



CFSA's Purchasing Services is Like Having your Own Personal Shopper

You want the best prices you can get on the equipment and supplies your fair buys, but you don't always have the time or the personnel to shop around. The solution? CFSA's Purchasing Services program.

During the past 16 years, Karen Gallay, CFSA's purchasing agent has compiled a roster of reliable vendors, comparison shopped, and ultimately purchased everything from office and maintenance supplies, to a Zamboni and more than \$14 million worth of photovoltaic equipment for fairs using the program. On average, Purchasing Services saves California's fairs 34 percent on purchases every year.

Purchasing Services also handles rentals for items fairs use temporarily, such as radios, tents, portable toilets, trailers, and more.) Here's how the program works:

1. A fair contacts Purchasing with their item requests.
2. Purchasing obtains quotes and/or bids, and reviews them with the fair. (This includes formal bidding along with advertising and bonding [if required] on purchases over \$25,000.)
3. After the fair approves a vendor, CFSA places the order.
4. Orders are delivered to the fair.
5. CFSA pays the invoice on behalf of the fair.
6. After a month's grace period, CFSA invoices the fair.

Purchasing Services is like an extension of your staff, but instead of providing a salary and benefits, fairs pay a low service fee assessed on the dollar amount of items purchased.

These fees range from 3 percent on purchases using leveraged

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Employment Opportunity ~ Chief Financial Officer for the Alameda County Fairgrounds

The Alameda County Fair Fairgrounds in Pleasanton is currently recruiting for an experienced chief financial officer. The fairgrounds is home to the Alameda County Fair, along with year-round events including Car Shows, Harvest Festivals, Home and Garden Shows, and an annual RV Show and Sale.

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No Phishing Allowed! Don't Get Hooked by Internet Scams

by Mike Johnson, Senior Information Systems Specialist, CFSA

Have you received an e-mail from a well-known business such as a bank, eBay or Pay-Pal asking you to "verify our current records" by replying with your credit card number or other personal information? If not, it's probably only a matter of time. Internet scammers are currently very busy casting about for people's financial information using a new way to lure unsuspecting victims: They go "phishing."

Phishing is a high-tech scam that uses spam or pop-up messages to deceive you into disclosing your credit card numbers, bank account information, Social Security number, passwords, or other sensitive information.

According to the Federal Trade Commission (FTC), "phishers" send an e-mail or pop-up message that claims to be from a business or organization you deal with – for example, your

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Fair Staff Training: Nuts & Bolts 2005 is Slated for April 5 - 6

"Bet on a Sure Thing ... Yourself!" is the message of this year's Nuts & Bolts training slated for Tuesday - Wednesday, April 5 - 6.

Hosted by the Division of Fairs and Expositions, and the Western Fairs Association, this once a year event will focus on professional development as well as standard compliance training. It's an excellent learning opportunity for all fair office staff. In addition to the training sessions, participants will also enjoy networking luncheons, and – you heard it here first – a fun-filled Casino Night.

Keep watching *fyi* for updates and your mail for registration materials. In the meantime, if you have any questions, contact June Cady at 916/263-2959.

No Phishing, continued

Internet service provider (ISP), bank, online payment service, or even a government agency. The message usually says you need to "update" or "validate" your account information. It might even threaten dire consequences if you don't. The message directs you to a Web site that looks just like the legitimate organization's site, but it isn't. The purpose of the bogus site? To trick you into divulging personal information so the scam artists can steal your identity and run up bills or commit crimes in your name.

The FTC, the nation's consumer protection agency, offers these tips to help you avoid getting hooked by a phishing scam:

- If you get an e-mail or

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"The right word may be effective, but no word was ever as effective as a rightly timed pause."

~ Mark Twain



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Let's hear from you!
Contact *fyi* at:
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“When I was younger, I could remember anything, whether it had happened or not.”

Mark Twain

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Purchasing Services, continued

state prices (state contracts, CMAS or WSCA), on purchases formally bid, and on capital equipment with a value of more than \$10,000 prearranged by the fair (Purchasing handles the paperwork), to 10 percent for purchases under \$75,000 in one calendar year. Remember, as the dollar amount of your annual purchases goes up, your fee comes down. *Note:* CFSA purchases are considered “opportunity purchases” and do not fall within DGS procurement oversight.

Ask About CFSA’s Equipment Loan Program. Need some financial help with a major purchase? As a member of CFSA, you can take advantage of CFSA’s Equipment Loan Program. For more information, contact Raechelle Gibbons, 916/263-6143. To use the Purchasing Services program, call Karen Gally at 916/263-6191.

Employment Opportunity, continued

The CFO is responsible for the accounting and human resources departments.

The qualified candidate will have a minimum of five years experience as a controller, a bachelors degree in accounting and preferably a graduate degree in a related field. Previous experience in human resources and risk management are also desired. Responsibilities include:

- Maintenance of internal control system including finance, purchasing and human resources.
- Preparation of financial statements for the Finance Committee and Board of Directors; supervision of independent audits.
- Prepare budget and statement of operations.
- Assist the management team with Alameda County Fair Association contracts.
- Assist legal counsel with liability and employment lawsuits filed against the Association.
- Review Promoter and Event contracts for liability and insurance requirements; review employment and independent contractor agreements.
- Negotiate labor union contracts, handle union issues.
- Administer pension plans.
- Review all Association insurance policies.
- Assist CEO with the annual live race meet.
- All other duties as assigned.

To apply for this position, please submit your resume to jobs@alamedacountyfair.com. Questions about the position should be directed to: vicki@alamedacountyfair.com

No Phishing, continued

pop-up message that asks for personal or financial information, do not reply or click on the link in the message. Legitimate companies don’t ask for this information via e-mail. If you’re concerned about your account, contact the organization “sending” the e-mail using a telephone number you know to be genuine, or open a new Internet browser session and type in the company’s correct Web address — never cut and paste the link from the e-mail.

■ Don’t e-mail personal or financial information, e-mail is not a secure method of transmitting personal information. If you initiate a transaction and want to provide your personal or financial information through an organization’s Web site, look for indicators that the site is secure, such as a lock icon on the browser’s status bar or a URL that begins “https:” (the “s” stands for “secure”). Unfortunately, no indicator is foolproof;

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No Phishing, continued

some phishers have forged security icons.

■ Review credit card and bank account statements as soon as you receive them to determine whether there are any unauthorized charges. If your statement is late by more than a couple of days, call your credit card company or bank to confirm your billing address and balances.

■ Use anti-virus software and keep it up to date. (Anti-virus software scans incoming mail for problematic files.) Some phishing e-mails contain programs that can harm your computer or track your activities on the Internet without your knowledge. Anti-virus software and a firewall (see below) can protect your computer from inadvertently accepting unwanted files and programs. Look for anti-virus software that not only recognizes current viruses as well as older ones, but that can also effectively reverse any damage, and that updates automatically.

■ A firewall helps make you invisible on the Internet and blocks all communications from unauthorized sources. It’s especially important to run a firewall if you have a broadband connection. Finally, your operating system (like Windows or Linux) may offer free software “patches” to close holes in the system.

■ Be cautious about opening any attachment or downloading any files you receive, regardless of who sent them.

If you get spam phishing for information, forward it to spam@uce.gov. To report suspicious e-mails, or if you believe you’ve been scammed, file a complaint at www.ftc.gov, and then visit the FTC’s Identity Theft Web site at www.consumer.gov/idtheft for advice. Visit www.ftc.gov/spam to learn other ways to avoid e-mail scams and scammers.