

BOARD MEETING NOTICE

The 31st DAA Board of Directors will be holding a board meeting on
Tuesday, October 24th, 2023 at 9:00 a.m.
Ventura County Fairgrounds - Santa Rosa Hall

BOARD OF DIRECTORS

Leah Lacayo (President), Dan Long (Vice President), Mike Bradbury, Guillermo Rodriguez Ceja Jr.,
Betsy Chess, Leslie Cornejo, Cecilia Cuevas, Miriam Mack, Shanté Morgan-Carter

STAFF

Jen McGuire, CEO, Heidi Ortiz, Executive Assistant, Jason Amelio, Sales Manager, Madalyn
Johnson, Concessions Coordinator, Megan Hook, PR and Marketing and Jim Howell,
Maintenance Supervisor

Public Participation

Members of the public are encouraged to provide comment to the Board. While the Board values the participation of the public, the Board president reserves the right to limit the time for public comment to a maximum of three (3) minutes per speaker in order to proceed with the agenda. Public comment must be related to fair authority and jurisdiction and their placement on the agenda is within the discretion of the Board.

All meeting notices, agendas and materials considered by the Board during the meeting will be available to the public prior to the meeting in the fair office. Agendas and meeting notices will be posted on Board's website at www.venturacountyfair.org.

AMERICAN WITH DISABILITIES ACT

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any Board meetings or Committee meetings, or in connection with other District Fair activities, may request assistance at the 31st DAA Fair office, 10 West Harbor Blvd., Ventura, CA or by calling (805) 648-3376. Requests should be made one (1) week in advance whenever possible.

Board of Directors Meeting Agenda

Ventura County Fairgrounds, 31st District Agricultural Association
10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376
Website: venturacountyfair.org Contact: Jennifer McGuire, CEO

Tuesday, October 24th, 2023 at 9:00 a.m.
Ventura County Fairgrounds - Santa Rosa Hall

All matters noticed on this agenda may be considered for action. Items listed on the agenda may be considered in any order at the discretion of the Board President. Any item not so noticed will not be considered or discussed. The Board requests your courtesy to mute your electronic devices.

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

Does any Board member have a conflict of interest that should preclude them from participating in discussions about or voting on any matter on today's agenda?

II. Pledge of Allegiance

III. Welcome and Introduction of Guests

Invitation for the public to introduce themselves (not mandatory)

IV. Public Comments on Items Not on the Agenda

In accordance with state law, the Board will not comment or otherwise consider Public Comment matters until and unless such items have been properly noticed for a future meeting.

V. Presentation – Hall of Flowers

VI. Approval of Minutes

A. September 26th, 2023 Board Meeting Minutes

VII. Financial Report

A. Financials ending August 31st, 2023

VIII. Committee Reports

A. Executive Committee Meeting September 13th, 2023 – Leah Lacayo, Chair

B. Ad Hoc Policy Committee

1. Discussion and possible action regarding cannabis policy

IV. Old Business

A. Retreat

B. Policy Manual Review

C. Fair 2024

X. Board Correspondence

- A. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: SB 447 (Atkins) GO-Biz: BRIDGE Project: Repeal of Travel Ban
- B. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: Vacation/Annual Leave Reduction Plans for the CEO and State Employees
- C. Letter from San Buenaventura Women's Club

XI. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual items A, 1, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

- A. Agreements
 - 1. Rental Agreements – Interim

XII. CEO Report

XIII. Presidents Report

XIV. Director's Comments

XV. Future Agenda Items

XVI. Adjourn

Americans With Disabilities Act

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any Board meetings or Committee meetings, or in connection with other District Fair activities, may request assistance at the 31st DAA Fair office, 10 West Harbor Blvd., Ventura, CA or by calling (805) 648-3376. Requests should be made one (1) week in advance whenever possible.

Board of Directors Meeting Minutes

Ventura County Fairgrounds
31st District Agricultural Association - 10 W. Harbor Blvd. - Ventura, CA 93001 - (805) 648-3376
Website: venturacountyfair.org Contact: Jennifer McGuire, Acting CEO

Tuesday, September 26th, 2023 at 9:00 a.m.
Ventura County Fairgrounds – Santa Rosa Hall

I. Call to Order

Roll Call

Declaration of Recusal or Conflict of Interest

The meeting convened at 9:06 a.m. and called to order by President Lacayo.

Directors present: President, Leah Lacayo, Vice President, Daniel Long, Michael Bradbury, Guillermo Rodriguez Ceja, Betsy Chess, Leslie Cornejo, M. Cecilia Cuevas, Miriam Mack and Shanté Morgan-Carter.

Staff present: Jennifer McGuire, CEO, Jason Amelio, Sales Manager, Madalyn Johnson, Concessions Manager, Lisa McGowan, Premiums, Megan Hook, PR & Marketing Firm, Jim Howell, Maintenance Supervisor, Marty Lieberman, Sponsorship Coordinator and Heidi Ortiz, Executive Secretary.

Guests Present: Cody Stultz, Peter Sheydayi and Tom Kisken.

There were no conflicts of interest with any of the Board members that were present.

II. Pledge of Allegiance

Director Bradbury led all present in the Pledge of Allegiance.

III. Welcome and Introductions of Guests

Invitation for the public to introduce themselves (not mandatory)

IV. Public Comment on Items Not on the Agenda

In accordance with State law, the Board will not comment or otherwise consider Public Comment matters until and unless such items have been properly noticed for a future meeting.

V. Presentation – City of Ventura

A. Surfers Point Managed Retreat: Cody Stultz, Project Manager & Peter Sheydayi, City Engineer

President Lacayo explained that the fairgrounds has been doing this project with the City, the Coastal Commission and any agency that is involved with the retreat of the beach, the parking lot and the bike path. We are now getting ready to do Phase II and Mr. Stultz will take the board through the presentation.

Mr. Stultz introduced himself and stated that he was joined by Peter Sheydayi, the City Engineer. They thanked the Board for having them and conducted a power point presentation on the overview of the project, project costs and grant funding, what the next

steps are and project design. They explained why the project is needed and explained that the objective is to prevent long-term erosion from the coastline and fairgrounds. Their intent is to come back to the Board in March to authorize the project construction. Once they have a construction contract ready to be awarded, they will come back to the Board to get authorization to execute that agreement. They are hoping to start construction in the fall of 2024. Once the construction is done, there will be five to seven years of monitoring that the City will be driving per the terms of the permit with the Coastal Commission.

The board had a couple questions regarding the project which Mr. Stults answered.

President Lacayo stated that Director Bradbury and Director Cornejo have been, since the inception of this project, been on the Surfers Point Committee. She explained that the relationship between the fairgrounds and the City has been good as far as this project goes. She explained they are going to try and plan a tour during the retreat or another time to go over some of the details like where the parking was, where the parking is, how the road has been reconstructed, etc.

Director Cornejo commented that it has been a great collaboration. It has been an example of how all the agencies come together to make sure the environment is protected and the fairgrounds rights and property owner's rights are protected; from the fairground's point of view we want to make sure we can maximize parking because that is important to us. The amount of funding that came in to cover this project is amazing and is a great thing for our asset and something we share with the community. She commented on how great of a relationship the fairgrounds has with the City over this project.

VI. Approval of Minutes

A. July 25th, 2023 Board Meeting Minutes

MOTION: To approve the July 25th, 2023 Board Meeting minutes.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury (Second)	X		
Director Ceja	X		
Director Chess	X		
Director Cornejo	X		
Director Cuevas	X		
Director Mack (Motion)	X		
Director Morgan-Carter	X		
Vice President Long	X		
President Lacayo (not present)			

VII. Financial Report

A. Financials ending July 31st and August 31st, 2023.

CEO McGuire explained that Mr. Yepez's baby came early, so there are only July financials for this meeting. She continued and reviewed the July financials.

Director Chess asked what the basis was for our land when looking at long-term assets and CEO McGuire stated that she will inquire with the State to find the basis.

Director Cuevas asked for an update on the outstanding Skull and Roses payment.

Staff explained that the promoter is waiting for another vendor to pay him before he pays us. The promoter is working on getting investors in the actual event itself. Mr. Amelio has expressed to the promoter that the fairgrounds is seeking collections through the State, but we would prefer to go the traditional route. The promoter has been told that the fairgrounds cannot guarantee 2024 dates without payment and any potential future dates would be under a completely different pay structure.

It was discussed what staff would do going forward to prevent the fairgrounds from having such a large outstanding payment. With the larger events, paying the fairgrounds in full up front is not feasible, so the promoter will be required to pay a minimum of sixty percent of their rental fee so the bulk of the event will be paid for. This has been the consistent policy going forward with these larger events.

Director Morgan-Carter asked how many permanent versus temporary employees are on staff and how that might change.

CEO McGuire stated that there are seven permanent employees and there used to be twenty-six. She is trying to get additional permanent employees. The testing phase opens in October, which she will put in for several permanent positions. There are several temporary maintenance employees that we really want to keep, so we will try to roll them over to a state employee position.

VIII. Committee Reports

A. Executive Committee Meeting September 13th, 2023 – Leah Lacayo, Chair

1. Discussion and possible action regarding 2024 Fair dates.

CEO McGuire is proposing the 2024 fair dates to be July 31st through August 11th.

MOTION: To approve the 2024 Fair dates to be July 31st through August 11th.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury	X		
Director Ceja	X		
Director Chess (Second)	X		
Director Cornejo	X		
Director Cuevas (Motion)	X		
Director Mack	X		
Director Morgan-Carter	X		
Vice President Long	X		
President Lacayo	X		

President Lacayo stated that in regards to the X Games, their dates are driven by ESPN and their TV schedule. In 2024, we are told that they will be held sometime at the end of June due to the Olympics, but in 2025 they will go back to their original dates in July, which will probably affect the Fair if they sign a multi-year contract.

There was further discussion regarding the X Games and the potential dates and some of the impact it may have.

2. Discussion and possible action regarding cannabis policy

President Lacayo stated that the committee discussed having a cannabis policy and explained that a lot of Fairs are doing cannabis shows now. Years ago, the committee started talking about having a cannabis policy, but there weren't real guidelines. In the meantime, the State has come up with a policy and recommended the board adopt that while working on our own policy. This would allow staff to book events now.

Director Morgan-Carter explained that she read the state policy sent by CDFA and they made recommendations that before a board adopts a policy that they need to determine a few things like community values, fairgrounds proximity to schools, relationship with CHP, etc. She also had questions about use and whether it would just be sales or actually used on the fairgrounds. She would like a thoughtful process and wasn't sure why it was being rushed before having more discussion.

President Lacayo stated that staff has had many requests to have shows here and we are missing out by not having a policy.

CEO McGuire stated that one of the shows is an industry show, not a public show, which is Hall of Flowers. They are trying to book something for 2024 and want to book now. She reached out to CDFA legal on what the policy and procedure is, and they referred her to the State policy. The first step would be to adopt the policy and then make it tighter from there. She gave a sample policy from Stanislas County that is a basic policy, which is the same one Cal Expo uses, so we would be in line with other DAA's and what the State is doing. There will be gray areas and details to be worked out, but the Policy Committee can work on tightening that up.

Director Morgan-Carter stated that she remembers some of the issues over the gun shows. The board would start with the process and get hit with the fact that there weren't parameters set and the board wasn't thoughtful in creating that. She stated that her and Director Cornejo will continue with the Policy Committee and set up some timelines in terms of getting that done.

Director Cornejo stated that it would be helpful for policy purposes to at least have some agreement in advance, and maybe one more discussion on this, as to such things as use versus advertising, presentation, and those sorts of things. There wasn't any legal precedent before, but there is now which is helpful to us generally to do this legally if the board chooses. The whole discussion over this, like the prior gun show issue, comes back to what is legal. Following the law, sometimes for or against, there are things the board might personally be opposed to but it is just following the law. Having this pre-vetted through the State the board has some protections there that we didn't have before.

Vice President Long stated that getting other policies that have already been approved by the State like Cow Palace and the other one would be good. The CDFA policy is from 2017 and a little outdated from what it seems, so getting a couple of policies that have been approved to look at would be good before foraging through our own policy.

Director Mack stated that she read the CDFA document as a very interesting and helpful guidelines and recommendations, but didn't read it as a policy. Following Vice President Long's comments she is in support of directing staff to bring back some more information and seeing what other Fairs are doing.

President Lacayo stated that the CDFA document is what the State has given as far as policy goes and it is okay to adopt it as the first step and then put finishing touches on it and include what the board will require as the 31st DAA.

Director Mack explained that the CDFA document provided were guidelines and not a policy.

Director Morgan-Carter agreed and stated that within the document it states that if a board approved cannabis events there are certain things that each board needs to consider and this is what she was questioning. She is not against it but wants to be thoughtful in the process. In terms of still being open to this possible opportunity she wants to know if there is time to come back and consider these questions.

Vice President Long asked staff if the board waited one month if it would conflict with the event that wants to come in 2024. Mr. Amelio confirmed that he believes so. The former CEO intended on pushing forward going into April, but we lost all that lead up time where these discussions should have been taking place with everything that transpired. Realistically, it would impact the specific industry event to do a 2024 event here. Vice President Long continued that if the board move to adopt to the policy today Mr. Amelio could move forward and the board could come back next month and have more of a discussion regarding the policy and nail it down as to which direction to go in.

President Lacayo stated that hopefully the Policy Committee will have adequate time to have gone through some of these issues. It is a rush and the board may have to adopt and re-adopt as they move along to decide what they want after looking at various policies. She mentioned that the Stanislas policy references the State and management to make decisions, but she would like to see the board have a set policy in place. Until then, she urges the board to adopt the State policy.

Director Chess stated that it sounds like the board wants to adopt this policy as a placeholder. She agrees, being on the outside looking in during the gun show, the board doesn't want to be put in that situation again. The board should go into a new policy with all questions presented, asked and answered. She rather not have a show and lose revenue than to jump into something as important and complex as this. So that is what she is hearing, is that this is a placeholder and it gives the board the absolute essential opportunity to craft it and answer the questions that everyone has.

President Lacayo stated that is correct in what she is hearing. She stated that to be fair, the board can't compare the gun shows to cannabis because we were hoping the State would legislate no gun shows at fairgrounds and they got there. With cannabis it is already legal here and she believes it is different.

Director Mack commented that she is still wondering why the board was not presented with a policy for the 31st DAA that has been vetted and all the issues could be laid out.

She does not want to be trapped into something by taking this first step and being bound by something.

Director Cornejo stated that the board approved a series of gun shows subject to new policies as they came and were decided upon before those shows. Any contracts would be subject to any new policies and guidelines and the promoters would have to follow those. Adopting the policy today is opening the door to the show but it doesn't preclude us from putting restrictions before that show happens.

Director Morgan-Carter explained that the Stanislas policy, which she assumes CEO McGuire is going to recommend, gives delegation to the CEO. She would not be comfortable with that, but she would be willing to support it if it gives the board pre-contracting approval until there is a policy in place.

Director Cornejo stated that she believes the contracts state that they are subject to fairground's policies, so if they change the promoter needs to be aware that they may be restricted by the new policies when the board passes them. This is opening the door to accepting the cannabis shows on our fairgrounds, but still subject to whatever policies are put into place and they need to understand that there may be some restrictions to their shows. In her opinion, the board should at least decide if they are going to venture into this world with the State policy and then come up with a more customized policy for our fairgrounds.

CEO McGuire stated that she agrees, and this policy was meant to open the door for discussion, so that when the inquiries come in staff has something to go off of.

Director Cuevas asked for, in terms of clarity, what the board is looking at, if the board is referencing the State guidelines, which is exactly what it is called, for the board to reference it as the State guidelines. Then the board can reference their own policy as the 31st DAA policy. Right now the board is looking at adopting the State guidelines to help the board craft their own policy.

Director Bradbury commented that if the board endorses the guidelines then they will be sending a potential message to any potential contractors that this is the direction the board is going. If there is no need to do it right now then why do it today.

Director Cuevas stated that she understands from staff that they are looking for general direction from the board on whether or not they are open to the cannabis industry and having the industry on the fairgrounds. By adopting the State guidelines, it signals to the world that the board is looking at positively supporting that industry as a market on the fairgrounds.

Director Morgan-Carter stated that that is the reason why she is proposing that in the wake of this, that each contract is brought up for board approval, on a case-by-case basis, until there is a policy in place.

President Lacayo stated that it does come up in the consent agenda and the board would have the opportunity to comment on them.

Director Cornejo commented that she sees no problem with approving guidelines and putting contracts in motion as long as the contracts state they are subject to State approval and the 31st DAA's current policies.

MOTION: To approve the State guidelines on cannabis for the 31st DAA.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury		X	
Director Ceja (Second)	X		
Director Chess	X		
Director Cornejo	X		
Director Cuevas (Motion)	X		
Director Mack	X		
Director Morgan-Carter		X	
Vice President Long	X		
President Lacayo	X		

Director Cuevas brought up the discussion around the Ethics Committee and asked for clarification as to why it was brought up and the purpose of the committee.

President Lacayo stated that they talked about reinstating the Ethics Committee, which the board has had before, and it was previously under the Executive Committee which is the way it will continue to be.

CEO McGuire commented that years ago it was geared more towards the junior livestock portion of the Fair's program. It is more about making ethical decisions inside and outside the showring and Dr. Mike, the Fair vet, and some of the leaders would like to bring that back. It helps to ground people and make them realize that there are rules to follow.

Director Cornejo brought up a correction to the minutes and her comments about the Foundation and the Fairgrounds and how there needs to be a strong line between the two groups and not a fine line. The Executive Committee minutes will be corrected with that change as well as the discussion around the Ethics Committee.

IX. Old Business

A. Retreat

President Lacayo stated that CEO McGuire has been talking with Ms. Bailey-Finley and she is available November 13th through the 18th. She has located a place in Camarillo but the only date available is November 14th. They are estimating it will take half a day and will probably be scheduled from noon to five. The agenda hasn't been set yet, but there will be a lot of training and indoctrination.

CEO McGuire stated that she sees it as a team building exercise. Everyone can get to know one another and learn everyone's strengths and what they can bring to the table. Fair operations can be reviewed, because some things have changed since the pandemic, and it would be nice to have some in-depth detail about things like contracts, the process of rental inquires, learn terminology, etc. The board can identify goals for 2024, establish

ad hoc committees and review what the responsibilities of the staff, CEO and the board are.

President Lacayo stated that they would do dinner afterwards for those that are able to stay, and significant others are welcomed. They might possibly invite the Foundation Board just as a social.

There was a discussion regarding the date of the retreat. President Lacayo stated that for the time being the retreat is set for November 14th but will continue to research and speak to Ms. Bailey-Finley on her availability.

B. Policy Manual Review

The ad hoc committee and staff will continue to work on and changes and bring them to the full board.

X. Board Correspondence

- A. Memo from Mike Francesconi at California Department of Food & Agriculture, Fairs & Expositions: Sponsorships must be reviewed by F&E – FAC 4051.1
- B. Memo from Mike Francesconi at California Department of Food & Agriculture, Fairs & Expositions: Employee Travel to States with Discriminatory Laws
- C. Memo from Mike Francesconi at California Department of Food & Agriculture, Fairs & Expositions: 2023 State Rules Advisory Committee Meeting

XI. Consent Agenda: Items hereunder on the Consent Agenda are considered routine, not requiring separate discussion and will be enacted in one motion. Individual items A, 1-3, are approved by the vote that approves the Consent Agenda, unless an item is pulled for separate consideration.

- A. Agreements
 - 1. Standard Agreements
 - 2. Rental Agreements – Interim
 - 3. Concession Agreements

MOTION: To approve the consent list with items A, 1-3.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury	X		
Director Ceja	X		
Director Chess	X		
Director Cornejo (Second)	X		
Director Cuevas	X		
Director Mack	X		
Director Morgan-Carter (Motion)	X		
Vice President Long	X		
President Lacayo	X		

XII. CEO Report

- A. Discussion and possible action regarding Resolution authorizing the application for grant funding under the Community Resilience Centers Program as administered by the Strategic Growth Council.

CEO McGuire explained that staff had a great round table discussion regarding all things Fair. Staff will go over some of the details which are already in her report. She told the board if anyone wanted clarification or more details to please see her after the meeting. She explained that the staff here is the best that you will find anywhere.

Megan Hook, Marketing

- Youth Poster had 32 entries and the top 3 winners were awarded prizes.
- Read and Ride had 685 entries and 4,110 ride passes were awarded to Ventura County Youth.
- Individually thanked 24 sponsors on social media.
- Created hundreds of graphics for digital and printed media, including 8 entertainers with unique ticket sale tracking.
- Published 92 organic posts during the fair and had 294 posts total through the 2023 fair season.
- Partnered with 7 content creators to reach over 140,000 audience members.
- Took over 44,000 photos and videos over the course of the fair.
- Collaborated with 4 drone operators to produce content for the fair. Sent 27 e-newsletters to 24,864 subscribers with a 54% open rate.
- Created and advertised 6 commercials, 8 radio ads, 12 print publications, a digital billboard, and 3 movie theater ads, for a combined estimated impression of 5.3 million.
- Ran 45 paid social media ads which resulted in reaching an audience of 417,000 people, 64,931 clicks, and 3,261 shares.
- Additional efforts included: VCF one-sheet, vendor spotlights, ticket giveaways, onsite film crew, and Juneteenth sponsorship.
- One of the goals in collecting all this data, is to use it for future use so we learn from it and adapt as we go along.

Madalyn Johnson, Concessions

- They were able to service over twenty-seven community vendors which are vendors from all over including Sparc to VPD to the Girl Scouts etc. She tries to get the most diverse group and help them in any way possible to get on grounds. One group in particular was the Veterans group and they had a representative here and they were able to get veterans benefits onsite.
- She had about 59-60 food vendors and the day after the Fair they have a check out day and they pay their percentage. They roughly collected \$928,000 which represents sales of about \$3.3 million gross.
- She explained that Ms. Hook had someone who made reels and he went around and did videos on the food stands which helped tremendously. She not only did it for food, but also did it for commercial vendors, which is not usually done.
- The fair did several hundred thousand dollars in commercial revenues.
- One goal is to be diverse and to have every single stand have something special in it.
- She worked with Director Chess's group and Ms. Patrick on the museum booth which brought Chumash interpretive, which we do not have.
- She worked with Director Morgan-Carter on a booth and will do again next year.

Director Morgan-Carter and Director Cuevas left the meeting.

Marty Lieberman, Sponsorships

- He explained that he brought in \$520,000 in revenue plus the additional money that Pepsi is supposed to send in as part of the rebate. The all-time high for sponsorships was \$523,000, so he got pretty close to that.
- There were about 30 sponsors this year and everyone wants to come back. A lot of them want more space, which is a challenge for obvious reasons.
- He is already planning for next year and is hoping for bigger and better.
- He explained that he has experience with the cannabis industry and he wanted to make sure the policy covers the Fair or other events we put on as it relates to sponsorships and marketing.

Jason Amelio, Sales Manager

- This report covers events from 6/26 through 9/22. During this time, we hosted some several first-time events including Spencer Mackenzie's Throwdown, The National Heirloom Expo and X Games along with returning events from 805 Night Market, Ventura Nationals and the Indoor Super Custom Lowrider Car Show. There were, of course, no rental events for the majority of August due to our county fair.
- During this period, we took in \$397,557 in rental invoice revenue. That is up \$316,009 from 2022's \$81,548 rental revenue. Parking revenue from events this period was \$84,360 vs \$67,007 during the same period. An overall increase of \$17,353.
- Looking ahead at the event calendar we have a full month of returning fall events including the 2nd Seaside Oddities Expo, Seaside Card Collectors Expo, The Harvest Festival, Seaside Highland Games. Boots and Brews, the Latino Business Expo, Gold Coast Gem Show, a second brand new Cat Show and more.
- In the Sales Office we continue to work on the remaining events for 2023 and are working to confirm the early part of 2024 calendar and beyond. We should have updates regarding return dates from X Games and National Heirloom Expo by the November board meeting if not sooner.

Jim Howell, Maintenance Supervisor

- They have been watering the grass around the grounds to try and get the lawns green so there isn't dust for our clients and their events. The watering is kept to a minimal and they also try and utilize drought tolerant plants to eliminate the need to water often.
- He is breaking the maintenance staff up and having them work in zones. This provides ownership and accountability.
- They continue to work on the updates to the grandstands. They have dug out the footings and will be pouring cement. He stated that he and CEO McGuire would give a tour to show anyone who wants to see the progress.
- He explained that they are busy keeping up with all the events that have been booked.
- They have had assistance from the laborer's union on things such as plumbing and pouring concrete, which has been a big help. He is in the process of working with Steve to get more projects scheduled.
- With Vice President Long's help they have gotten the flower boxes looking good and set those out at events.

CEO McGuire continued with Fair stats that were not covered.

- Attendance for Fair was 333,000 compared to 2022 which was 270,000.

- Admissions revenue was \$3.1 million and in 2022 was \$2.5 million.
- Carnival was down slightly which was \$3.5 million and in 2022 it was \$3.7 million. Staff reviewed this and it came down to carnival presale. There were a lot of people that really missed that presale purchase in person, so that is something we will bring back in 2024.
- Parking was down this year, which was 511,000 compared to 555,000 last year, which staff attests to less parking spaces that was allocated to the Players Casino and Derby Club as well as the shuttles being up which is a good thing.
- The shuttle ridership was up this year, which was 103,000 and last year it was about 94,000.
- The Junior Livestock Auction was down slightly this year bringing in \$1.31 million and last year was \$1.38.
- Entries were up this year, we had over 9,000 as compared to last year, which was 8,000.
- Sponsorships were about \$521,000, which can change a little bit, compared to last year, which was around \$390,000.
- Beer sales were up this year at \$1.2 million compared to \$1.1 million from last year.
- Our biggest attendance day was Dia De La Familia and the second day was the Ashanti concert.
- We have had good extensive round table discussions about the Fair next year. Staff discussed what they can do, what needs to change, and the common theme is more space.
- A theme idea for next year is some sort of a 150th celebration. Staff would like to include some historical milestones and have further discussions, which the board will be updated on. Staff would like to go vintage with the poster and bring back an old logo.
- Staff wants to develop some new ideas for some of the areas. For instance, one of Ms. Johnson's ideas is an outdoor living area. Another idea is to redevelop the 805 Station Stage area and possibly make it a secondary food court. We could open it up and add some more sponsors and food vendors. Another area that staff wants to redevelop is area 1, which is the first area you encounter as you walk through the main gates. She wants to rebrand the Morgan Arena, which she is working on more grant money, and brand it as a western theme.
- Mr. Amelio built a bike valet service, and she wants to enhance that and encourage everyone to ride their bike to the fair.
- As far as admission and ticket sales, staff is going to look at different platforms and technology. A lot of the bigger fairs have self-servicing kiosks and there is an attendant that monitors and assists customers, so that will be something staff investigates.
- Garden Street gate was closed this year due to safety issues. The shuttle praised us for doing so because it was a lot safer and more efficient for them. VPD also commended us for keeping that gate closed because it helped them as well. This is something that will be continued and it is a game changer for safety reasons.
- We are an independent carnival, which means there are multiple operators instead of one company that comes in and handles everything, and we will continue that next year. She wants to add some self-serving kiosks in the carnival which will be very helpful.
- Staff has a really good parking system, ParkHub and Park Mobile, which we might try to utilize next year to help the Lions Club out.

- The grandstand entertainment vendor resigned the account, so we have the opportunity to change things and do something different. She has been in contact with CDFA legal to make sure we follow protocol and procedures. We do not have to go out for an RFP for grandstand entertainment buyer if we don't lock into a three-year deal. She has gotten three different vendors who are interested and are working on putting proposals together. This was brought up at the Executive Committee Meeting, but she is considering having two paid concerts.
- The focus now is the grandstand bleacher project and following the CCA assessment. She has provided a list of what has been done and the last step is to replace the seats.
- The Santa Cruz roof replacement project, which is done through DGS who work in conjunction with the California Construction Authority, will be breaking ground next month and getting that started. It should be completed by March 2nd.
- She has been working with the Wood Claeysens Foundation on the Morgan Arena retrofit. They had given grant money to do some basic cosmetic things in order to get ready for this year's fair. Going into 2024 we would like to do some additional work like lengthen and widen the arena, repair the warm-up arenas in the back, new bucking chutes, paint and upgrade the electricity.
- The biggest project she has been working on is the CRC program grant funding which is a \$5 million grant that she just submitted. We have received great letters of support from different entities. The next step is the review stage and then if we make it through that then the implement stage. She has been working with a grant writer who has been helping her with it.
- Staff will be getting some new equipment. We purchased a couple golf carts and are working on getting a new forklift through the Oak View Group as well as a boom lift through a trade deal with CBF Productions.
- One focus in 2024 is to get a new website and make it a little more user friendly. She would like to start emailing the board any upcoming events so everyone knows what is happening on grounds.
- Mr. Naylor and Ms. Ortiz are working on getting the sign/reader board upgraded to LED which we would be able to sell space on. She explained we might have a sponsor to fund this upgrade and was going to follow up on that.
- CEO McGuire stated that the board has to formally adopt into the record the resolution for the CRC program grant because it is part of the grant process.

MOTION: To approve the resolution authorizing the application for grant funding under the Community Resilience Centers Program as administered by the Strategic Growth Council.

Board Member Name	Approved (Yes Vote)	Not Approved (No Vote)	Abstain
Director Bradbury (Motion)	X		
Director Ceja (Second)	X		
Director Chess	X		
Director Cornejo	X		
Director Cuevas (not present)			
Director Mack	X		
Director Morgan-Carter (not present)			
Vice President Long	X		
President Lacayo	X		

XIII. President's Report

- She took the opportunity to fair hop and visited the Tri-County Fair. She saw the Ventura staff in action which was great and urged anyone who has the opportunity to visit another fair to do so.
- She attended the Volunteer Event at the fairgrounds and played Bingo. There was a good turnout of directors which was good to see.
- She is working on the retreat as well as getting committees organized which she will be sending out next week.
- She congratulated CEO McGuire on an outstanding fair. She explained that it exceeded all of her expectations. She thanked the staff who she knows worked really hard on all the events leading up to fair and all the events we now have on our books for the rest of 2023 and going into 2024.

XIV. Director's Comments

Director Ceja

- He attended the Volunteer Event and was able to meet some of the Superintendents and one of the concerns is how we recognize our volunteers. He was blown away and explained there was a lot of history in the room, and he is appreciative and glad he attended. He would like to see something more to thank the volunteers.

Director Mack

- She explained how we received really good publicity with X Games as well as the Throwdown which was another expansive opportunity to get the fairgrounds on the map.

Director Chess

- She explained this was her first official fair and because she was so concerned about volunteers she went to every pavilion and said thank you, which made her feel good.
- Another thing that made her feel good was that she purchased a carnival gold card and on the last day of the fair gave it to a family to use. They were thrilled and which was a good feeling.

Director Cornejo

- She congratulated staff and everybody for a wonderful fair. They deserve the greatest amount of respect for all that they do and did for the fairgrounds and the community through the fair.
- She was most worried about the closure of Garden Street mainly for the negative feedback on it, but after explaining the safety issue people understood. Also, to see that the shuttles ran so much better and efficiently and enabled more people to come in by shuttle turned out to be fantastic.
- As she thinks about the meeting today and hoping the X Games will come, she is picturing in 2025 the overhead view of the property, with all the improvements being made, things will be that much better. It will be very exciting to showcase our property and she is excited about the fairground's future.

Director Bradbury

- He thanked and congratulated the staff and explained he is delighted they are here. They created an extraordinary atmosphere for a wonderful fair under some adverse circumstances, so he recognizes and thanked them for that. He stated that this was contributable to CEO McGuire's leadership and inspiration and thanked her for that. The

board is blessed with an extraordinary staff and is not sure what the board would do without them.

Vice President Long

- He stated he couldn't say things any better than how Director Bradbury just said it. Their hats are always off to all of the staff, superintendents and volunteers and thanked them all.
- He still sees the X Games train car go by, so we are still getting that recognition.
- The Volunteer Event was nice but had some glitches and seemed like it was put together at the last minute. The volunteer base has gone down, so we need to find some ways to do some recruiting whether it be from schools. We do have a lot of pins, which we got a few years back. It was still a nice event and everyone can think of ways to bump up the volunteers and figure out a way to recognize them.
- As far as committees, he thinks it is good for all directors to sit on every committee so everyone can see all aspects of the fair and see how things work.
- The CRC program grant is really great and he learned a lot about grant writing and how hard it can be. They always seem last minute and there was a rush to get letters of support which President Lacayo and him reached out and were able to get some really good ones from people who love the fairgrounds as much as we do.

XV. Future Agenda Items

1. Fair 2024
2. Cannabis Policy
3. Retreat
4. Plan for rainy season

XVI. Adjourn

The meeting was adjourned at 11:47 a.m.

Submitted by: _____
Heidi Ortiz, Executive Secretary

Approved by: _____
Jennifer McGuire, CEO Ventura Fairgrounds

Approved by: _____
Leah Lacayo, Board President

VENTURA COUNTY FAIR (31st DAA)			
BALANCE SHEET			
FOR THE PERIOD ENDING AUGUST 31, 2023			
ASSETS			
Current Assets	2023	2022	
Cash			
Petty Cash	150	119	
Change Funds	5,500	14,400	
Cash - Operating	5,011,973	4,632,873	
Cash - Lottery	0	4,665	
Cash - Premiums	60,921	(245)	
Cash - Payroll	627	1,766	
Cash - Savings	555,782	555,127	
Cash - LAIF	40,363	39,439	
Cash - Auction	637,273	1,175,200	
Total Cash	6,312,589	6,423,343	
Other Current Assets			
Accounts Receivable	251,510	57,260	
Allowance For Doubtful Accounts	(29,444)	(29,444)	
Inventory	17,528	8,789	
Prepays-Deferred Expenses	305,706	1,020,097	
Deferred Compensated Absences	0	0	
Total Other Current Assets	545,300	1,056,702	
Total Current Assets	6,857,889	7,480,045	
Capital Assets			
Construction In Progress	0	0	
Land	282,915	282,915	
Buildings	17,328,416	17,328,416	
Accumulated Depreciation (Buildings)	(13,758,353)	(13,349,237)	
Equipment	828,879	828,879	
Accumulated Depreciation (Equipment)	(828,879)	(828,879)	
Total Capital Assets	3,852,979	4,262,094	
TOTAL ASSETS	10,710,867	11,742,139	
LIABILITIES & CAPITAL RESOURCES			
Liabilities			
Payroll Liabilities	14,544	0	
Clearing Accounts	14,423	(41,453)	
Accounts Payable	631,114	1,209,789	
Workers' Compensation	0	0	
Payroll Withholdings	93,610	42,932	
Horse Show Fees Payable	(84)	574	
Deferred Revenue	406,817	130,997	
Guaranteed Deposits	168,049	117,676	
Compensated Absences Liability	107,204	61,158	
Net Pension Liability	959,701	4,185,093	
Notes Payable	545,873	916,561	
Total Liabilities	2,941,251	6,623,327	
Capital Resources			
Unrestricted Resources	4,690,512	1,165,989	
State Allocation	0	0	
Investment in Capital Assets	0	61,000	
Auction Reserve	502,138	480,740	
Project Reimbursements, Net	0	0	
Net Income Surplus/(Deficit)	2,574,638	3,411,084	
Total Capital Resources	7,767,288	5,118,813	
TOTAL LIABILITIES & CAPITAL RESOURCES	10,708,539	11,742,139	

General Ledger Detail

(8/1/2023 - 8/31/2023)

Ventura
Heidi Ortiz

Unit: \$

Friday, October 20, 2023 12:50:28PM

Page 1

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
11300-00-20-400-A CASH IN BANK-OPERATING							1,541,034.88
8/1/2023	AR Receipt Summary	Bank	AR-Receipt	46066	17,650.68		
8/1/2023	UMS Celero Fees -Front Office	JE23-0801	GL-Manual	46148		1,277.18	
8/1/2023	UMS Celero Fees -Front Office - Car 1	JE23-0811	GL-Manual	46161		629.65	
8/1/2023	UMS Celero Fees -Front Office - BKUP 1	JE23-0811	GL-Manual	46162		179.90	
8/1/2023	Summarized AP Payments	Payments	AP-Payment	46088		53,643.48	
8/1/2023	Summarized AP Payments	Payments	AP-Payment	46089		150.00	
8/2/2023	AR Receipt Summary	Bank	AR-Receipt	46067	233,639.50		
8/2/2023	Authorize.net Fees	JE23-0802	GL-Manual	46146		42.49	
8/2/2023	Credit Card Fees	JE23-0802	GL-Manual	46163		3,627.07	
8/2/2023	Credit Card Fees VCF-TK	JE23-0802	GL-Manual	46164		297.31	
8/2/2023	Credit Card Fees FAIR-CAR 3A	JE23-0802	GL-Manual	46165		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 5A	JE23-0802	GL-Manual	46166		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 7A	JE23-0802	GL-Manual	46167		18.00	
8/2/2023	Credit Card Fees FAIR-BKUP1	JE23-0802	GL-Manual	46168		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 6A	JE23-0802	GL-Manual	46169		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 4A	JE23-0802	GL-Manual	46170		18.00	
8/2/2023	Credit Card Fees FAIR-BKUP2	JE23-0802	GL-Manual	46171		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 2A	JE23-0802	GL-Manual	46172		18.00	
8/2/2023	Credit Card Fees FAIR-CAR 1A	JE23-0802	GL-Manual	46173		18.00	
8/2/2023	UMS Celero Fees -Fair Car .01 x 9 =.09	JE23-0802	GL-Manual	46212	0.09		
8/2/2023	UMS Celero Fees -Fair Car .01 x 5 =.05	JE23-0804	GL-Manual	46229	0.05		
8/2/2023	Admissions Change Fund	JE23-0806	GL-Manual	46055		95,000.00	
8/2/2023	Summarized AP Payments	Payments	AP-Payment	46088		102,599.00	
8/2/2023	Summarized AP Payments	Payments	AP-Payment	46089		144,500.00	
8/2/2023	Summarized AP Payments	Payments	AP-Payment	46208		16,511.94	
8/3/2023	AR Receipt Summary	Bank	AR-Receipt	46068	273,430.81		
8/3/2023	UMS Celero Fees -Front Office Fair-Car8A	JE23-0803	GL-Manual	46155		629.65	
8/3/2023	Summarized AP Payments	Payments	AP-Payment	46088		102,825.00	
8/3/2023	Summarized AP Payments	Payments	AP-Payment	46089		23,232.55	
8/4/2023	AR Receipt Summary	Bank	AR-Receipt	46070	88,138.00		
8/4/2023	AR Receipt Summary	Bank	AR-Receipt	46213	10,280.00		
8/4/2023	AR Receipt Summary	Bank	AR-Receipt	46214	27,401.02		
8/4/2023	AR Receipt Summary	Bank	AR-Receipt	46225	968.00		
8/4/2023	Admissions Change Fund	JE23-0807	GL-Manual	46056		65,000.00	
8/4/2023	Summarized AP Payments	Payments	AP-Payment	46089		78,245.00	
8/5/2023	AR Receipt Summary	Bank	AR-Receipt	46071	139,241.00		
8/5/2023	Summarized AP Payments	Payments	AP-Payment	46089		154,955.25	
8/6/2023	AR Receipt Summary	Bank	AR-Receipt	46069	154,961.00		
8/6/2023	Summarized AP Payments	Payments	AP-Payment	46089		104,700.00	
8/7/2023	AR Receipt Summary	Bank	AR-Receipt	46072	94,810.00		
8/7/2023	AR Receipt Summary	Bank	AR-Receipt	46215	81,186.00		
8/7/2023	AR Receipt Summary	Bank	AR-Receipt	46216	598.00		
8/7/2023	AR Receipt Summary	Bank	AR-Receipt	46254	41,384.01		
8/7/2023	UMS Celero Fees -Fair Car .01 x 2 =.02	JE23-0807	GL-Manual	46230	0.02		
8/7/2023	Summarized AP Payments	Payments	AP-Payment	46089		123,575.00	
8/8/2023	AR Receipt Summary	Bank	AR-Receipt	46073	100,212.60		
8/8/2023	AR Receipt Summary	Bank	AR-Receipt	46217	40,317.00		
8/8/2023	AR Receipt Summary	Bank	AR-Receipt	46256	72,996.04		
8/8/2023	AR Receipt Summary	Bank	AR-Receipt	46263	19,836.00		
8/8/2023	Summarized AP Payments	Payments	AP-Payment	46089		72,750.00	
8/9/2023	AR Receipt Summary	Bank	AR-Receipt	46080	91,004.00		
8/9/2023	AR Receipt Summary	Bank	AR-Receipt	46218	61,589.00		
8/9/2023	AR Receipt Summary	Bank	AR-Receipt	46250	10,341.00		
8/9/2023	Admissions Change Fund	JE23-0808	GL-Manual	46057		65,000.00	
8/9/2023	UMS Celero Fees -Fair Car .01 x 2 =.02	JE23-0809	GL-Manual	46231	0.02		
8/9/2023	Summarized AP Payments	Payments	AP-Payment	46089		111,530.00	
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46074	65,470.95		
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46219	61,258.00		
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46232	13,732.00		

General Ledger Detail

(8/1/2023 - 8/31/2023)

Ventura
Heidi Ortiz

Unit: \$

Friday, October 20, 2023 12:50:28PM

Page 2

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
11300-00-20-400-A		CASH IN BANK-OPERATING		(continued)			
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46244	11,580.00		
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46248	10,187.00		
8/10/2023	AR Receipt Summary	Bank	AR-Receipt	46251	13,744.00		
8/10/2023	Summarized AP Payments	Payments	AP-Payment	46088		737,129.15	
8/10/2023	Summarized AP Payments	Payments	AP-Payment	46089		32,480.00	
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46082	129,085.00		
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46234	2,328.00		
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46241	3,922.00		
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46249	13,271.00		
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46252	130,309.50		
8/11/2023	UMS Celero Fees -Front Office	JE23-0811	GL-Manual	46149		6.50	
8/11/2023	UMS Celero Fees -Front Office BKUP2	JE23-0811	GL-Manual	46150		6.50	
8/11/2023	UMS Celero Fees -Front Office Car	JE23-0811	GL-Manual	46151		6.50	
8/11/2023	UMS Celero Fees -Front Office Car	JE23-0811	GL-Manual	46152		6.50	
8/11/2023	UMS Celero Fees -Front Office BKUP1	JE23-0811	GL-Manual	46153		6.50	
8/11/2023	UMS Celero Fees -Front Office Fair	JE23-0811	GL-Manual	46154		6.50	
8/11/2023	UMS Celero Fees -Front Office- Car	JE23-0811	GL-Manual	46156		6.50	
8/11/2023	UMS Celero Fees -Front Office - Car	JE23-0811	GL-Manual	46157		6.50	
8/11/2023	UMS Celero Fees -Front Office - Car	JE23-0811	GL-Manual	46158		6.50	
8/11/2023	UMS Celero Fees -Front Office - Car	JE23-0811	GL-Manual	46159		6.50	
8/11/2023	UMS Celero Fees -Front Office - Car	JE23-0811	GL-Manual	46160		6.50	
8/11/2023	Summarized AP Payments	Payments	AP-Payment	46089		0.00	
8/12/2023	AR Receipt Summary	Bank	AR-Receipt	46081	1,351,693.13		
8/12/2023	AR Receipt Summary	Bank	AR-Receipt	46269	1,056,413.13		
8/12/2023	Summarized AP Payments	Payments	AP-Payment	46088		1,800.00	
8/12/2023	Summarized AP Payments	Payments	AP-Payment	46089		56,370.61	
8/13/2023	AR Receipt Summary	Bank	AR-Receipt	46087	195,622.00		
8/13/2023	Summarized AP Payments	Payments	AP-Payment	46089		462,850.54	
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46075	2,084,894.03		
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46233	51,582.00		
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46236	20,041.00		
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46240	230,876.00		
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46264	7,017.58		
8/14/2023	WEBCONNEX ACH CREDIT	JE23-0814	GL-Manual	46262	2,351.24		
8/14/2023	Summarized AP Payments	Payments	AP-Payment	46088		993,433.65	
8/14/2023	Summarized AP Payments	Payments	AP-Payment	46089		385,255.81	
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46265	38,967.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46268	35,055.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46283	10,354.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46284	8,977.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46285	30,154.56		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46286	5,671.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46288	2,320.00		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46289	806.00		
8/15/2023	Credit Card Fees FAIR-CAR 1A Chargebar	JE23-0815	GL-Manual	46174		20.00	
8/15/2023	Credit Card Fees FAIR-CAR 7A Chargebar	JE23-0815	GL-Manual	46175		20.00	
8/15/2023	Cash Deposit Correction	JE23-0815	GL-Manual	46235	16,000.00		
8/15/2023	Adjust/Corr of Posted Item per Aug Bank	JE23-0815	GL-Manual	46242		16,000.00	
8/15/2023	Adjust/Corr of Posted Item per Aug Bank	JE23-0824	GL-Manual	46209		16,000.00	
8/15/2023	Adjust/Corr of Posted Item per Aug Bank	JE23-0824	GL-Void	46291		16,000.00	
8/15/2023	Summarized AP Payments	Payments	AP-Payment	46089		113,986.27	
8/15/2023	Summarized AP Payments	Payments	AP-Payment	46132		400.00	
8/16/2023	AR Receipt Summary	Bank	AR-Receipt	46076	78.00		
8/16/2023	AR Receipt Summary	Bank	AR-Receipt	46253	1,233,315.03		
8/16/2023	Premiums Transfer	JE23-0803	GL-Manual	45955		60,921.00	
8/16/2023	Summarized AP Payments	Payments	AP-Payment	46089		4,440.17	
8/17/2023	AR Receipt Summary	Bank	AR-Receipt	46077	202.80		
8/17/2023	Credit Card Fees FAIR-CAR 1A Chargebar	JE23-0817	GL-Manual	46176		20.00	
8/17/2023	Credit Card Fees FAIR-CAR 3A Chargebar	JE23-0817	GL-Manual	46177		20.00	

General Ledger Detail

(8/1/2023 - 8/31/2023)

Ventura
Heidi Ortiz

Unit: \$

Friday, October 20, 2023 12:50:28PM

Page 3

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
11300-00-20-400-A		CASH IN BANK-OPERATING		(continued)			
8/18/2023	AR Receipt Summary	Bank	AR-Receipt	46079	625.00		
8/18/2023	Summarized AP Payments	Payments	AP-Payment	46089		6,000.00	
8/21/2023	AR Receipt Summary	Bank	AR-Receipt	46078	100.00		
8/21/2023	Adjust/Corr of Posted Item per Aug Bank	JE23-0821	GL-Manual	46210		11,284.00	
8/21/2023	Cash Deposit Correction per Bank	JE23-0821	GL-Manual	46243	11,284.00		
8/21/2023	Cash Deposit Correction	JE23-0821	GL-Manual	46245	120.00		
8/22/2023	AR Receipt Summary	Bank	AR-Receipt	46083	9,156.00		
8/22/2023	Credit Card Fees FAIR-CAR 1A Chargebar	JE23-0822	GL-Manual	46178		6.00	
8/22/2023	Credit Adjustment, did not post to acct	JE23-0822	GL-Manual	46246	20.00		
8/22/2023	Summarized AP Payments	Payments	AP-Payment	46089		2,340.00	
8/23/2023	AR Receipt Summary	Bank	AR-Receipt	46084	265.20		
8/23/2023	AR Receipt Summary	Bank	AR-Receipt	46266	199,138.65		
8/23/2023	Credit Card Fees FAIR-CAR 6A Chargebar	JE23-0823	GL-Manual	46179		30.00	
8/24/2023	AR Receipt Summary	Bank	AR-Receipt	46085	93.60		
8/24/2023	Webconnex Fees	JE23-0824	GL-Manual	46147		47,876.71	
8/24/2023	Summarized AP Payments	Payments	AP-Payment	46089		9,144.00	
8/25/2023	AR Receipt Summary	Bank	AR-Receipt	46086	156.00		
8/25/2023	Bankcard Settlement	JE23-0825	GL-Manual	46247	2.00		
8/25/2023	Summarized AP Payments	Payments	AP-Payment	46089		163,857.00	
8/28/2023	AR Receipt Summary	Bank	AR-Receipt	46130	78.00		
8/28/2023	AR Receipt Summary	Bank	AR-Receipt	46267	13,799.81		
8/28/2023	Bankcard Settlement 8/28	JE23-0828	GL-Manual	46259	4,830.00		
8/28/2023	Bankcard Settlement 8/28	JE23-0828	GL-Manual	46260	2,220.00		
8/28/2023	Deposit Correction Carnival	JE23-0828	GL-Manual	46287	80.90		
8/29/2023	AR Receipt Summary	Bank	AR-Receipt	46090	333.00		
8/29/2023	AR Receipt Summary	Bank	AR-Receipt	46255	256.76		
8/29/2023	Bankcard Settlement 8/29	JE23-0829	GL-Manual	46261	4,110.00		
8/30/2023	AR Receipt Summary	Bank	AR-Receipt	46129	78.00		
8/30/2023	AR Receipt Summary	Bank	AR-Receipt	46257	4,418.57		
8/30/2023	Return Item Chargeback Aug Bank Strm	JE23-0830	GL-Manual	46211		33,800.00	
8/31/2023	AR Receipt Summary	Bank	AR-Receipt	46131	156.00		
8/31/2023	AR Receipt Summary	Bank	AR-Receipt	46258	79.31		
8/31/2023	Credit Card Fees FAIR-CAR 4A Chargebar	JE23-0831	GL-Manual	46180		60.00	
11300-00-20-400-A		Net:	2,075,157.45		6,535,836.33	4,460,678.88	3,616,192.33
11300-01-20-400-A		CASH IN BANK-OPERATING MISSIO					1,542,582.00
8/2/2023	Transfer Deposit 07/25/2023- Blue Light	JE23-0801	GL-Manual	45950		500.00	
8/2/2023	Record Transfer Deposit 08/02	JE23-0802	GL-Manual	46206	500.00		
8/2/2023	Record Transfer Deposit 08/02	JE23-0802	GL-Manual	46207		1,000.00	
8/6/2023	AR Receipt Summary	Bank	AR-Receipt	46069	72,349.48		
8/7/2023	Summarized AP Payments	Payments	AP-Payment	46088		17,723.25	
8/9/2023	AR Receipt Summary	Bank	AR-Receipt	46080	33,930.49		
8/9/2023	Summarized AP Payments	Payments	AP-Payment	46088		16,831.04	
8/11/2023	AR Receipt Summary	Bank	AR-Receipt	46082	18,131.83		
8/11/2023	Summarized AP Payments	Payments	AP-Payment	46088		6,860.69	
8/12/2023	AR Receipt Summary	Bank	AR-Receipt	46081	600.00		
8/14/2023	AR Receipt Summary	Bank	AR-Receipt	46075	403,213.36		
8/15/2023	AR Receipt Summary	Bank	AR-Receipt	46116	486,277.57		
8/15/2023	Payroll Transfer	JE23-0802	GL-Manual	45954		199,000.00	
8/16/2023	Summarized AP Payments	Payments	AP-Payment	46089		38,311.18	
8/17/2023	AR Receipt Summary	Bank	AR-Receipt	46200	40,922.58		
8/18/2023	AR Receipt Summary	Bank	AR-Receipt	46079	96,849.32		
8/18/2023	Payroll Transfer	JE23-0804	GL-Manual	45956		17,000.00	
8/18/2023	Summarized AP Payments	Payments	AP-Payment	46089		385,342.73	
8/21/2023	AR Receipt Summary	Bank	AR-Receipt	46078	50,000.00		
8/22/2023	Summarized AP Payments	Payments	AP-Payment	46088		70,622.42	
8/22/2023	Summarized AP Payments	Payments	AP-Payment	46089		314,520.53	
8/23/2023	AR Receipt Summary	Bank	AR-Receipt	46084	788.00		
8/23/2023	Summarized AP Payments	Payments	AP-Payment	46088		7,765.61	
8/24/2023	AR Receipt Summary	Bank	AR-Receipt	46085	1,051.03		

General Ledger Detail

(8/1/2023 - 8/31/2023)

Ventura
Heidi Ortiz

Unit: \$

Friday, October 20, 2023 12:50:28PM

Page 4

Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
11300-01-20-400-A	CASH IN BANK-OPERATING MISSIO	(continued)					
8/25/2023	AR Receipt Summary	Bank	AR-Receipt	46086	253.50		
8/25/2023	AR Receipt Summary	Bank	AR-Receipt	46117	10,000.00		
8/28/2023	AR Receipt Summary	Bank	AR-Receipt	46205	141,981.64		
8/28/2023	Summarized AP Payments	Payments	AP-Payment	46089		82,516.68	
8/29/2023	Summarized AP Payments	Payments	AP-Payment	46089		46,635.61	
8/30/2023	Payroll Transfer	JE23-0805	GL-Manual	45957		42,500.00	
8/30/2023	Summarized AP Payments	Payments	AP-Payment	46089		272,626.16	
8/31/2023	AR Receipt Summary	Bank	AR-Receipt	46199	16,106.12		
11300-01-20-400-A		Net:	146,800.98-		1,372,954.92	1,519,755.90	1,395,781.02
11400-00-63-100-A	CASH IN BANK-PREMIUMS						0.00
8/16/2023	Premiums Transfer	JE23-0803	GL-Manual	45955	60,921.00		
11400-00-63-100-A		Net:	60,921.00		60,921.00	0.00	60,921.00
11500-00-20-400-A	CASH IN BANK-PAYROLL						41.55
11500-01-20-400-A	CASH IN BANK- PAYROLL MISSION						698.56
8/5/2023	Payroll Summary - Cash	Summary	PR-Cash	46126		942.51	
8/10/2023	Payroll Summary - Cash	Summary	PR-Cash	46125		391.51	
8/15/2023	Payroll Transfer	JE23-0802	GL-Manual	45954	199,000.00		
8/15/2023	Payroll Summary - Cash	Summary	PR-Cash	46122		382.41	
8/15/2023	Payroll Summary - Cash	Summary	PR-Cash	46123		14,365.38	
8/15/2023	Payroll Summary - Cash	Summary	PR-Cash	46124		186,538.06	
8/18/2023	Payroll Transfer	JE23-0804	GL-Manual	45956	17,000.00		
8/18/2023	Payroll Summary - Cash	Summary	PR-Cash	46121		13,702.30	
8/23/2023	Payroll Summary - Cash	Summary	PR-Cash	46120		1,142.21	
8/30/2023	Payroll Transfer	JE23-0805	GL-Manual	45957	42,500.00		
8/31/2023	Payroll Banking Fees	JE23-0831	GL-Manual	46127		23.51	
8/31/2023	Payroll Summary - Cash	Summary	PR-Cash	46118		14,157.86	
8/31/2023	Payroll Summary - Cash	Summary	PR-Cash	46119		26,967.85	
11500-01-20-400-A		Net:	113.60-		258,500.00	258,613.60	584.96
11600-01-20-400-A	CASH IN BANK-LAIF						40,362.51
11600-02-20-400-A	CASH IN BANK- SAVINGS MISSION						555,570.02
8/31/2023	Maximizer Savings Interest Earned	JE23-0831	GL-Manual	46128	212.33		
11600-02-20-400-A		Net:	212.33		212.33	0.00	555,782.35
11700-00-63-600-A	CASH IN BANK-AUCTION						1,139.28-
11700-01-63-600-A	CASH IN BANK-AUCTION MISSION I						51,921.63
8/2/2023	Transfer Deposit 07/25/2023- Blue Light	JE23-0801	GL-Manual	45950	500.00		
8/2/2023	Record Transfer Deposit 08/02	JE23-0802	GL-Manual	46206		500.00	
8/2/2023	Record Transfer Deposit 08/02	JE23-0802	GL-Manual	46207	1,000.00		
8/6/2023	AR Receipt Summary	Bank	AR-Receipt	46069	10,000.00		
8/12/2023	AR Receipt Summary	Bank	AR-Receipt	46081	3,500.00		
8/18/2023	AR Receipt Summary	Bank	AR-Receipt	46079	283,076.85		
8/21/2023	AR Receipt Summary	Bank	AR-Receipt	46078	193,133.81		
8/22/2023	AR Receipt Summary	Bank	AR-Receipt	46083	1,859.00		
8/25/2023	AR Receipt Summary	Bank	AR-Receipt	46086	3,921.00		
8/28/2023	AR Receipt Summary	Bank	AR-Receipt	46205	90,000.00		
11700-01-63-600-A		Net:	586,490.66		586,990.66	500.00	638,412.29
\$ Grand Totals		Beginning Balance	Net Activity		Total Debits	Total Credits	Balance
		3,731,071.87	2,575,866.86		8,815,415.24	6,239,548.38	6,306,938.73
\$ Trial Balances					Total Debits	Total Credits	Balance
			Prior:		3,732,211.15	1,139.28	3,731,071.87
			Activity:		8,815,415.24	6,239,548.38	2,575,866.86
			Ending:		6,308,078.01	1,139.28	6,306,938.73

Executive Committee Meeting Minutes

Ventura County Fairgrounds
31st District Agricultural Association – 10 W. Harbor Blvd. – Ventura, CA 93001 – (805) 648-3376
Website: venturacountyfair.org Contact: Jennifer McGuire, CEO

October 13th, 2023

I. Call to Order

The meeting convened at 9:05 a.m., and called to order by Leah Lacayo, Chair.

Directors present: Leah Lacayo, Chair, Dan Long, Vice-Chair and Leslie Cornejo, Member

Staff present: Jennifer McGuire, CEO, Jason Amelio, Sales Manager and Heidi Ortiz, Executive Assistant.

Guests present: Kathie Moore and Sharon Ferro.

II. Public Comment

Public comments shall be limited to five (5) minutes per speaker. In accordance with Public Meeting Law, no action can be taken on public comments, unless they are identified elsewhere on the agenda. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.

Kathie Moore – She explained that she was present on behalf of Dr. Cutler who was concerned because he did not receive his buyer packet and information for the auction. He has been a buyer for many years and if he didn't love the fair so much then he wouldn't have come. He wondered how many other buyers this happened to and is worried the Fair is missing out.

CEO McGuire explained that letters and emails went to all buyers stating that they would not get their packets by mail because they had to register on auction day. We had to do this because the database with all the addresses and credit card information needed to be updated. Next year we will probably go back to sending out their packets in the mail, but this is a way to start fresh.

Sharon Ferro – She explained that when they were doing the Foundation lamb on auction day there were several people who had credit cards only and people didn't want to wait in line. She suggested the Foundation rent a credit card machine to alleviate the problem.

CEO McGuire stated that this can be brought to Mr. Terry and the Foundation can even just get a Square.

III. Facility Update

- CEO McGuire explained how good the grounds look. Staff has been watering the trees and grass sparingly, the weeds are being pulled and the trash is being picked up regularly. There is a full time employee who is the gardener and we also have a landscape company who come and keep things knocked down.
- The bleacher project has been an ongoing project. BNR Fabrication is acting as the project manager and knows the scope of work. The next phase is pouring the concrete

footings which we just got a quote for and are getting ready for that. The next phase is to change out the seats with aluminum seats.

- We have gotten quotes on the reader board sign out front to replace it with an LED sign where we can sell advertising on it. She has a potential sponsor who will hopefully fund that.
- She is getting quotes on an AC unit for the Clark Pavilion because during the auction it is really hot and people don't stay inside to bid on animals.
- The awnings on both Quonset huts will be getting fixed, she has a certified welder who will come and retrofit and brace those.
- The equestrian area is an area she is working on with the Wood Claeysens Foundation who have given us another grant. It is a focus she wants the Foundation to have this year and maybe do some fundraisers. She wants to rebrand that area and Mr. Lieberman is working on a sponsorship.
- The Santa Cruz roof replacement project is supposed to start and they are going to try and get it done by March, but she just received an email that it might be June now so we are waiting to hear.
- She is working with Mr. Naylor on the Raceway to add some things to enhance the area.
- She will be putting a plan together when Mr. Howell returns on what to do if we have a heavy rainy season.

There was additional discussion regarding the bleachers.

Sharon Ferro – Explained that there were some issues with the bathroom that was just refurbished and there are some things that are unfinished. She mentioned that there were six toilets on the men's side that weren't flushing and she was told it was due to sewer issues.

IV. Retreat

CEO McGuire stated that the board is set for November 14th in the afternoon at the VCCF. She met with Ms. Bailey-Findley about goals and her vision, which is team building and everyone getting to know each other. Then the board can go into things like board relations, board responsibilities and go over policies. Ms. Bailey-Findley is going to reach out to President Lacayo and herself to set an agenda and asked if there was anything specific anyone wanted. She explained that this would be a segway into a formal strategic planning session because if we receive the grant, then we have to have a specific plan in place.

Director Cornejo asked for a brief explanation of the relationship between the Foundation Board and the Fairgrounds Board.

President Lacayo stated that a discussion regarding requests by directors and how those are handled should be discussed.

CEO McGuire will send out an email to the board asking for any suggestions for the retreat.

V. X Games Update

Mr. Amelio stated that there isn't a whole lot of movement at this time because their focus right now is on their winter event. They are going to be here at the end of the month to touch base with the fairgrounds and VVCB. There is a lot we need to do to make the June

dates work because we will have to potentially cancel some events and it would impact Raceway and the Swap Meet. He expressed to them that it will get more and more difficult as we get past October because we want to have our Raceway and Swap Meet contracts nailed down by the end of the year. If we are going to block out dates specifically for them it would be good that we know we have a need to do that and not just contractually take away dates from other events that turn out not to be needed. There are a lot more factors on what will lead to those decisions than anything that goes on here at the fairgrounds. Their intent would be to do the entire event at the fairgrounds and not have multiple stops.

There was further discussion regarding some of the details of the X Games.

VI. Discussion and possible action regarding policy

Director Cornejo stated she has no report at this time. She explained that they need some guidance from staff, particularly for the changes that need to be done for cannabis, as to what kind of contracts are needed to function with the requests staff is getting.

Mr. Amelio explained that, from his point of view, it is no different than alcohol. There are licenses that events must get and then there are rules that they have to follow. Where the board comes in is if they are going to allow everything that is legal within their purview.

Director Cornejo agreed with that question. The board needs to decide what permission or policy will they come up with as to what limits that gives as opposed to a need for special discussions over certain types of events.

Vice President Long stated that there are two types of policies that there needs to be is consumption versus display.

Mr. Amelio stated that any event to be successful at the fairgrounds would have to have consumption. The difference would be public consumption versus an industry event meaning participants who are signed up with or part of the event.

Vice President Long explained that this goes back to what is legal and what isn't and there needs to be some direction.

CEO McGuire stated it goes back to the DAA's. She explained that at Sonoma's last event they had consumption.

Mr. Amelio stated that when they started approving events in general, the initial events were only approved at DAAs. It is a matter of figuring out if the smoking rule is a grounds policy. It depends on how deep the board wants to get versus allowing the Cannabis Bureau's rules to exist and be within their guidelines. In his opinion, the consent list is the perfect venue for the board to decide on a case-by-case basis whether or not it is an event that we want to have.

Director Cornejo stated that if the board makes real specific rules, it is not going to apply to every event and the board will have to keep changing policies. She feels from the board meeting, that the board wants some controls in place. Like with the gun shows, the board always stated that we shall follow the law and then within that the board can decide what to do with each event. So, making references to that type of policy matters more. It would

be helpful if staff can help with that part based on what they are seeing being done at other places while being sensitive to this board and community.

Further discussion ensued regarding some of the details such as whether or not the policy should include limiting the number of shows per year and how to deal with events who have cannabis at their events for example concerts.

CEO McGuire and Mr. Amelio are to put something together and touch on the high points that were brought up at the last board meeting and send it to the ad hoc committee for review, which would then be brought to the board. A representative from the Hall of Flowers will be invited to come do a presentation at the next board meeting.

Vice President Long stated that as far as the policy manual goes there are sections that department heads and the CEO need to look at and make recommendations because it relates to their department. Also, he feels all the numbers and dollar amounts need to be changed to reflect changing as needed by the CEO to follow current laws, CDFA policies and price changes without the board having to make amendments each time. Then, staff could inform directors of all changes.

President Lacayo agreed. There are a lot of things in the policy manual that really isn't a policy, it is up to the CEO to make that determination as manager of this fairgrounds. She is the one that knows best between her staff and herself.

The ad hoc policy committee will continue to work on updating the policies so they can bring them as recommendations to the board.

VII. 2024 Fair

CEO McGuire explained that staff has been having meetings.

- She has three grandstand entertainment proposals coming from Vincenzo Giammanco with CBF Productions, Mason/Romeo Entertainment and John Algair with Big Mouth Productions. It will be a one-year contract and we are going to try two paid shows with the rest being free.
- Within the staff, we are going to form committees like logistics, entertainment, concessions, etc. to iron out some of the changes we want to make.
- There are areas that we would like to change such as Area 1, 805 Station Stage and the Morgan Arena.
- Staff still wants to do the 150th theme and we are still thinking of exactly how we want to word it. The idea will be brought to the Superintendents Meeting to see how they like that idea and then it will be brought back to this committee and then to the board. Staff really wants to go vintage with the logo, the look and the feel.
- She has meetings with admission teams set up.
- The WFA Convention is coming up January 3rd - 6th. She will bring this to the retreat with all the packets and highlight what she thinks the directors should attend.
- Mr. Lieberman thinks he will be able to hit \$600,000 this year in sponsorships, he already has \$250,000 signed.
- She has been meeting with Superintendents to get their feedback and see what they are willing to do for next year. There will be a Superintendent Meeting in two weeks.

- There were a couple people who applied for the Exhibit Supervisor position, which is a state position, and once we get going on that the board will be updated. Ms. McGowan will stay on and do the entries, Sho Works and premium guide.
- Ms. Hook is ready to launch some advertising. We are going to do things early. There are stores that would like to offer in store pre-sale, so she is working on that.
- Garden Street will remain closed next year because it is a safety issue and local law enforcement stands by their recommendation to keep that gate closed. It enhanced the efficiency of the shuttle buses.
- We are looking at self-serving kiosks for admissions if our technology can handle it.
- She explained that she spoke to the current ticketing company and told them the things that needed to be fixed in order to use them again.
- Manager's Conference is November 7th – 9th and she will be bringing Ms. Ortiz.
- A CAD drawing of the carnival area is being done so we can see what we can move around.
- A meeting with State Beach will be set to discuss parking and additional camping.

Sharon Ferro – Commented that more information should be sent to schools, so we have more kids enter into the Youth Department. She also stated that she thought that the Agricultural Building had dead space and was a little boring. She didn't think too many people knew about the camel exhibit either.

VIII. Future Agenda Items

1. Facility Update
2. Retreat
3. Policy Update
4. X-Games Update
5. 2024 Fair
6. Personnel Update

IX. Adjourn

The meeting was adjourned at 10:57 a.m.

October 10, 2023

D2023-05

TO: All District Agricultural Associations CEOs and Boards of Directors

SUBJECT: SB 447(Atkins) GO-Biz: BRIDGE Project: Repeal of Travel Ban

This letter is to inform you of the passage of SB 447 (Atkins), also known as the “**GO-BIZ: BRIDGE Project: Repeal of Travel Ban**”. This bill was signed into law by Governor Newsom on September 13, 2023.

SB 447 officially repeals AB 1887 (2016), prohibiting state-sponsored travel to states with laws that discriminate against individuals on their sexual orientation and gender expression.

SB 447 has an urgency clause, so it went into effect immediately.

If you have questions, contact F&E at 916-999-3000.

Sincerely,



Mike Francesconi
Branch Chief





August 21, 2023

D2023-04

TO: All District Agricultural Associations CEOs and Boards of Directors

SUBJECT: Vacation/Annual Leave Reduction Plans for the CEO and State Employees

The purpose of this letter is to alert you of the cap on the number of leave hours which should be on the books for state employees and to inform you of F&E's leave balance reporting requirements to ensure compliance with the updated CDFA Policy 9.4.3 and existing CALHR policy 2124- Employee Leave Management.

Per the California Code of Regulations and CDFA Policy, the prescribed maximum number of vacation/annual leave hours that CEOs and state employees should have on the books, per year, is 640 ([CDFA Vacation / Annual Leave Accumulation Policy 9.4.3; CA Code of Regulations, Title 2, Section 599.752](#)).

The purpose of a maximum leave balance is to ensure the fiscal solvency of the DAA because if an employee (including the CEO) retires, the vacation or annual leave will be paid out in full as a lump sum. For additional information on separation and leave balances, reference [CALHR Employee Leave Management – 2124](#).

If your individual DAA cannot financially afford the 640 hours of vacation/annual per employee, a policy outlining the maximum liability should be developed and adopted by the board.

It is important to highlight that if the CEO or employee transfers to another state agency or DAA, their leave balances are transferred to the new state employer. Due to this, a good practice when hiring staff coming from other state agencies (including DAAs) is to request to see their leave balances to evaluate the extent of the liability the DAA would be acquiring through the hire prior to appointment.

Leave Balance for CEOs

CEOs may accumulate the unused portion of the vacation/annual leave, provided that on January 1 of each calendar year, there are not more than 640 hours of vacation/annual leave.



As CEOs approach a leave balance of 640 vacation/annual leave hours, the Board and CEO must develop a leave reduction plan to reduce the excess balances, ([California Code of Regulations, title 2, section 599.742.1](#)). In order to facilitate F&E's ability to exercise its fiscal oversight over this liability we ask that each DAA share with us a copy of the leave balances for the CEO by July 31st of each year.

Leave Balances for Employees (Rank and File)

For employees that are approaching a vacation/annual leave balance of 640 hours, or are currently above this threshold, the CEO should work with the employee to create a leave reduction plan ([California Code of Regulations, title 2, section 599.737](#)). Please submit the leave balance tracking sheet for the CEO, to the F&E Branch annually by January 31st. If a state employee is nearing the cap, please make note of this during the board meeting when reviewing the Finance Committee report or the CEO report.

Leave Accruals

Each month, the DAAs timekeeper should be tracking the various types of leave accrued and used by all employees. Attached is an Excel spreadsheet (Leave Balance Tracking Template) that you can use as a tool to track the leave balances for each employee.

Each state employee is entitled to the following:

- Vacation and Sick
- Annual Leave (in lieu of Vacation and Sick)
- Informal Time Off (ITO) - At the Governor's discretion each year
- Personal Holiday – 1 day (8-hours) each July 1
- Personal Development Days (PDD) – 2 days (16–hours) at the start of each fiscal year (July 1st) and must be utilized by the end of the fiscal year (June 30th). *Note: this leave is not compensable upon separation, and it does not roll over to the next fiscal year.*

For information on the accrual rate of vacation or annual leave for CEOs, please reference the CALHR [Vacation vs. Annual Leave Comparison Chart](#) for excluded employees. If you need assistance determining the appropriate rate of accrual, please contact your CDFA HR.

For information on the accrual rate of vacation or annual leave for employees, please refer to CalHR [Vacation v. Annual Leave Comparison Chart](#). If you need assistance determining the proper rate, please contact CDFA HR.

Below are sample balance reduction strategies.

- Significant effort is required to reduce leave balances, so plan.
- Coordinate leave plans with a group of employees working on the same or related assignments to avoid unforeseen gaps in coverage.
- Large blocks of time off will have a significant impact on reducing excess leave balances.
- Small blocks of time off will help to keep balances from growing.
- Recognize the more years of state service, the more hours accrued monthly, and develop the reduction plan accordingly.

CalHR also has some helpful tools for [Leave Reduction Plans](#).

If the employee does not follow the agreed-upon leave plan, the CEO/management can force the time off. If the CEO does not follow the agreed-upon leave plan, the board will need to work with F&E for guidance.

If you have any questions, please feel free to contact F&E at 916-999-3000.

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is fluid and cursive, with the first name "Mike" and last name "Francesconi" clearly legible.

Mike Francesconi
Branch Chief

Enclosed

1. Leave Balance Tracking Template
2. CALHR 2102
3. STD 634- Timesheet template
4. 9.4.3 Policy – Vacation/Annual Leave Accumulations



San Buenaventura Women's Club

P. O. BOX 6867
VENTURA, CALIFORNIA 93006

Ventura County Fair Board of Directors
10 W. Harbor Blvd
Ventura, CA 93001

September 20, 2023

Dear Members of the Ventura County Fair Board:

Another Ventura County Fair has come and gone.

As a volunteer-run philanthropic entity, we feel it important to share some observations that presented concerns to us as an organization.

A little background - the San Buenaventura Women's Club has been actively giving back to the community since 1928. The Poinsettia Pavilion where we meet was originally built for and named the Women's Club to acknowledge the good our organization does for the city of Ventura. We are pleased to continue to serve our community.

As a fully volunteer-run organization, we choose where we put our efforts carefully. In 2022 we were excited to secure a tent along the Garden Street entry, along with other non-profits, a church and a Veteran focused booth. There was no charge, and our booth was staffed by volunteers all twelve days of the Fair. We enjoyed the visibility and participating in our beloved fair.

This year, 2023, we again elected to participate. It was a difficult decision as we learned that a) the Garden Street entry would be closed to the public, and b) that a fee would be imposed for the privilege of allowing the community to know who we are and what we do to address areas of need in Ventura.

Because of the entry being closed, foot traffic was dramatically limited. There was little incentive for people to detour down that alley. There is no signage to indicate the purpose of the entities. The church on the corner as an anchor did not indicate that non-church entities were there. As a result, we and the others spent many hours with little interaction despite efforts to engage the public.

Limited entry passes were given to us and although we sported our club T-shirts, some of our volunteers found it challenging to gain access. Most of our volunteers are senior women who make the effort to utilize the shuttle busses to come and represent our club to the community we serve.

We spoke to a few other non-retail organizations that received either unlimited passes or badges for entry. This caused us to wonder and speculate on the process required to gain better access.

We sincerely appreciate being given the opportunity for a second location for two days. It was a scramble and a challenge for us to secure our own pop-up, get it delivered and staff a second booth, but we did it. We are committed to serving our community despite the roadblocks.

We also noted that for the second year, no wedding vow renewal ceremonies were held. This has always added an important “hometown feel” to our local fair. There was no afternoon concert on senior day which was a disappointment. Many seniors were unable to stay for the evening concert.

The garden area too was certainly a disappointment with sparse participation in both the professional and non-professional entry categories. The addition of a beer garden to encourage patrons to drink alcohol seemed, to us, to work against the family values aspect of the fair. Children enjoy the garden area also.

We heard that attendance was up 37% this year. Being in an essentially non-trafficked area, we certainly did not feel the effect of that.

The Garden Street entry is one way for residents to attend. Many walk from that end of town. Closing that entry and requiring everyone (including disabled and elderly) to stand in long lines of unprotected sun at the main entry was extremely cumbersome and uncomfortable.

Entries in all areas were severely down from past years. Agriculture, floriculture (our county’s trademarks) entries were sparse. Local entertainment seemed extremely limited as well.

The youth building’s addition of the Butterfly Experience was wonderful. But what happened to the interactive quizzes, the science talks, the involvement of 4-H (outside of animals) and other youth organizations?

There are so many aspects of the Fair of the past that were lost when the event was moved to August from October when schools were able to encourage students to participate.

This year's fair certainly had an abundance of high-priced food and vendors but a definite lack of local aspects that make it OUR fair. In addition, several vendors we look forward to apparently were not able to come because of a two-week overlap with the Orange County Fair. We were under the impression that the state level overseer organization was supposed to ensure that overlap did not occur.

Additionally, overall fair set-up time was apparently cut back due to the X-Games held on the grounds prior to the Fair. We understand that garden entrants were given less time to prepare and set up than in previous years due to this. Tending the gardens was made more difficult as well.

Of great concern to us was the limited time the midway had to set up due to the X-games aftermath as well. We feared for the safety of those who enjoyed the rides.

Please reconsider the fair's approach to the involvement of non-profit and local organizations and entertainers that benefit and highlight our community.

Will there be an opportunity for in-person input?

We look forward to hearing from you.

A handwritten signature in cursive script that reads "Shirley Lorraine". The ink is dark and the signature is fluid, with a large 'S' and a long, sweeping 'L'.

Shirley Lorraine, President

On behalf of the Board of Directors
Of the San Buenaventura Women's Club

venturawomensclub@gmail.com

www.sanbuenaventurawomensclub.org

Rental Agreements Non-Fair

CONTRACT NO.	CONTRACTOR NAME	PURPOSE	AMOUNT	DATE/EVENT
23-092	Able Quinceanera 2023	VCF Family Event	TBD	11/25/23
23-094	Tool Crib Cronicals	Filming	\$1,676.00	10/12/23
23-095	California Dept. of Pesticide Regulation	Public Workshop	\$2,386.00	12/14/23
23-096	Jewel Jipsies	RV Camping	\$1,350.00	11/17/23-19/2023