

## **Annually Required Board Actions**

1. Adopt next year's schedule of meetings by last meeting of calendar year.
2. Set limits and authorize CEO to sign contracts.
3. Establish financial document (checks, etc.) signature requirements.
4. Elect Officers for following calendar year.
5. Executive committee to review policy manual in January & present proposed changes to board for approval at next regular meeting.
6. Update director portrait.
7. Select Blue Ribbon & other award winners.
8. Authorize Workman's Comp Insurance pool participation.
9. Approve the budget
10. Set Fair dates & times
11. Establish facility rental rates
12. Set fair time rates for concessions, exhibitors, etc.
13. Review the CEO's performance.
14. Attend required trainings

## **PROCEDURES**

**QUORUM** - The presence of five (5) Directors constitutes a quorum. Action may result when a simple majority of a quorum votes "yes" on a motion except a 2/3 vote of the full Board is required to change policies.

**ABSENCES** - Food and agricultural code section 3967 authorizes Boards to grant excused absences for health or acts of nature. It is the Director's responsibility to notify management of the reason for any absence. Action on absences (to excuse or not to excuse) should be taken monthly and shall be reflected in the minutes. If a Director misses three (3) consecutive regular meetings, such Director is presumed to have resigned, unless the board excuses the absences.

**AGENDA APPROVAL** - The agenda requires Board approval prior to the conduct of the business of the Association. Any changes in the agenda should be included in the motion to approve (and shall only include altering the order in which items are to be considered or to add items or reports not requiring action). No items requiring action can be added.

**CONSENT AGENDA** - Items for Board approval that are routine and adhere to current Board policy, or are covered by standard state regulations, will be designated under the agenda heading "consent agenda". They will be approved as a group with one motion. Prior to their approval, any Board member may request either an explanation of any item contained therein or its removal from the consent agenda for separate consideration.

**BOARD OFFICERS** - The election of officers for the ensuing year will be held at the second to last board meeting of the year. New officers assume posts at the first regular Board meeting of the calendar year. Officers elected are President, Vice President, CEO and Treasurer.

Board of the impact their decisions may have on the financial soundness of the Association.

11. To sign checks as authorized by the Board and stated in the check signing policy
12. Revision of master planning to be made as required; proposals for changes to be made by a committee appointed by the Board President and management.
13. The 14th District Agricultural Association is an Equal Opportunity Employer.
14. All personnel shall be hired by the CEO or the responsible management or staff member given the authority to hire by the CEO.
15. The CEO bears ultimate responsibility for all employees. This includes employee development and keeping of thorough employee records.
16. Directors' concerns regarding personnel shall be directed to the CEO in a timely manner, so that those concerns may be addressed as part of an ongoing program of employee evaluation and improvement. Directors shall not directly become involved in the supervision or evaluation of any employee.
17. All personnel files are confidential. Access to information contained in such files may be granted only to the employee concerned, the CEO or staff designated by the CEO. The necessary preparation of personnel file information may be performed by an employee designated by the CEO. Discussion of personnel file information by the CEO or the designated employee is prohibited.

### **PUBLIC STATEMENTS**

A unified voice is very beneficial when controversial situations call for public statements from the Board. The designated spokesman for the Association shall be the CEO, unless he/she is unavailable or the Board appoints another person. Directors should refer questions concerning controversial Board matters to the spokesperson. The Board appoints the CEO or President to be our spokesperson.

In matters of extreme importance the CEO may choose to consult with the Executive Committee prior to issuing a statement.

Disagreements among Board members will occur, and the open discussion of issues is vital in any organization. This policy is not meant in any way to limit the freedom of speech of individual Board members. There may be occasions when it is impossible or impractical to refer questions to the Board's spokesman. There are also times when a Director may be the only person holding a minority position on a given issue.

In making public statements regarding sensitive issues, Directors should stress that their opinion is not necessarily that of the majority and attempt to present a positive image of the Association.

## **FACILITY RENTALS**

Board policy regarding use of fairgrounds facilities and equipment.

1. The main purpose of the Association is the sponsoring of the Santa Cruz County Fair.
2. The use of the fairgrounds by the people served by the Association shall be encouraged by the CEO and Directors.
3. Every effort will be made by the CEO and the Board to insure that rental rates remain fair, but also that all interim use of the fairgrounds shall be of benefit to the Association and or the community.
4. Association equipment shall not be made available for use outside the fairgrounds, unless approved by the CEO and Board president.
5. Management may choose not to rent the facilities for any activities that it determines may adversely impact the local neighborhood or the fairgrounds.
6. Management will schedule no rentals on the grounds that will adversely impact the annual Fair sponsored by the Association. Interim events conflicting with Fair events will not be scheduled thirty (30) days prior to or fourteen (14) days after the annual Fair.
7. No event will be permitted without adequate security. Security levels will be determined by management based upon the nature of the event and anticipated attendance.
8. All use of the facilities and/or its equipment, shall be covered by a rental agreement, duly entered into by staff and approved by the Board.
9. All alcohol sold or hosted is to be provided by the Santa Cruz County Fairgrounds Foundation.
10. It is the policy of the Board that parking will be charged for as deemed necessary by the CEO
11. Rules and regulations covering interim events are established in writing and approved by the board become a part of the policy manual in the operations section.
12. Rules and regulations for the R.V. Park are established in writing and approved by the board become a part of the policy manual in the operations section.
13. The Association may provide a list of pre-approved subcontractors for vendor services for the benefit of our renters. This does not mean other contractors cannot provide services, but the Association reserves the right to approve and/or refuse services provided by contractors not on the pre-approved list.

## **OPERATIONS POLICIES INTRODUCTION**

This section of the Policy Manual is the result of the Board of Directors' efforts to establish a consistent means of serving the needs of the community and employees of the 14th District Agricultural Association.

It reflects the goals of the Association to provide a comfortable and safe environment for customers, visitors, volunteers, and employees to enjoy the services and benefits of the Santa Cruz County Fairgrounds.

These policies are intended to bring consistency and fair treatment for all concerned, increase staff efficiency, cut down on wasted or overlapping effort, and relieves the Board and management of the burden of making repetitive decisions. These operations policies are also intended to protect employees & volunteers against sexual harassment, discrimination, and violence as well as lay out performance expectations for employees of the fairgrounds.

The policies and forms printed in sections 1 – 7 are State of California Documents. The Fairgrounds Board of Directors requests the opportunity to work thru any complaints or issues at a local level first. Matters of concern should be presented to the CEO, Board President or any Director if the concern is about the CEO or Board President.

All of the policies contained in this manual are developed with the goal of making all participation in activities conducted at the Santa Cruz County Fairgrounds safe and enjoyable.

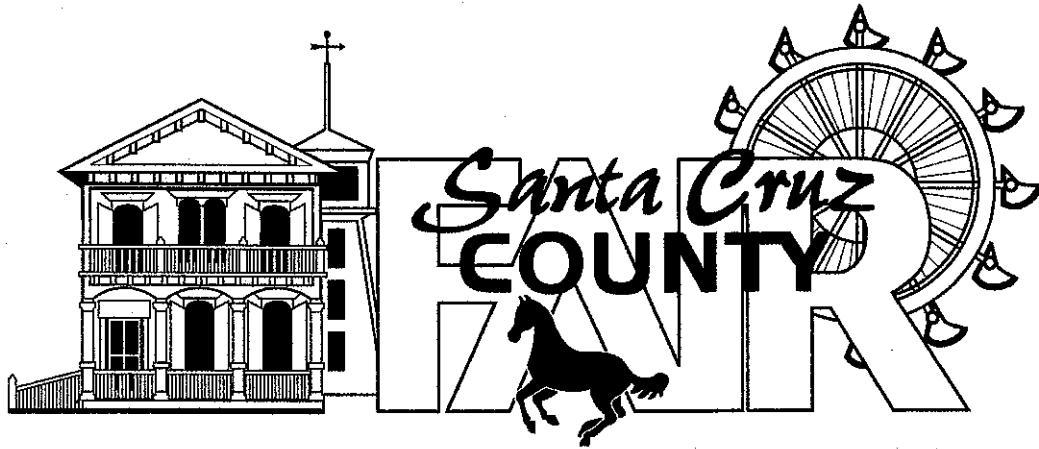
## **Santa Cruz County Fairgrounds Social Media Policy**

The Santa Cruz County Fairgrounds' social media sites such as (Facebook, Twitter, Instagram, Pinterest, YouTube and others) are designated as family-friendly fan pages, and we encourage our customers to leave photos, videos, and comments on the various sites.

Management monitors comments and postings on its various social media channels, and reserves the right to remove and/or block any comments or posts that are inappropriate or offensive, including those that:

- Contain any infringing, obscene, indecent, misleading or unlawful material or information;
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- Include racism, hatred, slander, threats, obscenity, violence and/or vulgarity;
- Upload or attach files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer;
- Falsify the origin or source of software or other material contained in a file that is uploaded;
- Include link baiting (embedding a link in your post to draw traffic to your own site);
- Commercial solicitation or solicitation of donation;
- Spam or advertisements;
- Include copyrighted material that belongs to another person;
- Contain links to inappropriate websites;
- Promote or endorse political issues, groups or individuals;
- Conduct or encourage illegal activity; or
- Contain information that may compromise the safety or security of the public or public systems.
- Dominate the social media site(s) with excessive postings and compromise Fairgrounds management's control of the site(s).

Comments posted by others on the Santa Cruz County Fairgrounds' social media sites are not to be considered the opinion of the Santa Cruz County Fairgrounds; nor does the Santa Cruz County Fairgrounds endorse any third-party comments on its sites.

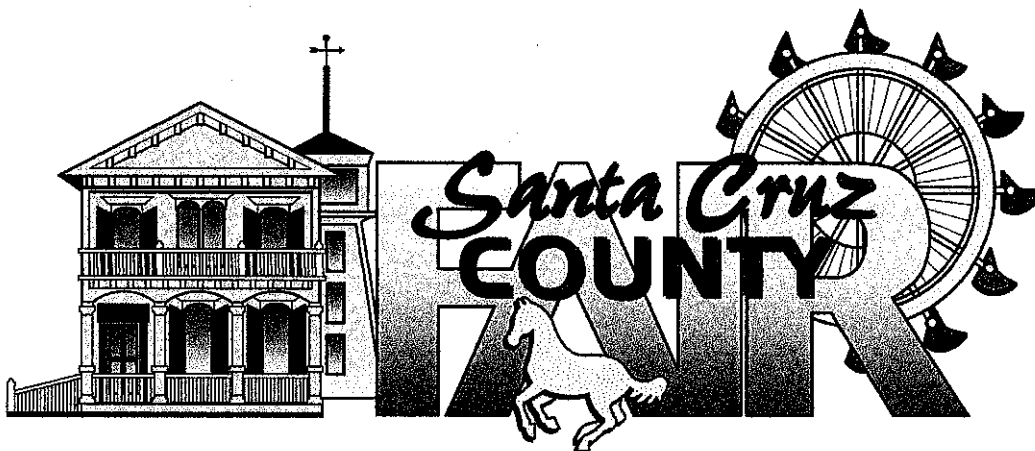


**14<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
SANTA CRUZ COUNTY FAIR  
AND EVENT CENTER**

**2601 East Lake Avenue  
Watsonville, CA 95076  
(831) 724-5671 - office  
(831) 761-5827 - Fax**

**“ADDENDUM A” FACILITY  
RENTAL RULES AND  
REGULATIONS**

**SANTA CRUZ COUNTY FAIRGROUNDS**  
**14<sup>th</sup> District Agricultural Association**



**2015 Concessionaire Handbook**  
**Rules and Regulations**  
**(Addendum A)**

**Watsonville, California**  
**September 16<sup>th</sup> - 20<sup>th</sup>**

**[www.santacruzcountyfair.com](http://www.santacruzcountyfair.com)**



# **14<sup>TH</sup> DAA/SANTA CRUZ COUNTY FAIR**



## **2015 Exhibitor Handbook Addendum A**

**Watsonville, California  
September 16 – 20, 2015**

**Fair Theme:  
Country Nights and Carnival Lights**