



# Cloverdale Citrus Fair

## Minutes of the Board of Directors Meeting

Monday, March 14, 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)	John Yepiz, Director	(P)	

### OTHERS PRESENT:

None

### CALL TO ORDER:

Called to order at 6:05 PM by President Davis

### PLEDGE OF ALLEGIANCE:

Led by Director Kneeland

### INTRODUCTION OF GUESTS:

None

### PUBLIC COMMENTS:

None

### APPROVAL OF AGENDA:

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

### APPROVAL OF MINUTES:

Director Seavey moved to approve the minutes from the February 7th meeting. Director McLean seconded the motion; the motion passed by all directors present.

## **PRESIDENT'S REPORT:**

Fair preparations are well underway. President Davis expressed his gratitude for everyone's work and flexibility.

## **CEO REPORT:**

Citrus Fair: All marking and publicity is confirmed; entries and contest registrations are still light and Board members are asked to encourage entries from their contacts in the community. Directors were thanked for their assistance in engaging with the fair's social media content.

Fire & Earthquake Safety Expo: The fair is handling printed material, signage, and is receiving the donations and paying the various expenses.

Staff: Colleen Hale will be joining the staff on a part time basis; moving to full time as she transitions from her current position.

## **STANDING COMMITTEE REPORTS:**

### **Finance - Discussion**

- Director Kneeland, reported the following as of February 28, 2022: Petty Cash = \$200.00, Change Fund = \$200.00, ATM Change Fund of \$1860.00, Operating = \$149,293.13, and Savings = \$1,756,698.75 for a total of \$1,908,251.88. Director Kneeland presented the final January balance sheet and the final 2021 Financial report.
- Director Longo moved to approve the finance report. Director Jones seconded the motion; the motion passed unanimously by all directors present.
- Director Mittelstadt moved to approve the final January balance sheet. Director McClean seconded the motion; the motion passed unanimously by all directors present.
- Director Seavey moved to approve the 2021 final financial report. Director Broughton seconded the motion. The motion passed unanimously by all directors present.

### **Buildings & Grounds**

- Director Mittelstadt reported that electrical upgrades are needed in the shop to ready it for an air compressor.

### **Bylaw and Policy**

- No report.

## **FAIRTIME COMMITTEE REPORTS:**

### **Ambassador Program**

- Director Seavey reported that the group was ready to go with the program, has a general layout of the Queen retirement presentation, and will do a walk-through this evening.

### **Auditorium Entertainment**

- Director McLean reported that all entities are in motion. There are few talent show and Lily Lemon/Oran Orange entries. She requested the Board assist with cabaret table turnover.

### **Exhibits**

- The committee reported that exhibitors may enter the Exhibit Hall starting on 3/31 to begin their entries.

### **Parade**

- Director Mittelstadt reported that parade entries are coming in and wants to solidify the street shutdown.

## **00THER ITEMS**

### **Letter of Consideration for Board Position – Martin Vizcaino: Postponed**

With no further business, Director Kneeland moved to adjourn the meeting at 7:10 PM to Monday, April 11, 2022; seconded by Director McClean; the motion was passed unanimously.