

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE NAPA COUNTY FAIR ASSOCIATION  
WEDNESDAY, JULY 13, 2011**

**Mark Porter, Jim Keag, Karan Schlegel, Ray Edds, Rich Holston, Melanie Watson, Mike Winrod**

**DIRECTORS PRESENT:** Porter, Keag, Schlegel, Edds, Watson, Winrod

**DIRECTORS ABSENT:** Holston

**OTHERS PRESENT:** CEO Carlene Moore

**VISITORS:** Jim Yant, Ted Surber, Ron Schlegel, Cindy Yant, Steve Flynn, Judy Flynn, Ruben Lopez, Kerri Hammond Abreu, Mike Benson, Edgar Massoletti, Bill Moseley, Bill Gerhard, Doris Gerhard

**1. CALL TO ORDER**

A regular meeting of the Board of Directors of the Napa County Fair Association was held Wednesday, July 13, 2011 in the Main Office at the fairgrounds. The meeting was called to order at 7:00 PM by President Mark Porter.

**2. PUBLIC COMMENT**

Kerri Abreu expressed her gratitude for the Best of Show Awards this year, her concern for how overwhelmed the Kiwanis were with the beer booth during the Fiesta Mexicana event and encouraged the Board to require LEAD training from the Department of Alcohol Beverage Control. She also suggested the Board consider background checks for volunteers handling money and working during the fair as they are around children, recommended that security staff be trained in first aid and CPR, and she noted there was not a light on the flag during the singing of the National Anthem.

Cindy Yant presented the Board with a letter addressed to CEO Moore requesting a copy of the most recent completed audit report.

Judy Flynn complimented the Tubbs Building layout, but noted that no one was in the Tubbs for releasing on Tuesday, July 5 when she picked up her items.

**3. CONSENT CALENDAR**

CEO Moore noted that the June financials were presented in preliminary format only, as there hadn't been time with the Fair to review them appropriately, noting that final financials will be included on the August agenda. CEO Moore introduced a new item for the agenda under New Business, 8-h CFSA Fair Property Protection Program as the information was not received until June 24 with a deadline of July 1, which CFSA has extended if action is taken immediately. Director Keag moved, Director Schlegel seconded and motion carried to approve the Consent Calendar as amended.

**4. CLOSED SESSION**

President Porter excused the audience as the meeting adjourned to closed session at 7:10 p.m., pursuant to section 54597 of the Government Code for personnel matter to discuss specific complaint of charges. Upon return from closed session at 7:40 p.m., Director Schlegel reported that the Board accepted Director Edds resignation from the Race Committee and that Director Edds would no longer attend speedway events.

**5. COMMITTEE REPORTS**

a. EXECUTIVE: No meeting to report.

- b. BUILDINGS & GROUNDS: Director Schlegel reported that the committee met on Tuesday, July 12 to discuss the bathroom remodels for the golf course and RV park and recommends waterless urinals for the annual water and sewer savings and that CEO Moore will get quotes for the civil engineering to meet ADA standards. The committee also discussed trying a 15'x30' dog run on the grass area behind the second residence adjacent to the tent camping area before making it a permanent location. The committee reviewed the RV park rating system and will continue to prioritize projects based on our long range goal of receiving an 8-8-8 rating. Finally, the committee discussed the second residence and recommends providing the house to CEO Moore's in-laws in exchange for them making the necessary repairs and upgrades to the house, as Mr. Moore is a licensed electrician.
- c. CAMPGROUND: No meeting to report.
- d. GOLF: No meeting to report.
- e. PARADE: No meeting to report.
- f. POLICY: No meeting to report.
- g. PUBLIC RELATIONS: No meeting to report.
- h. RACE: No meeting to report.

## 6. **CORRESPONDENCE**

- a. Friends of Sunrise Montessori: The Board acknowledged the thank you letter from Friends of Sunrise Montessori for our donation of a round of golf to their silent auction.
- b. Boy Scouts Troop #18: The Board acknowledged the thank you letter from Boy Scouts Troop #18 for our donation of a round of golf to their silent auction.
- c. UCLA: The Board acknowledged the thank you letter from UCLA for our donation of a round of golf to their silent auction.
- d. CCA: The Board acknowledged the update in correspondence with PNC regarding refinancing of the photovoltaic loans.
- e. CCA: The Board acknowledged the letter from CCA regarding their plans to restructure by entering into a service agreement with CFSA for oversight and management and returning to their original name of California Fairs Financing Authority (CFFA).
- f. WFA: The Board acknowledged the CFA Special Report of 6/15/11 apprising them of the budget progress at the State.
- g. Calistoga Resident: The Board acknowledged the email sent to the Board of Supervisors by an anonymous Calistoga Resident regarding the golf course.
- h. F&E: The Board acknowledged the Best Wishes for a successful fair from F&E.

- i. F&E: The Board acknowledged the \$128,000 Supplemental Allocation received from F&E for 2010/2011.
- j. WFA: The Board acknowledged the Special Report of June 28, 2011.
- k. RON HALE: The Board acknowledged the thank you letter from Ron Hale and his acceptance of tickets to the Civil War race, in response to his letter following his experience during the World of Outlaws.
- l. Norm Manzer: The Board acknowledged the complimentary email from Norm Manzer to CEO Moore of a job well done and noted his offer to volunteer next year.
- m. CFSA: The Board acknowledged the June FYI newsletter.
- n. Boys & Girls Club of the Mountain Communities: The Board acknowledged the thank you letter from the Boys & Girls Club of the Mountain Communities for our donation of a round of golf to their silent auction.
- o. Boys & Girls Club of North County: The Board acknowledged the thank you letter from the Boys & Girls Club of North County for our donation of a round of golf to their silent auction.

## 7. UNFINISHED BUSINESS

- a. 2010 Audit: Constance Coughlan of Constance Coughlan, CPA reported on the completion of the 2010 audit, noting corrections to the previously emailed letter including changing paragraph 3 to read "I am" instead of "I was", the date to 7/14/11, and the PERS amount reported in paragraph 7 to \$25,957. Ms. Coughlan noted that there are no audit adjustments, no reportable findings, and that their samplings were consistent with the losses reported at the July 2010 board meeting.

## 8. NEW BUSINESS

- a. 2012 Fair Dates: CEO Moore requested that this item be deferred to the Long Range Planning Session in the Fall, but asked the board to consider options as the 4<sup>th</sup> of July is on a Wednesday next year.
- b. Volunteer Appreciation: CEO Moore requested that the Board host a potluck dinner to thank the Fair volunteers and hear their comments and feedback on the Fair, in conjunction with Item 8-c Public Critique Meeting, with the Association providing the meat and beverages and the directors providing the side dishes.
- c. Public Critique Meeting: Director Edds moved, Director Keag seconded and motion carried to hold a 2011 Fair public critique meeting following the Volunteer Appreciation dinner on Wednesday, July 27, 2011 in the Tucker Room.
- d. Board Meeting Dates: After some discussion and explanation by CEO Moore of the challenges to providing complete and reviewed financial reports for months where we have events on the last or first weekend, Director Schlegel moved, Director Keag seconded and motion carried to hold the monthly board meetings on the third Wednesday of each month, beginning August 17.

