



Mission Statement

"The mission statement of the Sonoma County Fair Foundation is to raise and steward funds to support facility improvements and special projects of the Sonoma County Fair and to support and strengthen agricultural education in Sonoma County."

Sonoma County Fair Foundation Board Meeting Agenda Friday, April 5, 2024, at 9:00 a.m.

**Administration Board Room - Sonoma County Fairgrounds
1350 Bennett Valley Road Santa Rosa, CA**

MEMBERS: Pat Emery, President; Les Perry, Secretary; Christine Margetts, Treasurer; Marilyn Herzog, Terry Lindley, Summer Jeffus, Ken Lafranchi, Marcia Mickelson, Annette O'Kelley

AGENDA

1. Approval of the March 1, 2024, Fair Foundation Meeting Minutes (Attachment #1)
2. Discussion and possible action to approve financial statements through February 2024, (Attachments #2)
3. Discussion and possible action regarding Rent Consideration Request received from Sonoma Family Meal for use of the Saralee & Richard's Barn for a fundraiser on November 9, 2024 (Attachment #3)
4. Discussion and possible action regarding 2024 Fair time programs and display in the SaraLee and Richards Barn
5. ***Can you confirm with Pat if he wants to add the Grape Growers' item (see March minutes)***
6. Update on Grace Pavilion façade – Isaac Gentry
7. Report on the status of Fair activities.
8. Other items of interest
9. Request for Future Agenda Items
10. Adjournment

NEXT MEETING: May 3, 2024



**DRAFT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
Sonoma County Fair Foundation**

Meeting Date and Time: March 1, 2024 at 9:00 am

Meeting Place: Administration Board Room

Directors Present: Pat Emery, President; Les Perry, Secretary; Christine Margetts, Treasurer; Summer Jeffus, Ken LaFranchi, Terry Lindley

Directors Absent: Annette O’Kelley, Marcia Mickelson, Marilyn Herzog

Others Present: COO Matt Daly, Hope Marshall, Debbie Townsend

President Pat Emery called the meeting to order at 9:02 a.m.

Approval of Minutes of Previous Meeting on March 1, 2024:

Director Lindley made the motion to approve the March 1, 2024 meeting minutes; Director LaFranchi seconded the motion; **the motion passed unanimously.**

Discussion and possible action regarding the use of Saralee’s Barn during the 2024 Fair:

President Emery reported that after the February meeting, he met with CEO Bartling and Hope Marshall to discuss the idea of the Foundation partnering with the Fair to discuss what would be presented in the Saralee Barn during the 2024 Fair. Discussions ensued regarding potential ideas (i.e. ag mechanics students doing metalwork/woodwork demos, mini farmers’ market, animal nursery, petting zoo, wine, etc.). Emery suggested a committee be formed to meet every 2 weeks to establish a budget and to workout logistics for staffing, exhibits, hours, signage, building hours, etc.).

Director Lindley made the motion to approve moving forward for the Foundation to partner with the Fair to fund and coordinate ag educational exhibits and activities in the Saralee Barn during the 2024 Fair; Director LaFranchi seconded the motion; **the motion passed unanimously.**

Discussion and possible action regarding Rent Consideration Request received from Sonoma Family Meal for use of the Saralee & Richard’s Barn for a fundraiser on November 9, 2024:

President Emery stated that he would like to know more about the organization and their relevance to agriculture or youth education. Emery requested that this item be deferred to the April 5, 2024 meeting and that someone from the Sonoma Family Meal be present to answer questions. **No action was taken.**

ATTACHMENT # 1

Report on the status of Fair activities:

President Emery stated that there was nothing new to report. **No action was taken.**

Other items of interest

Directors LaFranchi and Lindley requested that the Sonoma County Grape Growers Foundation be granted perpetual use of the Saralee & Richard's Barn for 1 event annually. Discussions ensued as to why the request was being made. Director Margetts suggested that CEO Bartling needed to be consulted before acting on the request. **No action was taken.**

Future Agenda Items

- Sonoma County Grape Growers Foundation's annual use of the Saralee & Richard's Barn for their annual Vineyard Employee Recognition event.

President Emery adjourned the meeting at 10:07 a.m.

NEXT MEETING: April 5th, 2024

Sonoma County Fair Foundation
Balance Sheet - DRAFT
As of February 29, 2024

Accrual Basis

	Dec 31, 23	Feb 29, 24
ASSETS		
Current Assets		
Checking/Savings		
Exchange Bank - Checking	13,014.76	13,300.86
Summit State Bank - MoneyMarket	5,369.57	5,383.84
Total Checking/Savings	18,384.33	18,684.70
Other Current Assets		
Endowments		
Community Foundation SC	589,790.48	589,790.48
Exchange Bank Trust Management	636,858.54	636,858.54
Total Endowments	1,226,649.02	1,226,649.02
Undeposited Funds	500.00	0.00
Total Other Current Assets	1,227,149.02	1,226,649.02
Total Current Assets	1,245,533.35	1,245,333.72
Fixed Assets		
Total Barn - Construction Costs	2,912,255.43	2,912,255.43
Accum. Depreciation - Improvmnt	-753,221.48	-753,221.48
Total Furniture, Furnishings, Equip	163,217.22	163,217.22
Accum. Depreciation - Equipment	-127,542.70	-127,542.70
Total Fixed Assets	2,194,708.47	2,194,708.47
TOTAL ASSETS	3,440,241.82	3,440,042.19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Pledges Payable	20,000.00	20,000.00
Total Other Current Liabilities	20,000.00	20,000.00
Total Current Liabilities	20,000.00	20,000.00
Total Liabilities	20,000.00	20,000.00
Equity		
Investment in Fixed Assets	2,194,708.47	2,194,708.47
Perm. Restricted Net Assets	1,000,000.00	1,000,000.00
Total Net Assets	221,351.87	225,533.35
Net Income	4,181.48	-199.63
Total Equity	3,420,241.82	3,420,042.19
TOTAL LIABILITIES & EQUITY	3,440,241.82	3,440,042.19

Sonoma County Fair Foundation
Profit & Loss - DRAFT
 January 2023 through February 2024

Accrual Basis

	Jan - Dec 23	Jan - Feb 24
Ordinary Income/Expense		
Income		
Direct Public Support		
Unrestricted		
Individ/Business Contributions	700.87	0.00
Total Unrestricted	700.87	0.00
Total Direct Public Support	700.87	0.00
Investments		
Interest-Savings, Short-term CD	17.81	14.27
Interest/Dividends-Endowments	31,972.71	0.00
Total Investments	31,990.52	14.27
Realized Gains and Losses	10,277.92	0.00
Unrealized Gains and Losses	130,948.00	0.00
Total Income	173,917.31	14.27
Gross Profit	173,917.31	14.27
Expense		
Business Expenses		
Business Registration Fees	25.00	0.00
Total Business Expenses	25.00	0.00
Depreciation	121,683.06	0.00
Event Expenses	1,980.67	0.00
Other Types of Expenses		
Bank and Credit Card Fees	916.14	213.90
Endowment Fees	12,665.95	0.00
Insurance - Liability, D and O	2,577.26	0.00
Total Other Types of Expenses	16,159.35	213.90
Program Expenses		
AG Education		
AG Summer Internship		
Employers Wage Reimb/Donation	13,443.75	0.00
School FFA/AG Support/Donation	6,000.00	0.00
Transportation/Incidentals Support	444.00	0.00
Total AG Summer Internship	19,887.75	0.00
Total AG Education	19,887.75	0.00
Jamison Merit Award Program	0.00	0.00
SRJC Emery Honorary AG Scholars	10,000.00	0.00
Total Program Expenses	29,887.75	0.00
Total Expense	169,735.83	213.90
Net Ordinary Income	4,181.48	-199.63
Net Income	4,181.48	-199.63

Sonoma County Fair Foundation
Transaction Detail by Account
 January through February 2024

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
Exchange Bank - Checking					
Deposit	01/05/2024		Deposit	500.00	500.00
Check	01/15/2024	Exchange Bank	Service Charge	-64.90	435.10
Check	01/15/2024	Exchange Bank	Service Charge	-149.00	286.10
Total Exchange Bank - Checking				286.10	286.10
Summit State Bank - MoneyMarket					
Deposit	01/31/2024		Deposit	0.45	0.45
Deposit	02/09/2024		Deposit	13.39	13.84
Deposit	02/29/2024		Deposit	0.43	14.27
Total Summit State Bank - MoneyMarket				14.27	14.27
Undeposited Funds					
Deposit	01/05/2024	Max Mickelsen	memorial donation	-500.00	-500.00
Total Undeposited Funds				-500.00	-500.00
Investments					
Interest-Savings, Short-term CD					
Deposit	01/31/2024	Summit State Bank	Deposit	-0.45	-0.45
Deposit	02/09/2024	Summit State Bank	annual partner contrib - intere	-13.39	-13.84
Deposit	02/29/2024	Summit State Bank	monthly interest	-0.43	-14.27
Total Interest-Savings, Short-term CD				-14.27	-14.27
Total Investments				-14.27	-14.27
Other Types of Expenses					
Bank and Credit Card Fees					
Check	01/15/2024	Exchange Bank	Service Charge	64.90	64.90
Check	01/15/2024	Exchange Bank	Service Charge	149.00	213.90
Total Bank and Credit Card Fees				213.90	213.90
Total Other Types of Expenses				213.90	213.90
TOTAL				0.00	0.00

Sonoma County Fair Foundation

The mission statement of the Sonoma County Fair Foundation is to raise and steward funds to support facility improvements, to conduct special projects of the Sonoma County Fair and to support and strengthen agricultural education in Sonoma County.

Request for Rent Consideration for Use of Saralee & Richard’s Barn Policies and Procedures

- 1) All requests for rent consideration will be reviewed and acted upon by the Sonoma County Fair Foundation Board of Directors.
- 2) Proposals will only be accepted from non-profit organizations requesting rent considerations for events that provide a community benefit and/or has an educational focus.
- 3) Only written requests will be accepted and must be submitted at least two months in advance of the requested facility use. Even if an organization has received consideration in the past, the organization must submit a request for any rent consideration.
- 4) Should fee consideration be granted, all direct costs realized by the Sonoma County Fair will be charged. These fees may be estimated and could include:
 - Heat
 - Utilities (water, gas and electricity)
 - Set-up, teardown and cleaning
 - Use or call-outs of Fair Staff outside of regularly scheduled work hours
 - Cost of moving equipment
 - Gate staffing
 - False Alarms
- 5) Waiver or reduction of rental fees for the use of the electronic signboard and the marquee will not be considered.

Organization Name: _____ Sonoma Family Meal _____

Contact Name/Phone/Email: Whitney Reuling, whitney@sonomafamilymeal.org, 707-694-6420

Rent Wavier or Reduction Consideration Request:

1) The mission of the organization:

Sonoma Family Meal cultivates the community and creates opportunities by providing job training, quality emergency meals and support for the local food ecosystem.

- a. Yes No: We are a non-profit organization
- b. Yes No: Our mission is to service Agriculture or Youth Education

2) The date(s) you are requesting the use of Saralee & Richard’s Barn: _____ 11/9/24 _____

3) Alternative date(s) you will accept if your first choice is not available (weekday requests are more likely to be granted than are weekends): _____

4) The purpose of the event:

The event is our annual benefit and our largest and most important fundraiser of the year. Proceeds will support Sonoma Family Meal food insecurity program, which provides over 200 meals per month to local food-insecure residents. And it will also support our bilingual, culinary job training program, a tuition-free, 9-week hands-on job training program, that will serve over 30+ people in 2024.

5) An estimate of how many people will be served: 150-200

6) Information about rent consideration provided by the Fair or the Foundation in the past:

We were told about the rent consideration when we visited the venue in January and Debra provided us with the rent consideration form.

7) Any other pertinent information?

The event will be titled "Wasted" and the event menu will focus on minimizing food waste: the first part of the evening will be a tasting featuring local chefs and restaurants, who will provide guests with bites featuring "food waste" (think carrots tops, mushroom trimmings etc.) and guests will taste the various dishes and vote on a winner. The tasting reception will be followed by a seated family-style dinner, with a short program featuring a video and auction. The event will truly focus on Sonoma County's food community, including chefs, farmers and of course, Sonoma Family Meal. We are really excited to be hosting the event at the fairgrounds.

If you would like to make a donation to the work of the Foundation, please indicate the amount here:
\$ _____ . We appreciate your support of our effort to foster ag education and to sustain the health of the Sonoma County Fair.

For Foundation Use

Board Meeting Agenda Date: _____

Decision: _____ Grant _____ Not Approved

Comments: _____

Approved: _____

Foundation President Signature

**Please email completed form to: dtownsend@sonomacountyfair.com
Or mail to: Sonoma County Fair Foundation, Attn: Debbie Townsend
1350 Bennett Valley Road, Santa Rosa, CA 95404
Questions: (707) 545-4200 x205**