

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOCIATION
WEDNESDAY, AUGUST 17, 2011**

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

DIRECTORS PRESENT: Porter, Keag, Schlegel, Holston, Winrod

DIRECTORS ABSENT: Edds

OTHERS PRESENT: CEO Carlene Moore

VISITORS: Jim Yant, Cindy Yant, Ted Surber, Ron Schlegel, Kerri Abreu, Mike Benson, Bill Moseley, Bill Gerhard, Fred Moore, Pat Hampton

1. CALL TO ORDER

A regular meeting of the Board of Directors of the Napa County Fair Association was held Wednesday, August 17, 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

Cindy Yant presented the Board with a letter addressed to CEO Moore requesting a copy of the most recently completed audit report, clarifying that she did in fact receive her request last month, but now that the 2010 audit is finalized she is requesting a copy of that. Ms. Yant then thanked CEO Moore for allowing her and Jim to attend one parade committee meeting, but expressed her discontent at the format of the parade lineup, the size font, and that she had not been allowed to have any say in producing those documents. Ms. Yant also criticized CEO Moore for the lineup of the parade, to which Director Keag informed her that that was his responsibility. Ms. Yant also questioned CEO Moore and the Board if it was their intent to cancel the parade. Ms. Yant chastised CEO Moore for her disorganization and lack of preparedness for events, telling the Board that she believes CEO Moore is doing a disservice to the community in her role as CEO. Ms. Yant was unable to finish her comments as she had run out of time.

Ted Surber encouraged the Board to fire CEO Moore citing lack of action on CEO Moore's part that he believes has resulted in the poor shape of the equipment, poor decisions such as tearing down the ticket booth, misrepresenting the work needed on the second residence, and now the rocks on the speedway. Mr. Surber went on to state that CEO Moore is rude and that he is aware of her being 1 ½ hours late to a meeting.

3. CONSENT CALENDAR

CEO Moore reviewed the July financials, noting that fair revenues were up due to attendance, charging entry fees, and the addition of the new olive oil competition and bull riding event, solicitation of community stars to support the exhibit special prizes, as well as collection of all of the wine and beer revenues. Fair expenses were up due to wine and beer commission and supply payouts and that currently the new signs are charged to fair expenses versus having been charged to the Flex Capital expense. Speedway revenues are down due to the cancellation of the Saturday race in May and subsequent loss of concession and parking for that night as well. Speedway expenses are down because there was not a purse payout for that night either. Golf Course revenues are down in green fees, concession, and equipment rentals. Golf Course expenses are still on par with last year as the cost savings due to layoffs is being put back into course improvements and equipment repairs. RV Park revenues are up, partly due to the \$5,000 earned by having the park open to the public during the Fair without having a 'fair-pack' subsidy added to it. RV Park expenses are up due to two paid employees working in the RV office from March through June, noting that now through the end of the year we are

back to only one paid staff person and one trade person. Additionally, the picnic table expense is currently charged to the RV Park instead of Flex Capital expenses. CEO Moore noted that Facility expenses are down over last year because tables and chairs had been purchased by this time last year. Administrative revenues are up due to the \$3,000 prior year revenue received from the Boosters for outstanding concession fees from 2010 and donations received. Administrative expenses are down due to bringing the accounting back in-house, utilities being correctly allocated compared to 2010, as well as that 2010's expenses included a misposting of \$25,000 that wasn't corrected until year end. Director Schlegel moved, Director Holston seconded and motion carried to approve the Consent Calendar as presented.

4. CLOSED SESSION

President Porter excused the audience as the meeting adjourned to closed session at 7:18 p.m., pursuant to section 54956.9 of the Government Code for conference with legal counsel for existing litigation with PNC Equipment Finance, LLC. Upon return from closed session at 7:32 p.m., President Porter reported that no action had been taken at this time.

5. COMMITTEE REPORTS

- a. EXECUTIVE: No meeting to report.
- b. BUILDINGS & GROUNDS: No meeting to report.
- c. CAMPGROUND: No meeting to report.
- d. GOLF: No meeting to report.
- e. PARADE: No meeting to report.
- f. POLICY: Discussion was deferred to Item 8-c, By-law Amendment.
- g. PUBLIC RELATIONS: No meeting to report.
- h. RACE: No meeting to report.

6. CORRESPONDENCE

- a. St. Luke's Preschool: The Board acknowledged the thank you letter for our donation of a round of golf to their silent auction.
- b. Bonsall Rotary Club: The Board acknowledged the thank you letter for our donation of a round of golf to their silent auction.
- c. This was mistakenly left on the agenda from July.
- d. This was mistakenly left on the agenda from July.
- e. Boys & Girls Club of Long Beach: The Board acknowledged the thank you letter for our donation of a round of golf to their silent auction.
- f. Valley Preparatory School: The Board acknowledged the thank you letter for our donation of a round of golf to their silent auction.
- g. Upper Valley Disposal: The Board acknowledged the 5.89% increase to trash removal services effective July 1, 2011.
- h. St. Helena Rotary Club: The Board acknowledged the thank you for CEO Moore's presentation.
- i. F&E: The Board acknowledged the audit guidelines as presented by the Division, noting that annual financial audits are still required.
- j. CDFA: The Board acknowledged the appointment by CDFA Secretary Karen Ross of Rebecca Desmond as the Director of Fairs and Expositions and signed a congratulatory card to be mailed.
- k. F&E: The Board acknowledged the 2012 Budget memo instructing county fairs that beginning with the 20121 budget, they are no longer due to F&E for approval.
- l. This was mistakenly left on the agenda from July.
- m. CFSA: The Board acknowledged the July FYI newsletter.

- n. WFA: The Board acknowledged the cost cutting measures at WFA and focus of CFA's advocacy efforts letter.
- o. Jim Hunter: The Board acknowledged the email sent to CEO Moore regarding the course conditions.

7. UNFINISHED BUSINESS

- a. 2011 Fair: Having reviewed the fair financials previously during the Consent Calendar, CEO Moore shared some of the comments received during the fair as a result of having placed comment cards in all the buildings. Comments included the Tubbs Building not being open to the general public on opening night for exhibitors to see their own placings, to enjoyment of the preschool "stars" art contest and public participation in voting for the winner, to the buildings being warm and humid, to enjoying the music and layout of the fair. In addition, people participating in the Arts in Action provided by the Calistoga Art Center made 125 hats, 125 wings, 30 masks, 50 pendants, 40 pirate hats, and the art center float for the parade.

8. NEW BUSINESS

- a. Mosquito Abatement District: Director Holston moved, Director Keag seconded to approve the mosquito and weed abatement service contract with a maximum yearly limit of \$3,600 (July through June) for treating the fence lines, irrigation ditch, pond, RV park, track wall, and other miscellaneous areas as identified by management.
- b. Reclaimed Water Pond: CEO Moore explained that with the assistance of Ron Schlegel, she has met with four pond pump companies and CFFA to discuss options for fixing the reclaimed water pond pump situation and asked that the Board consider the skid mount pump with an auto wash filter, with either a single or duplex pump. Estimations are \$19,000 and \$27,000 for the skid mount, depending on single or duplex (which would alternate on start up, thus increasing the life expectancy of the pump). Additionally, installing the skid mount would require a plumber and an electrician and the current water tank would have to be retro-fit with an air compressor (approximately \$1,800) and some fittings would require welding work (\$400). This option would correct everything from the pump to the irrigation supply. If a single mount system was installed, the current pump could be re-routed separately to be used as a back up, but only in manual operation (and would require quite a bit of work to re-route).

Additionally, to correct the incoming pressure problems, it was encouraged that we dredge the pond first and then replace the foot valve and install a pre-screener (approximately \$3,500 not including the dredging). If the incoming problem, from pond to pump, is not fixed, the pump will need replacing due to cavitation again in the near future.

Total estimated costs for the skid mount pump is \$24,700 single, \$32,700 duplex, plus miscellaneous parts and labor on both. CEO Moore reported that she is making the request to the Calistoga Wildcat Boosters at their meeting on September 8 for \$20,000 to be used toward the pump project and subsequent irrigation repairs to the football field. Director Holston moved, Director Schlegel seconded and motion carried to direct CEO Moore to also request financial assistance from the City of Calistoga for the pump improvements.

- c. By-Law Amendment: Pursuant to amendment #xxx effective October 2010, the Policy Committee presented their recommendation to increase the board to 9, providing 3 appointed positions and 6 elected as a proactive step to address our contract with the County for discussion. Director Holston moved, Director Winrod seconded and motion carried to hold a Special Meeting on Tuesday,

September 20 at 7:00 p.m. for Association members to express their opinions on the proposed amendment.

- d. IAFE Convention: IAFE Convention will be held November 28 through December 31 in Las Vegas, NV, with more information to be presented at next month's meeting.
- e. August 6, 2011 Civil War Race: CEO Moore reported that while we have tentatively made a profit of \$7,000 on the Civil War Race on Saturday, August 6, 2011, attendance was down from the previous year, which was also down from 2009. Additionally, even though car count was up, pit admissions were also down. Other tracks racing that same night included Petaluma, Chico, and Placerville. Director Winrod requested that a comparison of race profitability be made for 2010.
- f. Tierey Tamagni: After some discussion, the Board referred this item to the Policy Committee to review as it pertained to current policy.
- g. Calistoga Community Christmas Bazaar: Director Holston moved, Director Schlegel seconded and motion carried to approve complimentary use of the Tubbs Building on Friday, December 2 for setup and decorating and the reduced rate of \$1,125 for use of the Tubbs Building on Saturday, December 3 for the event and cleanup, and \$40 per hour for use of the forklift and one operator, noting that any other days of use would have to be paid for at the setup/teardown rates as established in 2010.

9. LONG RANGE PLAN

- a. UPDATE: Nothing to report.
- b. 2011 Session Date: The Board acknowledged the date set for the next Long Range Plan meeting of Saturday, September 17, 2011 with location details to follow.

10. MATTERS OF INFORMATION

- a. CEO REPORT: CEO Moore reported that beginning with the September agenda, supporting documentation will also be available online to the public and that copies of anything distributed by staff to the Board at the meeting will be made available to the public as well.

CEO Moore noted the \$500 donation received by Mary Stevens, a former Calistoga resident who still keeps up on local news and sent her neighbors in Oakland to the fair this year, only to hear of their great experience and the changes made to the fair.

CEO Moore reported on the joint marketing campaign with Town & Country Fair, a mailer sent to every household in Napa County. The brochure focused on the elimination of fair funding at the State level and offered suggestions for getting involved in both fairs. Additionally, our piece focused on the year round activities available at the County fairgrounds and the value of joining the Association.

CEO Moore reported on her meeting the County to amend the contract language to remove references to the Division and minimum classification allocations, change our budget deadline, and modify the language for project oversight by CFFA.

CEO Moore also gave a brief recap of ongoing project research including her meeting with Bryan Eubanks of CFFA regarding the pond pump, golf course restrooms, and RV restrooms and park

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOCIATION
MONDAY, AUGUST 22, 2011
Mark Porter, Jim Keag, Karan Schlegel, Ray Edds, Rich Holston, Mike Winrod**

DIRECTORS PRESENT: Porter, Keag, Schlegel, Holston, Winrod

DIRECTORS ABSENT: Edds

OTHERS PRESENT: CEO Carlene Moore

VISITORS: Ted Surber, Pat Hampton

1. CALL TO ORDER

A special meeting of the Board of Directors of the Napa County Fair Association was held Monday, August 22, 2011 in the Main Office at the fairgrounds. The meeting was called to order at 6:05 PM by President Mark Porter.

2. PUBLIC COMMENT

No comments were made.

3. CLOSED SESSION: Pursuant to Section 54957(e) of the Government Code.

Director Holston moved, Director Schlegel seconded and motion carried to adjourn to closed session for the Public Employee Performance Evaluation of the Chief Executive Officer.

Upon returning from Closed Session, President Porter reported that direction had been given to CEO Moore to respond to the letter received by individual Board members.

4. ADJOURNMENT

Director Holston moved, Director Keag seconded and motion carried to adjourn the meeting at 7:02 PM.

Certified to be a true and correct copy.

Carlene Moore
Chief Executive Officer

Date

Mark Porter
President

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE NAPA COUNTY FAIR ASSOCIATION
TUESDAY, SEPTEMBER 20, 2011
Mark Porter, Jim Keag, Karan Schlegel, Ray Edds, Rich Holston, Mike Winrod**

DIRECTORS PRESENT: Directors Porter, Keag, Schlegel, Edds, Holston, and Winrod

DIRECTORS ABSENT: None

OTHERS PRESENT: CEO Carlene Moore

VISITORS: Edie Englehard, Bill Squire, Kerri Abreu, Cindy Yant, Jim Yant, Ted Surber, Bill Gerhard

1. CALL TO ORDER

A special meeting of the Board of Directors of the Napa County Fair Association was held Tuesday, September 20, 2011 in the Main Office at the fairgrounds. Due to conflicting information as to the meeting's location, the meeting was delayed 5 minutes. The meeting was called to order at 7:05 PM by President Mark Porter.

2. PUBLIC COMMENT

Kerri Abreu once again expressed her concern for communication in that two paid employees during the fair were not invited to the volunteer appreciation dinner or a follow up session.

3. OLD BUSINESS

CEO Moore reviewed the proposed By-Law Amendment to expand the board to 9 members total, 6 elected by the Association, 3 appointed by the Board of Supervisors. President Porter then opened the floor for public comment.

Director Holston explained that the Board would be listening to all comments and questions and would discuss those comments and answer those questions during the following night's regular Board meeting, at which time action would be taken.

Kerri Abreu doesn't agree with giving the Board of Supervisors 3 appointments right off the top and suggested that the recommendation that no more than 2 come from the same jurisdiction be removed and that only one person from a single jurisdiction be allowed. She also stated that she truly believes that if the County supported us then the city of Napa and the Napa Town and Country Fair would not have added a Fourth of July celebration over the past few years. Ms. Abreu also noted that this fair used to have livestock and everyone used to participate.

Cindy Yant reiterated her comment from the August board meeting that the association is open to all residents, emphasizing that there is nothing excluding Napa from joining. She questioned why priority would be given to someone who hasn't shown interest before. Ms. Yant also spoke of her conversation with Supervisor Dillon, noting that Napa Town & Country Fair has stomped all over us in the past, going so far as to put their exhibitor handbooks on top of ours in the bank. Ms. Yant expressed her belief that perhaps we should be focusing our attention on reaching out to the 4-H, FFA, and school programs instead of appointments by the Board of Supervisors.

Bill Gerhard asked if the Board of Supervisors were aware of this request and if they have shown any interest in it. He also stated that when the contract was negotiated back in 2008 that the Board of Supervisors wanted to distance themselves from the Association, no longer allowing the Association to use the official county seal and requiring the Association to get its own employee benefits. Mr. Gerhard

Napa County Fair Association

1435 North Oak Street
Calistoga, CA 94515

By-Laws

ARTICLE I

The corporate powers of this Association shall be vested in a Board of ~~seven (7)~~ **nine (9)** directors, who shall be members in good standing in the Association. Directors shall be bona fide residents of Napa County or the area now served by the Calistoga Post Office. A maximum of two current board members may live outside the County, in the area served by the Calistoga Post Office. ~~Four (4)~~ **Five (5)** directors shall constitute a quorum for the transaction of business.

ARTICLE II

Seal

The Association shall have a common seal, consisting of a circle having on its circumference the words “Napa County Fair Association, Calistoga, CA”, and in its center, “Incorporated October 8, 1935”.

ARTICLE III

Offices

The Association shall maintain its principal offices in the City of Calistoga, County of Napa, State of California, and may transact business at such other places as the Board of Directors may appoint.

ARTICLE IV

Board of Directors

1. The Board of Directors shall consist of ~~seven (7)~~ **nine (9)** members, **six (6) Association and three (3) Appointed**, who serve without compensation. ~~Four (4)~~ **Five (5)** shall constitute a quorum at any directors’ meeting. The Board shall meet once a month unless changed by majority vote.
2. Immediate family members cannot serve concurrently on the board of directors.
3. ~~Directors shall be elected at the annual meeting which typically takes place the second Wednesday in November, two directors one year, two the next year, and three directors the following year.~~
The Directoral Seats on the Board shall be comprised as follows:

Three (3) County Seats – Which shall be filled by Napa County residents from outside the area serviced by the Calistoga Post Office through application with the Board of Supervisors. No more than two (2) County Seats may be occupied from the same jurisdiction. Nominees will be first vetted and recommended by the Association. Beginning with the annual Association meeting in November 2011, three (3) seats will open for appointment, with one (1) seat designated to serve a one year term, one (1) seat to serve a two year term, and one (1) seat to serve a three year term. Thereafter, all County Seats shall be three (3) years and will expire on December 31.

Persons so nominated shall serve at the pleasure of the Board of Supervisors.

Six (6) Association Seats – Which shall be reserved for occupancy by members of the Association who are in good standing. Their term of office shall be three (3) years. Beginning with the Annual Meeting in November, 2011, one (1) seat open for election shall be elected for a term of three (3) years. At the Annual Meeting in 2012, of the three (3) seats open for election, one (1) shall be elected for a term of two (2) years and two (2) shall be elected for a term of three (3) years. Thereafter, all Association Directors’ terms shall be three (3) years and will expire at on December 31. The method of their nomination and election shall be as follows:

Nominations:

- a. Any **Voting** Association member who has reached the age of 18 by January 1 of the year they wish to run may run for election to a position on the Board of Directors of the Napa County Fair Association.
- b. Such person shall submit his or her name to the Chief Executive Officer of the Association by the first business day of October and will receive a petition to be used to secure at least ten (10) names of bona fide voting members of the Association. This petition shall include a brief description of the position duties and responsibilities. Signed petitions must be submitted to the Chief Executive Officer prior to the second Wednesday of October.
- c. Signatures shall be verified by Association staff as those of voting members and certified as same by Board of Directors.
- d. The Chief Executive Officer shall be responsible to see that proper notice of all positions available and the process to be followed to secure such positions is made to all Association members and that notice is given to all County media.
- e. The Board of Directors will accept all candidates who successfully complete the petition process and they shall be considered as the candidate for the election to the Board of Directors at the annual meeting immediately following their certification.
- f. There will be no nominations received from the floor.

Ballots:

- a. A ballot will be available listing all candidates.
- b. Ballots will be mailed by October 15 of each year.
- c. Ballot will list "Incumbent" after names of Directors seeking reelection or confirmation of appointment made to fill a vacancy during the period between Association meetings.
- d. Ballot shall state how many candidates are to be elected.
- e. Ballots must be received in the Association Main Office by the first business day of November of each year. Late ballots will not be accepted.
- f. Ballot is void unless signed.
- g. A balloted election is not necessary when the number of nominees equals the number of open positions. In such event the nominees shall be confirmed by the Association membership at the annual meeting.

Counting of Ballots:

- a. The Chief Executive Officer shall appoint two Association members to count the ballots prior to the annual meeting.
- b. The counting process may be observed by up to three Association members. Observers may only oversee the process and may not participate in any way in the actual counting process. The Chief Executive Officer will determine who among those desiring to observe will be selected.
- c. All candidates will be notified of the results one week prior to the annual meeting.

Ballot Review:

- a. On the fourth business day after the election, the ballots shall be destroyed.
4. In order to be eligible to run for a position on the Board of Directors, an individual must meet the following criteria:
- a. Individual must be in their second year of membership in the Association.
 - b. Individual must have attended three (3) regular Board of Director meetings in the year of the nomination.
 - c. Individual must be at least 18 years old as of January 1 in the year in which they wish to run.

- d. Individual must be a voting member of the Association.
5. All directors shall serve for a period of three (3) years, and until their successors are elected. Their term of office shall begin January 1. If a vacancy occurs prior to completion of a board member's term, the position may be filled by vote of the directors remaining in office. Such members so appointed shall hold office for the remainder of the three year term they are filling
6. The Board of Directors shall have the power to call special meetings of the Board of Directors when deemed necessary, at any time, upon written request of a majority of the board members.
7. The Board of Directors shall have the power to appoint and remove at their pleasure the Association Chief Executive Officer and shall prescribe the position duties and fix compensation, if any.
8. The Board of Directors shall have the power to conduct, manage, and control the affairs and business of the Association, to make rules not inconsistent with the laws of the State of California, for the guidance of the officers and management of the affairs of the Association.
9. The Board of Directors shall have the power to incur indebtedness, the terms and amount of which shall be entered in the minutes of the Board, and the note of obligation, if any, given for the same, signed officially by the CEO, President, or Treasurer, shall be binding on the Association.

3-C

3-C

Napa County Fair
STATEMENT OF OPERATIONS
 August 31, 2011

	Current Mo. 2011	Current Mo. 2010	Current Mo. Variance	Current YTD 8/31/2011	Prior YTD 8/31/2010	YTD Variance	Budget 2011	Remaining Budget	% of Total 2011
Revenues									
General/Overhead	907.09	718.53	188.56	11,943.65	5,470.11	6,473.03	6,500.00	(5,443.65)	100%
Fair	3,915.00	2,693.07	1,221.93	240,286.49	190,246.54	50,039.95	210,000.00	(30,286.49)	24%
Speedway	28,536.57	66,881.96	(38,345.39)	133,263.77	206,007.96	(72,744.19)	232,300.00	99,036.23	-31%
Golf Course	17,938.70	31,561.47	(13,622.77)	102,945.86	145,889.31	(42,943.45)	200,783.00	97,837.14	-21%
Campground	21,861.16	16,098.00	5,763.16	187,374.76	175,081.00	12,293.76	260,850.00	73,475.24	5%
Facilities Rental	12,258.00	8,823.50	3,434.50	72,288.59	64,941.50	7,347.09	109,350.00	37,061.41	7%
	85,416.52	126,776.53	(41,360.01)	748,103.12	787,636.42	(39,533.81)	1,019,783.00	271,679.88	-4%
Expenditures									
General/Overhead	24,899.65	13,861.85	11,037.80	317,902.45	380,700.37	(62,797.92)	655,120.00	337,217.55	-10%
Fair	10,405.96	32,225.49	(21,819.53)	235,283.85	237,695.07	(2,411.22)	212,728.00	(22,555.85)	-1%
Speedway	23,104.08	23,916.20	(812.12)	99,756.87	140,891.99	(41,135.12)	150,982.00	51,225.13	-27%
Golf Course	10,724.97	14,370.20	(3,645.23)	105,166.39	108,538.14	(3,371.75)	189,663.00	84,496.61	-2%
Campground	3,483.64	4,153.38	(669.74)	57,945.98	30,355.23	27,590.75	103,727.00	45,781.02	27%
Facilities Rental	(382.63)	1,581.21	(1,963.84)	11,778.69	23,037.08	(11,258.39)	0.00	(11,778.69)	0%
	72,235.67	90,108.33	(17,872.66)	827,834.23	921,217.88	(93,383.65)	1,312,220.00	484,385.77	-7%
Net Gain (Loss) Operations	13,180.85	36,668.20	(23,487.35)	(79,731.11)	(133,581.46)	53,849.84	(292,437.00)	(212,705.89)	-18%
State Allocations	0.00	0.00	0.00	143,200.00	136,400.00	6,800.00	143,200.00	0.00	5%
Other Allocations	(164,963.00)	0.00	(164,963.00)	28,000.00	35,000.00	(7,000.00)	41,323.00	13,323.00	-17%
Net Gain (Loss)	(151,782.15)	36,668.20	(188,450.35)	(51,731.11)	(98,581.46)	46,849.84	(251,114.00)	(199,382.89)	-19%

DRAFT

EXPENDITURES - August 2011

Check #	Vendor	Amount	Description
1491	Change Fund	\$ 7,000.00	8/6 race ATM and admissions change fund
1492	Jerry Divecchia	\$ 225.00	SS#11-442 Director of competition
1493	Ed Entz	\$ 200.00	SS#11-443 Flagman
1494	Earl Halderman	\$ 300.00	SS#11-441 Scorer
1495	Ed Kinkel	\$ 225.00	SS#11-446 Technical coordinator
1496	Stacy Mead	\$ 100.00	SS#11-444 Pit Official
1497	Bill Sessa	\$ 650.00	SS#11-402 Race publicist
1498	Bill Sullivan	\$ 250.00	SS#11-445 Announcer
1499	Handy Racing Promotions	\$ 13,125.00	SS#11-403 Civil War race promoter
3001	Calistoga Grad Night	\$ 355.00	LA#11-015 refund cleaning deposit
3002	Calistoga High School Alumni Assoc	\$ -	Void
3003	Wendy Cendejas	\$ 310.00	LA#11-059 refund cleaning deposit
3004	Pitney Bowes	\$ -	Void
3005	Purchase Power	\$ -	Void
3006	Griselda Rojas	\$ 250.00	LA#11-075 refund cleaning deposit
3007	Griselda Romero	\$ 300.00	LA#11-071 refund cleaning deposit
3008	Angelina Salomon	\$ 700.00	LA#11-044 refund cleaning deposit
3009	Teirey Tamagni	\$ 40.00	LA#11-022 refund security guard fee
3010	Laura Vargas	\$ 1,440.22	LA#11-024 refund cleaning deposit
3011	Becky Vega	\$ 795.00	LA#11-045 refund cleaning deposit
3012	Costco	\$ 26.60	golf course supplies
3013	A&T Custom Golf Cars	\$ 2,216.07	maintenance shop carts and batteries
3014	Aaction Rents	\$ 29.17	finance charges
3015	AT&T	\$ 834.76	local & long distance charges
3016	Cal Clean Services	\$ 508.21	golf course, RV, facility restroom cleaning
3017	Calistoga High School Alumni Assoc	\$ 1,160.00	LA#11-019 refund cleaning deposit
3018	Calistoga Rotary Club	\$ 245.00	July membership dues
3019	Cal Mart	\$ 1,178.31	fair ice, golf course supplies, volunteer appreciation dinner
3020	Camp-California Marketing	\$ 1,115.00	2012 marketing
3021	CFSA	\$ 8,241.34	workers comp, liability insurance, SEL, payroll service
3022	City of Calistoga	\$ 6,631.30	monthly water & sewer service, banner
3023	Clark Pest Control	\$ 203.00	house and office pest service
3024	Constance Coughlan, CPA	\$ 675.00	Form 99, 199 filings
3025	County of Napa	\$ -	Void
3026	DBI Beverage	\$ 102.50	golf course beer
3027	Directv	\$ 86.99	monthly pro shop tv service
3028	DK Embroidery	\$ 212.55	staff and director shirts
3029	DNA Synergistic Engineering	\$ 129.00	monthly email and website hosting
3030	Janette Feliciano	\$ 367.00	LA#11-035 refund cleaning deposit
3031	Roberta Grahm	\$ 54.00	refund camping fees
3032	Markstein Beverage	\$ 765.49	race and golf course beer
3033	McMillan Shureen LLP	\$ 247.50	research closed session qualifications
3034	MegaPatth	\$ 403.96	monthly golf course, RV, office DSL service
3035	Aaron Moore	\$ 17.39	reimburse maintenance supplies
3036	Napa Valley Petroleum	\$ 1,892.48	fuel, diesel
3037	Napa Valley Exposition	\$ 5,998.44	share of marketing brochure
3038	Office Depot, Inc.	\$ 49.87	paper, trash bags, adding machine paper
3039	Office Depot Credit Plan	\$ 52.18	badges
3040	Pacific Tree Care	\$ 1,120.00	hang banners
3041	Par West Turf Services	\$ 308.31	mower blades
3042	Piner's Napa Ambulance	\$ 2,262.00	king of the west, civil war, world of outlaws ambulance service
3043	Pitney Bowes	\$ 180.00	quarterly postage machine rental fee
3044	Porters Repair	\$ 220.39	oil & lube service

3045	Purchase Power	\$	1,071.98	postage
3046	Rainbow Ag Services	\$	454.41	rough & fairway mower umbrellas, solenoid
3047	Rental Solutions	\$	776.58	light tower rental
3048	Sierra Pacific Turf Supply	\$	85.18	back lap grit compound
3049	Simple Office Solutions	\$	46.91	monthly copier maintenance
3050	Skylark Landscaping	\$	1,959.22	sprinklers, equipment parts
3051	St. Luke's Preschool	\$	150.00	2nd place preschool art contest
3052	Sun and Stars Montessori School	\$	100.00	3rd place preschool art contest
3053	Teller Express	\$	19.95	monthly ATM cell service fee
3054	Upper Valley Disposal	\$	4,872.99	fair trash removal, monthly trash removal
3055	V&G Event Services	\$	4,201.24	Civil War race security, interim event security
3056	Whirco	\$	182.75	service office A/C
3057	Whispering Pines of Calistoga	\$	7.10	office & shop drinking water
TOTAL			<u>\$ 77,727.34</u>	

Contract #	Renter Dates	Item 3-e-i Amount
11-078	Calistoga Cub Football/Taylor Martin <i>August 1 - 31: Monday through Friday 5:30 - 7:30 PM</i>	TBD
11-079	Calistoga Lions Club/Matt Freese <i>Sunday, August 28, 2011</i>	\$200.00
11-080	Napa County Health & Human Services Agency/Sheila Cox <i>Wednesday, October 12, 2011</i>	\$0.00
11-081	Dolores Gauardo/Dolores Gauardo <i>Saturday, December 10, 2011</i>	\$700.00



5-a

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

RECEIPT
August 2011

Carlene Moore
Mount St. Helena Golf Course
1435 North Oak Street
Calistoga, CA 94515

Thank you for participating in the 2011 UCLA True Blue Celebration auction benefiting UCLA Athletics, the Wooden Athletic Fund. Due to your participation, the auction raised over \$50,000 this year.

Thank you for your generosity and support. If you have any questions, please call (866) 891-8850.

DONATION

- a golf foursome with carts.

08-19-11A08:36 RCVD

FEDERAL TAX ID #: 95-2250801

*UCLA Athletic Foundation is a non-profit entity classified under the Internal Revenue Service code 501(c)(3).
Federal Tax ID # 95-2250801*

This receipt does not represent tax advice on your contribution; we recommend that you contact your tax advisor with any specific questions you may have.

5-b



Rabbi Arnold Rachlis, D.D.
Richard D. Fybel, President

RECEIPT
August 2011

Carlene Moore
Mount St. Helena Golf Course
1435 North Oak Street
Calistoga, CA 94515

We greatly appreciate your donation to the University Synagogue's *An Evening in Tuscany* which was held on May 21, 2011. Due to your generosity and the generosity of others, the event made a profit of over \$90,000.

If you have any questions, please call 800-995-0474.

DONATION

• a golf foursome with carts.

08-17-11P01:40 RCVD

FEDERAL TAX ID #: 33-0254944

The University Synagogue is a non-profit entity classified under the Internal Revenue Service code 501(c)(3). This receipt does not represent tax advice on your contribution; we recommend that you contact your tax advisor with any specific questions you may have.

Andre & Katherine Merage Campus
3400 Michelson, Irvine, California 92612 ✪ Tel: 949-553-3535 ✪ Fax: 949-553-4034
Affiliated with the Jewish Reconstructionist Federation ✪ www.universitiesynagogue.org
One of 12 "Star" Synagogues Chosen Nationally for the Synaplex Initiative

August 5, 2011



**California
State Fair**
BIG FUN!

Carlene Moore
Napa County Fair
1435 North Oak Street
Calistoga, CA 94515

Dear Carlene,

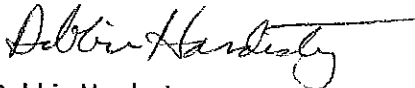
The *California's Golden Fairs* exhibit proved to be a great success and this was due in a large part to the many gracious contributions of loaned items and images. Throughout the exhibit's run, we received wonderful comments from our fair guests expressing their enjoyment and appreciation for the exhibit.

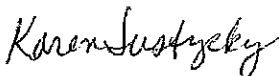
Your generous support of materials and time was greatly valued by the exhibit staff and the California State Fair and we truly could not have done it without your help.

It is our belief that the exhibit not only entertained but also inspired many people to support fairs by educating them on their history and their cultural and social significance.

Sincerely,


Dave Kirby
Exhibit Designer and Coordinator

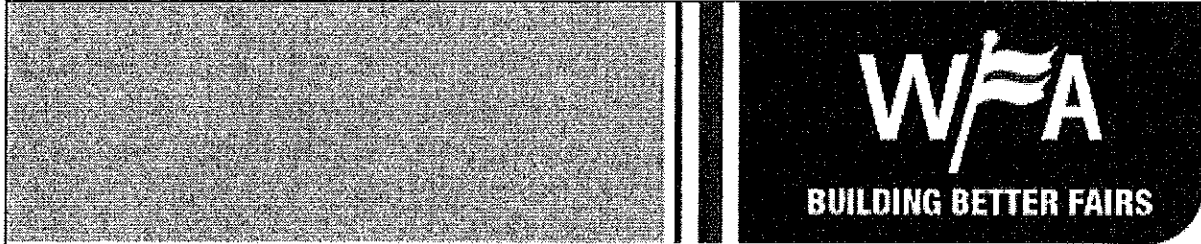

Debbie Hardesty
Curator


Karen Justycky
Curator

Carlene Moore

From: Western Fairs Association [wfa@fairsnet.org]
Sent: Monday, August 22, 2011 4:35 PM
To: carlene@napacountyfair.org
Subject: California Fairs Alliance Meeting Update

Having trouble viewing this email? [Click here](#)



Memorandum

To: California Fairs
From: Rick Pickering, Chair, California Fairs Alliance
Date: August 22, 2011
RE: CFA Board Meeting Report from August 15, 2011

The California Fairs Alliance Board met on August 15 in Sacramento, and focused on strategizing "next steps" in our campaign to recapture vital funding for California's fair network. This was our first meeting in the aftermath of the State's missed attempt to adopt a realistic budget earlier this year.

The overwhelming consensus of the CFA Board was that future funding for fairs should come from multiple sources (rather than a single source such as horse racing or the General Fund). Consequently, CFA will examine a number of possibilities for inclusion in our funding restoration legislation.

Fair Funding: The CFA Board and staff reviewed several options. Noting that there were only 18 days left in the current legislative session, CFA will initiate a fall campaign to recruit legislative support for a funding solution to be introduced in January. Possible funding sources include:

- State Sales Tax--A key component of our State budget strategy was the concept of directing all or a portion of the State's share of sales taxes generated on fairgrounds into a special fund for redistribution to the fair network.
- Gaming Expansion--Two bills are currently seeking to legalize Internet Poker and there may be a possibility of capturing a new revenue stream from the proceeds or of allowing fairs to host Internet Poker.
- Tribal Gaming--Recent court decisions may drive a restructuring of the distribution of tribal gaming income and fairs should work to remain part of these discussions.
- Horse Racing--Although racing continues to decline, there may be some potential for funds from racing to again support fairs.
- Statewide Sponsorship--Consider a Statewide effort for large corporate sponsorship.
- Statewide or Regional Business District--Much like a Visitor or Tourism Bureau.
- Local Tax Opportunity--Current law allows a county to levy a property tax in support of its fair. Although no one has done this, it's worth exploring and possibly expanding.

Emergency Funding/Structural Options: The CFA Board and staff discussed the need for temporary "bridge solutions" to support the fair network until a long-term funding solution can be secured. The Board agreed that this should be brought forward at the meeting of Secretary Ross' Fair Consortium scheduled for later in the day. The Board requested staff to collect a list of short-





term strategic legislative efforts that could be introduced during the final weeks of the 2011 session if needed, as well as administrative solutions.

WFA/CFA Dues Reduction: Given that the WFA Board had directed that WFA/CFA dues to California fairs be reduced for the coming year, a CFA subcommittee was established to work with staff on reducing dues.

Next CFA Board Meeting: The California Fairs Alliance Board set a tentative meeting date of September 16 as the target for more detailed options.

Stay tuned more more updates from the California Fairs Alliance and Western Fairs Association.

Thank you.

<p>Stephen Chambers WFA Executive Director 1776 Tribute Rd., Suite 210 Sacramento, CA 95815-4495 916.927.3100, Cell 916.952-6362 stephenc@fairsnet.org</p>	<p> www.westernfairs.org www.wfaconvention.com www.wfacommunity.com</p> <p>  </p>
---	--

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This email was sent to carlene@napacountyfair.org by wfa@fairsnet.org |
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
Western Fairs Association | 1776 Tribute Road | Suite 210 | Sacramento | CA | 95815-4495



August 26, 2011

Cindy Yant
P.O. Box 521
Calistoga, CA 94515

Subject: Document emailed on August 17th

Dear Ms. Yant:

This letter is to acknowledge receipt and review of the document you emailed to the Board of Directors on the night of August 17, 2011 following their regular meeting. The Board reviewed it and asked me to respond to you on their behalf.

The document you presented contains a large number of comments, questions and suggestions. Please give me a call to schedule an appointment so that we may discuss your concerns.

Sincerely,

Carlene Moore
Chief Executive Officer

- CC Mark Porter, President
- Jim Keag, Vice President
- Karan Schlegel, Treasurer
- Ray Edds, Jr.
- Rich Holston
- Mike Winrod



Thinking of Reducing Your Fair's Advertising Budget? Think Twice!

It seems most everyone these days is on the hunt for ways to economize. One of the first places many businesses start looking is at their advertising and/or marketing budgets. But before you think, "Hey, great idea", let's stop and think about this. Is it really a good business decision when what you'd really like to do is to increase community involvement and attendance at your fair and interim events, or to rent out more of your buildings more of the time? While study results and industry experts agree this isn't the time to abandon advertising, it is a good time to look at how and where you're advertising to ensure you're getting the most for your time, effort and ad dollars.

"The man who stops advertising to save money is like the man who stops the clock to save time." ~ Henry Ford

Research Says . . .
McGraw-Hill Research conducted a six-year study beginning in 1981 that focused on the long-term effects of advertising (or not) during a recession - in this case, from 1981 - 1982.

Researchers grouped businesses into three categories: those that decreased their advertising during the 1981 - 1982 recession, those that increased their advertising, and those that maintained their advertising expenditures during that two-year period. Study results revealed that as the economy improved, all businesses showed about the same increase in sales; however, the companies that advertised throughout the recession not only showed business increases during the 1981 - 1982 period, they retained those increases as the economy improved.

Here are two more compelling reasons for continued advertising efforts: 1) When the demand for advertising services drops (because of cut ad budgets), so does the cost of ad
Continued on other side

Just Need a Few Supplies? Team Up with Another Fair and CFSA's Purchasing Services will Help You Save

If you like taking advantage of CFSA's Purchasing Services program, but just need a little of this, a little of that, Cailee DeFoe, CFSA's buyer, has an idea for you: "piggy-back" your order with that of another fair or fairs in your area.

All you have to do is to let Cailee know which fair(s) you're working with; she'll coordinate your orders and then invoice each fair separately.

"We'll ship the order to one designated fair," Cailee said, "splitting both CFSA's administration fee and shipping fees (if any) between each fair. Plus," she added, "you'll also save with any applicable volume discounts." (Companion fairs will need to make their own arrangements to pick up their items from the designated delivery fair.)

Questions? Want to place an order? Contact Cailee, at 916/263-6191 or cdefoe@cfসা.org.

CFSA's Administration Manager, Sue Leavitt, Retires after Nearly 24 Years

After more than two decades with CFSA, Sue Leavitt, the agency's administration manager, retired at the end of August.

Sue began her fair career in CFSA's Safety Department and later put her people skills to good use as CFSA's Computer Services client liaison. In her role as administration manager, Sue supervised several of CFSA's departments and oversaw the well-being of the Fair Services Building's tenants as well as building maintenance. She also continued to assist CFSA-member fairs with computer-related questions and problems.

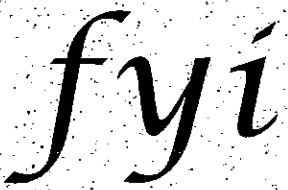
Continued on other side

CFFA Can Help Your Fair with All Types of Building Projects, Start to Finish

Like every good scout knows, it makes sense to plan ahead. That said, make sure your buildings are in tip-top shape, ready to weather all fall and winter can dish out, including days of freezing temperatures, wind, and lots and lots of rain. Who to call? California Fairs Financing Authority (CFFA)! Whether you have winterizing repairs, upgrades or new construction in mind, CFFA can help with every step.

Continued on other side

"Kodak sells film, but they don't advertise film. They advertise memories."
~ Theodore Parker



September 1, 2011
Issue 6, Volume 21

Let's hear from you!
Contact *fyi* at:
916/263-6163
Fax: 916/646-1238
mthurber@cfসা.org
Visit our Web site:
www.cfসা.org
© 2011 CFসা

Agency Hours
September 5, Labor Day
All fair agencies - CARF, CFসা, F&E and WFA will be closed on Monday, September 5, 2011.



Memo To: California Fairs Alliance Board of Directors
California Fairs
From: Stephen Chambers, Executive Director
Re September 20-CFA Board Meeting

The CFA Board will meet on Tuesday, September 20 from 11:00 a.m. to 1:00 p.m. in the Cal Expo board room located in the administration building. All California fairs are welcome and we will again offer conference call in capability. There are several critical projects underway. Here is the agenda.

- I. Call To Order
 - a) Introductions

- II. California Fair Funding
 - a) Short term solutions-CDFA Consortium recommendations
 - b) Long term strategy-2012 Legislation
 - c) California Fairs 2012 dues

- III. California Fair Governance
 - a) Consortium working group report
 - b) Legislative strategy report

- IV. California Legislative Update

- V. Fall Conference Preview

- VI. Old Business

- VII. New Business

The conference call in number is (866) 395-9973. When prompted enter the pass code 395037#. Please send questions during the meeting to lorih@fairsnet.org.

California Fairs Dues Revised

Class	Fair Name	2011 CFA Dues	2012 CFA Dues
Size			
3.5	Silver Dollar Fair - NMF	\$0	
3.5	Sonoma-Marin Fair	\$3,035	\$1,300
	Class 4 & 4.5 (Avg. 30%)		
4	Marin County Fair	\$3,035	\$2,000
4	Merced County Fair	\$3,035	\$2,000
4	Monterey County Fair	\$3,035	\$2,000
4	Nevada County Fair	\$3,035	\$2,000
4	San Bernardino County Fair (outstanding)	\$3,035	\$2,000
4	Santa Barbara County Fair-Santa Maria	\$3,035	\$2,000
4	Santa Barbara Fair & Expo	\$3,035	\$2,000
4	Tulare County Fair	\$3,035	\$2,000
4.5	Riverside County Fair & Nat'l Date Festival	\$3,644	\$2,000
4.5	San Joaquin County Fair	\$3,644	\$2,000
4.5	Santa Clara County Fair	\$3,644	\$2,000
4.5	Solano County Fair	\$3,644	\$2,000
4.5	Southern California Fair	\$3,035	\$2,000
4.5	Stanislaus County Fair	\$3,644	\$2,000
	Class 5,6,7 (Avg. 10%)		
5	Antelope Valley Fair	\$3,644	\$3,500
5	Grand Nat'l Rodeo, Horse & Stock Show	\$3,644	\$3,500
5	Kern County Fair	\$3,644	\$3,500
5	San Mateo County Expo & Fair	\$3,644	\$3,500
6	Big Fresno Fair	\$3,644	\$3,500
6	California Mid-State Fair	\$3,644	\$3,500
6	National Orange Show	\$3,644	\$3,500
6	Sonoma County Fair	\$3,644	\$3,500
6	Ventura County Fair	\$3,644	\$3,500
7	Alameda County Agricultural Fair	\$3,644	\$3,500
7	California State Fair	\$3,644	\$3,500
7	Los Angeles County Fair NMF	\$0	
7	Orange County Fair	\$3,644	\$3,500
7	San Diego County Fair	\$3,644	\$3,500
	Totals	\$213,128	\$121,600

COMMITTEES OF THE BOARD

GENERAL POLICY

The President, with the consent, of the Board shall appoint “Committees” no later than the second regular Board meeting after taking office. (Existing committees shall remain in effect until the appointments are made) These committees shall be assigned policy considerations deemed too cumbersome for full Board consideration and requiring expertise or knowledge possessed by the members of the committee.

To the extent that it is possible, the President should attempt to keep the make-up of committees intact - thereby better utilizing the knowledge and experience of committee members. Also, the President should refrain from appointing any members to chair committees if they have not had at least one year of experience on the Board. Additional committees shall be appointed only when areas of concern arise that are clearly outside the jurisdiction of existing committees.

Committees shall consist of at least two (2) Directors, one as chairperson and one as vice-chairperson, and any other Directors ~~or Association members~~ the President appoints to the committee. No more than three (3) Directors may serve on the same committee. The President shall not be a member of any committee, except the Executive Committee, but may act as a non-voting member of each Committee. The Chief Executive Officer or his/her designated representative shall be in attendance at all committee meetings. At no time shall more than three (3) Board Members be in attendance at a committee meeting unless it has been publicly noticed at the Main Office 72 hours prior to the meeting.

Committees shall act only to bring recommendations before the full Board, unless given specific authority to act on behalf of the Board, at which time their closed committee meetings shall become public meetings and public notice will be posted at the Main Office 72 hours prior to the meeting. Committee meetings shall be called by the committee chairperson or the Chief Executive Officer, at the direction of the President, or in case of his/her absence, the Vice President, and shall be in accordance with existing policy. Brief minutes of all committee meetings shall be submitted for Board action.

STANDING COMMITTEES

EXECUTIVE COMMITTEE

Membership includes the immediate past President, President, Vice-President, and Treasurer. The chairperson shall be the immediate past President.

Function - To meet at the request of the Chief Executive Officer to discuss personnel, potential litigation, to preview important agenda items, or to handle emergency situations (as identified by the Chief Executive Officer) when the full Board cannot be gathered.

~~BUILDING AND GROUNDS COMMITTEE~~ FACILITIES COMMITTEE

Function - To establish and review policy relative to the physical improvement of the grounds, to review the Chief Executive Officer’s priorities for grounds improvement, to periodically tour the

grounds and to report their findings. To make long range plans for continued operations.

BUDGET AND FINANCE COMMITTEE

~~The President shall appoint at least three members of the Board to serve on this committee, the current Treasurer shall be the chairperson.~~

Function – To review and report to the Board on the financial condition of the Association or an individual project. To establish the means of achieving capital requirements for improvements and new programs; to ~~To annually (September)~~ review the budget prepared by the Chief Executive Officer for recommendation to the Board, to meet with the Chief Executive Officer as requested to discuss budget matters and other financial matters.

CAMPGROUND COMMITTEE

~~Function – To review operational procedures for the Calistoga Campground.~~

GOLF COMMITTEE

~~Function – To review operational procedures for the golfing program at Mt. St. Helena Golf Course.~~

PARADE COMMITTEE

~~Function – To review the plans of the 4th of July Parade.~~

POLICY & BY-LAWS COMMITTEE

Function - To review and make recommendations to the Association's Policy Manual and By-Laws. Recommendations for changes or additions to the Policy Manual or By-Laws will be made only when such changes or additions are determined to be workable for management, and actual policy matters, not a function of management.

PUBLIC RELATIONS COMMITTEE

~~Function – To recruit Association membership, work with the various Chambers, and attend community events on behalf of the Association.~~

RACE COMMITTEE

~~Function – To review operational procedures for the racing program at Calistoga Speedway “Home of Louie Vermeil,” and to review input from the community regarding noise issues as they relate to all aspects of the Association operation.~~

TASK FORCES

Task Forces may be formed from time to time to work on a single, defined task or activity. Appointment to a Task Force shall be made by the President with the approval of the majority of the Board. Appointments may include Association, community, or government representatives.