CLOVERDALE CITRUS FAIR

Minutes of the

Board of Directors Meeting

Monday, September 9, 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	P	Laurie Kneeland, Director	P	P=Present
Karl Mittelstadt, Vice-President	P	Gris Alonso-Soto, Director	P	E=Excused
Robert Montes, Secretary	E	Teri Wells Evans, Director	P	A=Absent
Sam Jones, Treasurer	P	Jason Mora, Director	P	
Susan Demattei, Director				

CEO

Karyn Pulley P

1 CALL TO ORDER

The Board of Directors meeting was called to order at 6:04 p.m.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Kneeland

3 ROLL CALL

All present except Director Montes

4 INTRODUCTION OF GUESTS

No guests

5 **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.

There was no public comment to report.

6 **APPROVAL OF MEETING AGENDA**

Motion made by Director Jones to approve tonight's agenda, seconded by Director Evans. All Directors in attendance approved the agenda.

7 **APPROVAL OF MINUTES**: of the Board Meeting on August 12, 2024 (Attachment #1)

The minutes of the Board Meeting held on August 12, 2024 were presented. On a motion made by Director Jones and seconded by Director Demattei the minutes were unanimously approved.

8 **PRESIDENT REPORT**

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

Artwork was then handed out to all present, included in these minutes.

The generator project has begun and in phase 1 of construction, generator will be seated in December.

9 **CEO REPORT**

CEO Pulley reported that there was another $46,000 available through the state, and has the application process.

Pole barn is being fixed, being paid for by the individual's insurance company.

Additional security cameras will be installed this week.

There was a visit from State Assemblymember Damon Connolly. Accompanying him were Tony Withington of Sonoma County 4-H and Melanie Bagby of Cloverdale City Council. CEO Pulley gave the guests a guided tour of the facilities.

10 TREASURER'S REPORT

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

Director Jones presented the treasurer's report. Questions included company is Gladstone, Is it possible to get a lower price than what is currently being paid to Kyocera?

On a motion by Director Mora and seconded by Director Demattei the treasurer's report passed unanimously.

11 STANDING COMMITTEE REPORTS

11.1 **Buildings and Grounds** (Director Mittelstadt)

Committee met, work is being undertaken,

11.2 **Bylaws Committee** (Director Jones)

Nothing to report

11.3 **Friends of the Fair** (Director Kneeland)

Meeting was held. Holiday Craft Faire reservations have been opened. There will be a bar, expected to fill spaces quickly. Perhaps there will be a wait list, or could expand into the Commercial Room.

12 AD HOC COMMITTEE REPORTS

12.1 **Thyme Square Project** (Director Mittelstadt)

Nothing to report - meeting canceled by City

12.2 **Fiesta de Independencia** (Director Alonso-Soto)

23 vendors, 6 food vendors, 2 live bands, 1 Ballet folklorico, Fair will be handling the bar. Tents will be put up this week, with adjustments made on Thursday. This is a community event, with several volunteers helping to put it together. There will be no activity table.

12.3 **Dia de los Muertos** (Director Alonso-Soto)

Day of the Dead. The fair will be handling the bar for the event. Date of the event is October 26 th . This event is a work in progress presently.

12.4 **Haunted House** (Director Alonso-Soto)

2 days of having the house, Halloween and the day after. $5.00 entrance. Director Demattei will assist in getting decorations.

12.5 Holiday Craft Fair (Director Evans)

November 9th , The fair is handling the bar. Reservations for booths are being taken on Eventeny, where there is a map of available spots. May consider wait list or expanding to Commercial Room. Director Evans stated she will volunteer to help.

13 FAIR TIME COMMITTEE REPORTS

13.1 Auditorium Entertainment (Directors Alonso-Soto)

Nothing to report

13.2 Exhibits (Director Demattei)

Director Demattei reported that it would be inviting and fun to have a board completed by the Board of Directors.

13.3 Parade (Director Mittelstadt)

There will be another meeting with the city in October. Topics under consideration are traffic management, no youth labor for the day of the event. It was suggested to make contact with Heath Blackwell for suggestions on traffic management. It was suggested for 2025 study and work with Eventeny for reservations of vendors.

14 RESIGNATION OF DIRECTOR ROBERT MONTES

It was reported that acknowledgement be given to Director Montes and thank him for his service. His resignation leaves an open Board Secretary seat with the term going until June 2025.

15 OPEN SECRETARY SEAT

Director Demattei voluntarily accepted the position of Board Secretary.

16 BLUE RIBBON NOMINATIONS

CEO Pulley reported that voting needed to take place in October and recognition items ordered in November. Presentations will be made during the fair.

Drew Harris was suggested as a nominee. Volunteer of the Year….Director Seavey suggested that we add an honor of Volunteer of the Year to our recognition list. More information will be available soon.

17 2025 FAIR UPDATE

CEO Pulleyannounced that there has been an agreement with the new livestock superintendent, she will be signing a contract very soon. Director Seavey stated that he and CEO Pulley had met with the high school counselor, and there will be a revisit Ambassador program to be reintroduced with the 2025 fair.

18 CLOSED SESSION

18.1 Enter 7:18 p.m.

Topics: insurance, property

18.2 Exit 7:55 p.m.

18.3 Actions Taken: No actions taken

19 MOTION TO ADJOURN TO NEXT REGULARLY SCHEDULED MEETING ON October 14, 2024

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

Meeting adjourned at 7:56 pm