



Cloverdale Citrus Fair

Minutes of the Board of Directors Meeting

Monday, January 10, 2022

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	(A)	Karl Mittelstadt, Director	(P)	
Ipolani Bovee, Director	(P)	Helen Mora, Director	(P)	
		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 Bovee

INTRODUCTION OF GUESTS:

None

PUBLIC COMMENTS:

Director Yepiz distributed a copy of key elements of Roberts Rules of Order for Board members to reference during Board meetings.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Director Broughton moved to approve the minutes from the December 13th Board meeting; Director Mittelstadt seconded the motion; the motion passed by all directors present.

PRESIDENT'S REPORT:

President Davis commented that the Fair was right around the corner and that all details and plans should be solidified and ready to execute.

CEO REPORT:

Citrus Fair: CEO Keaney alerted the Board to the health order put in place by the County Health Officer earlier that day, limited indoor events to no more than 50 people and outdoor events to no more than 100 where socially distancing is not possible. She outlined what the order could mean for the fair. She stated that the staff would explore options and deadlines for decision making should the fair need to shift to an alternate plan. Planning will move forward just as if the fair would still happen.

STANDING COMMITTEE REPORTS:

Finance - Discussion

- Director Kneeland, reported the following as of December 30, 2021: Petty Cash = \$200.00, Change Fund = \$200.00, ATM Change Fund of \$480, Operating = \$256,558.15, and Savings = \$1,855,813.09 for a total of \$2,113,251.24. The report is in draft form, as year there may be some expenses to still be paid before the year end financials can be finalized and closed.
- Director Yepiz moved to approve the draft report. Director Mittelstadt seconded the motion; the motion passed unanimously by all directors present.
- Director Bovee moved to approve the cash disbursements. Director Mittelstadt seconded the motion. The motion passed unanimously by all directors present.

Buildings & Grounds

- Director Mittelstadt reviewed the project to dampen the sound on the stage and the quotes that had been received. The Board expressed their preference to have the entire project completed at once.
- Hot water is also needed in the auditorium bathrooms.

Bylaw and Policy

- Director Yepiz reported that the committee met and came up with a list of recommended changes. There will be another meeting to finalize the recommendations and prepare them for consideration by the board.

FAIRTIME COMMITTEE REPORTS:

Ambassador Program

- Director Mora reported that the committee decided to focus on the retirement of the Queen Pageant and use the opportunity to introduce the ambassador program. The hope is to gather past queens and past court members. The ambassadors would participate in a Q&A led by an emcee, interview, and this would be the start of their learning experience. There are three candidates. It was expressed that they could start their internships in April the award can be in May. Next year the next program will start with the beginning of the school year. Director Seavey will create a story Board to share with the committee.
- Diaper Derby: Director Broughton and CEO Keaney met to review logistics; Lightening 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.

Auditorium Entertainment

- Director Broughton reported that Diaper Derby, Talent Show, and Lily Lemon/Oran Orange were progressing. She recommended a statement about the health order be sent to the County.

Exhibits

- Director Bovee reported that she had been promoting the exhibits program to increase entries. Additional display items to showcase the 130th anniversary were discussed.

Parade

- Director Mittelstadt reported that the next meeting will be 1/13 at 5:30pm. There is still a need for an official group to handle the street closure. Alma Bowen will provide the Spanish announcing for the parade.

Friends of the Fair

- Director Yepiz reported that the committee met and their tasks were outlined. Additional work needs to be done on the Board room, deciding the hours and hosting. Another meeting will be held before the fair.

OTHER ITEMS

Blue Ribbon Award: Director David nominated Lee Menicucci for a Blue Ribbon Award, outlining his many contributions to the Fair. Director Yepiz moved to approve the award. Director Jones seconded the motions. The motion passed unanimously by all directors present.

Ambassador Program Changes: Director Seavey moved that the February 18, 2022 Ambassador Selection Ceremony be postponed until Friday May 6 2022, and the time allotted on Feb 18, 2022 shift to focus on retiring the Queen Pageant Program. The Ambassador selection ceremony would return to a regular Fair time

schedule in 2023. Director Jones seconded the motion. The motion passed unanimously by all directors present.

FFA State Conference Sponsorship: CEO Keaney share a request from FFA leader and ag teacher Angelica Fernandez to request some financial support for six students to attend the FFA State Conference. The Board discussed the positive impact of this opportunity on the students and the community. Director Jones moved to sponsor all 6 students in total in the amount of \$2,670. Director Bovee seconded the motion and the motion passed unanimously by all directors present. CEO Keaney will inform Ms. Hernandez of the decision and request that the students attend a Board meeting after the conference to report on their experience.

Fair Sponsored Events: Director Davis requested that the Board consider, and select, other events produced by the Fair such as a BBQ competition, concerts, 4th of July, and be prepared to help support these events.

Cabaret Donations: CEO Keaney brought forth the expenditure of the cabaret funds to individuals and recommended they be administered by the fair in an application process: the individual applies, the Board reviews and approves. Focus will be on the performing arts. Director Seavey moved to implement this process. Director Yepiz seconded the motion. The motion passed unanimously by all directors present. CEO Keaney recommended that the Fair formally contract with Encore Dance Studio to provide a stipend for Cabaret related studio use. Director Seavey moved that a contract be drafted for fair compensation to the dance studio for use by the cabaret. Director Yepiz seconded the motion; motion passes unanimously by all directors present.

With no further business, Director Kneeland moved to adjourn the meeting at 7:40 PM to Monday, February 7, 2022; seconded by Director Yepiz; the motion was passed unanimously.