



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

BOARD OF DIRECTORS MEETING

SONOMA-MARIN FAIRGROUNDS
VIA IN PERSON & ZOOM FROM BOARD ROOM

Zoom link is as follows:

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

Meeting ID: 833 8195 5717

January 17, 2024

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 prior to the approval of the Agenda

- A. Minutes of December 2023 Board Meeting
- B. Standard Agreements
- C. 2024 Board of Directors Meeting Dates

Motion: _____ *Second:* _____

VI. CORRESPONDENCE - Will be presented

VII. PRESIDENT REPORTS

- A. President Parks to present 2024 Committee assignments.

VIII. DIRECTOR REPORTS

IX. CEO REPORT – Non-action items

- A. Industry-Related Issues
- B. CEO Schedule
- C. 2024 Fair

X. COMMITTEE REPORTS - The Board may take approval action of committee reports.**A. Finance** Directors Ghirardelli and McClure

1. Expenditures – December 2023 (Draft)
2. Trial Balance – December 2023 (Draft)
3. Income Statement – December 2023(Draft)
4. Discussion and possible action of the 2024 Operating Budget

Motion: _____ *Second:* _____

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. 2023 WFA Convention****XII. NEW BUSINESS****A. Board Resolutions****1. General Resolution for Interim & Standard Agreements and Purchasing**

Authorize CEO Clendenen to execute Standard Agreements and Rental Agreements and make purchases that do not exceed \$100,000 for the period of January 17, 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:* _____

2. Check Signing Resolution

Authorize check signing authority to Mandy Clendenen, CEO; Ruth McClure, Director; Nicole Marzo, Director and Dayna Ghirardelli, 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**XIV. CLOSED SESSION – Time Specific - 3 PM**

A. The Board is authorized to enter closed session to discuss DAA Real Estate Negotiations with the City of Petaluma for the lease of current fairground property (Gov. Code § 11126(c)(7))

Motion: _____ *Second:* _____

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

Motion: _____ *Second:* _____

XVI. EXCUSED ABSENCES

Motion: _____ *Second:* _____

XVII. ADJOURNMENT

Motion: _____ *Second:* _____

Time: _____

List of Package Documents:

- A. December Board minutes (Draft)
- B. December Financials (Draft)
- C. 2023 Operating Budget (Draft)
- D. 2023 Committee and Meeting Dates (Draft)
- E. CDFA Letter - F2023-06A