

MINUTES

REGULAR MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

December 3, 2014

1776 Tribute Road, Suite 100, Sacramento, CA 95815

Pat Conklin, Board Chair
Dixon May Fair (36th DAA)

Becky Bailey--Findley, Executive Director
California Fair Services Authority

Brian Bullis, (Vice-Chair)
Mariposa County Fair (35-A DAA)

Rebecca Desmond
Deputy Executive Director
California Fair Services Authority

Dan Jacobs, Director
Antelope Valley Fair

Kevin Wright, Mgr of Business Services
California Fair Services Authority

John Quiroz, Director
Division of Fairs & Expositions

Melissa Thurber, Communications
California Fair Services Authority

John Scurfield, Director-elect
Chowchilla-Madera County Fair

Raechelle Gibbons, Controller
California Fair Services Authority

Tom Amberson
California Fair Services Authority

Charlie Mitchell, Risk Manager
California Fair Services Authority

Christy Layton, Legal Counsel to CFSA
Miller & Owen

Barbara Tyler, Claims Manager
California Fair Services Authority

Bryan Eubanks, Construction Manager
California Fair Services Authority

I. CALL TO ORDER

Pursuant to the meeting notice, a regular meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:01 a.m., December 3, 2014, by Board Chair Patricia Conklin, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California.

II. APPROVAL OF MINUTES

Moved by Director Jacobs and seconded by Director Bullis to adopt **Resolution No. 14-26** approving the minutes of the regular meeting of October 1, 2014, as presented to the Board of Directors.

Ayes: Chair Conklin, Directors Bullis, Jacobs, Quiroz
Noes: None
Abstain: None
Absent: Director Wolcott

III. ADOPTION OF RESOLUTION APPROVING THE 2015 CFSA PRELIMINARY BUDGET

Developing the preliminary 2015 CFSA budget began with department managers proposing individual department budgets based on access to real-time financial data. The individual department budgets were rolled into an overall organizational budget at which point further adjustments were made to meet CFSA strategic goals.

An ad hoc committee of the board met on November 3rd and reviewed the proposed budget with management staff. Input from the committee meeting was incorporated into the proposed budget that is included in this packet. The time spent reviewing the proposed budget and worksheets help us better understand what contributes to the year-end net results of CFSA's business and how to plan for the future.

Moved by Director Jacobs and seconded by Director Quiroz to adopt **Resolution No. 14-27** approving the 2015 CFSA preliminary budget.

Ayes: Chair Conklin, Directors Bullis, Jacobs, Quiroz
Noes: None
Abstain: None
Absent: Director Wolcott

IV. ADOPTION OF RESOLUTION APPROVING SINGLE-POOL AND NONMEMBER ADMINISTRATION FEE FOR PROPERTY INSURANCE

Due to the elimination of the CDFA pooled property insurance program, we purchased property insurance for interested fairs this year and charged a 5% administrative fee to all participants. Keeping in line with our goal of providing

more value to our risk sharing pool members, we are proposing that we keep the 5% administrative fee for CFSA general liability pool members and charge a 10% administrative fee for members of workers' Compensation only and for nonmembers.

Moved by Director Bullis and seconded by Director Jacobs to adopt **Resolution No. 14-28** approving single-pool and nonmember administration fee for property insurance.

Ayes: Chair Conklin, Directors Bullis, Jacobs, Quiroz
Noes: None
Abstain: None
Absent: Director Wolcott

INFORMATIONAL ITEMS

1. Staff reports were presented as written:
 - a. Administrative Services
 - b. Risk Management (Executive Director Becky Bailey-Findley thanked Barbara Tyler and Lianne Lewellen from the Risk Department for extra work and efforts undertaken while Charlie Mitchell was out.)
 - c. Construction Department
 - d. Finance Department
 - e. Risk Control
2. Deputy Executive Director Rebecca Desmond congratulated John Scurfield and Pat Conklin for winning election to the CFSA board. An appointment of the public member of the Board is being discussed.
3. Executive Director Report was presented by Becky Bailey-Findley.
4. Director's Reports:
 - a. Director John Quiroz mentioned the strengthened bonds between CFSA and F&E and the Department.
 - b. Director Dan Jacobs offered congratulations on completion of PVI and PVII litigation, with thanks to John Quiroz and F&E. He is also impressed with CFSA teamwork and offered thanks.
 - c. Board Chair Pat Conklin said that CFSA is great because of it's staff, said that CFSA is the "glue for the industry"
5. Next Board meeting:
Scheduled for Wednesday, February 4, 2015 at 10:00am.

VIII. CLOSED SESSION

The Board adjourned from regular session at 11:39 a.m. and went into closed session to discuss the liability claim involving Lucy Miranda and the National Orange Show, and a Public Employee Performance Evaluation.

IX. REGULAR SESSION

The Board adjourned from closed session at 12:27 p.m. and regular session was reconvened. No reportable action was taken during closed session.


X. ADJOURNMENT

The meeting was adjourned at 12:28 p.m.



CHAIR

ATTEST:



SECRETARY