

Board of Directors Meeting Minutes

Ventura County Fairgrounds
31st District Agricultural Association - 10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376
Website: venturacountyfair.org Contact: Barbara Quaid, CEO

Monday, June 23rd, 2020 at 9:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/4105967704>

Join Via the phone:

+1-669-900-6833

Meeting ID: 410 596 7704

This virtual board meeting is called in accordance with Governor Gavin Newsom's proclaiming a State of Emergency to exist on March 4, 2020 as a result of the threat of COVID-19 and the March 12, 2020 Executive Order N-25-20. Board Directors and staff of the California Department of Food and Agriculture may attend this meeting telephonically without notice of or access to their teleconference location. Members of the public may attend the meeting and provide comment at the meeting location noticed above. Any item not so noticed on this agenda will not be considered or discussed.

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

The meeting convened at 9:04 a.m., and called to order by President Cornejo.

Directors present: President, Leslie Cornejo, Vice President, Leah Lacayo, Bonnie Atmore, Michael Bradbury, M. Cecilia Cuevas, Daniel Long, Armando Lopez and Shanté Morgan-Durisseau.

Staff present: Barbara Quaid, CEO, James Lockwood, Publicity and Marketing Manager, Jason Amelio, Sales Manager/Assistant Satellite Supervisor, Cristian Yopez, Accounting Trainee and Heidi Ortiz, Executive Secretary.

Guests Present: Karen Peters, Scott Toland and Megan Hook.

There were no conflicts of interest with any of the Board members that were present.

II. Pledge of Allegiance

All said the Pledge of Allegiance.

III. Welcome and Introductions of Guests and Staff

Invitation for the public to introduce themselves (not mandatory)

- Sarah Pelle, Resource Coordinator, Fairs & Expositions

IV. Public Comment on Items Not on the Agenda

In accordance with State law, the Board will not comment or otherwise consider Public Comment matters until and unless such items have been properly noticed for a future meeting.

V. Presentations - None

VI. Approval of Minutes

A. February 25th, 2020 Board Meeting

MOTION: To approve the February 25th, 2020 Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury	X		
Director Cuevas (Motion)	X		
Director Long	X		
Director Lopez	X		
Director Morgan-Durisseau	X		
Vice President Lacayo (Second)	X		
President Cornejo	X		

B. May 26th, 2020 Board Meeting

MOTION: To approve the May 26th, 2020 Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury (Second)	X		
Director Cuevas	X		
Director Long	X		
Director Lopez	X		
Director Morgan-Durisseau	X		
Vice President Lacayo (Motion)	X		
President Cornejo	X		

C. June 2nd, 2020 Emergency Board Meeting

MOTION: To approve the June 2nd, 2020 Emergency Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury (Second)	X		
Director Cuevas	X		
Director Long (Motion)	X		
Director Lopez	X		
Director Morgan-Durisseau			X
Vice President Lacayo	X		
President Cornejo	X		

VII. Financial Report

A. Financials ending May 31st, 2020

Mr. Yopez gave a report on the financials ending May 31st, 2020.

VIII. Old Business – None

IX. Committee Reports - None

X. Board Correspondence – Informational only no action required

- A. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: Livestock Standard Operating Procedures and Guidance
- B. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: Insurance Coverage Limits – New Requirements
- C. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: Guidance for Non-Essential Events during COVID-19

There was a discussion regarding the Virtual Junior Livestock Auction and CEO Quaid and Director Lopez explained the details and clarified the Foundation’s role.

XI. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual items A, 1-2, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

- A. Agreements
 - 1. Standard Agreements
 - 2. Rental Agreements - Interim

MOTION: To approve the consent agenda with items A, 1-2.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury (Second)	X		
Director Cuevas	X		
Director Long	X		
Director Lopez	X		
Director Morgan-Durisseau	X		
Vice President Lacayo (Motion)	X		
President Cornejo	X		

XII. CEO Report

- The PPP funding came through with Mission Bank in the amount of \$446,000.
- CDFA has funded payroll for the month of June, but in order to get that money there were certain requirements that have to be met.
- It will be questionable, as with any Fair, to stay afloat past December unless things start to pick up and we can start booking more events to generate revenue.
- The plan to reopen the Derby Club is July 3rd. There are many safety precautions that need to be met before that can happen. Mr. Swartzlander from CARF gave us \$2,000 to buy signage, cleaning supplies, etc. to help us open and be compliant.
- Our main parking lot is open Friday, Saturday and Sunday and we are using a Derby Club civil service employee to take parking. We’ve done about \$13,000 to \$14,000 in the three weekends we have been open.
- This weekend starts the Concerts in your Car with the California Beer Festival Productions and we are able to contract with him because there is no alcohol being sold. He has dates scheduled from now through August and he is also working with the Rubicon to book events here.

Director Atmore joined the meeting.

- Maintenance has been doing patching and jobs we are able to do with the supplies that we have on hand. They have also done some work through the unions.
- Negotiations with the X-Games are still ongoing.

President Cornejo commented that the PPP is a grant and not a loan so it isn't money that will have to be paid back. She also stated that Mission Bank has already been doing these grants for other Fairs in the State. As a condition of them processing this grant, our accounts will transfer to their bank.

CEO Quaid stated that we have up to a year to transfer the accounts. We are working on all the details to get everything set up and running.

XIII. President's Comments

- She hopes everyone is doing alright through all of this and hanging in there. Her heart goes out to everyone as we go through this challenging period.
- She has a new grandson that was born yesterday, but hasn't been able to see him under the circumstances. Everyone is dealing with different things and just sends her support to staff and everyone else.

XIV. Director's Comments

Director Lacayo

- Congratulated President Cornejo and her family.
- Congratulated CEO Quaid on securing the PPP grant.
- Looks forward to the Virtual Junior Livestock Auction and thanked Director Lopez, Mr. Toland and Mr. Hecht for all the work that they have done.
- Wished everyone a Happy 4th of July.

Director Atmore

- Appreciates all the support through her brother's passing.
- Mr. Toland and Mr. Hecht make a wonderful team and thanked Director Lopez for helping facilitate everything. Anything that she can do, she knows they will let her know.

Director Long

- Happy to hear Director Lacayo's and Director Atmore's comments.
- Everything is going as well as it can go and commented that we all need to hang in there with everyone else.
- There have been some Midtown Board Meetings and let everyone know that Mike Powers, County CEO, will be speaking on July 9th at 7 p.m.
- He thanked staff and everyone for all the work that they have been doing.

Director Bradbury

- Congratulated President Cornejo and thanked staff for an incredible job through all of this.
- Wished everyone a Happy 4th of July and to stay safe.
- Expressed that it was an honor to serve with his fellow Directors.

Director Morgan-Durisseau

- Congratulated President Cornejo.
- Thanked CEO Quaid to continue to push us through this challenging time.

Director Lopez

- He wanted to add his voice to everyone's positive comments and thanked everyone.

Director Cuevas

- She stated that with regards to the CEO Report going forward, and once things get back to normal activity, has to include more detail and more reporting on the actual CEO goals and tasks that specifically focus on fundraising, capital campaigns, marketing and everything alike when it comes to revenue sources.

XVII. Future Agenda Items

1. Update on the X-Games
2. Update on staffing

XVIII. Adjourn

The meeting was adjourned at 9:50 a.m.

Submitted by: _____
Heidi Ortiz, Executive Secretary

Approved by: _____
Barbara Quaid, CEO Ventura Fairgrounds

Approved by: _____
Leslie Cornejo, Board President