



Cloverdale Citrus Fair

Minutes of the Board of Directors Meeting

Monday, May 9, 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	(P)	Karl Mittelstadt, Director	(P)	E = Excused
Ipolani Bovee, Director	(P)	John Yepiz, Director	(E)	

OTHERS PRESENT:

None

CALL TO ORDER:

Called to order at 6:02 PM by President Davis

PLEDGE OF ALLEGIANCE:

Led by Director Longo Rowlands

INTRODUCTION OF GUESTS:

none

PUBLIC COMMENTS:

none

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Director McLean moved to approve the minutes from the April 11th meeting. Director Seavey seconded the motion; the motion passed by all directors present.

PRESIDENT'S REPORT:

President Davis commented that things are now winding down from the Fair and Expo and attention can be given to other events such as July 4th and "Cloverfest."

CEO REPORT:

WFA: CEO Keaney distributed WFA passes to the directors.

2022 Fair: CEO Keaney provided a brief summary of the Fair. The full report will be shared at the June Board meeting. One area to be greatly improved in 2023 will be the exhibits guidebook and managing the exhibits program.

Fire & Earthquake Safety Expo: The event went well. The fair will share funds with Northern Sonoma County CERT after expenses. CEO Keaney thanked Directors Davis, Mittelstadt, and Seavey for their help cleaning up after the event.

Schedule: CEO Keaney will be going on vacation May 14th through the 22nd.

STANDING COMMITTEE REPORTS:

Finance - Discussion

- Director Kneeland, reported the following as of March 31, 2022: Petty Cash = \$200.00, Change Fund = \$200.00, ATM Change Fund of \$0, Operating = \$233,019.96, and Savings = \$1,678,129.50 for a total of \$1,911,549.46.
- Director Jones moved to approve the finance report (Attachment #2). Director Broughton seconded the motion; the motion passed unanimously by all directors present.
- Director McLean moved to approve the April disbursements (Attachment #3). Director Longo-Rolands seconded the motion; the motion passed unanimously by all directors present.

Buildings & Grounds

- Director Mittelstadt reported that no meeting was held in April. He noticed a broken picnic table during the fair. A meeting with the architect will be scheduled to discuss the lobby restrooms. Stage side stairs need reinforcement.

Bylaw and Policy

- No report.

Thyme Square

- No meeting has taken place due to the fair. President Davis expressed the need to get the school, City, and Healthcare Center together.

Cloverfest:

- Director Longo-Rowlands reported that the committee needs to follow up with breweries to get their participation and to contact vendors. The committee also needs to meet to plan logistics.

FAIRTIME COMMITTEE REPORTS:

Ambassador Program

- Director Seavey reported that the Ambassador is Makenna McNulty and the Associate Ambassador is Zoe Katz. These students are an amazing group of people. The program can be improved upon a great deal but was a very good first year. He also shared the idea of creating a wardrobe allotment for each participant, to get the ambassador candidates to emcee events, start the program earlier in the year, and to introduce topics that can be helpful to the candidates' growth and skill building. He thanked President Davis and Director Logo Rowlands for their help.

Auditorium Entertainment

- Director McLean complimented Director Broughton for an excellently run Diaper Derby and Talent Show. Cabaret was a great success.

Exhibits

- Director Seavey reported that there were not as many exhibitors as the committee would have liked, but they found a way to fill the room. The Historical Society did an excellent job. The committee would like to reach out to more small businesses and clubs about doing boards.

Parade

- Director Mittelstadt reflected on the many challenges with volunteers and participation this year, but in spite of lower entries, the viewers enjoyed it and that is what matters most.

Friends of the Fair

- The Board commented that the room was nicely decorated and all went well. Director Kneeland felt that things went well with the wine tasting.

OTHER ITEMS

Discussion regarding Board Officer Nominations and Elections – President Davis asked if officers would like to hold their offices for another year. All agreed. Director McLean moved to close nominations and move forward with the current slate to vote on at the June meeting. Director Longo Rowlands seconded the motion. The motion passed unanimously by all directors present.

Committee Assignments for 2022-2023 – Director Davis reviewed the current committees and presented the need to redistribute the workload. Director McLean recommended that Cabaret become its own committee due to the amount of time needed for the event. The committees are as follows:

Bylaws: Directors Yepiz, Kneeland, McLean, and Jones

Budget/Finance: Directors Kneeland and Broughton

Buildings and Grounds: Directors Mittelstadt, Seavey, and Jones

Parade: Directors Mittelstadt, and Broughton

Ambassador: Directors Seavey, Longo Rowlands, McLean

Friends of the Fair: Directors Kneeland, Seavey, Jones, and Yepiz

Exhibits: Directors Seavey, Longo Rowlands, and Mittelstadt

Auditorium: Directors Broughton, Longo Rowlands, and McLean

Cabaret: Directors McLean, Longo Rowlands, Jones, and Seavey

Post Fair Wrap Up: CEO Keaney asked the Board to collect their thoughts about the fair on paper, things that went well, and things that could have been better.

Future Agenda Items:

- Forming a scholarship committee
- Promoting the experience of serving on the Fair Board

With no further business, Director McLean moved to adjourn the meeting at 7:45 PM to Monday, June 13, 2022; seconded by Director Jones and passed unanimously.