CLOVERDALE CITRUS FAIR

Meeting of the Board of Directors Minutes

Monday, November 10, 2025 6:00 p.m.

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

Dylan Davis, President
Gris Alonso-Soto, Vice-President
Susan Demattei, Secretary
Jason Mora, Treasurer
Laurie Kneeland, Director
Karl Mittelstadt, Director
Gary Seavey, Director
Teri Evans, Director
Drew Harris, Director
Matt Galvez, Director
Open Seat

Guest in Attendance....Helen Broughton

CEO

Karyn Pulley

1. **CALL TO ORDER**–meeting was called to order at 6:08 p.m. by President Dylan Davis

2. **PLEDGE OF ALLEGIANCE**–Guest Helen Broughton led those present in the Pledge of Allegiance

3. **ROLL CALL**–All present, excused were Susan DeMattei and Matt Galvez

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 the item unless the matter is specifically otherwise noticed in this agenda.

5. **CONSENT AGENDA**–On a motion by Director Seavey seconded by Director Evans, it was moved and seconded that the December agenda and September minutes be approved as presented.

   a. November Agenda, October Board & October Special Meeting Minutes

6. **INTRODUCTION OF GUEST**

   a. **Kevin Kostoff** President of Cloverdale Rotary. Rotary President Kevin thanked everyone for the help Cloverdale Citrus Fair gave to the Rotary club. Kevin shared Rotary has already been able to share over 13,000 into the community. Further in an expression of appreciation he brought cookies and flowers to the directors in attendance.

7. **PRESIDENT'S REPORT**
8. **CEO REPORT** –Neidi presented the reports on the last of the events for the year of 2025. She handed out reports. She will be presenting a full set of documents to the office file of each event that happened. She highlighted each event and how it was received. All events are listed on the shared drive within the computer server.

   a. **Events Report:** Dia De Los Muertos, Haunted House, Halloween, Craft Faire

9. **TREASURER'S REPORT (Director Mora)**

   a. Consent Agenda: October disbursements, Balance Sheet through October and P&L Budget vs. Actual thru October

10. **STANDING COMMITTEE REPORTS**

   a. Buildings and Grounds (Director Harris) —Director Harris mentioned the concern regarding the pedestrian gate being open and not easy to close the door, the code has been used to keep it open. Director Harris was concerned about the safety within the fairgrounds. Further discussion from the committee included the cleanliness of the auditorium floor, the electrical concerns not being addressed by the maintenance department, and the camera in the office. The camera is to be removed immediately.

   b. By-laws Committee (Director Mora)--Add Teri to the committee.

   c. Friends of the Fair (Director Kneeland)--Director Kneeland reported that her committee will be meeting soon to discuss all that they are responsible for during the fair.

   d. Wine Competition (Director Mora)--Director Mora reported that the wine has been arriving at the office and directly to Burnside Hall. The amount of wine seems to be more this year.

11. **AD HOC COMMITTEE REPORTS**

   a. Thyme Square Project (Director Seavey)-- No report given

12. **FAIR TIME COMMITTEE REPORTS**

   a. Auditorium Entertainment (Director Seavey)---Guest Helen Broughton brought up concerns regarding the baby derby. She mentioned that there is a concern regarding participants receiving gift cards in place of a package of diapers. There was much discussion. CEO Pulley stated that it would remain as gift cards and not a package of diapers, due to the various sizes needed, brands, and possible allergies. Guest Broughton also mentioned the concern on the mats used for the diaper derby itself, the mats are not long enough to have the derby. CEO will order more mats to match what was used last year, and they will be long enough.

   b. Exhibits (Director Harris)--Director Harris shared that he has been going to the local service groups promoting participation in the orange sculpture boards of various sizes. He has been able to obtain many service groups committing to doing the project, and a great amount of interest.

   c. Parade (Director Mora)--Director Mora reported that no meeting has been held yet.

   d. Ambassador (Director Seavey)--Director Seavey reported that there were no applicants for the Ambassador program, therefore there will not be any program this year.

13. **BLUE RIBBON NOMINATIONS**–CEO Pulley reported that the Blue Ribbon nominations and voting need to be turned in and voting will be held at the December Board of Director's meeting. Nominations to date include...Bonnie Wlodarcvyk, Gene Lyle, Sam Beeson, Sharon Wiseman.

14. **BOARDROOM LIFT PROJECT UPDATE** (Director Seavey, CEO Pulley)---Director Seavey reported that the Lift Project for the board room is progressing well. He reported that the lift will most likely arrive by January 8, 2026..

15. **MARQUEE PROJECT UPDATE** (Director Seavey, CEO Pulley)---Director Seavey reported that the Marquee project has progressed along as planned. The drawings have been returned, CEO Pulley is continuing to work on the loan from Exchange Bank, and the marquee scheduled to be completed by the fair 2026.

16. **CHILI COOK-OFF -** January?---It was recommended that this event be moved to a later date. Director Harris was asked to seek another date to have the event.

17. **BOARD POTLUCK -** March?--Director Harris was further asked to seek another date for this event too.

18. **CLOSED SESSION–Following a short recess, the board moved into closed session.**

   a. **To discuss the ceo position**

   b. **Lawsuit update**

   c. **Conflicts of interest / 501(c)3 status**

19. **REQUEST FOR FUTURE AGENDA ITEMS**

20. **MOTION TO ADJOURN** (Director Kneeland) To Next Regularly Scheduled Meeting On December 8, 2025

Respectfully submitted,

Karyn Pulley