



# Cloverdale Citrus Fair

## **DRAFT** Minutes of the Board of Directors Meeting

Monday, April 13, 2020

### **DIRECTOR ATTENDANCE:**

David Ojeda, President	P	Karl Mittelstadt	P
Sam Beeson, Vice President	P	Hellen Mora	P
Kristina Wirt, Treasurer	P	John Yepiz	A
Gary Seavey, Secretary	P		
Dylan Davis	P		
Randy Hatcher	P	P = Present	# 9
Laurie Kneeland	P	A = Absent	# 1

### **OTHERS PRESENT:**

Katie Fonson Young, CEO (P) none

### **CALL TO ORDER:**

Called to order via Zoom teleconference at 6:18pm by Director Ojeda

### **PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by Dylan Davis

### **INTRODUCTION OF GUESTS:**

None

### **PUBLIC COMMENTS:**

None

## **APPROVAL OF AGENDA:**

Director Kneeland moved to approve the agenda; Director Hatcher seconded the motion; the motion passed by all 9 directors present.

## **APPROVAL OF MINUTES:**

Director Seavey moved to approve the minutes; Director Kneeland seconded the motion; the motion passed by all 9 directors present.

## **PRESIDENTS REPORT:**

President Ojeda announced he had received a resignation letter from Director John Yepiz. He added that in the 17 years that Director Yepiz had served on the board, his contributions were significant and he would be greatly missed.

## **CEO REPORT:**

CEO Young provided an update on Covid-19 related challenges. Due to the ban on mass gatherings, seven months of event rentals have either been cancelled or rescheduled to a later date. The RV Park is also closed to non-essential travel. To ensure the sustainability of the organization, only essential functions are being performed and staffing reductions have been implemented. Due to Shelter in Place orders, the Citrus Fair office is closed to the public, however CEO Young is continuing operations and servicing customers virtually. In light of event cancellations and the challenges to find alternative dates for rescheduled events, the proposed fall concert (produced by the Citrus Fair) is cancelled for this year. Young also noted that Covid-19 waivers are required for anyone entering the fairgrounds during this time.

## **STANDING COMMITTEE REPORTS:**

### **Finance -**

- Director Davis moved to approve the list of February and March check disbursements and financial statements; Director Hatcher seconded the motion; the motion passed unanimously by all 9 directors present.

### **Buildings & Grounds -**

- Director Hatcher moved to approve the April 2, 2020 Buildings and Grounds Minutes; Director Kneeland seconded the motion; the motion passed unanimously by all 9 directors present.
- CEO Young presented a spreadsheet that projects the financial impact (to date) of event cancellations through Labor Day. Young also announced that due to financial restraints during this time, all capital improvements had been put on hold but would be revised later in the year.

### **Discussion and possible action regarding the resignation of Director Ashlyn Mclean**

Director Hatcher moved that CEO Young reach out to McLean to confirm her resignation and also discuss her continued direction of the Citrus Fair Cabaret; Director Davis seconded the motion; the motion passed unanimously by all 9 directors present.

### **Discussion on possible action regarding AB 1499 funds**

Director Davis moved the following:

Approval of resolution to determine the eligibility of the Cloverdale Citrus Fairgrounds to receive sales and use tax allocations AB 1499 Funding Under Executive Order N-40-20

Approval of Memorandum of Understanding Grant for General Operational Support

Approval of Required Employee Work Conditions Policy

Approval of Contracting Policies and Procedures as required by Business and Professions Code (BPC) section 19620.15

Director Kneeland seconded the motion; the motion passed unanimously by all 9 directors present.

### **Discussion on possible action regarding bylaw change to accommodate for board president and/or executive committee members to serve a two-year term or two consecutive one-year terms.**

The board discussed the prospect of the President and Executive Committee members serving a two-year term in order to encourage leadership development and continuity. The item was deferred to the Policy and Bylaws Committee for further evaluation.

### **Discussion on possible action regarding Citrus Fair hosting car cruise staging, dinner and entertainment for the Cloverdale Car Show on Friday, September 11.**

At this time, the car cruise is on hold so the item was tabled until a future meeting.

### **Request for future agenda Items**

### **ADJOURNMENT:**

There being no further business, Director Kneeland moved to adjourn at 7:30 pm until the next regularly scheduled meeting Monday, May 11, 2020; Director Hatcher seconded the motion; the motion passed unanimously by all 9 directors present.