

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, November 24th, 2020 at 9:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/83144477272>

Join Via the phone:

+1-669-900-6833

Meeting ID: 831 4447 7272

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 9:03 a.m., and called to order by President Cornejo.

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

Absent: Michael Bradbury.

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 and Heidi Ortiz, Executive Secretary.

Guests Present: Sarah Pelle, Resource Coordinator, Fairs & Expositions
Becky Bailey-Findley, Consultant

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

II. Pledge of Allegiance

Director Long 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)

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. September 22nd, 2020 Board Meeting

MOTION: To approve the September 22nd, 2020 Board Meeting minutes.

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

VII. Financial Report

A. Financials ending September 30th, 2020

B. Financials ending October 31st, 2020

Mr. Yepez gave a report on the financials ending August 31st, 2020 and October 31st, 2020.

VIII. Old Business - None

IX. Committee Reports

A. Special Budget Committee Meeting November 17th, 2020 – Armando Lopez, Chair

1. Discussion and possible action regarding the 2020 & 2021 budget.
 - The Budget Finance Committee met and is making a recommendation to the full board for the 2021 budget.
 - Staff has been working diligently with Ms. Bailey-Findley, a consultant, on a business recovery plan and a proposed 2021 budget.
 - CEO Quaid introduced Ms. Bailey-Findley who conducted a thorough power point presentation on the recovery business plan. She discussed the 2020 actuals, 2020 projected figures, impact of layoffs and the three projected 2021 scenarios, one of which is being recommended.
 - The next steps consist of:
 1. Board approval on budget for 2021
 2. Implement the staffing plan for 2021
 3. Implement the Recovery Business Plan
 - Ms. Bailey-Findley explained that the planning process was very different and it challenged staff to think about the business in new ways. All of the staff took on new roles and responsibilities that they have not done before. They are all doing more with less and everyone involved in the process has done a great job. The staff

has learned a lot and she trusts that they will implement this important recovery business plan.

- The Board thanked staff and Ms. Bailey-Findley for all their hard work on the process of coming up with a realistic budget and business recovery plan.

MOTION: To accept the Budget Committee's recommendation to approve option C for the proposed 2021 budget.

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

X. Board Correspondence – Informational only no action required

- A. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: CDFA Equine Medication and Monitoring Program – Regulations Public Comment Period – September 18, 2020 – November 2, 2022
- B. Thank you Note from Exhibitor, Ava Waters.
- C. Letter of appreciation from members of the Open Sheep Show.
- D. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: 2020 Facility Condition Assessment and Proposition 68 – SB 5 Bond Measure (SB 5) Cycle 2 Funds.
- E. Memo from John Quiroz at California Dept. of Food and Agriculture, Fairs & Expositions: Public Workshops to Address Alternative Fairgrounds Operating Models

CEO Quaid explained the five pieces of correspondence.

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 Cuevas | X | | |
| Director Long | X | | |
| Director Lopez (Motion) | X | | |
| Director Morgan-Durisseau | X | | |
| Director Weigel (Second) | X | | |
| Vice President Lacayo | X | | |
| President Cornejo | X | | |

XII. CEO Report

- There are still two COVID-19 testing sites on grounds, one is through the county and the other one is a private drive thru. The drive thru clinic has asked to sign a yearlong contract but staff still has to discuss it.
- Concerts in Your Car is doing great and mentioned some of the events that are going on.
- The holiday drive thru light show started this past Sunday and this is also an event that is being put on by CBF Productions.
- Staff is working diligently on a daily basis with CalPERS, CDFA and F&E on the layoff process and we are getting help with leave balances and the payouts which is a huge help. She thanked F&E and was grateful for the \$40.3 million appropriation from the Governor's Revise that is helping to pay the leave balance.
- As it stands December 9th is the layoff day, but with the approval on the 2021 budget today she will be able to retain 6 to 7 employees depending on which departments they are in.
- We participated in the Bagley-Keene training as well as a workshop on alternative operating models for fairgrounds which both were very good and a lot was learned from both.
- Mr. Yepez, our accounting officer, is working on a part time basis because he has taken a full time job for now and is coming in a few days a week and on the weekend.
- At this time, we are very thankful for what we do have and for the relationships we have. She especially thanked the board members who have showed support for the staff and herself during these trying times.
- She closed by wishing everyone a Happy Thanksgiving to everyone.

XIII. President's Comments

- Explained she sat in on the Bagley-Keene training which was excellent. The scenarios and discussions were really good and thanked CDFA for putting it on. There were really important reminders that on process and she feels comfortable with where the board is with things. Quorum was one thing that she learned about.
- She did listen in on one of the three discussion regarding the alternative operating models for fairgrounds which was interesting.
- She was elected to the City Council in Santa Paula, but has not sworn in yet. The City wants something in writing confirming there are no conflicts of interest or liability issues and everything is official.
- Wished everyone a safe and happy holiday season.

XIV. Director's Comments

Director Cuevas

- Wished everyone a Happy Thanksgiving and a safe holiday season. She stated that we are almost at the end of this thing so she hopes no one is at the point of fatigue and lets their guard down so that we can all be together again soon.

Director Long

- He was thinking of running for City Council a couple years ago and researched it with the FPPC and he pretty much got the okay, but the only thing they asked him to do, since he would have been in Ventura if elected, was to abstain from the police budget report, so he thinks President Cornejo should be fine. Getting some clarification on that would be good though.

- He saw a run through of the Holiday in Your Car and it was really fantastic and encouraged everyone to check it out.
- Hopes everyone stays safe and sane through the holiday season.

Director Morgan-Durisseau

- Agree that we are all working together like a family and it is sad we are at this place, but it is good to know we can all pull together and support the Fair and each other. She appreciates all the hard work from the staff and CEO Quaid for leading the group.
- Hopes everyone has a good Thanksgiving and be blessed.

Director Weigel

- Hopes everyone is safe and healthy on the call and will definitely raise a glass in gratitude that we can stay as a unit and keep the Fair going. A tremendous amount of gratitude and thanks to staff and Ms. Bailey-Findley for all the time on the budget that will help keep us moving forward.

Vice President Lacayo

- Thought the Bagley-Keene training was phenomenal.
- Reminded everyone we are dark in December so unless there is a good reason to have a meeting she will see everyone in January.
- Thanked staff and hopes everyone has a safe and healthy holiday.

XVII. Future Agenda Items - None

XVIII. Adjourn

The meeting was adjourned at 10:15 a.m.

Submitted by: _____
Heidi Ortiz, Executive Secretary

Approved by: _____
Barbara Quaid, CEO Ventura Fairgrounds

Approved by: _____
Leslie Cornejo, Board President