



# Cloverdale Citrus Fair

## Minutes of the Board of Directors Meeting

Monday, September 13, 2021

### DIRECTOR ATTENDANCE:

Dylan Davis, President	(P)	Helen Broughton, Director	(P)	P = Present	7
Gary Seavey, Vice President	(P)	Karl Mittelstadt, Director	(A)	A = Absent	2
Laurie Kneeland, Treasurer	(P)	Helen Mora, Director	(A)		
Ashlyn McLean, Secretary	(P)	John Yepiz, Director	(P)		
Ipolani Bovee, Director	(P)				

### OTHERS PRESENT:

Katie Fonsen Young, CEO; Allison Keaney

### CALL TO ORDER:

Called to order at 6:07 PM by President Davis

### PLEDGE OF ALLEGIANCE:

Lead by Director Kneeland

### INTRODUCTION OF GUESTS:

President Davis introduced Midori Longo Rowlands and Sam Jones, both applicants for the open Board positions.

### PUBLIC COMMENTS:

Both Midori and Sam introduced themselves and shared their interaction with the Citrus Fair and why they would be interested in joining the Board. Each Board member introduced themselves to Midori and Sam.

### APPROVAL OF AGENDA:

Director Seavey moved to approve the agenda; Director Broughton seconded the motion; the motion passed by all 7 Directors present.

## **APPROVAL OF MINUTES:**

Director McClean moved to approve the minutes; Director Bovee seconded the motion; the motion passed by all 7 directors present.

## **PRESIDENTS REPORT:**

President Davis thanked Allison Keaney for attending the meeting and commented that he looks forward to the transition with her as CEO. He also stated that he would like to investigate team building activities and discuss a budget for these activities.

## **CEO REPORT:**

CEO Young welcomed Allison to the team and commented that she will be a wonderful fit for the Fair. She mentioned that FFA is coming back to the high school and the Fair is excited for the future participation of their students. She reported that the Tea Room on the Fairgrounds would be used as a voting location for the September 14<sup>th</sup> election day.

## **STANDING COMMITTEE REPORTS:**

### **Finance - Discussion**

- Director Kneeland reported the following as of August 31: Petty Cash = \$200.00, Change Fund = \$200.00, Operating = \$53,095.41, and Savings = \$1,454,911.28 for a total of \$1,510,406.69.
- Director Seavey moved to approve the report. Director McClean seconded the motion; the motion passed unanimously by all 7 directors present.
- Director Broughton moved to approve the August Disbursements and Financial Reports. Director Seavey seconded the motion; the motion passed unanimously by all 7 directors present.
- Director Seavey moved to approve the removal of Director Yepiz and adding Director Kneeland and incoming CEO Keaney to the bank signing authority for the operating account. Director Yepiz seconded the motion; the motion passed unanimously by all 7 directors present.

### **Buildings & Grounds**

- CEO Young reported on the blockage in the sewer line and the plans to identify and fix the blockage. Director Seavey reported on the Citrus Fair sign and will prepare a mock-up.

### **Bylaw and Policy**

- Director Yepiz reported on the current bylaws and the need to amend them to include language prohibiting two people from the same household from serving on the Board at the same time. The meeting date for the committee will be decided in the next week.

## FAIRTIME COMMITTEE REPORTS:

### Queen Pageant

- Director McClean, on behalf of the “Queen Pageant” committee, presented the idea of changing the program to an “Ambassador” program, which would be open to both male and female applicants and include a fair time work experience component. Director Bovee moved to approve the program changes. Director Kneeland seconded the motion. The motion passed unanimously by all 7 directors present.

### Auditorium Entertainment

- Director McClean presented a modified schedule for Auditorium Entertainment to include a fourth Cabaret performance. Director Kneeland moved to approve the additional performance. Director Bovee seconded the motion. The motion passed unanimously by all 7 directors present.

### Exhibits

- The position of chair of the Exhibits was made open due to the resignation of Director Ojeda. Director Bovee agreed to serve as Chair of the Exhibits committee.

### Parade

- No report

### Friends of the Fair

- Director Yepiz stated his wish that Kin Smoke be the caterer for the Directors’ room at the Fair and explained the Friends of the Fair to Allison.

## OTHER ITEMS

**Oktoberfest:** Director Kneeland reported on the event and what was being done to promote it.

**Holiday Craft Fair:** CEO Young presented the opportunity to do another Craft Fair this holiday season. Director Bovee commented that she would like to see this take place and to see outreach to native craft vendors to participate. Director Kneeland moved to approve the Holiday Craft Fair in the Exhibit Hall on November 13, 2021. Director Bovee seconded the motion. The motion passed unanimously by all 7 directors present. Director Bovee volunteered to chair the Holiday Craft Fair committee. Director Kneeland offered to join the committee.

**Wine Competition:** CEO Young presented the Board with the budget for the 2022 San Francisco Chronicle Wine Competition. Director McClean moved to approve the budget and Director Bovee seconded the motion. The motion passed unanimously by all 7 directors present.

**Resignation of Director Ojeda:** Director Ojeda submitted his resignation. Director Bovee moved to accept the resignation and Director McClean seconded the motion. The motion passed unanimously by all 7 directors present.

**Approval of New Board Members:** Director B moved to appoint Midori Longo Rowlands and Sam Jones to the Cloverdale Citrus Fair Board, thereby filling the vacant seats. Director Kneeland seconded the motion. The motion passed unanimously by all 7 directors present.

**130<sup>th</sup> Anniversary Exhibit for the 2022 Citrus Fair:** Options for a special exhibit celebrating the 130<sup>th</sup> anniversary of the Citrus Fair had been explored over the past few weeks. The Exhibits committee, with the help of Fair staff agreed to lead the project and seek help from the Cloverdale History Center. Newly appointed Director Longo Rowlands recommended reaching out to local colleges' anthropology/history departments to recruit students to provide a well curated and researched hall of fame element to the project. Director Bovee moved to add the historical project to the scope of work managed by the Exhibits committee and add Director Longo Rowlands to the committee. The motion was seconded by newly appointed Director Jones. The motion passed unanimously by all 9 directors present.

Future agenda items were reviewed.

With no further business, Director Kneeland moved to adjourn the meeting at 8:00 PM to Monday, October 11, 2021. The motion was passed unanimously.