



NOTICE OF MEETING
Solano County Fair Association
Special Meeting of the Board of Directors

to be held

Tuesday, April 4, 2023, at 6:00 pm

Solano County Fairgrounds

900 Fairgrounds Drive, Vallejo CA 94589

Directors' Room

This meeting will also be accessible via remote access at this Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85486091634?pwd=dHVYaEZ6SE4yVVhFOSs0enBod2xlQT09>

Meeting ID: 854 8609 1634

Passcode: 206056

Dial In: 669 444 9171

Directors

Valerie Williams, President

George Kennedy, Vice-President Manuel Angel, Treasurer

Lee Williams, Past President

Norma Placido, Director

Jeff Moorhead, Director

Rhonda Rochon-Smith, Director

Staff, Counsel & Key Volunteers

Kim Alexander-Yarbor, Deputy County Counsel

Becky Bailey-Findley, Findley Group

Kelly Fletcher, Competitive Exhibits Coordinator/Livestock Superintendent

Darla Givens, DG Media Consulting

Stephen Hales, Operations Manager

Robin Hauck, Interim SCFA CEO

Jill Kant, Administrative Support

Nancy Nelson, Solano County Analyst

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.



Matters of Information.

The Solano County Fair Association does not discriminate against persons with disabilities. If you wish to attend this meeting and you will require assistance to participate, please call the Fair Association's Administration Office at (707) 551-2000 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Solano County Fair Association's Administration Office, 900 Fairgrounds Drive, Vallejo, California or at the Solano County Government Center, 675 Texas Street, Fairfield, California. These materials may also be viewed on the Solano County Fair Association's website at www.scfair.org.

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AGENDA

Special Board Meeting

Tuesday, April 4, 2023, at 6:00 pm

- 1. CALL TO ORDER** – (Presenter- Chair / President V. Williams – Items 1-6)
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. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CHANGES TO OR DELETIONS FROM THE AGENDA**
- 5. APPROVAL OF THE AGENDA**
- 6. 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.
ACTION: Information only unless Board directs staff to act.
- 7. REVIEW OF MINUTES OF BOARD MEETING** – (Presenter- President V. Williams)
 - a. Special SCFA Board Meeting of Wednesday, February 22, 2023
 - b. Regular SCFA Board Meeting of Wednesday, March 15, 2023**ACTION:** Discussion and possible approval of submitted minutes for the Special SCFA Board meeting of Wednesday, February 22, 2023 & Regular SCFA Board meeting of Wednesday, March 15, 2023.



8. CORRESPONDENCE – *(Presenter- Interim CEO Hauck)*

ACTION: Information Only unless Board directs staff to act.

9. PRESIDENT’S REPORT - *(Presenter- Chair / President V. Williams)*

10. DIRECTORS COMMENTS ON NON-AGENDIZED ITEMS – *(Presenter- Chair / President V. Williams)*

11. 2023 SOLANO COUNTY FAIR UPDATE – *Presenter –Interim CEO Robin Hauck & Becky Bailey-Findley*

a. 2023 Solano County Fair Planning Meeting Report

i. Fair Planning Snapshot

ii. Admission Promotions for:

1. June 15, Opening Day/Family Agriculture Day

2. June 16, Super Friends Day

3. All days June 15 – June 18, Active Military

4. All days June 15 – June 18, Western Fairs Association Credential

iii. Entertainment Snapshot

iv. Media & Marketing - Introduction of Darla Givens, DG Media Consulting

ACTION: Discussion and possible action on proposed admission promotions for 2023 Fair.

12. Proposed Wage Increase for Regular Part Time and Intermittent Employees Hired before January 1, 2023.

ACTION: Discussion and possible action on wage increase for Regular Part Time and Intermittent Employees

13. CLOSED SESSION – *(Presenters - Chair / President V. Williams)*

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(California Government Code Section 54954.5(b)) -- 1 case.

Property: 900 Fairgrounds Drive, Vallejo, CA

Agency negotiator: SCFA Executive Committee – President Valerie Williams, Vice President George Kennedy & Becky Bailey-Findley, Findley Group

Negotiating parties: Solano County Fair Association / County of Solano

Under Negotiation: Price and Terms

14. ADJOURNMENT – *(Presenter- Chair / President V. Williams)* – 1 minute

Adjourn the meeting until the Regular Meeting of the SCFA Board of Directors on Wednesday, April 19, 2023, at 6:00 pm.

15. Date of Notice: Friday, March 31, 2023

SOLANO COUNTY FAIR ASSOCIATION

MINUTES FOR SPECIAL MEETING OF BOARD OF DIRECTORS

Minutes of the Special Meeting of the Solano County Fair Association's Board of Directors held Wednesday, February 22, 2023, at 6:00 pm.

1. CALL TO ORDER – President V. Williams called the meeting to order at 6:03 pm.

2. PLEDGE OF ALLEGIANCE: Director Placido

3. ROLL CALL - DIRECTORS PRESENT: All Board Members who were present attended remotely.

Members Present Verbal Roll Call: President Valerie Williams, Past President Lee Williams, Treasurer Manuel Angel, Director Jeff Moorhead, Director Norma Placido, Director Rhonda Rochon-Smith.

Vice President George Kennedy signed into the meeting in progress.

Others Present: Kim Alexander-Yarbor, Deputy County Counsel, Stephen Hales, Operations Manager, Kelly Fletcher, Livestock Supt., Becky Bailey-Findley, Findley Group, Nancy Nelson, Solano County Analyst.

4. CHANGES OR DELETIONS FROM THE AGENDA: None

5. APPROVAL OF THE AGENDA:

It was moved by Director Placido and seconded by Director L. Williams to approve the agenda. Motion carried unanimously.

6. PUBLIC COMMENT: None

7. REVIEW OF MINUTES OF BOARD MEETING – *Presenter President V. Williams*
Regular Meeting of Wednesday, January 25, 2023

Moved by Director Moorhead & seconded by Director Angel to approve the minutes for the regular SCFA Board meeting of Wednesday, January 25, 2022. Motion carried.

8. CORRESPONDENCE – *Presenter President V. Williams*

a. Circular Letter #F2023-02 2023. CDFA Fairs and Expositions Branch 2023 State Rules for California Fairs, includes two addendums:

1. Addendum I – Summary of Changes for 2023

2. Addendum II – Exhibit Program Guidelines

for Fair Management &

Exhibit Staff

President V. Williams read the cover letter and referred to the documents received by CDFA. Director Placido requested a mailed copy. President V. Williams will mail to Director Placido.

9.PRESIDENT’S REPORT - *Presenter President V. Williams*

a. SCFA Bylaws Change to Regular Meeting Schedule

Discussion and consideration for the future depending on transition needs. President V. Williams asked about interest in moving the SCFA Regular Board Meetings to the 4th Wednesday of each month to provide additional time to prepare monthly financials. Director L. Williams & Director Placido stated that they have other commitments the 4th Wednesday of each month. Director Angel stated that he frequently has work commitments the 3rd Wednesday of each month & would prefer to meet the 4th Wednesday but would do his best to attend the meetings as currently scheduled for the 3rd Wednesday of each month.

b. End of Governor special permission to hold meetings virtually, effective February 28, 2023.

President V. Williams reminded the Board that all meetings after 2/28/23 will be held in person, with the original teleconferencing rules set forth in the Brown Act. *(Original teleconferencing rules require all addresses from which members attend via teleconference to be published on the agenda. Additionally, members of the public must be permitted to participate from any teleconference location).*

10.DIRECTORS COMMENTS ON NON-AGENDIZED ITEMS *Presenter President V. Williams* None

11.COMMITTEE REPORTS

a. Livestock & Exhibits Committee

Presenter Kelly Fletcher - Competitive Exhibits Coordinator/Livestock Superintendent Fletcher reported that the guidebook is in the proofing stage. The livestock rules approved at the January 25 meeting are posted to the website and were emailed to all 2022 livestock exhibitors. Monitoring Avian Influenza spread for impact to show restrictions and will keep the Board posted. Award Sponsorship letters were mailed to 2022 Sponsors. Fletcher attended Super School to learn more about enhancing & expanding the Competitive Exhibits program.

12.WESTERN FAIRS ASSOCIATION CONVENTION UPDATE – *Presenter President V. Williams*

Director Placido reported on her participation at the annual convention.

13.COMMITTEE REPORTS

a. Finance Committee – *Presenter-Committee Chair Angel*

- i. Chair Angel reported on the 2/20/23 Special Budget Workshop Meeting.
- ii. Consultant Becky Bailey-Findley reviewed the 2023 Proposed Budget. Becky shared the attached PowerPoint reviewing the Proposed Budget. Projected year end for 2022 nearly \$893,00 net operating position to the positive. Projecting a \$191,000 deficit in 2023. Hopefully, adjustments can be made to mitigate the deficit.

Two key areas that we wanted further discussion on so that the Board could provide further direction, before approval of the budget.

Proposed Admission & Parking Fees, Option 1 the study group recommended:

Adults \$10/\$8 presale

Seniors \$8/\$5 presale

Youth (6-18) \$8/\$5 presale

Kids (5 & Under) Free

Credential Program – Credentials for those providing a service.

Those needed beyond the formula will be available for purchase at \$5.

Parking \$10 – Same as 2022

Discussion ensued & the following information confirmed.

- In 2017 Admission was \$12 for adults.
- City of Vallejo is having a Juneteenth event on Saturday, June 17th.

President V. Williams stated that we have consensus on the admission fees in supportive of option 1.

Bailey-Findley stated the second discussion point was a proposed wage increase for SCFA employees. Specifically, up to 4.9% wage increase for all fulltime hourly & salaried employees hired prior to 1/1/2023. This includes the adjustment to the pay scale as required for the new minimum wage that took effect 1/1/23. With the minimum wage increase all pay scales will be adjusted accordingly, which is about a 3.3% raise, which is incorporated in the 4.9% increase figure. The amount 4.9% was derived from the US Bureau of Labor Statistics CPIU for San Francisco, Oakland & Hayward. It is recommended that the wage increase be implemented 3/1/23.

The wage increase was incorporated in the proposed budget and is open for discussion.

Director Angel asked for comments about the proposed wage increase.

Discussion ensued & the following information confirmed.

- Only hourly staff received a wage adjustment in March 2022, except for those who were at minimum wage. Increase was tied directly to the minimum wage increase of about 7% from \$14 to \$15, then that went across the board with the wage scale template that SCFA utilizes.

ACTION: Finance Committee recommended that the SCFA Board approve the 2023 Budget including the fair admission fee program as well as the wage increase. It was moved by Director Kennedy & seconded by Director Moorhead to approve the 2023 proposed budget. 6 Yes/1 No/0 Abstain. Motion carried.

- iii. President V. Williams reported that the 2021 draft audit is complete. There was an adjustment, so she will need to review it before signing off on it.

14. 2023 SOLANO COUNTY FAIR UPDATE – Presenter – Becky Bailey-Findley & Staff

- b. 2023 Solano County Fair Planning Meeting Report

ACTION: Information only.

1. Staff Fair Planning Team

- a. The Team has been routinely meeting since mid-January.
- b. Engaged in budget development.
- c. Begun working on implementing the direction provided by the Board.
- d. Identifying and bringing on staff and/or professional services to manage the various exhibits, attractions, operations of the fair.
- e. Integrating Fair theme of “Celebrate Solano” into programs. Created the artwork to support the theme.



- f. Creating a plan for 2023 entertainment with the goal of diversity, inclusivity and as much entertainment as possible throughout the grounds. In addition, the “theme-days” or targeted markets that the board identified as priorities is part of the planning for entertainment.

- Applications for community acts and bands is currently available on website.
 - 2022 entertainers were sent the link and invited to apply for 2023.
- g. Planning is ongoing.

2. Roles and Responsibilities

- a. The Fair Planning Team identified the need to clarify roles and responsibilities for 2023.
- b. It is important to bring clarity to who is responsible for what and to remain consistent so that all are treated fairly, and the organization works smarter.
- c. The hierarchy of authority and reporting relationships is:

Board → Management → Supervisors → Staff

- d. Clarity of roles and communication allows for political interference. “Let staff say NO.”
- e. Clarity of roles and the discipline to adhere to the delegated authority saves money, brings efficiency to the workplace, brings accountability to the team, and makes for a successful fair.
- f. Staff Roles and Responsibilities

Competitive Exhibits: Kelly Fletcher

Competitive Exhibits, Livestock, Ag Day, Special Exhibits

Entertainment: Nine 13 Productions

Securing entertainment, vetting applications, contracting, scheduling, supervising during fair, providing media support, stage management, and Voice of the Fair.

Operations: Stephen Hales

Security, Safety, Law Enforcement, Parking, Maintenance, Janitorial, Trash Management, Contracts, Jaripeo, Carnival.

Administration: Jill Kant

Human Resources, Accounting, Pay Roll, Banking Function

New Interim CEO

Admissions Program, Sponsorship, Marketing & Communications, Commercial Vendors & Concessions (including audit)

15. VALLEJO CHAMBER OF COMMERCE BOARD OF DIRECTORS

Director Kennedy reported that the Vallejo Chamber of Commerce President, of which SCFA is a member, has requested that we have an SCFA representative on the Vallejo Chamber Commerce Board of Directors. Commitment would be a one-year commitment, attending one meeting a month and attend the Chamber mixers on a regular basis.

Director Angel volunteered to serve if no other SCFA Board Member was interested.

ACTION: It was moved by Director Kennedy & seconded by Director Placido to appoint Director Angel as the SCFA Representative to the Vallejo Chamber of Commerce Board of Directors.

Rochon-Smith asked for the financial request to join, as a membership fee is required. Director Kennedy & President V. Williams stated that their understanding is that SCFA is a paid member. Staff member Hales stated that historically SCFA has been a member of all Chambers of Commerce in Solano County. President V. Williams will verify with Administrative Staff member, Jill Kant, that we are current with our paid membership to the various Solano County Chambers of Commerce. President V. Williams restated the motion and called for the vote. Motion carried unanimously.

16. CLOSED SESSION

ACTION: It was moved by Director Angel and seconded by Director Placido to move into closed session. Motion carried unanimously.

a. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

(California Government Code Section 54954.5(b)) -- 1 case.

Property: 900 Fairgrounds Drive, Vallejo, CA

Agency negotiator: SCFA Executive Committee – President Valerie Williams, Vice President George Kennedy & Becky Bailey-Findley, Findley Group

Negotiating parties: Solano County Fair Association / County of Solano

Under Negotiation: Price and Terms

b. EMPLOYMENT OF CHIEF EXECUTIVE OFFICER (California Government Code Section 54957.5(b))

c. EMPLOYMENT OF INTERIM CHIEF EXECUTIVE OFFICER (California Government Code Section 54957.5(b))

ACTION: It was moved by Director Angel and seconded by Director Placido to move out of closed session. The motion carried unanimously.

ACTION: President V. Williams reported that there was nothing to report from the closed session.

17. ADJOURNMENT

It was moved by Director L. Williams and seconded by Director Placido that the meeting be adjourned until the Regular Meeting of the SCFA Board of Directors on Wednesday, March 15, 2023. Motion carried unanimously. Meeting was adjourned at 8:33 PM.

Respectfully submitted,

Valerie Williams, SCFA President

SOLANO COUNTY FAIR ASSOCIATION

MINUTES FOR REGULAR MEETING OF BOARD OF DIRECTORS

Minutes of the Regular Meeting of the Solano County Fair Association's Board of Directors held Wednesday, March 15, 2023, at 6:00 pm.

1. CALL TO ORDER – President V. Williams called the meeting to order at 6:07 pm.

2. PLEDGE OF ALLEGIANCE: Director Moorhead

3. ROLL CALL - DIRECTORS PRESENT:

Members Present: President Valerie Williams, Vice President George Kennedy, Director Jeff Moorhead.

Member Present on Zoom: Past President Lee Williams.

Members with Excused Absence: Treasurer Manuel Angel, Director Norma Placido, Director Rhonda Rochon-Smith.

Others Present: Kim Alexander-Yarbor, Deputy County Counsel, Stephen Hales, Operations Manager, Kelly Fletcher, Livestock Supt., Peter Bregenzer, Vallejo City Councilmember, Dist. 5.

Others Present on Zoom: Becky Bailey-Findley, Findley Group

4. CHANGES OR DELETIONS FROM THE AGENDA: None

5. APPROVAL OF THE AGENDA:

It was moved by Director Kennedy and seconded by Director Moorhead to approve the agenda. Motion carried unanimously.

6. PUBLIC COMMENT: None. President V. Williams introduced Peter Bregenzer recently elected to Vallejo City Councilmember.

7. REVIEW OF MINUTES OF BOARD MEETING – Presenter President V. Williams

Special Meeting of Wednesday, February 22, 2023

Moved by Director Moorhead & seconded by Director Kennedy to approve the minutes for the regular SCFA Special meeting of Wednesday, February 22, 2023. 3 – Aye, 1 – Abstain

Director L. Williams explained that he was not able to open the electronic file, therefore he was unable to review the minutes, resulting in his abstention from the vote. Due to lack of Quorum for the vote, the motion failed. Director Kennedy called for a point of order & moved that this agenda item be moved to the end of the meeting when it is expected that Director Rhonda Rochon-Smith will have arrived.

Motion seconded by Director Moorhead. 4 – Aye, 0 - Nay.

Motion carried unanimously.

8. CORRESPONDENCE – Presenter President V. Williams

a. Solano County Annual Report 2022

President V. Williams distributed hard copies and read the Solano County cover letter received with the Annual Report.

b. Annual Filing Notification Form 700

President V. Williams asked for direction from Counsel & staff regarding the form. Alexander-Yarbor explained that the SCFA CEO, as well as SCFA Board of Directors are required to file the form annually. The deadline to submit is April 1. The form can be completed online, the county has a link, and submitted electronically or downloaded/printed and mailed.

9. PRESIDENT'S REPORT - Presenter President V. Williams

a. Ad Hoc Health & Safety Committee – President V. Williams

President V. Williams reported that she is developing an Ad Hoc Health & Safety Committee. President V. Williams will serve as Chair & Vice President Kennedy will serve on the committee.

10. DIRECTORS COMMENTS ON NON-AGENDIZED ITEMS *Presenter President V. Williams* Vice President Kennedy commented that he is concerned about unauthorized folks accessing the fairgrounds. President V. Williams stated that this issue will be referred to the Ad Hoc Health & Safety Committee.

11. COMMITTEE REPORTS

a. Livestock & Exhibits Committee

Presenter Kelly Fletcher - Competitive Exhibits Coordinator/Livestock Superintendent

Fletcher reported that the guidebook is in the final proofing stage.

It is anticipated that the Guidebook and online entries will go live on Monday, March 20.

Last year's exhibitors will receive a notification that entries are open.

Award sponsorship letters were sent out to 2022 sponsors. Donations have begun to arrive, to date \$1200 received, \$1300 additional has been committed. We are more than halfway to our goal for awards. President V. Williams noted that a press release should go out when the guidebook is posted, and entry system is open.

b. Finance Committee – Presenter President V. Williams

In Treasurer Angel's absence, President V. Williams reported that the Finance Committee did not meet in March. The Committee has been focused on developing the 2023 Budget, which was approved at the February 22, 2023, Special Meeting of the SCFA. The Draft Financials for the month of January were distributed. The Finance Committee will meet and report at the April 19, 2023, Regular SCFA Meeting.

12. 2023 SOLANO COUNTY FAIR UPDATE – Presenter – Becky Bailey-Findley & Staff

a. 2023 Solano County Fair Planning Meeting Report

Becky Bailey-Findley reported the following:

- Committee met last week, where Interim CEO, Robin Hauck was welcomed. Hauck will be focused on the Fair. Particularly getting the right people in position to implement programs.
- Team is identifying aesthetics & safety repairs.
- Entertainment
 - Community Stage performers application is online. Deadline to apply is March 29.
 - President V. Williams sent a reminder to SCFA Board Members with details.
- Commercial Vendor & Concessions application is online.
 - Discussed a plan to accommodate Non-Profit exhibitors.
- Family Ag Day – Opening Day – Thursday, June 15.
 - Communication about new format was sent to schools & posted on our website.
 - Special exhibits and activities for this day are being planned.
 - Featured on opening day for media attention. Promoted as a family event.
 - Reviewing special promotions or activities can take place for the day.
- Special Outreach & Diversity Efforts
 - No day specifically focused on any one group, other than Family Ag Day, but inclusion throughout the Fair experience through activities, entertainment, exhibits. Had a great meeting with Director Rochon-Smith today and we had both come up with different resources we are following, to have a Juneteenth Celebration throughout the fair. We want to make sure that we are not competing with the Vallejo City Juneteenth Celebration. We talked about co-promoting and how we can help each other.

- Contracted with a group called Out at the Fair – Family focused LGBTQ+ Organization that is focused on their relationship with fairs. First year partnership, small engagement with access to their market through their website, as well as use of their branded marketing materials.
- Friday - Fun for All Friday open 2 hours early for guests who have a disability.
- Traditional entertainment programming for Hispanic Community
 - Sunday - Traditional programming Jaripeo
 - Saturday - Lucha Libre (Family event - Mexican version of free-style professional wrestling).
- Marketing Efforts
 - Talking with potential media professional, who does CalExpo's media.
- Layout & Coordination
 - Fluid project with an evolving process

13. EMPLOYMENT OF INTERIM CHIEF EXECUTIVE OFFICER (California Government Code Section 54957.5(b)) President V. Williams announced that Robin Hauck has been hired as the Interim CEO.

14. REVIEW OF MINUTES OF BOARD MEETING – *Presenter President V. Williams*

The Board was not able to approve the minutes due to lack of voting quorum. Approval of the minutes is postponed to the April 19, 2023, Regular Meeting.

15. ADJOURNMENT

It was moved by Director Moorhead and seconded by Director Kennedy that the meeting be adjourned until the Regular Meeting of the SCFA Board of Directors on Wednesday, April 19, 2023. Motion carried unanimously. Meeting was adjourned at 6:38 PM.

Respectfully submitted,

Valerie Williams, SCFA President

2023 Solano County Fair
June 15 – 18

Fair Planning Snapshot

The planning for the annual fair is a work in progress and requires the careful coordination and collaboration of fair management and staff in making sure all aspects of the annual fair is analyzed, researched, planned, monitored, and managed.

The purpose of this report is to update the board regarding Fair plans in process. This is a snapshot of the annual Fair plan today with the acknowledgement that adjustments and changes will occur due to the dynamic aspects of the event. We will update the board regularly and welcome your thoughts and reactions.

Fair Department	Projects/Activities Planned	By Whom	By When
Admissions	1. Board approved ticket pricing. Adult \$10. Pre-Sale \$8 Senior (60+). \$ 8. \$5 Youth (6-11). \$8 \$5 Kids (5 & under). Free Parking \$10 per car Credential Program for vendors, performers, service providers, exhibitors, nonprofits. \$5	Board	2-23
	2. Ticketing System, Sales, Ticket Taking, Money Management.	Robin soliciting ticketing system and staff to manage program.	4-15-23
	3. Promotions <ul style="list-style-type: none"> • Free Admission for all on Family Ag Day (Thursday, opening day of the fair). • Free tickets to pre-registered guests to Super Friend Day (program for challenged children and adults formally known as Fun For All.) • Active-Duty Military admissions - \$8 with Active-Duty Military card. Card holder only. • WFA Credential admission – Free admission for cardholder. 	Staff to incorporate into marketing.	4-1-23
Commercial Vendors	1. Applications being received for commercial vendors. 2. Plan to include Commercial Vendors inside Expo Hall and out on the grounds. 3. Fees being researched and set. 4. Exhibitor handbook being developed.	Robin supervising. Supervisor to be hired.	Current

Concessions	<ol style="list-style-type: none"> 1. Applications being received for concessions. 2. Plan to place Concessions out on the grounds, margarita stands next to stages, in Carnival midway. 3. Fees are 22% of gross sales against a \$500 guarantee. Utility fee to be charged. 4. Concessionaire handbook being developed. 	Robin supervising. Supervisor to be hired.	Current
Nonprofit Exhibitors	<ol style="list-style-type: none"> 1. Applications being received for nonprofit exhibitors. 2. Plan to include nonprofit exhibitors in available space in buildings and out on the grounds. 3. Fees being researched and set. 4. Exhibitor handbook being developed. 	Robin supervising. Supervisor to be hired.	Current
Competitive Exhibits & Livestock	<ol style="list-style-type: none"> 1. Exhibitor Handbook for entries in the Competitive programs is completed and online for customer use. 	Kelly	3-24-23
	<ol style="list-style-type: none"> 2. Staff being recruited and retained to manage the various “departments” within Competitive Program. 	Kelly	Current
	<ol style="list-style-type: none"> 3. Special exhibits in Livestock solicited, vetted, and confirmed for Fair. 	Kelly	Current
Family Ag Day	<ol style="list-style-type: none"> 1. Special exhibits and activities planned for Family Ag Day. 	Kelly	Ongoing
	<ol style="list-style-type: none"> 2. Planning for promoting Family Ag Day, opening day of Fair, free admission, notice to schools. 	Robin. Marketing Supervisor to be hired.	Current
	<ol style="list-style-type: none"> 3. Planning a customer handout/souvenir for Opening Day/Family Ag Day. 	Robin & Kelly	Current
Carnival	<ol style="list-style-type: none"> 1. Contracting with Harry Mason, Brass Ring Amusements. Confirmed fair dates with Harry. 	Stephen, V Williams & G Kennedy	Jan. 2023
	<ol style="list-style-type: none"> 2. Complete contract with Brass Ring Amusements. 	Stephen	Current
Special Outreach	<ol style="list-style-type: none"> 1. <u>Juneteenth</u>: <ul style="list-style-type: none"> • Seeking a special exhibit to include in exhibit building. • Planning cross-promoting events/activities with Vallejo Juneteenth festival. • Hanging the Juneteenth flag on the fairgrounds. 	Robin/Becky & Director R Smith	Current
	<ol style="list-style-type: none"> 2. <u>Out at the Fair (OATF)</u> <ul style="list-style-type: none"> • Contracted with “Out At The Fair” to promote the SCF as a community-focused event designed to bring people together & promote a message of acceptance. In 2023, activities include promotion on OATF website, other marketing, and a community-encouraged group photo taken at the Fair on Saturday, 6-17-23. https://www.outatthefair.com/solanocountyfair 	V Williams & Nine13 Productions & Marketing Director	Current

	<ul style="list-style-type: none"> • Hanging the Gay Pride flag on the fairgrounds. • Marketing a group photo on the fairgrounds, Saturday, June 17th as a special fair promotion. • Presence on the OATF website as well as on the SCFA website. 		
Wine & Beer Garden	<p>1. In an effort to activate the Expo Hall Courtyard, plans are in progress to create a Wine & Beer Garden in this location. To include beer sales, Solano County craft beer sales, tables and seating, décor, small stage for acoustic performers.</p> <ul style="list-style-type: none"> • Suggested name: "Sip & Suds" 	Stephen, Supervisor to be hired.	Current
Fair Hours	<p>Thursday, Opening Day. 4:00 – 10:00 pm Friday, Saturday & Sunday noon – 10:00 pm</p>	Robin & staff	Current
Building & Attractions Hours	<ol style="list-style-type: none"> 1. Competitive Exhibit Building & Livestock Open with Fair Opening Close at 8:00 pm 2. Commercial Building Open with Fair Opening Close at 10:00 pm 3. Stages Open with Fair Opening Close at 10:00 pm (Final act of the night will be the hypnotist) 	Robin & Staff	Current
Aesthetics & Safety Repairs	<ol style="list-style-type: none"> 1. Budgeted for aesthetic and safety repairs. 2. CFSA inspection of facilities and grounds for needed safety repairs. 3. Plan for addressing safety repairs. 	Board SCFA Ad Hoc Health & Safety Committee, Stephen, & CFSA	Feb 2023 March 2023 4-12-23
Layout of the Fair	Staff routinely meet to develop the layout of the fair.	Stephen	Ongoing
Marketing	Reviewing bid for a Marketing Director for 2023 fair.	Robin V Williams	Current
Entertainment	Nine13 Productions hired to solicit, recruit, vet, contract, and manage entertainment for the fair. This includes professional grounds acts, paid bands, community cultural performers and community dance and other performers. Entertainers solicited and reviewed via WFA Convention, and application to the fair. See attached Entertainment report for more information.	Robin Nine13 Productions	Ongoing

Solano County Fair Association
Board of Directors meeting

Board Report on Agenda Item: Proposed 2023 Solano County Fair Admission Promotions

Background

During the 2023 Solano County Fair Association budget review process, the board of directors, at their February 22, 2023, board meeting approved admission and parking pricing for the 2023 Fair.

Staff has considered various promotions and additional admission pricing for the board to consider. The purpose of these promotions is to promote and encourage attendance at the 2023 Solano County Fair, outreach to specific groups or markets in the Solano County community and provide options for families to come to the fair at a discounted rate.

Recommendations

1. Add an admission rate for Active Military: \$8 for Active-Duty Military with an ID card. For card holder only.
2. Western Fair Association card: Free admission for card holder only. (Part of SCFA membership benefit with Western Fair Association.)
3. Super Friends Day (formerly known as Fun for All Day): invitations sent to youth and adults with special needs and the organizations that provide services to them. Super Friends Day is Friday, June 16, 10 am to noon. The Fair opens early to accommodate individuals with special needs. Other carnival and food promotions are offered. Requires pre-registration. For each Super Friend, one admission ticket is provided along with 2 tickets for their helper, chaperone, assistant. This is a traditional program of the Solano County Fair.
4. Opening Day/Family Ag Day: Thursday, June 15 is opening day of the fair. Hours are 4:00 pm to 10:00 pm. Opening day promotion – free admission for all. This kicks off the fair with a WOW! Opening day is typically a slow attendance day. News of free admission gives SCFA Marketing something to promote and highlight in the media. It draws attention to the fact that the Fair is open! It promotes Family Ag Day and provides an option for families to come to the fair at a discount. Parking will be charged.

It is proposed that the Board approve the promotions and admission rates as presented.

2023 Solano County Fair
June 15 – 18

Entertainment Snapshot

Nine13 Productions was hired to develop an overall entertainment program for the 2023 Solano County Fair. They were given a budget of \$80,000 for entertainers, direction from the fair board, and suggestions from those who attended WFA Convention and reviewed various entertainment options. In addition, through their own experience, knowledge of the industry and known entertainers and reputable booking agents, they have put together a program that they believe meets the mark set by the board and staff.

Please note that the entertainment program is very fluid and changes in programming can be expected up until the day all entertainer invites have been accepted, contracts have been executed and beyond.

Here is the most current information regarding the 2023 Solano County Fair entertainment program.

I. GROUNDS ACTS

As of 3-27-23: total number of confirmed and booked **professional grounds acts**: 15

- All contract coversheets have been submitted for processing.
- In addition to the professional grounds acts sourced, we have also secured and are coordinating:
 - Voice of the Fair
 - Out at the Fair (OATF) event
 - Pony Rides Vendor (Note: Last year's pony ride vendor did not pay a vendor fee, nor did the vendor pay the fair commission on sales. The fair also provided all shavings needed to this vendor. This year's vendor will be paying a vendor fee and provides his own shavings for the attraction.)

PROFESSIONAL GROUNDS ACTS			
ACT	TYPE	LOCATION	DESCRIPTION
ALL CREATURES	STATIC	McCormack Lawn	Petting Zoo
ALL CREATURES	STATIC	McCormack Lawn	Pig Races
ALL CREATURES	STATIC	Expo Hall	Barnyard Educational Display
BALLOONACY	STROLLING/STAGE	Grounds	Strolls on a 48-inch replica of a Turn-of-the-Century Penny farthing style bicycle. Creates balloon sculptors with over a hundred different balloon animals in his repertoire. Dennis has stories to go along with just about all of his animals and the child receives the animal to take home. Can also do a 10–15-minute stage show or front of stage during turn overs on stage.
LUCHA XTREME	STATIC - one day event	Expo Plaza	Fusing both the Lucha Libre and American styles of professional wrestling, Lucha Xtreme boasts the most intense, extreme group of athletes that have thrilled fans literally around the world.
MASTER HYPNOTIST TINA MARIE	STAGE	Bay Stage	Comedy hypnosis show, two shows an evening. Fun for all ages.
SALSA STEEL DRUMS	STROLLING	Found Space	2-piece acoustic steel drum in a variety of styles
SLIM & CURLY - THE LITTLE COWBOYS	STROLLING	Grounds	Slim & Curly, often referred to as 'the little cowboys on the little horses' this is a high-energy, funny, interactive strolling duo.
CHEF RAY DUEY - fruit and veggie carver	STATIC	Expo Hall or McCormack Hall	Chef Ray carves fruit and veggies all day, non-stop to various music pieces. Interacts with the guests by carving little trinkets for them (carrot jewelry, hairpieces, etc.)
CHICKEN RIDER	STROLLING	Grounds	Sheriff Fowler's giant chicken has flown the coop and headed to the fair. Introducing 'The Chicken Rider'! This fun, interactive strolling act is highly visual and guaranteed to create lots of smiles. This act can also "lay" giant plastic eggs that can be filled with promotional materials or fair prizes, food booth coupons, ride coupons, etc.
COWGIRL TRICKS	STAGE/STROLLING	Grounds/Stage	LOCAL-Bay Area Performer. Vaudeville type variety stage act and strolling
MIND WORKS by IG PRESENTS, STEM Education Program	STATIC DISPLAY-12,000 sq ft	Expo Hall	STEM/STEAM-based. Hands-on. Offers interactive grounds attractions that are ageless, turn-key, and flexible.
STERLING THE BUBBLESMITH	STAGE/STROLLING	Grounds/Stage	LOCAL - Bay Area Performer. Story line stage performance with bubbles and strolling, hands-on close-up bubbles where guests can roll up their sleeves and have a hands-on experience.
THE FLYING UMBRELLA SHIP	STROLLING/FOUND SPACE	Grounds	The Adventures of The Flying Umbrella Ship is a high-energy, very colorful roving Circus spectacle that includes Stilt Walkers, The Flying Umbrella Ship, and Amplified Sound playing an energizing mix of world music.

THE WISH WAGON	STATIC	Expo Lawn	27'x10' space for Wishing Wagon. The Wish Wagon is open to tour all day long and (3) 30-minute performances with scheduled times each day. The audience is engaged throughout the day with short stories and encouragement to go inside the Wish Wagon.
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II. COMMUNITY PERFORMERS

Total completed applications received to date: 40

Breakdown:

BANDS/VOCAL GROUPS	33
BANDS	
Paid	24
Free	3
SOLO/DUO	
Paid	2
Free	3
DJ-FREE	1
DANCE & OTHER(free)	7

A. Our process for vetting and selecting community stage performers.

1. Prior to March 29 application deadline – Preliminarily review applications as they come in for complete information.
2. Prior to and up to March 29 deadline, begin to formulate initial choices for “evening party bands” based on fair’s criteria of genre for that day and appropriate fit. Evening “party bands” will play two (2) sets each night scheduled between the hypnotist sets. This allows for one-time load in and load-out during that time frame as to keep the hypnotist and band on schedule.
3. Prior to and up to March 29 deadline, begin to design daily schedule and plug performers in on days and times based on the following:

- a. Dates and times performer is available.
- b. Appropriateness of the act
- c. Free or Paid - We reach out to performers willing to perform for FREE first (after selecting the evening party bands). Then we fill the remaining times and days with PAID performers as budget allows.
4. March 29, 2023 – application deadline. Application will remain online for a couple of weeks and late applications will be placed on a waiting list.
5. Final decisions are made, and first round of invitations will be sent out to community performers after the March 29th deadline.
6. We have committed to communicating with everyone (chosen or not chosen) by April 12, 2023.

B. Programming hours on each stage & possible number of performing opportunities on each stage.

The programming hours on each stage is subject to change based on type of act, etc. The following information is to provide an understanding of the limited amount of performance opportunities available and to demonstrate the importance of vetting all applications and making selections that fit within the budget, availability, and caliber of the performers. The good news is that we have a positive response and received a lot of applications to choose from so far, thus affording us the best possible performers to select from for each day of the fair.

1. BAY STAGE FORMAT

- Hypnotist each night of the fair at 5pm and 9pm
- Party Band each night of the fair from 6:30pm – 8:30pm. (These bands will perform (2) 45-minute sets)
- Hope to have at least one (1) professional grounds act stage performance per day except Thursday.
- THUR. Plan to schedule performers from 4:30PM – 10PM. Possible number of performance opportunities after party band, hypnotist and professional grounds set times are approx. 1 max opening.
- FRI., SAT., SUN. Plan to schedule performers from 12:30PM – 10PM. Possible number of performance opportunities after party band and hypnotist set times are approx. 3 max openings each day.

2. DELTA STAGE FORMAT

- Professional Grounds Stage Acts scheduled daily at 4:30pm except for Thursday.

- THURS. Plan to schedule performers from 4:30pm – 9:00pm. Possible number of performance opportunities approx. 3 max openings. Planned to have a country band on this stage in the evening for two sets.
- FRI., SAT., SUN. Plan to schedule performers from 12:30pm – 9:00pm. Possible number of performance opportunities approx. 4 max openings each day.

Paid performers targeted for consideration to date as well as performers that have been extended an invitation.

PERFORMER	TYPE	CONFIRMED	LOCATION	PERFORMANCE DETAILS	DESCRIPTION
CROSSMAN CONNECTION	COUNTRY		BAY STAGE	(2) 45-min sets	Crossman Connection- Two brothers living their dream one show at a time. These guys have toured all over the US, played well over 10,000 shows and still love what they do EVERY time they hit the stage. If you're looking for your next favorite band... look no further. Crossman Connection will have you on your feet in awe from the first song til the end of the show! If you get a chance, check out their Nashville Recorded albums "How High" and "Epic."
WHISKEY & HONEY	COUNTRY		DELTA STAGE	(2) 45-min sets	Whiskey & Honey has been playing city festivals around Solano County for years, including Vacaville's Creekwalk in 2022, Fairfield's Tomato Festival and various downtown festivals in Dixon, including the annual Mayfair. We perform mostly old and new country, including some classic rock hits from bands such as Fleetwood Mac, Pat Benatar, Peter Frampton, Tom Petty, The Eagles etc. We frequently engage the audience in large groups of line dancers at shows, encouraging folks to join in and learn the routines.
TAKE FLIGHT	ACCAPELLA		BAY STAGE	(2) 45-min sets	Take Flight, with their passion for music, have performed professionally throughout the Bay Area and have worked with clients including YouTube Headquarters and the California School Employees Association. The group was also voted one of the "Best Napa Valley Bands" of 2017 & 2019 by Napa Life Magazine.
KONSEPT PARYT BAND	FUNK, R&B		BAY STAGE	(2) 45-min sets	High energetic 7-piece R&B Funk Motown Latin Old School cover tune party band. We perform danceable music form the 80's 90's and 2000's with a hot selection

					of songs! Our goal is to provide fun and professional quality entertainment to all audiences and genders. Our band delivers high energy with each performance.
MJs BRASS BOPPERS	NOLO 2ND LINE	YES	BAY STAGE/CONCOURSE	(1) 45-min set plus processional down concourse to the stage (10-15 mins)	Attending a MJ's Brass Boppers shows is the next best thing to following a brass band down New Orleans' famed Claiborne Ave. The swinging and singing brass-line is the Bay Area's only New Orleans-style brass band whose founding members were born and raised in New Orleans itself.
BANDED FUTURE	RAP, R&B	YES	BAY STAGE	(2) 45-min sets	Pop/Hip Hop music group that performs clean, fun touring music that everyone can listen to with a style that's uniquely Californian. In just 2 years since formation, they have already been named John Lennon Songwriting Contest winners, Telly Award winners, Lennon Award winners, and California Music Video Award winners.
ROOTS MAN PROJECT	REGGAE		DELTA STAGE	(1) 60-min set	Roots Man Project (RMP) is a California based band that performs Reggae music featuring improvised dub solos and I-riginal melodies.
MAYA LATIN ROOTS BAND	LATIN		BAY STAGE	(2) 45-min sets	Maya Latin Roots is a Latin Tribute Band, presenting popular cross over hits from well-known artist, our music is half Spanish and half English, including special tributes from movie soundtracks Selena & La Bamba and tributes by Santana, La Sonora Dinamita, and music by Mark Anthony, Gloria Estefan, Celia Cruz, Thalia, and Old School hit medleys. Based in Northern California.
SHARI	HIP HOPERA		BAY STAGE	(1) 30-min set	Classically trained Alternative R&B artist SHARI (The Coloratura) offers a listening experience unlike any other. From exclusively R&B tracks with smooth, silky vocals, to soaring opera vocals over Hip Hop beats that highlight her 3-octave soprano range, SHARI's voice is a force to be reckoned with. This self-proclaimed dreamer is dedicated to creating music that gets to the ears of those who need to hear it, and inspiring others to follow their dreams in the process.
GINA WILLIAMS	R&B, GOSPEL	YES	BAY STAGE	(1) 50-min set	Gina Williams is a Solo Multi-Genre Singer, Songwriter, Pianist, and Composer. She continues to perform Nationally and Internationally sharing music in up to 12 languages including Ukrainian and Chinese. Her

					relatable stories and uncanny humor resonate with audiences worldwide - creating an unforgettable experience.
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FREE COMMUNITY DANCE & OTHER PERFORMERS THAT WILL BE EXTENDED AN INVITATION (TO DATE) AND TENTATIVE SCHEDULING

PERFORMER	TYPE	LOCATION	PERFORMANCE DETAILS	DESCRIPTION
Gas Money	Band/Youth/Rock	DELTA STAGE	(1) 60-MIN SET	Gas Money is a talented young band ages 16-19 consisting of four members who know how to rock! They all have come out of School of Rock, Santa Rosa and now tour on their own! They love to rock out with mostly 90s and 2000s songs, but throw in danceable favorites from other eras, as well as a few of their own awesome originals!
Soul Glitch	Solo Indie	BAY STAGE	(1) 60-MIN SET	San Francisco Bay Area based musician and producer, Nicholas Hasty's project, SOUL GLITCH, takes Indie-Electronica into unexplored and exciting territories. A fusion of music and technology, Soul Glitch songs express and reflect our common humanity. A message he shares through exquisite lyricism, rich vocal melodies and harmonies, and musicianship in synergy with synthesizers, wind instruments, and audio effects in a real time remix of the live performance.
Pee Dot Scott	Solo Rap	BAY STAGE	(1) 30-MIN SET	Keeping it funky since birth, Pee Dot Scott is an all-around entertainer born and raised in the Bay Area of Northern California. A man of many hats such as DJ, Songwriter and Recording Artist. His unmatched charisma, and funky blend of Hip-Hop and R&B make each Pee Dot Scott performance an experience to remember.
Ohana O'Laokomaika'i	Youth Hawaiian and Tahitian Dance	BAY STAGE	(1) 45-MIN SET	Hawaiian and Tahitian dance group sharing the aloha spirit to you thru music and dance for 20 years in the bay area.
All City Dance	Youth Dance	BAY STAGE	(1) 60-MIN SET	All City Dance and Cheer and dancers ages 2-up. They are taught under the direction of Lorrie King in the ballet, Tap. Jazz

				and hip hop and Pom dance. The ACD competition team will be attending Nationals in Los Angeles at the end of June 2023.
Ballet Folklorico Canela	Mexican Folklorico Dance	DELTA STAGE	(1) 30-MIN SET	We are a Vallejo Community-based Mexican Folklore dance group that focuses on Mexican folk technique with stylized ballet characteristics. Ranging from traditional dances to our own remakes of modern music, our folkloric dance group strives to create a fun and enjoyable show!
B Sharp Academy	Youth Group	BAY STAGE	(1) 45-MIN SET	BSharp Academy has been around for 23+ years with a very diverse group of students performing in the areas of singing, drums, piano and guitar. They've participated in many community events to include tomato festivals, parades, jelly belly etc. They are ages 5-18 years old.
Dancers of the Desert and Friends	Adult Middle Eastern Dance	DELTA STAGE	(1) 50-MIN SET	Dancers of the Desert and Friends are Middle Eastern dancers with over 40 years' experience performing around the Bay Area. We integrate traditional folk styles with modern interpretations using props and a wide variety of costumes.
United in Dance-Chic Steppers	Adult Dance	DELTA STAGE	(1) 50-MIN SET	United in Dance is a dance group that focuses on dancing to gospel music. Dance genres include modern dance, line dancing and African dancing.
Solano's Super Seniors	Active Seniors	DELTA STAGE	(1) 50-MIN SET	This lively group of individuals support each other on their fitness journey through movement, music, and community. Participants range in age from 50 to late 80's.

TENTATIVE

Solano County Fair Association
Board of Directors meeting

Board Report on Agenda Item: Proposed Wage Increase for Regular Part-Time and Intermittent Employees Hired before January 1, 2023.

Background

As part of the Solano County Fair Association 2023 budget approval process, the board of directors, at their February 22, 2023, meeting, approved up to a 4.9% wage increase for Full-time hourly and salaried employees hired prior to January 1, 2023.

This board action also included the adjustment to the SCFA PayScale for the new minimum wage requirement to be implemented January 1, 2023. This wage adjustment was implemented as of January 1, 2023.

In implementing the 4.9% increase for full-time employees, it was observed that no wage increase was proposed to the board for regular part-time, intermittent employees hired prior to January 1, 2023.

Currently the SCFA employees 26 regular employees: 6 employees are Full-Time and 20 are Part-Time.

Many of the part-time employees have been working for SCFA for many years. It is appropriate that they be considered for a wage increase like the full-time employees. A 4.9% increase for all employees was included in the budget projection.

Other than those hired after January 1, 2023, the only SCFA employees not to receive a wage increase are the part-time bartenders. Their current hourly wage is considerably above the norm for Vallejo. They also receive tips.

Recommendation

It is proposed that regular part-time and intermittent employees, employed prior to January 1, 2023, be given up to a 4.9% wage increase, to be implemented March 1, 2023.

Budget impact: included in the 2023 Budget.