



# Cloverdale Citrus Fair

## Minutes of the Board of Directors Meeting

Monday, August 9, 2021

### DIRECTOR ATTENDANCE:

Dylan Davis, President	(P)	Helen Broughton, Director	(P)	P = Present	9
Gary Seavey, Vice President	(P)	Karl Mittelstadt, Director	(P)	A = Absent	1
Laurie Kneeland, Treasurer	(P)	Helen Mora, Director	(A)		
Ashlyn McLean, Secretary	(P)	Dave Ojeda, Director	(P)		
Ipolani Bovee, Director	(P)	John Yepiz, Director	(P)		

### OTHERS PRESENT:

Katie Fonsen Young, CEO and Allison Keaney

### CALL TO ORDER:

Called to order at 6:00 PM by President Davis

### PLEDGE OF ALLEGIANCE:

Lead by Director Kneeland

### INTRODUCTION OF GUESTS:

None

### PUBLIC COMMENTS:

None

### APPROVAL OF AGENDA:

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

## **APPROVAL OF MINUTES:**

Director McLean moved to approve the minutes from the July 12 and August 2 meetings; Director McLean seconded the motion; the motion passed by all 9 directors present.

## **CLOSED SESSION CEO RECRUITMENT:**

The board went into closed session at 6:11 pm to consider candidates for the CEO Position.

## **RETURN TO OPEN SESSION AND REPORT ON ACTION ITEMS:**

The board returned to open session at 7:10 pm. No action taken.

## **PRESIDENTS REPORT:**

Director Davis expressed his appreciation for the board's work on the CEO recruitment process. He also thanked Katie and team for their efforts to make the Fire & Safety Expo event so successful.

## **CEO REPORT:**

CEO Young reported that the August 7<sup>th</sup> Northern Sonoma County Fire & Earthquake Safety Expo went very well, with an estimated 1,500 in attendance. She and Geoff Peters recommend making it an annual event but moving the date to sometime in the spring. She reported that the Chamber's Bike Safety Rodeo for kids and the comedy show promoted by Jackie Evans were also very successful, community supported events. CEO Young provided an update on office staffing and her transition timeline.

## **STANDING COMMITTEE REPORTS:**

### **Finance -**

- Director Kneeland reports the following as of July 31: Petty Cash = \$200.00, Change Fund = \$200.00, ATM = \$2,000, Operating = (\$14,889.87), and Savings = \$1,554,911.28 a total of \$1,542,421.41
- CEO Young noted that due to timing of the report date (July 31) and several large checks cut but not yet mailed out at the end of July, the operating account in Quickbooks presented a negative number. However, a transfer from the savings account to the operating account had been initiated and cleared on August 2.
- Director Kneeland moved to approve the list of July check disbursements as well as the financial statements; Director Seavey seconded the motion; the motion passed unanimously by all 9 directors present.

### **Buildings & Grounds -**

- Director Mittelstadt discussed plans for an updated Cloverdale Citrus Fair sign for the top of the Auditorium roof.

### **Bylaw and Policy**

- None at this time

## **FAIRTIME COMMITTEE REPORTS:**

**Queen Pageant – No report**

**Cabaret - Director McLean**

Director McLean reported that rehearsals are well under way and Cabaret is hopeful to add a fourth performance night to the 2022 Citrus Fair schedule of events.

**Exhibits – No report**

**Friends of the Fair – No report**

## **DISCUSSION AND POSSIBLE ACTION REGARDING COLLABORATION WITH KIWANIS CLUB TO PRODUCE OCTOBERFEST ON OCTOBER 2, 2021:**

Director Kneeland reported that flyers and postcards are ordered. Director McLean is working on fun activities for the Kid Zone and will set up a meeting with Katie to go over logistics.

## **DISCUSSION AND POSSIBLE ACTION REGARDING ADDING TIP JARS DURING THE ENCORE AT EACH CABARET PERFORMANCE, PROCEEDS TO BE DONATED TO AN ORGANIZATION WHICH SUPPORTS PERFORMING ARTS:**

The board was in general consensus that tip jars at the completion of each Cabaret performance were a good idea if proceeds benefitted a performing arts program.

## **DISCUSSION AND POSSIBLE ACTION REGARDING ADDING A FOURTH NIGHT OF CABARET TO THE 2022 CITRUS FAIR SCHEDULE:**

The board expressed individual concerns regarding scheduling, logistics and staffing requirements. Exhibits, Cabaret and Queen committees are going to meet to discuss several options.

## **DISCUSSION AND POSSIBLE ACTION REGARDING HALL OF FAME FOR 2022:**

The board discussed adding a Hall of Fame display to the Exhibit Hall as part of the 130<sup>th</sup> Anniversary celebration. A committee will be formed to discuss further.

## **DISCUSSION AND POSSIBLE ACTION REGARDING CEO RECRUITMENT:**

The board set a meeting date to further discuss.

## **DISCUSSION AND POSSIBLE ACTION REGARDING BOARD MEETING ATTENDANCE:**

President Davis noted that board attendance has been low for certain members. A reminder will be sent to board members who are not currently meeting attendance requirements.

**Request for future agenda Items:**

None

**ADJOURNMENT:**

There being no further business, Director Bovee moved to adjourn at 8:30 pm until the next regularly scheduled meeting Monday, September 13, 2021; Director Broughton seconded the motion; the motion passed unanimously by all 9 directors present.