



# Cloverdale Citrus Fair

## Minutes of the Board of Directors Meeting

Monday, December 10, 2021

### DIRECTOR ATTENDANCE:

Dylan Davis, President	(P)	Helen Broughton, Director	(P)	P = Present
Gary Seavey, Vice President	(P)	Sam Jones, Director	(P)	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	(A)	
		John Yepiz, Director	(P)	

### OTHERS PRESENT:

None

### CALL TO ORDER:

Called to order at 6:00 PM by President Davis

### PLEDGE OF ALLEGIANCE:

Led by Director Broughton

### INTRODUCTION OF GUESTS:

None

### PUBLIC COMMENTS:

Director Mittelstadt reported that the website needed to be updated to include information about the fair. He could not locate information about the Cabaret or how to enter. CEO Keaney relayed that website changes were forthcoming.

### APPROVAL OF AGENDA:

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

## **APPROVAL OF MINUTES:**

Director McLean moved to approve the minutes from the November 8<sup>th</sup> Board meeting; Director Seavey seconded the motion; the motion passed by all directors present.

## **PRESIDENT'S REPORT:**

President Davis asked that the Board be efficient with the agenda.

## **CEO REPORT:**

Citrus Fair: Progress is being made in all areas of fair planning, while responding to the changes being faced (the fair's preferred ribbon company is out of business, the fair's petting zoo provider is no longer operating, the chef demo contractor is not available.) Concessionaires are hired and booked. Vendor spaces are ½ way filled. Exhibits entries open 12/14. FFA is interested in being more involved with the fair. Advertising is being contracted. Sponsorship is the area that needs the most attention.

WFA Convention: The roster of attendees was reviewed.

Staff Related Issues: Ronda Hibbeln has joined the Citrus Fair for fair-time support.

## **STANDING COMMITTEE REPORTS:**

### **Finance - Discussion**

- Director Kneeland, reported the following as of November 20, 2021: Petty Cash = \$200.00, Change Fund = \$200.00, ATM Change Fund of \$2000, Operating = \$323,262.27, and Savings = \$1,655,813.09 for a total of \$1,981,475.36.
- Director Mittelstadt moved to approve the report. Director Bovee seconded the motion; the motion passed unanimously by all directors present.
- Director Kneeland and CEO Keaney reported that the 2<sup>nd</sup> Draw PPP loan had been forgiven.

### **Buildings & Grounds**

- Director Mittelstadt reported on the Thymes Square project and the Alexander Valley Healthcare Center. Director Seavey reported that the first floor of the center will be rentable meeting rooms, a direct competitor to the Citrus Fair. The Thymes Square committee will meet to further discuss the City's request for easements for the project.
- Wifi needs to be upgraded.
- Possible need for more cameras.
- Community garden may be up for sale. President Davis asked for volunteers to serve on a committee. Stepping forward are Director Yepiz, Director Middelstadt, and Director Bovee.

### **Bylaw and Policy**

- Director Yepiz will contact the committee this week to set up a meeting.

## **FAIRTIME COMMITTEE REPORTS:**

### **Ambassador Program**

- Directors Bovee and Seavey reported on Director Mora's behalf. A draft press release was sent to the committee for review and will be distributed upon approval. A timeline has been created. Director Seavey asked for set milestones and transitions. Director Bovee will promote the program to the homeschool community.
- Director Seavey moved that the Ambassador Scholarship be funded exclusively, and in its entirety, by the Cloverdale Citrus Fair Association. All other donations and/or sponsorships shall be used to cover expenses related to the production of the Ambassador program. Director Davis moved to approve the motion; Director Bovee seconded the motion; the motion passed by all directors present.

### **Auditorium Entertainment**

- Diaper Derby: Director Broughton and CEO Keaney met to review logistics; Lightning Cheer will be asked to provide volunteers.
- Talent Show: Lee Menicucci is committed to emcee the event.
- Lily Lemon/Oran Orange: This is ready to accept entry applications; Butler Amusements will allow the contestants and their families to enjoy a private visit to the carnival.
- Cabaret: only 54 of 640 tickets remain.

### **Exhibits**

- Director Bovee reported that the committee is reaching out to local groups and plans to do further outreach during the holidays.

### **Parade**

- Director Mittelstadt reported that golf carts will need to be rented this year. He also reached out to Ace Hardware to borrow their radios. The last day to register for the parade is a few days before.

### **Friends of the Fair**

- Director Yepiz will contact the committee to set a meeting date.

## **OTHER ITEMS**

**WFA Convention:** CEO Keaney asked for the Board to assist with the fair's book and serve wine.

**Parliamentarian:** President Davis expressed the need for a parliamentarian to help guide the application of Roberts Rules of Order and keep meeting business focused and effective. He asked that Director Yepiz fill this role. Director Yepiz stated that he would not allow the Board to become bogged down in the details of Robert's Rules, but would help increase the Board's knowledge and help in apply the rules to best serve the Board.

**2022 Budget:** President Davis, for Director Kneeland, presented the 2022 Budget, evaluated by the Finance Committee, a resolution to approve the request for the FY21/22 standard allocation, and a resolution to require two signatures for the withdrawal of cash. Director Broughton moved to adopt the budget and the resolution. Director Seavey seconded the motion. The motion passed unanimously by all directors present.

With no further business, Director Kneeland moved to adjourn the meeting at 7:20 PM to Monday, January 10, 2022; seconded by Director Seavey; the motion was passed unanimously.