



Cloverdale Citrus Fair

DRAFT Minutes of the Board of Directors Meeting

Monday, October 11, 2021

DIRECTOR ATTENDANCE:

Dylan Davis, President	(P)	Helen Broughton, Director	(P)	P = Present
Gary Seavey, Vice President	(P)	Sam Jones, Director	(L)	A = Absent
Laurie Kneeland, Treasurer	(P)	Midori Longo Rowlands, Director	(P)	L = Late
Ashlyn McLean, Secretary	(P)	Karl Mittelstadt, Director	(P)	
Ipolani Bovee, Director	(P)	Helen Mora, Director	(P)	
		John Yepiz, Director	(A)	

OTHERS PRESENT:

Allison Keaney, CEO; Angelica Fernandes

CALL TO ORDER:

Called to order at 6:06 PM by President Davis

PLEDGE OF ALLEGIANCE:

Led by Director Longo Rolands

INTRODUCTION OF GUESTS:

President Davis introduced Angelica Fernandes, FFA teacher and advisor at Cloverdale High School.

PUBLIC COMMENTS:

Angelica Fernandes commented that the FFA chapter would like to be more involved with the Citrus Fair and provide extra help during other interim events. They would like to become involved in creating an exhibit for the fair and would like to know about the Citrus Fair's plans for the livestock program. Finally, they are working to create opportunities to develop career readiness for their members.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

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

PRESIDENTS REPORT:

President Davis made note of the improvements being made on the grounds, notably the tree trimming. He welcomed CEO Keaney to the Citrus Fair. President Davis reviewed the committee assignments with the directors to more evenly balance the scope of work for fair time committees. The teambuilding activity has been tabled.

CEO REPORT:

CEO Keaney reported that the transition is going well and that she has met with several community members. Interim Events are continuing to grow. The Western Fairs Association convention is January 16 – 18, 2022. Fair Planning: Working on the budget and meeting with different service providers for the Fair. She reported wanting to make Senior Day more appealing; will reach out to the Senior Center to explore recruiting volunteer docents for the Exhibit Hall to share stories of the Fair's past. Wine Competition: Has met with wine staff to plan for equipment and supply needs for the competition.

STANDING COMMITTEE REPORTS:

Finance - Discussion

- Director Kneeland reported the following as of September 30: Petty Cash = \$200.00, Change Fund = \$200.00, Operating = \$105,057.08, and Savings = \$1,354,911.28 for a total of \$1,462,368.36.
- Director Mora moved to approve the report. Director Jones seconded the motion; the motion passed unanimously by all directors present.
- Motion to approve the resolution for bank signers Dylan Davis, Laurie Kneeland, and Allison Keaney moved by Director Seavey, seconded by Director McLean, and passed unanimously by all directors present.

Buildings & Grounds

- Director Mittelstadt reported that the new gate system was installed. The restrooms on either side of the stage need to be addressed and the repair estimate approved by the committee.

Bylaw and Policy

- The scheduling of the next meeting has been tabled.

FAIRTIME COMMITTEE REPORTS:

Ambassador Program

- Director Mora needs to assemble the committee and being working on the parameters of the program.

Auditorium Entertainment

- Director McClean reported that the committee will meet in November and would like to meet with CEO Keaney to discuss the schedule and preparation for the auditorium entertainment.

Exhibits

- Director Bovee would like to reach out to previous exhibitors. There will be a booth at the Craft Fair promoting the exhibits and providing information.

Parade

- Director Mittelstadt reported that the committee met and discussed the upcoming parade. A Board member will be needed to control 3rd Street.

Friends of the Fair

- It was recommended that the Board room theme be kept to citrus so that décor may be used year after year. It was also recommended to keep the catering with a local company in town.

OTHER ITEMS

Holiday Craft Fair: Director Bovee requested approval to have alcohol sales at the craft fair and moved to have the proposal adopted. Director McLean seconded the motion. The motion passed unanimously by all directors present.

Trunk or Treat: Trunk or Treat will be held on Halloween and it was recommended to have the event earlier in the day before families gathered for dinner and their neighborhood trick-or-treat. Director Mittelstadt, Director Mora, and Director Bovee volunteered to organize the event. The Board would like to have a committee devoted to this event moving forward.

Oktoberfest: President Davis opened up feedback on the event. Director Kneeland reported that she would have the final accounting at the November meeting. Director McLean suggested increased communication between the two organizations regarding support and expectations.

Outgoing CEO Commitments: Director Davis reviewed the commitments made to outgoing CEO Young. Promised stipends will be paid within the month.

Future agenda items were reviewed.

With no further business, Director Kneeland moved to adjourn the meeting at 8:15 PM to Monday, November 8, 2021. The motion was passed unanimously.