. CDFA Letter - D2023-06
- F. CDFA Letter - F2023-03
- G. CDFA Letter - F2023-04
- H. CDFA Letter - F2023-05A
- I. CDFA Letter – F2023-06