

**Santa Cruz County Fairgrounds
HERITAGE FOUNDATION
Board of Directors Meeting Minutes
Wednesday, April 3, 2013 3:00pm SCCF Board Room**

1. Call to Order at 3:11pm by President Carlos Rivera
New Board Member, Bill Barton, was introduced
2. Attendance
Directors Present: Carlos Rivera, Jeff Nielsen, Dawn White, Michele Bassi, Laurie Jensen, Chuck Allen, Katie Mahan, Justin White, Bill Barton, Jeannie Kegebein

Directors Absence: Julie Oliver, Sharon Hiraga, Ken McCrary

Additionally Present: Dave Kegebein (Interim Fair Manager), Richard and Mary Travis, Loretta Estrada, Sue King
3. Correspondence – The Small Business Development Center has several classes available for not-for-profit board members. We received a \$25 gift certificate from Big 5 after the crab feed that will be used at another event.
4. Minutes – March minutes were approved unanimously
5. CEO Report – (Interim Manager David Kegebein)

Equipment Ownership and Liability Insurance: At this time, Department of General Services is determining who should own and insure state equipment and fairs are in limbo. Most fairs are moving their equipment to their 501(c)(3) organizations.

The Santa Cruz County Fair is in process of acquiring a scissor lift and boom, to be purchased at \$4,200 and there is a need for additional equipment that is available on a rent-to-own basis.

Our current insurance policy from KBK Insurance covers equipment rental, leases and purchases. Theft and fire not covered. Dave recommended leaving the policy as currently written. The Fair will take responsibility for operating costs of maintenance and repairs of the equipment. The Fairgrounds will lease or rent the equipment from Heritage Foundation. Board members asked to clarify if we need a formal lease with the Fairgrounds and what tax liability we incur. Carlos will investigate the need for a formal lease; Dawn will investigate tax liability. We will need to ensure that C&N Tractor is willing to give credit to Heritage Foundation in order to sign a lease agreement with them on lease-to-buy equipment.

Motion was made and unanimously approved that the Heritage Foundation purchase the scissor lift and boom for \$4,200. The Fairgrounds will assume operating costs. The use of the equipment by the Fairgrounds will be based on the tax liability and insurance, if any.

There was further discussion on creating a fund available for equipment purchase and leases. This will be discussed when the Heritage Foundation budget is created.

Heritage needs a policy on succession of equipment similar to the one used by the Agricultural History Project.

Dave reported on the findings of a state-wide concrete flooring company that looked at the Heritage Hall floor. The problem is moisture vapor in the concrete that pushes minerals up through the concrete. The company quoted \$50,000 to grind, polish and paint the floor.

Work on the Crosetti roof will begin a couple of weeks after rainy season ends; the roof will probably be completed near the end of June.

6. Public Comment

Members of the Livestock Committee and the Junior Livestock Committee led a discussion about the Heritage Hog for the 2013 Santa Cruz County Fair. Donations for the Heritage Hog will be made to the Heritage Foundation and used for improvements to the swine barn. The Livestock Committee will dispose of the hog. The Committee requested jpeg of the Rodgers House and promo materials used in previous years.

7. CFO's Report (Dawn White)

Current Rabobank account is \$29,136.56

The Final Net Profit on the Crab Feed was \$33,949.97

Concessions Net Income to-date is \$13,542.46

Discussion of where alcohol sales at events should be placed in financials; it was agreed they will remain as part of the event revenue and expenses

Financials were unanimously approved as presented.

8. Reports and Continued Business

8.1 Subcommittee Reports

8.1.1 Alcohol Sales (Travis)

Farmers Market 25% to the Fairgrounds during the first quarter was \$3,942

Justin will set up an email calendar on the website for volunteers to sign up for alcohol sales

8.1.2 Executive Committee (Rivera)

Policies are in committee

Insurance renewal will be taken care of

Change of meeting date to the third Wednesday of the month at 3pm to allow financials to be ready for Executive Committee the week before the Board Meeting. Motion was made, seconded and carried with one opposed.

- 8.1.3 Nominating Committee (Rivera)
Motion was made, seconded and carried unanimously to elect Roger Wildy as a new Heritage Foundation board member
- 8.1.4 Day On the Farm (Rivera)
Heritage will serve alcohol in Heritage Hall
Dave Marton will cook breakfast
Kendall White will BBQ in the breezeway between Heritage Hall and the Floriculture Building
Jeannie asked if Heritage is willing to support \$500 for radio ads. Motion carried with one abstention: Jeannie
- 8.1.4 Heritage Hall Decorating Committee (Nielsen)
A group of women offered to decorate Heritage Hall. Dave asked the group to discuss their ideas with Fairgrounds management since Heritage Hall is a Fairgrounds building.

9. Upcoming Events

9.1 Next BOD meeting (May 15, 2013)

9.2 Scottish Festival (June 15-16,2013)

Heritage Foundation will be administering alcohol sales for the event. Dave and Richard will discuss the event.

10. Items Not on the Agenda

2013 Budget – The Foundation needs to create a budget for 2013 and determine the project/s that will be funded

Memberships – Michele Quarterly statements will be sent in April. Jeannie will be sending thank you's to Friends of the Fair telling them they are now members of Heritage Foundation. The first member of Friends gave on July 7, 2013 so invitations to join Heritage Foundation will begin to be sent to Friends in the third quarter 2013.

11. Adjournment at 4:45pm