CLOVERDALE CITRUS FAIR

Minutes of the
Board of Directors Meeting

Monday, August 12, 2024 – 6:00 pm

AGENDA NOTE: Please note that all items under the consent resolution are routine and will be acted upon in one motion. When a motion and second are made it is for discussion purposes only prior to the Board's final action and deliberation.

Notice: The Cloverdale Citrus Fair adheres to the Americans with Disabilities Act. Should you require special accommodations or more information about accessibility, please contact the Fair Office at (707) 894-3992. All efforts will be made for reasonable accommodations.

NOTE: The board reserves the right to change the order of the items on the agenda if such changes will expedite the conduct of business or provide convenience for those appearing before the Board.

BOARD MEMBERS

Gary Seavey, President
Karl Mittelstadt, Vice-President
Robert Montes, Secretary
Sam Jones, Treasurer
Laurie Kneeland, Director
Gris Alonso-Soto, Director
Susan Demattei, Director
Teri Wells Evans, Director
Jason Mora, Director

CEO

Interim Karyn Pulley

1. **CALL TO ORDER**

   6:00 pm

2. **PLEDGE OF ALLEGIANCE**

   Director Mittelstadt

3. **ROLL CALL**

   All present except Director Montes

4. **PUBLIC COMMENT**: Speakers are limited to three minutes unless modified by the Chair. The Board of Directors will not act on any matter raised under this item unless the matter is specifically otherwise noticed in this agenda.

   No comments were heard

5 APPROVAL OF MEETING AGENDA

Motion made by Sam Jones to approve tonight's agenda, seconded by Karl. Approved by all 8 Directors in attendance.

6 APPROVAL OF MINUTES: of the Board Meeting on July 8, 2024

Minutes tabled till next meeting

7 INTRODUCTION OF GUESTS

Jim Demartini, Geoff Peters, David Kelly (City Manager), Todd Lands (Mayor), Derek Montane (Public Works), Evan Hierserich and Ryan Zythewicz (Cloverdale High School Football players)

Two members of the Cloverdale High School football team were requesting possible monetary donations for uniforms, camera, iPad, compression shirts and dummies.They will be doing fundraisers to raise funds also. No action taken at this time. Thank you for your presentation.

Jim Demartini and Geoff Peters were here on behalf of Cloveready, Cloverdale Resilient, CERT.

They are seeking a contact person within the Citrus Fair to assist in coordination, organizing, etc. in the event of an emergency at our facility. They are also asking for a place to store pet supplies etc. They had purchased pet related items with a $10,000 grant. Discussion within the Board to follow.

Todd Lands opened a discussion regarding the Alexander Health Care Facility with drawings for proposed sidewalks, underground piping, moving our marquee and easement issues. Much concern was had over Citrus Fair drive and it being damaged by heavy trucks and equipment. There is to be a special meeting with all those concerned regarding this project on August 26, 6:30pm.

8 PRESIDENT REPORT

Recently there have been damages made to our facility. One was to our new pole barn. The responsible party is disputing the claim. Both insurance companies involved. The second incident was taken care of by the responsible party.

Committee meetings: Gary would like to see the committee chairs take care of their schedules, attendance, sub committees and reports.

Artwork is all done for Dia de los Muertos, Haunted House and Craft Fair

9 CEO REPORT

Karen thanked all who took over in her absence. She will be back this Thursday (August 15th).

10 TREASURER'S REPORT

10.1 Approval of June/July disbursements (Attachment #2), Balance Sheet thru June/July (Attachment #3), P&L Budget vs. Actual thru June/July (Attachment #4)

Motion made by Laurie to approve June/July reports, seconded by Teri. Approved by all 8 Directors in attendance.

11 STANDING COMMITTEE REPORTS

11.1 Buildings and Grounds (Director Mittelstadt)

Karl reported that a list of items to be taken care of has not been done. Referred to the CEO.

11.2 Bylaws Committee (Director Jones

Nothing to report

11.3 Friends of the Fair (Director Kneeland)

Nothing to report

12 AD HOC COMMITTEE REPORTS

12.1 Thyme Square Project (Director Mittelstadt)

Discussed during guest presentation

13 FAIR TIME COMMITTEE REPORTS

13.1 Auditorium Entertainment (Directors Alonso-Soto)

Gris reported on the Fiesta de Indepencia which will take place on Sept. 13th. She has 22 vendors who have committed. Income as of this report is $2525 (concessions). Expenses as of this report; Flyers etc. ($500), Security ($345), Music ($2500), She sent out an email to all Board members with a sponsor letter in hopes of getting sponsorship money to help defray costs of the event. Gary will be handling the bar and all Board members are asked to be available the day of.

There will be a special meeting on Aug. 20th, 5:30pm for FOF regarding the Haunted House, Dia de los Muertos and the Craft Fair.

13.2 Exhibits (Director Demattei)

Nothing to report

13.3 Parade (Director Mittelstadt)

Nothing to report. October will be first meeting

14 EVENT BUDGET

Pres. Seavey would like to see a base schedule created for budgeting events hosted by the Citrus Fair. Short discussion with no actions taken.

15 CLOSED SESSION

Entered into at 8:46 pm

Exited at 8:55 pm

Action taken: Board approved a budget of $3000 for anticipated legal expenses.

16 MOTION TO ADJOURN TO NEXT REGULARLY SCHEDULED MEETING ON September 9, 2024

Motion to adjourn made by Director Kneeland and seconded by Director Mittelstadt

Meeting adjourned at 8:56 pm