

# **BOARD MEETING NOTICE**

The 31<sup>st</sup> DAA Board of Directors will be holding a board meeting on  
**Tuesday, November 28<sup>th</sup>, 2023 at 9:00 a.m.**  
**Ventura County Fairgrounds - Santa Rosa Hall**

## **BOARD OF DIRECTORS**

Leah Lacayo (President), Dan Long (Vice President), 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, Jenny Martin, Accounting Supervisor and Megan Hook, PR and Marketing

## **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](http://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 31<sup>st</sup> 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, November 28<sup>th</sup>, 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. Closed Session:** Pursuant to Government Code Section 1126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

A. Personnel Matters Gov. Code 11126 (a)(1)

**VI. Approval of Minutes**

A. October 24<sup>th</sup>, 2023 - Board Meeting Minutes

B. November 14<sup>th</sup>, 2023 - Board of Director's Retreat

**VII. Financial Report**

A. Financials ending September 30<sup>th</sup>, 2023

B. Financials ending October 31<sup>st</sup>, 2023

**VIII. New Business**

A. Election of Officers for 2024-2025 Board of Directors

(CEO presides over elections of Board Officers)

1. President

2. Vice President

- B. Annual Appointments by the Board
    - 1. Secretary/Treasurer-Manager
  - C. Secretary/Treasurer-Manager Annual Delegation of Authority

The (Secretary/Treasurer-Manager) Chief Executive Officer, Jen McGuire, is authorized to execute Rental Agreements up to \$75,000.00, Standard 2 Agreements up to \$75,000.00 and Grandstand Contracts up to \$150,000.00 without further authorization from the Board of Directors.
- IV. Old Business**
- A. Facility Update
  - B. Fair 2024
  - C. Cashless Fair
- X. Board Correspondence**
- A. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: SB 544 – Bagley Keene Open Meeting Act: teleconferencing.
  - B. Memo from Mike Francesconi at California Dept. of Food & Agriculture, Fairs & Expositions: Proposition 12 Update for the 2024 Fair Season
- 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. Standard Agreements
    - 2. Rental Agreements – Interim
- XII. CEO Report**
- XIII. Presidents Report**
- XIV. Director’s Comments**
- XV. Future Agenda Items**
- XVI. Adjourn**

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