



Cloverdale Citrus Fair

DRAFT Minutes of the Board of Directors Meeting

Monday, December 14, 2020

DIRECTOR ATTENDANCE:

David Ojeda, President	(P)	Ryan Caven, Director	(P)	P = Present	9
Dylan Davis, Vice President	(P)	Laurie Kneeland, Director	(P)	A = Absent	2
Kristina Wirt, Treasurer	(A)	Karl Mittelstadt, Director	(P*)	* = Late	
Gary Seavey, Secretary	(P)	Ashlyn McLean, Director	(P)		
Ipolani Bovee, Director	(P)	Hellen Mora, Director	(A)		
Helen Broughton, Director	(P)				

OTHERS PRESENT:

Katie Fonsen Young, CEO (P)

CALL TO ORDER:

Called to order at 6:02 PM by Director Ojeda

PLEDGE OF ALLEGIANCE:

Lead by Director Broughton

INTRODUCTION OF GUESTS:

Bob Fraser of the San Francisco Chronicle Wine Competition. Bob joined the meeting via Zoom.

PUBLIC COMMENTS:

None

APPROVAL OF AGENDA:

Director Davis moved to approve the agenda; Director Mclean seconded the motion; the motion passed by all 8 directors present.

APPROVAL OF MINUTES:

Director Seavey moved to approve the minutes; Director Caven seconded the motion; the motion passed by all 8 directors present.

UPDATE ON 2021 SAN FRANCISCO WINE COMPETITION:

Bob Fraser, Coordinator for the San Francisco Wine Competition provided an update on the upcoming judging in January and said entries are coming in as expected and within budget.

PRESIDENTS REPORT:

Director Ojeda reports that the food distribution is going well and Roman has been putting up LED lights and the heater has been fixed in Warner Hall. Thanks goes to Director Davis and Martin Vizcaino of Indoor Climate Control. Director Ojeda was also happy to report we have a new ice machine.

CEO REPORT:

CEO Young updated the board on the coming Western Fairs Association Convention. It will be virtual this year and held January 4th through the 6th. Schedules will be sent to each board member. Many fairs are watching Cloverdale, as we are the first of the year, to see how things go with alternative programming. They are very interested in the format we have chosen. We are investigating a virtual exhibits program with some rule modifications. This virtual entry program is being extended to the livestock exhibitors, also. Young has reached out to the food and commercial vendors inviting them to participate in the drive-thru style format. CEO Young also let the board know that the community video message is ready for viewing by board and approval by all that participated.

STANDING COMMITTEE REPORTS:

Finance -Discussion

- Treasurer Director Seavey filling in for Director Wirt reports the following: Petty Cash = \$200, Change Fund = \$200, Operating = \$316,986.63, and Savings = \$1,349,929.27 for a Total of \$1,667,315.90
- Director Mclean moved to approve the list of November check disbursements as well as the November financial statements; Director Seavey seconded the motion; the motion passed unanimously by all 9 directors present.
- Approval of the 2018 Financial Audit Report: A brief discussion of the findings with a note to check on one item, not required, but recommended, that does not currently exist.
 - Director Seavey moved to approve the 2018 Audit Report; Director Davis seconded the motion; the motion passed unanimously by all 9 directors present.

Buildings & Grounds -

- Chair Karl Mittelstadt filled the committee's adventures investigating under the Auditorium Stage. Included in their finds was stage props, steps, and 13 to 15 boxes of 1 foot sq. roofing tiles. There is a lot of unused room under the stage for storage. Staff will build a rolling rack system for easy access.

Ad-Hoc Commemorative Bench Committee Report:

No Report.

Fairtime Committee Reports:**Parade - Director Mittelstadt**

An email was sent to past participating float exhibitors and was posted on Facebook. Positive feedback and interest is coming in. Discussion ensued regarding floats.

Exhibits - Director Seavey

An email was sent to previous major citrus and garden exhibitors. No feedback to report.

Auditorium Entertainment - Director McLean

A meeting is scheduled in the coming week. Director McLean will be reaching out to last year's talent show participants.

Discussion and possible action Regarding 2021 Budget:

CEO Young presented the draft 2021 Budget, explaining key areas of revenue and expenses. She noted that she expects to see several events (hopefully) returning mid-year.

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

Request for future agenda Items:

None

ADJOURNMENT:

There being no further business, Director Davis moved to adjourn at 6:52pm until the next regularly scheduled meeting Monday, January 11, 2021; Director Caven seconded the motion; the motion passed unanimously by all 9 directors present.