

**PLACER COUNTY FAIR ASSOCIATION
800 ALL AMERICA CITY BOULEVARD
ROSEVILLE, CA 95678**

MINUTES

Board of Directors Meeting

October 21, 2003

7:00 p.m.

Members Present: Bickford, Cooper, Fancher, Gray, Henry, Lucich, Lunsford, Vineyard

Others Present: CEO Bill Dale, AGM Carlene Moore, Heather Belford, Rick Poppert, Marilyn Poppert, Karen Vincent, Ken Brooks

I. CALL TO ORDER

AGM Moore verified the legal meeting notice requirements were met. Following the roll call, President Bickford determined that there was a quorum and the meeting was called to order at 7:10 p.m.

Director Gray moved, Director Henry seconded, and motion carried to add Item 12, Closed Session, per Government Code Section 54957.6.

II. INTRODUCTIONS

President Bickford provided Rick Poppert, Marilyn Poppert, Karen Vincent, and Ken Brooks with a few moments to introduce themselves and express their interest in the meeting.

III. ACTION ON BOARD MEMBERS ABSENT AT THE LAST MEETING

Director Pierce was excused.

IV. CONSENT AGENDA

Director Henry moved, Director Gray seconded, and motion carried to approve the September 16 and October 1 meeting minutes and October 21 agenda as mailed.

V. FINANCIAL REPORTS

In the interest of time, the financial reports were quickly reviewed and it was noted that the figures are reflected in Item XI-C, 2004 Operating Budget, Director Gray moved, Director Lunsford seconded, and motion carried to approve the September Financial Reports as mailed.

VI. COMMITTEE REPORTS

Premium Book

Director Vineyard reported that Livestock Advisory Committee meeting will be Wednesday, November 5 at 6:30 p.m. in the Garden Room.

Policy & By-Laws

No meeting to report.

Entertainment

No meeting to report.

Buildings & Grounds

No meeting to report.

Race

Director Lunsford reported on the second of two meetings wherein the committee discussed its role in the overall racing program. The committee will present a written report for the Board's approval defining their role in areas such as budget, finance, and program.

Hospitality

No meeting to report.

Complaint

No meeting to report.

VII. CORRESPONDENCE

A. CDFA – F & E Director reassignment

B. CFA – Special Report

The Board acknowledged the reassignment of Director Liz Houser to Pierces Disease Program and the CFA report on 03-04 funding, legislation, and the 04-05 budget strategy.

C. 2002 Audit Response Letter

This item was combined with Item VIII-A, 2002 Audit Report.

VIII. MANAGEMENT REPORT

CEO Dale reported that our 2002 audit had been completed in August and that we had significantly reduced the number of reportable items from 2001. As part of the audit process, we are required to submit a written response to the “Reportable Conditions,” with our explanations and means of correcting. As is reflected in our response letter, all but one of the items has already been corrected in 2003, and the Property Ledger will be completed by December 31. CEO Dale went on to explain that the “Non-Reportable Conditions” are areas that the audit office sees trends, but are not considered “high risk.” At President Bickford’s request, CEO Dale explained the first item “Violation of Employment Policy” and our response to it. The Colusa County Fair had contacted AGM Moore for assistance with their audit items and budget. AGM Moore did seek the approval of CEO Dale and performed most of the work on weekends and evenings, except for one Monday when she attended Colusa’s finance meeting.

AGM Moore explained that the bank reconciliations now include a footer that automatically prints the date performed, as well as fields for the preparer’s initials and date and initials by the reviewer.

CEO Dale reported that Bruce McAllister of JMC had left a message that their space planner was reviewing our drawings for the new administration building. In the meantime, AGM Moore got information from CFSA pertaining to purchasing modular office space and has passed the information on to CEO Dale.

CEO Dale reported on the CCA concept drawings we received for the RV park expansion. After meeting with the CCA project manager, it is our intent to modify the soccer tent pad for RV parking.

IX. PRESIDENT’S REPORT

X. OLD BUSINESS

Director Henry reported on his conversation with Mark Wolinski regarding the status of Engine 2252. The relocation committee has hit several snags, and at this time they are approximately \$12,000 short of their budget. Their intent is to continue fund raising and anticipate moving Engine 2252 in February or March.

XI. NEW BUSINESS

A. Approval of Interim, Commercial Exhibit, Concession, Standard Service, Entertainment, and Judging Agreements entered into in September 2003

Director Gray moved, Director Fancher seconded, and motion carried to approve the list of Agreements entered into in September 2003.

B. Action on All American Speedway management for 2004

Following a lengthy discussion pertaining to private versus self-promotion, the Board directed staff to develop a Request For Proposal for the speedway operation for the Race Committee to review and present to the Board prior to release to the public. It was noted by the Board, that although this process is underway, staff will continue to plan for speedway operations in the event a private promoter is not selected.

C. Approval of 2004 Operating Budget

At the Budget and Finance Committee meeting just prior to the Board meeting, the committee decided to only enter into a discussion of the proposed 2004 Budget pending the closed session discussion, with final approval at the November meeting. Director Henry provided a comprehensive review and explanations for the increase in admissions (no free seniors, upward trend), carnival (per contract), concessions (more people, more food sales), sponsorships (focus by staff), attractions (inclusion of Friday night show), and interim rental (upgrade of facility, addition of kitchen to Lauppe Hall). Director Henry went on to explain the expenses, pages 6-10, and noted that most were similar to our 2003 expenses, with the exception of the decrease in permanent maintenance (layoffs) and the addition of the full-time CEO, with benefits, as part of the overall budget directive. Following a discussion regarding replacing the manager's car, the Board concurred to earmark \$5,000 of the 03-04 Millennium Flex Fund for a new vehicle purchase. In closing, CEO provided a summary of Page 1, noting that in the 2003 budget, we had planned for an increase of \$950, and we are estimating an increase of \$8,000. Considering our setbacks to the reserve in the process of straightening out our financial statements, we have actually grown by quite a bit.

XII. CLOSED SESSION

Members of the public and staff were asked to leave the room as the Board adjourned to Closed Session. Following Closed Session, the Board reconvened and President Bickford reported that the Board discussed the salaries of the various positions and gave direction to the Chief Executive Officer.

XIII. DIRECTORS COMMENTS

Director Vineyard commented on his attendance at the Nevada County Fair Draft Horse Classic and their on-going entertainment in the arena between classes.

Director Lucich commented on how nice it was that another fair would call our staff for assistance, and that we would help them.

The meeting adjourned at 10:10 p.m.

CERTIFIED TO BE A TRUE AND CORRECT COPY.

Carlene Moore
Assistant General Manager

Date