



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Hospitality Committee
To Be Held
Wednesday, August 23, 2017 at 5:00 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Norma Placido, Chair	Bill Luiz, Vice Chair
Mike Coakley	Rosie Enriquez
Norma Lisenko	Kathy Marianno

Matters of Information

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Our Mission:

To ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities to our diverse communities.



AGENDA

1. CALL TO ORDER

All matters noticed on this agenda, in any category, may be considered for action as listed. Any items not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the Chair.

2. ROLL CALL

3. CHANGES TO OR DELETIONS FROM THE AGENDA

4. APPROVAL OF THE AGENDA

5. PRESENTATION / PUBLIC COMMENT:

7. NEW BUSINESS

- a. Discussion of the hospitality activities at the 2017 Solano County Fair.

8. COMMITTEE MEMBERS COMMENTS

9. ADJOURNMENT

Date of Notice: Friday, August 18, 2017



**SOLANO COUNTY FAIR ASSOCIATION
HOSPITALITY COMMITTEE MEETING MINUTES
July 19, 2017**

1. Minutes of the Hospitality Committee meeting held on July 19, 2017 at 4:00 pm in the Directors' Room with Chair Norma Placido presiding.

2. **COMMITTEE MEMBERS PRESENT:** Norma Placido, Chair; Bill Luiz; Kathy Marianno; Mike Coakley

MEMBERS ABSENT: Norma Lisenko, Rosie Enriquez

OTHERS PRESENT: Stephen Hales, General Manager; Michael Passey, Deputy General Manager; Mike Ioakimedes, Business Development Manager

3. **CHANGES OR DELETIONS FROM THE AGENDA:** There were no changes or additions to the agenda.

4. **APPROVAL OF THE AGENDA:** It was moved by Director Placido and seconded by Director Marianno to approve the agenda. The motion carried unanimously.

5. **PUBLIC COMMENTS / PRESENTATIONS:** None.

6. **NEW BUSINESS:**

a. **Discussion of the Hospitality Activities at the 2017 Solano County Fair**

a. **Opening Day BBQ**

- i. The committee finalized the invite list. 60 invitations will go out.
- ii. The pot luck aspect of the event was discussed. A revised sign-up sheet was to be circulated at the Fair Board meeting. Board members will be encouraged to either bring a dish or contribute cash.
- iii. Staff will be responsible for patio set-up, table coverings and center pieces.
- iv. Confirm with Director Williams that he will handle the BBQ of the meats.
- v. Invitations will go out both by regular mail as well as electronic (email)

b. **Celebrate Solano BBQ**

- i. Procedures for the registration tables were discussed. Directors will staff the registration/reception tables. The reception tables will need to be staffed for the duration of the event.
- ii. Guests will be given a "meal" ticket to be presented when they go through the buffet line.

- iii. The layout of the seating tables was discussed. Directors were concerned that the tables were too spread out in the past to allow for networking.
- iv. There was concern that, in the past, that some folks were going through the buffet line multiple times, or that some individuals were taking a large amount of food. The past 2 years we ran out of food.
- v. Included in the caterer's bid is staffing for the buffet. Gracie's will be the caterer and their bid reflects providing the required staffing.
- vi. Director Yen will act as the MC and he will announce dignitaries in attendance.
- vii. Director Coakley volunteered to call members of the Board of Supervisors to extend a personal invitation.

c. Other Matters

- i. A discussion was held concerning the Galaxy Stage; preferred tickets distribution and how the preferred seating section was going to be handled.
- ii. There was a discussion to have a formal Opening Day Ceremony for the 2018 Fair.

Action: Informational only item. No Action Required.

7. COMMITTEE MEMBER COMMENTS:

None

8. ADJOURNMENT:

It was moved by Director Placido and seconded by Director Marianno that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,



Stephen Hales
General Manager/Chief Executive Officer/Secretary



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Silent Auction Committee

To Be Held

Wednesday, August 23, 2017 at 5:30 p.m.

In the Directors' Room
Solano County Fairgrounds
Vallejo, California

Carole Paterson, Chair

Dennis Yen, Vice Chair

Ray Bell

Mike Coakley

Gary Falati

Norma Lisenko

Kathy Marianno

Matters of Information

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2. ROLL CALL

3. CHANGES TO OR DELETIONS FROM THE AGENDA

4. APPROVAL OF THE AGENDA

5. PRESENTATION / PUBLIC COMMENT

6. NEW BUSINESS

- a. Discussion of the silent auction at the 2017 Solano County Fair.

7. COMMITTEE MEMBERS' COMMENTS

8. ADJOURNMENT

Date of Notice: Friday, August 18, 2017



SOLANO COUNTY FAIR ASSOCIATION
SILENT AUCTION COMMITTEE MEETING MINUTES
July 19, 2017

1. Minutes of the Silent Auction Committee meeting held on July 19, 2017 at 5:00 pm in the Directors' Room with Chair Carole Paterson presiding.
2. **COMMITTEE MEMBERS PRESENT:** Carole Paterson, Chair; Dennis Yen, Vice Chair; Mike Coakley, Kathy Marianno, Ray Bell, Gary Falati, Norma Lisenko
MEMBERS ABSENT: None

OTHERS PRESENT: Stephen Hales, General Manager, General manager; Michael Passey, Deputy General Manager; Mike Ioakimedes, Business Development Manager
3. **CHANGES OR DELETIONS FROM THE AGENDA:** There were no changes or additions to the agenda.
4. **APPROVAL OF THE AGENDA:** It was moved by Director Falati and seconded by Director Marianno to approve the agenda. The motion carried unanimously.
5. **APPROVAL OF MINUTES OF WEDNESDAY, JUNE 21, 2017:** It was moved by Director Marianno and seconded by Director Falati to approve the minutes. The motion carried unanimously.
6. **PUBLIC COMMENTS / PRESENTATIONS:** None.
7. **NEW BUSINESS:**
 - a. **Discussion of the Silent Auction at the 2017 Solano County Fair**
 - a. Assembly member Frazier has donated a California Bear Flag for the Silent Auction
 - b. Director Paterson reviewed some of the available Glashoff collection and has tentatively chosen 3 pieces to be included in the auction.
 - c. Golden Bear Fleet Week – Limited number of tickets available - the tickets are \$150 each and we would like to purchase two. We have \$250 in the fund so we need an additional \$50 to purchase two tickets.
 - d. Nothing more needs to be done with Director Bell's limo package
 - e. The purchase of the auction software has been put on hold until next year.
 - f. The Vallejo Admirals will be donating a VIP Package
 - g. The Vallejo Yacht Club will be donating a sailing lessons package
 - h. Blue Rock Golf Course is donating 3 golf related packages.

- i. At this time Supervisor Hannigan is the only supervisor that has committed to donating an auction item.
- j. Senator Feinstein's office indicated that they would be sending another framed print.
- k. Staff will deliver more barn doors for auction.
- l. Director Paterson obtained a Golf-for-4 package at the Green Valley Country Club
- m. Buyers of auction items need to be aware that some of the items are date specific or have blackout dates.
- n. Director Lisenko has obtained a private Dinner-for-6 prepared by a local chef in their home.
- o. Director Coakley will be obtaining Oakland A's tickets (4) and a signed Buster Posey jersey
- p. There was a discussion of setting a minimum bid for some of the more attractive auction items.
- q. Director Yen has requested that as the MC he be provided with a script or bio for any announcements he may need to make. There is a script available from last year's proceedings.
- r. Director Paterson wants to make sure that the young folks that will be circulating in the crowd representing Fair Hands are recognized with perhaps a short bio on each.
- s. There was a discussion about how to better publicize where the money collected for Fair Hands goes to (Ag Days, etc.)
- t. Someone should reach out to Six Flags to see if they would perhaps contribute a family pass. Maybe ask them to throw in a few stuffed animals from their gift shop.
- u. Director Coakley will reach-out to Jack Anthony 7 Flag car wash for a possible contribution.

Action: Informational only item. No Action Required.

8. COMMITTEE MEMBER COMMENTS:

None

9. ADJOURNMENT:

It was moved by Director Coakley and seconded by Director Yen that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,



Stephen Hales
General Manager/Chief Executive Officer/Secretary



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Finance Committee

To Be Held

Wednesday, August 23, 2017 at 5:45 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Dennis Yen, Chair
Mike Coakley
Bill Luiz
Carole Paterson

Ray Simonds, Vice Chair
Gary Falati
Joe Lopez

Matters of Information

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2. ROLL CALL

3. CHANGES TO OR DELETIONS FROM THE AGENDA

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES OF JULY 19, 2017

6. PRESENTATION / PUBLIC COMMENT:

7. NEW BUSINESS

- a. Review of and action regarding recommendation to the Board regarding the July 31, 2017 Financial Statements.

8. COMMITTEE MEMBERS COMMENTS

9. ADJOURNMENT

Date of Notice: August 18, 2017



**THE SOLANO COUNTY FAIR ASSOCIATION
FINANCE COMMITTEE MEETING MINUTES
July 19, 2017**

1. Minutes of the Finance Committee meeting held on Wednesday, July 19, 2017 at 5:45 p.m. in the Directors Room with Chair Dennis Yen presiding.
2. **COMMITTEE MEMBERS PRESENT:** Dennis Yen, Chair

Mike Coakley; Gary Falati; Bill Luiz; Joe Lopez; Carole Paterson; Ray Simonds

MEMBERS ABSENT: None

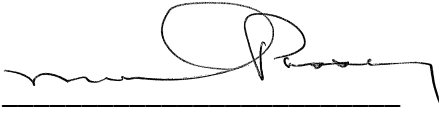
OTHERS PRESENT: Stephen Hales, General Manager; Mike Passey, Deputy GM
3. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** It was moved by Director Lopez and seconded by Director Luiz that the agenda of the Finance Committee meeting be approved. The motion carried unanimously.
5. **APPROVAL OF THE MINUTES OF JUNE 21, 2017:** Minutes were corrected to show that Director Lopez was absent and excused. It was moved by Director Luiz and seconded by Director Paterson that the minutes of June 21, 2017 be approved as corrected. The motion carried unanimously.
6. **PRESENTATION/ PUBLIC COMMENT:** None
7. **NEW BUSINESS**
 - a. **Review of and action regarding recommendation to the Board regarding the June 30, 2017 Financial Statements.**

Committee Chair Dennis Yen led a page by page discussion of the June 30, 2017 financial statements.

ACTION: Director Lopez moved and Director Paterson seconded that the June 30, 2017 financial statements be approved. The motion carried unanimously.
8. **COMMITTEE MEMBERS COMMENTS:** None

9. **ADJOURNMENT**: It was moved by Director Paterson and seconded by Director Luiz that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Passey", written over a horizontal line.

Mike Passey
Deputy GM



NOTICE OF MEETING

Solano County Fair Association

Meeting of the Board of Directors

To Be Held

Wednesday, August 23, 2017 at 6:00 p.m.

In the Directors Room
Solano County Fairgrounds
Vallejo, California

Directors

Lee Williams, President & Chair

Mike Coakley, Vice President

Dennis Yen, Treasurer

Ray Bell, Director

Gary Falati, Director

Joe Lopez, Director

Kathy Marianno, Director

Norma Placido, Director

Rosie Enriquez, Director

Norma Lisenko, Director

William Luiz, Director

Carole Paterson, Director

Raymond Simonds, Director

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2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES OF BOARD MEETINGS

- a. Regular Meeting of July 19, 2017.

5. CHANGES TO OR DELETIONS FROM THE AGENDA

6. APPROVAL OF THE AGENDA

7. PUBLIC COMMENT

(This is your opportunity to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Comments are limited to 3 minutes per speaker.)

8. COMMITTEE REPORTS

- a. **Finance Committee** (*Dennis Yen, Treasure & Committee Chair*) – Report on Committee meeting of Wednesday, August 23, 2017.

ACTION: Discussion and action regarding the Committee's recommendation on the July 31, 2017 Financial Statements.

- b. **Hospitality Committee** (*Norma Placido, Committee Chair*)– Report on Committee meeting of August 23, 2017 recapping hospitality activities at the 2017 Fair.

ACTION: Information only, no action required.

- c. **Silent Auction Committee** (*Carole Paterson, Committee Chair*) – Report on Committee meeting of Wednesday, August 23, 2017 recapping the silent auction at the 2017 Fair.

ACTION: Information only, no action required.



9. GENERAL MANAGER'S REPORT

- a. 2017 Fair Preliminary Recap (*Stephen Hales, GM/CEO & Mike Passey, DGM/CFO*).
- b. Update on Division of Fairs & Expositions / California Fair Alliance / Legislative Issues (*Mike Ioakimedes, Business Development Manager*).
- c. Other Matters (*Stephen Hales, GM/CEO*).

10. PRESIDENT'S REPORT (*Lee Williams, President*).

11. GENERAL CALENDAR

- a. Election of SCFA Board Officers for 2017-2018 (*Lee Williams, President & Ray Bell, Nominating Committee Chair*)

ACTION: Election of the Board President for the 2017-2018 term.

ACTION: Election of the Board Vice President for the 2017-2018 term.

ACTION: Election of the Board Treasurer for the 2017-2018 term.

12. CLOSED SESSION

- a. CONFER WITH OR RECEIVE ADVICE FROM LEGAL COUNSEL – POTENTIAL LITIGATION (California Government Code Section 54956.9(b)) – 2 cases.
- b. CONFER WITH REAL PROPERTY NEGOTIATORS (California Government Code Section 54956.8) – 1 case
Property Address: 900 Fairgrounds Drive, Vallejo, California
Agency Negotiators: Dennis Yen, Treasurer & Stephen Hales, GM/CEO
Negotiating Parties: Doug McCann & Shurl Rosenkrantz
Under Negotiation: Price and Terms

13. DIRECTORS' COMMENTS

14. ADJOURN

Adjourn the meeting until the next regularly scheduled meeting of the Solano County Fair Association Board of Directors on September 20, 2017 at 6 p.m.

Date of Notice: Friday, August 18, 2017



SOLANO COUNTY FAIR ASSOCIATION
MINUTES FOR MEETING OF BOARD OF DIRECTORS
July 19, 2017

1. Minutes of the monthly meeting of the Solano County Fair Association’s Board of Directors held on July 19, 2017 at 6:00 pm in the Directors’ Room with Vice-President Mike Coakley presiding.

2. **DIRECTORS PRESENT:** Mike Coakley, Vice President; Dennis Yen, Treasurer; Ray Bell; Gary Falati; Norma Lisenko; Joe Lopez; Kathleen Marianno; Carol Paterson; Norma Placido; Ray Simonds; Bill Luiz

DIRECTORS ABSENT: Lee Williams (excused), Rosie Enriquez (excused)

OTHERS PRESENT: Stephen Hales, General Manager; Michael Passey, Deputy General Manager; Mike Ioakimedes, Business Development Manager; Kim Alexander Yarbor, Deputy County Counsel,

3. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Director Bell

4. **APPROVAL OF MINUTES OF THE BOARD MEETING OF June 21, 2017:** It was moved by Director Paterson and seconded by Director Marianno to approve the minutes of the June 21, 2017 Board meeting

a. The motion to approve the minutes was carried unanimously.

5. **CHANGES OR DELETIONS FROM THE AGENDA:** There were no changes to the agenda.

6. **APPROVAL OF THE AGENDA:** It was moved by Director Falati and seconded by Director Paterson to approve the agenda as amended. The motion carried unanimously.

7. **PUBLIC COMMENTS / PRESENTATIONS:** None.

8. **COMMITTEE REPORTS:**

a. Ad Hoc Race Place

i. Director Yen reported that the committee met at Director Falati’s office.

ii. There is an on-going discussion and evaluation concerning Farrington’s Sports Bar proposal to add a mini-satellite wagering capacity to their operation.

The general feeling after reviewing the data is that Farrington would not negatively impact SCFA’s wagering operation.

The committee will work towards bringing a detailed specific proposal back to the board at the September Fair Board meeting.

The next committee meeting is scheduled for August 15th with representatives of Farrington's present to enter into discussions.

b. Hospitality Committee

- i. Chair Placido reported that the committee had met earlier in the day. Directors Placido, Marianno, Coakley, Lisenko and Luiz in attendance.

Chair Placido circulated the pot luck sign-up sheet for the Director sponsored Opening Day BBQ.

Approximately 60 guests are to be invited. Directors are asked to arrive prior to the 3:00 pm fair opening. This will be a more low-key event comparative to Saturday's Celebrate Solano BBQ.

There was a discussion and update on the preparations for the Celebrate Solano BBQ.

c. Silent Auction – Report on committee meeting of July 19, 2017

- i. Chair Paterson reported that the committee had met earlier in the day. Chair Paterson was very happy to report that there are 14 auction items with 9 being of a participatory nature.

Chair Paterson asked the board to consider having another board member step forward and assume chairpersonship of this committee.

Chair Paterson would also like to acknowledge SCFA staff, specifically Marcia Coffman's efforts in support of the auction.

d. Finance Committee – Report on Committee Meeting of July 19, 2017

- i. Vice-Chair Coakley reported that the Finance Committee met earlier in the day and recommended approval of the June 30, 2017 financial statements as presented.
- ii. **Action:** It was moved by Director Placido and seconded by Director Paterson to approve the June 30, 2017 financials as presented. The motion carried unanimously.

9. GENERAL MANAGER'S REPORT:

- a. **Update on Solano County Fair (August 2-6, 2017)** - GM Hales reported that competitive entries are down slightly but with more entries still coming in the ending numbers should be close to last year's totals.
- b. **Update on Legislative Issues** - loakimedes reported that both AB 1499 and SB 368 are moving forward.
 - i. **Solano Cities' Booth** – loakimedes gave an update on the new format and the positive response from participating communities.
- c. **Horse Racing** – GM Hales reported that the Race Place would be open on Wednesdays from now through Labor Day.
- d. **Other Matters** – GM Hales reported on current on-going conversations between SCFA staff and the Solano County Sherriff's office. It was found that there was a formal M.O.U. between the Sherriff's office and SCFA that expired in 2004. Both parties are very interested in reviewing and updating the M.O.U. Discussions continue.

Solano 360 – GM Hales reported that demolition planning is proceeding and the county is close to receiving the bid documents from the architectural firm hired to manage the demolition portion of the project. The haz-mat study has been received by Hales but not reviewed. The demo portion of the project is tentatively scheduled to begin in Spring 2018.

Cell Phone Towers currently located in the existing grand stand will need to be relocated. This is a top priority for SCFA staff as the cell phone towers (A.T. & T) generate revenue. Discussions are scheduled to begin after the completion of the 2017 Fair.

Facility Improvements – The \$1.7 million has been approved and budgeted into this fiscal year's county budget. The improvements are a secondary issue relative to the demo work, with more discussions anticipated for later this year.

Solano Development Company – While the exclusive negotiating rights option was not renewed there still might be interest on the part of the developer to explore possibilities. Updates to follow if more interest is shown.

10. PRESIDENT'S REPORT

- a. President Williams had nothing to report this month.

11. DIRECTORS' COMMENTS

- a. General discussion around not having a formal opening ceremony for this year's Fair. This issue will be re-visited prior to the 2018 Fair.
- b. Distribution of this year's Director's shirts and Butler Amusement passes were discussed.
- c. The Board extended congratulations to Director Falati in recognition of his selection as Fairfield's 2017 Grand Marshall for their 4th of July festivities.
- d. Director Luiz announced that he is planning on retiring from the board after this year's Fair. The other directors expressed their appreciation for Director's Luiz long service to SCFA.
- e. There was a brief discussion as to future board appointments and future board composition.

12. ADJOURN

- a. It was moved by Director Coakley and seconded by Director Placido that the meeting be adjourned until the next regular Board Meeting on August 23, 2017 at 6:00 p.m.

Respectfully submitted,



Stephen Hales
General Manager/Chief Executive Officer/Secretary