



NOTICE OF MEETING

The Board of Directors meeting is scheduled for **Tuesday – September 19, 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

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 – September 19, 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 3 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**
 - August Interim Financial Reports
 - September/October Interim Event Schedules
9. **Fair Operations – Director Wittke Schaffner**

Chair update – No committee meeting held in September.
Discussion and possible action to select and approve the theme for the 2024 Fair as The Greatest Show on Earth and 2025 Fair as Fiestaval at the Fair.
10. **Competitive Exhibits, Ag & Educational Exhibits – Director O'Kelley**

Chair update – No committee meeting held in September due to a lack of quorum.
11. **Buildings & Grounds – Director Lowe**

Chair update – No committee meeting held in September due to a lack of quorum.
12. **Racing – Director Lowe**

Chair update on committee meeting held September 7, 2023
13. **Budget & Finance – Director Reynolds**

Chair update on committee meeting held September 19, 2023
14. **Report on Harvest Fair – Directors Wittke Schaffner & Rocco Cunningham**

Update on meeting held September 13, 2023

- 15. Report on Fair Foundation – Directors Herzog & Mickelson**
Update on meeting held September 1, 2023
- 16. Election of Officers**
 - a. Presentation of Official Ballot from Nominating Committee
 - b. Nominations from the floor
- 17. Election of Officers by Written Ballot**
- 18. Induction of Incoming 2023-2024 Officers**
- 19. Request for future agenda items**
 - Board Committee Assignments for 2023-2024
 - 2023-2024 Board Calendar Review
- 20. Adjournment**

CONSENT AGENDA

1. **Full Board Meeting**
Approval of Minutes from the September 1, 2023, Meeting
2. **Budget & Finance Committee Meeting**
Approval of Minutes from the September 19, 2023, Committee Meeting
3. **Racing Meeting**
Approval of Minutes from the September 7, 2023, Committee Meeting

Sonoma County Fair
DRAFT MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
Tuesday – August 22, 2023, at 5:15 p.m.

DIRECTORS PRESENT: Rob Muelrath, President; Kevin Howe, Vice President; Treasurer; Hugo Mata, Secretary; Teejay Lowe, Past President; Annette O’Kelley, Marcia Mickelson, Neysa Hinton, Sharon Wright, Carole Quandt, Rocco Cunningham, Stacey Powers, Lisa Wittke Schaffner, Alma Bowen

DIRECTORS ABSENT: Kanani Reynolds, Marilyn Herzog

OTHERS PRESENT: Becky Bartling, Debbie Townsend, Isaac Gentry, Hope Marshall, Greg Duncan, Bella Haynes, Stacey Lapham, Jennifer Herrera

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

PLEDGE OF ALLEGIANCE: Director Cunningham led the pledge of allegiance.

INTRODUCTION OF GUESTS: None

PUBLIC COMMENTS: None

APPROVAL OF REGULAR AGENDA:

Director Wittke Schaffner moved to approve the agenda; Director Wright seconded the motion; **the motion passed unanimously.**

APPROVAL OF CONSENT AGENDA – Item 1 through 2:

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

PRESIDENT COMMENTS:

President Muelrath reported that this was the best fair ever. President Muelrath provided positive feedback and thanked everyone for their work and participation.

CEO’S REPORT:

CEO Bartling reviewed the July 2023 Interim Financials. Bartling reviewed the August-September 2023 Interim Event Schedules. Bartling introduced the idea of hosting the next Hot Air Balloon event. **No actions taken.**

FAIR OPERATIONS – Director Wittke Schaffner

No committee meeting held in August. Director Wittke Schaffner asked that each director and key staff provide their feedback regarding the fair. Fair review comments from the Board and staff will be compiled and distributed at a later date. **No action taken.**

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

No committee meeting held in August. **No action taken.**

BUILDINGS & GROUNDS – Director Lowe

No committee meeting held in August. **No action taken.**

RACING – Director Lowe

No committee meeting held in August. Director Lowe shared that he has been attending informational meetings regarding racing. CEO Bartling provided an update on racing dates and shared that she has been in conversations on how to sustain racing in the north. **No action taken.**

BUDGET & FINANCE – Director Howe

Director Howe gave a report for the August 22, 2023 committee meeting.

Director Howe moved to approve the draft financial statements for July 30, 2023; Director Wittke Schaffner seconded the motion; the motion passed unanimously.

Director Howe moved to approve the 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; Director Wright seconded the motion; the motion passed unanimously.

HARVEST FAIR – Directors Wittke Schaffner & Director Cunningham

No committee meeting held in August. **No action taken.**

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

No committee meeting held in August. **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 7:07 p.m.; Director Wright seconded the motion; the motion passed unanimously.

**Sonoma County Fair
DRAFT Minutes of the
Budget & Finance Committee Meeting
August 22, 2023, 4:45 PM**

DIRECTORS PRESENT: Hugo Mata, Marcie Mickelson, Kevin Howe, Sharon Wright

DIRECTORS ABSENT: Kanani Reynolds

CALL TO ORDER: The meeting was called to order by Director Howe at 4:45 p.m.

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

PUBLIC COMMENTS: None

DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT FINANCIAL STATEMENTS FOR THE PERIOD ENDING July 31, 2023:

CEO, Bartling discussed the results of operations for the period ended July 31, 2023. Director Mickelson moved to accept the draft July 2023 financial statements, as presented. Director Wright seconded the motion. The motion passed unanimously.

REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID JULY 2023:

CEO, Bartling, discussed the payments made on the US Bankcard during the month of July 2023. No action taken.

REVIEW OF JULY 2023 HARVEST FAIR FINANCIAL STATEMENTS: CEO, Bartling discussed draft July 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 TO APPROVE CONTRACT WITH MICHAEL MARGETTS:

CEO Bartling discussed possible action to approve contract with Michael Margetts to finalize 2023 horse race meet financials and consulting on 2024 race meet accounting. Director Howe motioned to approve the contract. Director Mata seconded the motion; the motion passed unanimously.

REQUEST FOR FUTURE AGENDA ITEMS: Clarify variance on Food and Alcohol Concessions shown on draft interim income statement for the period ended July 31, 2023.

There being no further business, Director Mickelson moved to adjourn the meeting at 5:02 p.m. Director Wright seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.

Sonoma County Fair
**DRAFT Minutes of the
Racing Committee Meeting**
Thursday, September 7, 2023,
Immediately following Buildings & Grounds at approximately 5:00 p.m.

DIRECTORS PRESENT: Chair; Teejay Lowe, Hugo Mata, Vice Chair; Neysa Hinton, Alma Bowen, Carole Quandt, Stacey Powers

DIRECTORS ABSENT: None

OTHER DIRECTORS PRESENT: None

OTHERS PRESENT: Becky Bartling, Michael Margetts, Jennifer Herrera, Stacey Lapham, Cyndy Dalbeck, Larry Swartzlander, Debbie Townsend

The meeting was called to order by Chair Lowe at 5:04 p.m.

APPROVAL OF AGENDA: Director Mata moved to approve the agenda; Director Quandt seconded the motion; the motion Passed unanimously.

PUBLIC COMMENTS:
None

UPDATE ON 2024 Fair Race dates requests:
CEO Becky Bartling provided an update on horse racing dates to be the regular two weeks of the fair from August 1st – 12th plus one week after. **No action taken.**

Update on the closing of Golden Gate Fields
CEO Bartling provided an update on the closing of the Golden Gate Fields. **No action taken.**

Update on discussions with CARF on leasing the Sonoma County Fair Racetrack and stables for stabling and training in 2024
CEO Bartling provided an update on the discussions with CARF to lease the racetrack and stables. CEO of CARF, Larry Swartzlander, was present for the discussion with the goal to have horse racing in 2024/2025 weather permitting.

REQUEST FOR FUTURE AGENDA ITEMS:
None

There being no further business, Director Lowe moved to adjourn the meeting at 6:08 p.m, Director Bowen seconded the motion; the motion passed unanimously.