

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, July 28th, 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 9:05 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 and Shanté Morgan-Durisseau.

Absent: Armando Lopez.

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

Guests Present: Scott Toland and Megan Hook.

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

II. Pledge of Allegiance

President Cornejo led all present in 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.

Megan Hook – She asked for the Board’s participation in the Junior Livestock Virtual Auction on Saturday, August 15th. She has been watching other Fair’s and at almost every other Fair their board members actively participate, bid and buy animals and she would love to see that same level of participation from our Board. She asked that if the board can’t participate that particular day to consider donating through the 805AgKids.com website between now and then to support our local ag youth.

President Cornejo took part of CEO Quaid’s report on the Virtual Junior Livestock Auction out of order to discuss it at this point.

CEO Quaid explained that there is a lot of interest in the virtual livestock auction. Mr. Garmon has been taking most of the calls and emails that are going to Ms. Leach because she is out sick, so she appreciates all that he is doing while still doing his other job. There has been about \$23,000 in donations which will go into the Foundation account to pay for the auction.

Mr. Smalley, Large Livestock Superintendent, gave a detailed review of the auction. He thanked Mr. Toland, Ms. Hook and Mr. Hecht for all their work in producing this event. The auction is going to be held Saturday, August 15th and he encourages everyone to help spread the word about the auction because the kids have put a great deal of effort into their projects.

Mr. Toland stated that there have been positive things shared about how well things are going but wanted to keep things in perspective. We have raised over \$23,000 so far on 805AgKids.com; we have over 40 donors at this point, but there is very limited sponsorship at this point. While you can say that things are going well, with the absence of Wood Claeysens this year, there is going to be hundreds of thousands of dollars of revenue that will not be coming in naturally as the last handful of years. There is a lot of folks that are still challenged to participate on a virtual platform, we’ve learned that from the communication that we have been getting. We call and talk to every single person that we know that can contribute, either as a sponsor or as a donor, and help these kids. Otherwise, we, in a matter of just a few weeks will be faced with the devastating losses that we are already seeing across the state from these kids. How do you look a kid in the eyes and say “Geese we are sorry. We as adults didn’t come through for you this time.”

CEO Quaid asked Mr. Toland if people can do add-ons now with the 805AgKids.

Mr. Toland explained that 805AgKids is set up to receive donations or to solicit sponsorships. This is not the 805AgKids Junior Livestock Auction, the Fair determines what happens, and Mr. Smalley’s virtual platform is the one conducting the auction. 805AgKids is not accepting add-ons, the system doesn’t do that and they won’t be the ones selling the animals. They are an independent group in full cooperation with the Fair and Foundation to raise money on behalf of every single participating child. The virtual livestock platform is set up to take add-ons and payment for animals. There are a lot of questions in the community about how the process is supposed to work. There is still a lot

of gap in the communication and the virtual aspect is going to be new to everyone. 100% of the money will go to the kids, everything that has been done is all donated.

CEO Quaid stated that she already spoke to Mr. Smalley about the week after the auction and the Fair will provide two staff members to collect the money from the buyers.

Mr. Smalley explained that his virtual platform will be responsible for running and organizing the auction, but will not be collecting any of the money that will be done by the Fair. There will be a clerk taking all the information done from the live virtual auction and as soon as the buyers have been allocated with a price then an invoice will be created the same way as it has in the past. The invoicing will look the same as in year's past. As far as add-ons, those can be made after the completion of the auction and will be accepted up to a week after the auction. It can either be done over the phone or in person at the office during a scheduled time.

There was a discussion regarding the collection of payments. President Cornejo asked that if any Directors have any suggestions on collecting payments to email them to CEO Quaid.

V. Presentations - None

VI. Approval of Minutes

A. June 23rd, 2020 Board Meeting

MOTION: To approve the June 23rd, 2020 Board Meeting minutes.

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

VII. Financial Report

A. Financials ending June 30th, 2020

Mr. Yopez gave a report on the financials ending June 30th, 2020.

There was a question as to where we stand on the process with a couple of the outstanding receivables.

CEO Quaid explained that Ms. Pelle sent her the paperwork to write off Solar City, which is the latest one. Fix n' Cat is the only auction receivable we have and it's been since 2012 and there is a judgement against him, but nothing has been collected. Liquid Pearls from 2011 have gone out of business so we won't be able to collect that. She is in the process of filling out the paperwork so we can write off the receivables that we know are not collectable.

President Cornejo mentioned that during the audit at the beginning of the year, the auditors encouraged us to write these off and get them off the books because they are not pursuable.

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: CDFA Legal Services for DAA’s
- B. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: Fair General Fund Support

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, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

- A. Agreements
 - 1. Rental Agreements - Interim

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

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

XII. CEO Report

- We have been dealing with COVID since March, but it is really hitting us now because we would normally be gearing up for Fair. Everyone is missing what we never thought we would have to miss. Everyone is a little down and all fairs are going through this same thing.
- Virtual Livestock Auctions have become an important piece of Fairs that have been closed.
- Concerts in Your Car has been a godsend to us. He is doing concerts, movies and theater. It has been great for our revenue and he has been a great partner for us and hopes we can do business with him for a long period of time.

Director Bradbury thanked CEO Quaid for her wisdom and recommending that we cancel the Fair this year. As hard as it was, it certainly was the correct decision. He wanted to know if there has been any significant efforts in cost reduction over the last 30 days and if there are any updates with the X-Games.

CEO Quaid stated that staff talks to the X-Games folks once a week and their push right now is trying to figure out if they are even going to do the X-Games in 2021 at all. If they do, it will be on a much smaller scale. While they are still thinking of Ventura, but

haven't made the announcement yet she could hear a little bit of a difference in his voice because they are struggling with the same things we are struggling with. Also, right now the only employees working right now with the exception of our patrols drivers are civil service employees. The civil service employees are taking off as much as they can to reduce their leave balances. We don't buy anything and Mr. Juarez has made arrangements with the union to do some work on grounds, but they are covering all costs.

Director Long asked about how the payments are being done with the Concerts in Your Car which Mr. Amelio explained.

Director Cuevas commented that she understands it is hard for CEO Quaid to project any numbers as far as a budget and that CEO Quaid was going to check with F&E if the Board needed to approve the budget that was drafted by the Budget Committee a few months ago or if they needed to draft a new budget.

CEO Quaid commented that she spoke to Ms. Pelle at F&E and she said the Board does need to go back and formally approve the budget. She met with Director Lopez and Mr. Yopez to go over some of the figures on revenues and expenses which is all a guess. We are doing the best we can as far as anticipating what we are going to have in the future. The next step is for Director Lopez to call a Budget Committee Meeting.

Director Cuevas thanked all involved with the Concerts in Your Car events.

XIII. President's Comments

- She had friends posting on Facebook about attending the Concerts in Your Car and it is a wonderful thing to have activities on the grounds. It follows our mission which is entertainment and education of the community which she feels it falls right in line with that.
- She also commented on the livestock auction and stated that she appreciates Ms. Hook's comments because she would highly recommend that the Directors participate however they can to support the virtual auction. Either getting the work out and sharing information or donating, but just to make this a successful event as possible.
- She is concerned as we are looking into 2021 because she is starting to see some events in the beginning of 2021 already cancel, so she is just hopeful and prayerful that this is going to all be resolved so we can get back to our regular interims next spring.
- Thanked staff for working with what we have and operating with all the COVID restrictions.

XIV. Director's Comments

Director Long

- Stated that he did get a letter from the Virtual Junior Livestock Auction so he will send in a check as a donation to help support the kids.
- He looks forward to going to an August concert that he bought tickets to for the Concerts in Your Car.
- Commented that it is a challenge these days to stay safe and sane and wishes everyone to do so.

Director Bradbury

- Wished everyone to stay safe and well.

Director Atmore

- Appreciates all the support everyone has provided to the livestock community. Mr. Toland's observations are very true; this will be something that matters to our youth and what we've been committed to.
- She is grateful for all the work that Mr. Smalley is doing with CEO Quaid, Mr. Toland and Ms. Hook. She is looking forward to seeing all the Directors support the livestock auction.

Director Lacayo

- Echoed what everyone else said and encouraged everyone to support the livestock kids by supporting the auction.
- She likes doing the zoom meetings and hopes everyone stays well.

Director Morgan-Durisseau

- Thanked CEO Quaid for being the leader of this ship during these times. She has been thoughtful and has had great foresight.
- She is so excited about the livestock auction and hopes to participate the day of but if not will contribute.
- The Concerts in Your Car is great and very exciting.
- Asked to adjourn the meeting today in honor of Congressman John Lewis who passed away July 17th. She considered him not only a national treasure, but was also like family to her and explained how.

Director Cuevas

- She echoed Director Morgan-Durisseau's comments and thanked CEO Quaid for her leadership and all the efforts to cut costs which is very evident.
- Explained that when we get into the budget process it's going to be difficult to figure out how to move forward. She has received several comments from members of the community that know she is involved in the Fair and appreciate and hope that the Fair can make it. They have expressed concern over our ability to stay afloat during these times, so certainly all the efforts that staff is doing, the work CEO Quaid has done to cut costs and getting creative on ways the fairgrounds can make money has been terrific. She really wants to thank Mr. Amelio and everyone at the helm of doing this work and trying to find ways for us to make money. It is greatly appreciated and it is a vital resource that the community treasures so she does hope that we can maintain our fiduciary and stewardship over this precious asset the community not only treasures but also need.

XVII. Future Agenda Items

1. Report on Virtual Junior Livestock Auction
2. Approve Budget
3. Closed Session – Personnel Update

XVIII. Adjourn

The meeting was adjourned in honor of Congressman John Lewis at 10:12 a.m.

Submitted by: _____
Heidi Ortiz, Executive Secretary

Approved by: _____
Barbara Quaid, CEO Ventura Fairgrounds

Approved by: _____
Leslie Cornejo, Board President