Cloverdale Citrus Fair
Board of Directors Meeting
October 13, 2025
Minutes

Meeting called to order @ 6:01pm

All members present except Dylan and Gris

Guest: Matt Galvez

CEO present

Pledge of Allegiance-Drew

Public comment: none

Consent Agenda: October Agenda and September minutes. Motion made by Gary, seconded by Teri. Approved (Amended) Motion to table minutes made by Gary, seconded by Drew. Approved
Motion made by Gary to approve October Agenda and September minutes, seconded by Karl. Approved

Neidi: presented recap of Special Event and Project: Latino Heritage Festival was very well attended. Total revenue-$9,531.38, Income-$5,711.04. Cost of Event-$3,820.34 ($2,700 covered by sponsorship and grant)
Halloween: There will be a Trunk n Treat on Halloween in conjunction with Chamber of Commerce. Volunteers are needed. As of now there are only 5 volunteers. Need about 10 more.
Haunted House will take place again this year. Oct. 26, 30 and 31st.
Dia de los Muertos is October 25th, 5-10pm

Open seat interview: after a brief interview with prospective director, Matt Galvez a vote was taken by ballot and Matt voted in.

President report-none

CEO report: The audit is about 2/3 done, Office has been busy working on Fair. (ribbons, entertainment, etc).
There was a huge water leak on premises, which has been fixed.
Karyn had a meeting with Nena Hanchett from COC and Nena stated the Wonder Bread

5. will be again be playing at 2026 July 4th event.
Karyn stated a computer audit needs to be done in office for capacity of computers.
During the recent power outage the CF was a cooling center.
According to AB258 sales tax revenue will go from .75% to 2%.
CF is sponsoring the Christmas Table again this year.

Treasurer's Report: Motion made by Gary to approve September disbursements, Balance Sheet through September and P&L Budget vs. Actual through September, seconded by Drew. Approved
The Finance Committee consisting of Board members President, VP, Treasurer and Secretary met Oct. 6th. Recommendation the Board ask office to create an annual budget that will be reviewed and approved by the Board on an annual basis. Committee will meet quarterly to review budget and financial matters. Meetings to be first Monday of each month starting January 5, 2026.
It was recommended that the CEO be present at these meetings.
Financial tracking on spending via credit cards, charge accounts and/or checks written
Have the office send copies of financial reports to the entire Board on or before the date of the monthly Board meeting agenda is required to be posted.
Recommend to the Board and by laws committee that signer on the checks shall consist of only Executive Board members (President, VP, Treasurer, Secretary named by the by laws) Adjournment 7:45pm. Next meeting January 5, 2026, 7:00pm

Standing Committee Reports:
a. **Buildings and grounds** (Drew)-Power box by entrance repaired

b. **By-laws Committee** (Gris)-No report from Gris, but Gary stated he would like to address a possible rental conflict of interest at next meeting,

c. **Friends of the Fair**-no report

d. **Wine competition**-Jason reported that our CF logo is not present on the flyer on the website. Bob Fraser is allowing Board to observe competition at a distance,

Ad Hoc Committee Report (Gary)
Thyme Square Project - Gary and Karyn are meeting with the Cloverdale City controller and Mayor Todd Lands tomorrow to discuss our marquee.

Fair Time Committee Reports
Auditorium Entertainment (Gary) Suggestion was made to possibly have a dance Friday night. He also stated the FFA would like to have their Gala that night, but this

was denied.

Exhibits (Drew)-None

Parade (Jason) Teri suggested that we consider Roy as the Grand Marshall next year.

Ambassador (Gary) no one has signed up.

Blue Ribbon nominations: Solicitation is going out for nominations. Male or Female, community involvement and not employed by the Fair. Two nominations were submitted-Eugene Lile and Sam Beeson.

Cabaret-The CF has been approached to have the Cabaret again next year, possibly in Spring. More details to follow.

Pygmy Goats-Motion made by Gary at the discretion of CEO Karyn to allow out of state participants, seconded by Drew. Approved

Elevator Proposal (Gary)-Gary has looked into lift for outside of the Board room. It will be fully enclosed and include installation, ADA compliant. Motion made by Sue to the installation of lift at a cost not to exceed $30k, seconded by Teri. Approved

Marquee update (Gary)-Proposal plans/ design/photograph was presented. Approximate cost is $81k. Company submitting proposal is Arrow Signs

Chili Cook Off (Drew)-It was determined Drew will chair this committee. Needs a sub-committee. Questions of what to charge, if to charge etc were presented. More details to follow,

Board Holiday Potluck (Drew) It was proposed that the Board and families have a potluck dinner to get acquainted with each other. Decision was made to have after Fair next year.

Fair Time Staffing-Fair -For Guide book, registrations, inventory, exhibit processing or any administrative developments related to the 2026 Fair. Karyn stated according to policy family members may not be hired. Karyn asked the Board for authority to hire her granddaughter, Daisy. It was an estimation she would work approximately 10-15 hours per week.
Motion made by Gary to give the authority to CEO Karyn to hire Daisy to handle fair related and special events going forward, seconded by Teri. Amended to include possibly part time employment in the future. Approved

Request for future agenda items-Conflict of interest rental agreement by laws committee, Blue Ribbon nominees for 2026, Marquee, chili cookoff, Board potluck

Motion made to adjourn made by Laurie @ 8:30pm Approved