

MINUTES
January 20, 2009
17th District Agricultural Association
Grass Valley, California

THE REGULAR MEETING OF THE BOARD OF DIRECTORS of the 17th District Agricultural Association was held on January 20, 2009 at 6:00 p.m. in the Board Room of the Administrative Office of the Nevada County Fairgrounds.

President Lusk called the meeting to order and declared a quorum at 6:00 p.m.

Directors present: Skip Lusk, Simi Lyss, Sandy Ballou, Tom Browning, Bill Schultz, Art Whitney, and Ron Wolfson

Director excused: Jeanette Royal

Director absent: Arnie Romanello

Motion 2009-01: Agenda: Motion by Director Wolfson, seconded by Director Lyss to approve the agenda, moving the presentation by The Coalition for a Drug Free Nevada County to follow the approval of the minutes. Motion carried.

Motion 2009-02: December 9, 2008 Minutes: Motion by Director Whitney, seconded by Director Wolfson to approve the minutes of December 9, 2008 meeting. Motion carried.

Presentation by the Coalition for a Drug Free Nevada County – Youth Sector

Tasha Meyer made a presentation expressing concern regarding under age consumption of alcohol at the Fair, recognizing that “hand offs” is part of the issue. It was agreed to arrange a meeting with The Coalition and the Fair’s Red Shirt Supervisor to work closer together to reduce the problem.

Tasha also expressed concern regarding the smoking on the Fairgrounds during the Fair. Staff will create a “Smoke Free Fairgrounds” program for presentation to the Board. It was recommended to see if there is “tobacco money” available to financially assist in the creation of designated smoking areas.

Tasha expressed interest in working with the Fair staff in creating more entertainment focused on the teenage Fair patrons.

Motion 2009-03: November Financials: Motion by Director Browning, seconded by Director Whitney to accept the November 2008 financial statements and to review the financial statements closer in the budget presentation. Motion carried.

Motion 2009-04: Contracts: Motion by Director Lyss, seconded by Director Wolfson to accept the December 2008 contracts. Motion carried.

Correspondence

- A letter from Suzanne Reese of Friends of Hospice thanking the Fair for giving them the opportunity to sell snowflakes as a benefit at the Country Christmas Faire.
- A letter from Rose Johnson of Women of Worth thanking the Fair for allowing them the use of a building for their Helping Out Helping Others Holiday Outreach project.
- A letter from Butler Amusements regarding the pricing for the 2009 Nevada County Fair.

Nomination of Officers for 2009

Director Wolfson nominated Simi Lyss for President. Director Schultz seconded the nomination.

Director Royal, by email correspondence, nominated Art Whitney for Vice President. Director Ballou seconded the nomination.

The election of officers will be conducted at the February meeting.

Non Fair Advisory Committee

It was reported that no meetings were held by the Non Fair Advisory Committee.

California Bluegrass Association Contract: CEO Woods reported that Fair staff met with the CBA and developed a plan to significantly reduce the vehicles on the grounds during the festival. The plan is being considered by the CBA's Board of Directors. A final detailed contract will be brought back to the Board for approval at a future meeting.

Fair Advisory Committee

It was reported that no meetings were held by the Fair Advisory Committee.

CEO Report

Deputy Manager Recruitment Report: It was reported that President Lyss and CEO Woods, joined by Lola Martin of the state's Human Resources Department, tested 15 candidates for the Deputy Manager position for the purpose of creating a list of available applicants. Upon proper notification to all of the applicants, the Fair will be able to interview only the top 3 candidates on the list. To move the process along, CEO Woods received an exemption from advertising the position state wide.

Audit Report

CEO Woods reported that the 2006 audit report has been modified by the Audit Office to reflect that the Fair's fixed asset records were well documented.

CEO Woods reported that two auditors from the State Audit Office have been auditing the 2007 transactions for the past two weeks. At their exit interview they identified five reportable conditions, as follows:

1. Friends of the Fair – The Fair should reevaluate the degree of separation between the Fair and the Nevada County Fairgrounds Foundation for appropriateness. CEO Woods reported that the Fair and Foundation are working on creating further separation between the organizations.
2. Compensated Leave Liability – The Fair’s compensated absence balance was understated by approximately \$2,000. The Fair allowed 3 employees to exceed their limit of 640 hours of vacation time. The Fair allowed 2 employees to exceed their limit of 240 hours of compensated time off. CEO Woods reported that employees have been paid down for their excess CTO and a plan is being formulated to avoid exceeding the limits in the future.
3. Temporary Employees – The Fair allowed 6 employees to work in excess of 119 days. CEO Woods reported that a labor tracking system has been developed, which will identify how many days and hours employees have worked year to date.
4. Individuals living on the Fairgrounds – The Fair has provided rent free in exchange for service for 3 employees who provide general security and host the camping area. The Fair needs to modify their duty statements or issue them a 1099B for the fair rental value as reportable income.
5. Courtesy Passes – The Fair does not count the courtesy passes that are redeemed at the Fair. CEO Woods reported that a system will be created to count the courtesy passes.

2009 Budget

CEO Woods presented the 2009 budget, stating that she projected a 7% decline in revenue for all revenue sources, with the exception of Interim Rental, which has been projected with a 10% decline from the previous year. Expenses have been cut throughout the organization and the projected reserve at year end is 20.6%.

Motion 2009-05: Budget: Motion by Director Wolfson, seconded by Director Lyss to approve the 2009 budget. Motion carried.

Foundation Report: It was reported that Ed Scofield’s retirement party raised approximately \$3,500 for the Nevada County Fairgrounds Foundation.

Old Business

There was no old business.

New Business

There was no new business.

Director Comments

Director Ballou commented that he overheard a conversation where the Nevada County Fair was mentioned as the greatest fair in California.

With no further business, the meeting was adjourned at 7:32 p.m.

Sandra J. Woods, CEO

Skip Lusk, President of the Board