



## NOTICE OF MEETING

The Board of Directors meeting is scheduled for **Tuesday – August 22, 2023 at 5:15p.m.**, Administration Board Room, 1350 Bennett Valley Road, Santa Rosa, CA, to consider the attached agenda. Those persons wishing to attend the meeting and who may require special accommodations pursuant to the provisions of the Americans with Disabilities Act are requested to contact the office of the CEO, (707) 545-4200, at least five working days prior to the meeting to ensure the proper arrangements can be made.

### **Sonoma County Fair & Exposition, Inc. Board of Directors**

Rob Muelrath, President  
Kanani Reynolds, Treasurer  
Teejay Lowe, Past President  
Lisa Wittke Schaffner  
Marcia Mickelson  
Sharon Wright  
Alma Bowen

Kevin Howe, Vice President  
Hugo Mata, Secretary  
Marilyn Herzog  
Annette O’Kelley  
Neysa Hinton  
Carole Quandt  
Rocco Cunningham  
Stacey Powers

This notice is also available on the Internet at: [www.sonomacountyfair.com](http://www.sonomacountyfair.com)

### **MISSION STATEMENT**

*Sonoma County Fair and Exposition Inc. is a non-profit enterprise that serves as a multi-use facility and event center. Our focus is on agriculture education, economic development and entertainment. We also strengthen our community by being an asset at the ready for emergency conditions in the North Bay region.*

### **PUBLIC COMMENT**

Speakers are requested to sign in prior to the start of the meeting and are limited to **three minutes**.

Speaker’s time may be modified based on the # of public speakers. Public comment is allowed on issues **NOT** on the current Agenda. However, no debate by the Board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on a docket item. Comments will be accepted on Agenda items during the meeting. Speakers wishing to address the Board on items on the agenda are requested to sign in prior to the start of the meeting and identify the agenda item(s) on which you desire to address the Board.

# SONOMA COUNTY FAIR & EXPOSITION, INC.

## Meeting of the Board of Directors Tuesday – August 22, 2023 at 5:15 p.m.

### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Introduction of Guests**
4. **Public Comments**

The President will ask for names of individuals expressing desire to make a comment during the Public Comment Agenda item or on a listed Agenda item. The President will then call upon those individuals to provide their comment during public comment or during the particular agenda item. Comments are limited to **three minutes**. The speaker's time may be modified based on the number of public speakers. Public comment is allowed on issues **NOT** on the current Agenda. However, no debate by the Board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on a docket item. Comments will be accepted on Agenda items during the meeting.
5. **Approval of Regular Agenda**
6. **Approval of Items 1 through 2 on the Consent Agenda**

The Consent Agenda includes routine financial and administrative actions that are usually approved by a single majority vote. Questions or comments are accepted, but there will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Agenda and placed on the Regular Agenda under the appropriate Committee or Agenda Item.
7. **President's Comments – Rob Muelrath**
8. **CEO's Report – Becky Bartling**
  - Give a report on July Interim Financial
  - Provide an update on August-September 2023 Interim Event Schedules
9. **Fair Operations – Director Wittke Schaffner**

Fair review and input from Fair Board members.
10. **Competitive Exhibits, Ag & Educational Exhibits – Director O'Kelley**

No committee meeting held in August
11. **Buildings & Grounds – Director Lowe**

No committee meeting held in August
12. **Racing – Director Lowe**

No committee meeting held in August

  - CEO Becky Bartling to provide update on 2024 racing

**13. Budget & Finance – Director Reynolds**

Chair update on committee meeting held August 22, 2023

- Discussion and possible action regarding committee recommendation to approve draft financial statements for July 30, 2023 (Attachment #1)
- Discussion and possible action to approve a contract with Michael Margetts for finalizing all 2023 horse race meet financials and consulting on 2024 race meet accounting. At a not to exceed amount of \$50,000. Contract to begin December 2023.

**14. Report on Harvest Fair – Directors Wittke Schaffner & Rocco Cunningham**

No committee meeting held in August

**15. Report on Fair Foundation – Directors Herzog & Mickelson**

No committee meeting held in August

**16. Request for future agenda items**

**17. Adjournment**

## CONSENT AGENDA

1. **Full Board Meeting**  
Approval of Minutes from the July 25, 2023, Meeting
2. **Budget & Finance Committee Meeting**  
Approval of Minutes from the July 25, 2023, Committee Meeting

## CONSENT AGENDA # 1

**Sonoma County Fair  
DRAFT MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
Tuesday – July 25, 2023, at 5:15 p.m.**

**DIRECTORS PRESENT:** Rob Muelrath, President; Kevin Howe, Vice President; Kanani Reynolds, Treasurer; Hugo Mata, Secretary; Teejay Lowe, Past President; Marilyn Herzog, Annette O’Kelley, Marcia Mickelson, Neysa Hinton, Sharon Wright, Carole Quandt, Rocco Cunningham, Stacey Powers

**DIRECTORS ABSENT:** Lisa Wittke Schaffner, Alma Bowen

**OTHERS PRESENT:** Becky Bartling, Matt Daly, Debbie Townsend, Isaac Gentry, Michael Margetts, Hope Marshall, Greg Duncan, Eric Madriz, Alex Rodriguez

**CALL TO ORDER:** The meeting was called to order by President Muelrath at 5:15 p.m.

**PLEDGE OF ALLEGIANCE:** Director Muelrath led the pledge of allegiance.

**INTRODUCTION OF GUESTS:** None

**PUBLIC COMMENT WAS GIVEN:** Residents of Sonoma and Marin County expressed their concerns about the Midget Wrestling event during the 2023 Fair and asked the board to cancel the event.

**APPROVAL OF REGULAR AGENDA:**

Director Lowe moved to approve the agenda; Director Cunningham seconded the motion; **the motion passed unanimously.**

**CLOSED SESSION at 5:20 P.M.:**

The Board of Directors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation Govt. Code Section 54956.9(b)(1); Shayna Long v. Sonoma County Fair and Exposition Inc, et al. (Sonoma County Superior Court Case No. SCV-272969)

**APPROVAL OF CONSENT AGENDA – Item 1 through 3:**

Director Mata moved to approve the Consent Agenda; Director Wright seconded the motion; **the motion passed unanimously.**

**PRESIDENT COMMENTS:**

Appointment of Nomination and Election of Officers Committee: Teejay Lowe, Marilyn Herzog, Annette O’Kelley, Sharon Wright, Lisa Wittke Schaffner

**CEO’S REPORT:**

CEO Bartling reviewed the June 2023 Interim Financials. Bartling reviewed the July - August 2023 Interim Event Schedules. **No actions taken.**

**FAIR OPERATIONS – Director Hinton**

Director Hinton gave an update on the committee meeting held July 11, 2023. The committee reviewed the Fair Directors Luncheon. **No action taken.**

### **COMPETITIVE EXHIBITS, AG & EDUCATIONAL EXHIBITS – Director O’Kelley**

Director O’Kelley gave an update on the committee meeting held on July 11, 2023. Director Cunningham shared that the committee awarded \$16,000 in scholarships to the youth. Dina King provided an update on the Barn Exhibit and Director Reynolds updated the committee on the Hat Day event planning. The committee would like to research and discuss changing the breeds for next year and vote. **No action taken.**

### **BUILDINGS & GROUNDS – Director Lowe**

Director Lowe gave a report for the July 13, 2023 committee meeting.

**Director Lowe moved to approve Xiochil Entertainments outdoor concerts to extend the sound curfew to 9 pm if adjustments to mitigate the levels of the horns; Director Mata seconded the motion; the motion passed unanimously.**

**Director Lowe moved to approve an Interim parking fee range of \$10-\$20, with staff making the determination of fee to charge for concerts and sporting events; Director Wright seconded the motion; the motion passed unanimously.**

### **RACING – Director Lowe**

Director Lowe gave a report for the X, 2023 committee meeting.

**Director Lowe moved to approve the committee's recommendation to approve the Pegasus Communications Video patrol/Production NTE \$65K; Director Mata seconded the motion; the motion passed unanimously.**

### **BUDGET & FINANCE – Director Reynolds**

Director Reynolds gave a report for the July 25, 2023 committee meeting.

**Director Reynolds moved to approve the draft financial statements for June 30, 2023; Director Wright seconded the motion; the motion passed unanimously.**

**Director Reynolds moved to approve the changes to signers on Fairgrounds bank account; Director Hinton seconded the motion; the motion passed unanimously.**

### **HARVEST FAIR – Directors Wittke Schaffner & Rocco Cunningham**

Director Cunningham gave an update on the committee meeting held July 12, 2023.

The committee discussed a push on sponsorships and renaming the Grape Stomp to Kunde Foundation Grape Stomp. **No action taken.**

### **FAIR FOUNDATION – Director Herzog, Director Mickelson & Director O’Kelley**

Director Mickelson gave an update on the committee meeting held July 7, 2023.

Director O’Kelley provided an update on the Foundations Donor Dinner event and the internship. There was a discussion around future fundraising. **No action taken.**

**REQUEST FOR FUTURE AGENDA ITEMS:**

None

**ADJOURNMENT**

**There being no further business, a motion was made by Director Lowe to adjourn the meeting at 6:47 p.m.; Director Kanani seconded the motion; the motion passed unanimously.**

## CONSENT AGENDA # 2

**Sonoma County Fair  
DRAFT Minutes of the  
Budget & Finance Committee Meeting  
July 25, 2023, 4:30 PM**

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**DIRECTORS PRESENT:** Kanani Reynolds, Chair, Hugo Mata, Sharon Wright, Marcie Mickelson

**DIRECTORS ABSENT:** Kevin Howe

The meeting was called to order by Chair Reynolds at 4:36 p.m.

***APPROVAL OF THE AGENDA: Director Wright moved to approve the agenda; Director Mata seconded the motion; the motion passed unanimously.***

**PUBLIC COMMENTS:** None

**DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT FINANCIAL STATEMENTS FOR THE PERIOD ENDING June 30,2023:**

CFO, Margetts discussed the results of operations for the period ended June 30, 2023. Director Mickelson moved to accept the draft June 2023 financial statements, as presented. Director Wright seconded the motion. The motion passed unanimously.

**REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID JUNE 2023:**

CFO, Margetts, discussed the payments made on the US Bankcard during the month of June 2023. No action taken.

**REVIEW OF JUNE 2023 HARVEST FAIR FINANCIAL STATEMENTS:** CFO, Margetts discussed draft June 2023 Harvest Fair financial statements. No action taken.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2023 PURCHASE ORDERS AND CONTRACTS IN EXCESS OF \$25,000:** None. No action taken.

**DISCUSSION AND POSSIBLE ACTION REGARDING CHANGES TO SIGNERS ON FAIRGROUNDS**

**BANK ACCOUNT:** CFO, Margetts discusses the need to add the name of the new Paymaster of Purses and remove the name of the prior Paymaster of Purses to/from the Fairgrounds' Exchange Bank Racing Account. Director Wright moved to recommend, to the Fair Board, that the proposed changes be adopted. Director Mickelson seconded the motion. The motion passed unanimously.

**DISCUSSION OF HORSE RACING AND THE ANNOUNCED CLOSURE OF GOLDEN GATE FIELDS:**

CEO, Bartling and CFO, Margetts discuss the announced closure of Golden Gate Fields. Bartling and Margetts noted that there will be further discussions with the committees and full Board, as more information is available. No action taken.

***REQUEST FOR FUTURE AGENDA ITEMS: None noted. No action taken***



There being no further business, Director Wright moved to adjourn the meeting at 5:07 p.m. Director Mata seconded the motion; the motion passed unanimously.

\*Records are on file in the Administration Office.