

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

Tuesday, September 22nd, 2020 at 9:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86985200362>

Join Via the phone:

+1-669-900-6833

Meeting ID: 869 8520 0362

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: Megan Hook and Kristen Barretto.

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.

Kristen Barretto – She wanted to know when the exhibitor auction checks would be disbursed and explained that she was not aware that the Fair was involved with 805AgKids and wanted to know how that transpired.

CEO Quaid stated that the goal was to get the auction checks out by Monday and explained the involvement of the Fair.

V. Presentations - None

VI. Approval of Minutes

A. August 25th, 2020 Board Meeting

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

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

VII. Financial Report

A. Financials ending August 31st, 2020

Mr. Yezpez gave a report on the financials ending August 31st, 2020.

VIII. Old Business - None

IX. Committee Reports - None

X. Board Correspondence – Informational only no action required

CEO Quaid explained that there were two items that came after the agenda was posted. The first one discussed the State Rules Advisory Committee, which we do not have anyone on; however, Mr. Garmon is on it and will keep us informed. The second item explains the funding source from AB1499, which we already received the first allocation from, and the second allocation should be disbursed around November.

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. Rental Agreements – Interim
2. Standard Agreements

The only item on the consent agenda is the contract with The Findley Group. Ms. Bailey-Findley is working with staff as a consultant. It is not to exceed \$20,000 and started in

August and will end December 31st. There have been two meetings and couple of zoom phone calls and CEO Quaid is pleased with the direction this is going in. It is explained more in depth in the CEO report to the Board and explained we are lucky that this has been offered to us. It will help us take the new direction that this fairgrounds will have to take. CEO Quaid explained that they will work with the Budget Committee first and then the findings will be brought to the full board.

President Cornejo explained further that Ms. Bailey-Findley will work with staff then the Budget Committee and then it will go to the full board for full discussion and consideration. There will be a number of scenarios to look at, as far as best and worst possibilities of what might happen, so we are prepared for all situations.

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

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

XII. CEO Report

- Stressed that all civil service employees have received their layoff notices. They will take effect mid-December. One of their goals is to be able to show what revenue we have coming in which will dictate how many employees we are able to keep, if any. It is not an easy process to go through for her or the employees, but it is something that has to be done and we are not the only Fair having to do it.

Director Long explained that their sympathy goes out to all the employees and for CEO Quaid to have to deal with the process. He also asked CEO Quaid to explain the ADW money further which she did.

XIII. President’s Comments

- Explained she has been in the loop with CEO Quaid regarding the consulting proposal and thinks it is a wonderful opportunity. We struggle with the strategic planning and financial part of it and are always working on it, but having a professional come in to give us assistance is a great opportunity for us. It will really help us prepare for what is to come in the future, particularly with this year because we are facing so many unknowns.
- She expressed how horrible she feels that we are going through the layoff process. She explained that we have to do everything we can to sustain the facility so that it can be there when we are ready to come back to our new normal.
- She expressed her full support for staff in this situation as they work their way through it all. She is very excited to work on the budget/strategic planning with Ms. Bailey-Findley.

XIV. Director's Comments

Director Morgan-Durisseau

- It saddens her that we have to officially submit the layoff notice, but sending positive thoughts and prayers that we will be able to maintain our Fair and in the future things will get better.

Director Long

- Hopes everyone stays safe and explained it was good to hear everybody and see most of everyone as well.

Director Weigel

- Thanked CEO Quaid for facilitating the conversation around the strategic planning. It was discussed at the last board meeting so she is grateful and it willing to help if need be.
- Explained that her heart goes out to CEO Quaid because she has been in a similar position and you don't really know what that feels like until you are the one looking them eye to eye.
- Lots of prayers for comfort and strength. She loves her Fair Family for doing the hard work.

Director Bradbury

- Thanked President Cornejo and CEO Quaid and stated that everyone is blessed that they are in the leadership role during this time.
- Wished everyone to stay healthy and he misses seeing everyone in person.

Vice President Lacayo

- She wanted to reiterate what everyone else has said.
- Explained that she is sorry to bring sad news but commented that Mary Schwabauer had passed away over the weekend. She was a member of the Foundation, her husband was a Fair Board Director at one point and the family is heavily involved in the Ag Community. Her presence will be missed in the community.

XVII. Future Agenda Items - None

XVIII. Adjourn

The meeting was adjourned in honor and memory of Mary Schwabauer at 9:34 a.m.

Submitted by: Heidi Ortiz
Heidi Ortiz, Executive Secretary

Approved by: Barbara Quaid
Barbara Quaid, CEO Ventura Fairgrounds

Approved by: Leslie Cornejo
Leslie Cornejo, Board President