



## Notice of Meeting and Agenda

Humboldt County Fair Association  
1250 5<sup>th</sup> Street, Ferndale, CA

### Executive Committee

**HCFA Board Room**

**Monday, February 17, 2025, 8:30 AM**

#### **How to Submit Public Comment:**

State your name for the record before sharing comments. Speakers will be limited to three minutes.

#### **Agenda:**

**1. CALL TO ORDER**

**2. ROLL CALL:** \_\_\_ Andy Titus \_\_\_ Lawrence Dwight \_\_\_ Jack Rice \_\_\_ Greg Gomes  
\_\_\_ Sandy Hanks

**3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:**

*This time is provided for members of the public to address the Board or to submit written communications not on this agenda.*

**4. ADMINISTRATIVE ITEMS:** *Matters under Administrative Items are considered routine by the Executive Committee and will be enacted by one motion, unless a specific request is received by a director or a member of the public. The Administrative Items will not be read. There will be no discussion of the items unless pulled for discussion.*

A. Approval of January 24, 2025, Executive Committee Minutes

B. Approval of February 3, 2025, Executive Committee Minutes

**5. BUSINESS ITEMS:**

A. 2025 Race Meet Discussion

i. Discuss 2025 Race Meet Written Proposal Process, Make Recommendations to Staff as Appropriate.

ii. Discuss 2025 Race Meet Funding Source, Make Recommendations to Staff as Appropriate.

B. Receive Director and Sponsor Dinner Coordination Update

i. Review Event Program, Make Recommendations to Staff as Appropriate

**6. STANDING BUSINESS ITEMS:**

A. Financial Planning, Make Recommendations to Staff as Appropriate.

B. Strategic Planning, Make Recommendations to Staff as Appropriate.

- C. By-Law Review and Development, Make Recommendations to Staff as Appropriate
  - i. Discuss Committee Roles and Responsibilities, Make Recommendations to Staff as appropriate
- D. Policy Review and Development, Make Recommendations to Staff as Appropriate.

## **7. RECEIVE CEO STAFF REPORT**

## **8. NEXT MEETING: March 3, 2025**

## **9. ADJOURNMENT**

All agenda items are subject to discussion and possible action.

Notice: This agenda has been posted at least seventy-two (72) hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet is also available on the Fair Association's website at <https://www.humboldtcountyfair.org/>. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for consideration by the Board or Committee. The Chair will call for public comment as each item is heard by the Board or Committee. For items not appearing on the agenda, the public is invited to make comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at the meeting, please supply 10 copies. Americans with Disabilities Act: Individuals requiring special accommodations to participate in this meeting are requested to contact the Fair Association Office at (707) 786-9511. Notification 48 hours prior to the meeting will enable the Fair Association to make reasonable arrangements to ensure accessibility to this meeting.

## **HCFA Executive Committee Meeting Minutes**

*Date: January 24 2025*

### **1. CALL TO ORDER**

The meeting was called to order at 8:32 by Chairman Titus.

### **2. ROLL CALL**

Present:

- Andy Titus
- Lawrence Dwight
- Jack Rice
- Greg Gomes

Absent:

- Sandy Hanks

### **3. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No public comments were submitted or made.

### **4. ADMINISTRATIVE ITEMS**

A motion was made to approve all Administrative Items as presented. No discussion or requests for specific items to be pulled for discussion were made.

- **Approval of January 6, 2025, Executive Committee Minutes**  
Motion to approve the minutes from the January 6, 2025, meeting was made by Director Dwight and seconded by Director Gomes. Motion passed unanimously.

### **5. BUSINESS ITEMS**

#### **A. Receive Director Dinner Planning Update; Make Recommendations to Staff as Appropriate**

- Moira Kenny provided an update on planning efforts. Recommendations were made to staff to proceed with planning and coordination efforts. Staff will book single acoustic guitar performer, Director Dwight is assisting with BBQ volunteer, bar service, Director Titus will determine if his mom will provide dessert and if not staff will source alternative option. Director Gomes nominated Tonde Razooly for the staff acknowledgement award unanimously supported by the Committee. No Motion

#### **B. Review Sponsor Brochure for 2025; Make Recommendations to Staff as Appropriate**

- The Committee reviewed the 2025 sponsor brochure. After discussion, the Committee made the following recommendations to staff: Hold pending further discussion on 2025 Horse Meet status. No Motion

#### **C. Review Annual Lighthouse Accounting Group Contract; Make Recommendations to Staff as Appropriate**

- The Committee reviewed the contract. A motion was made by Director Rice to recommend the BOD approve the contract with the following stipulation: Staff was directed to request verbiage clarification on cancellation clause or submit a month-to-month agreement. The motion was seconded by Director Dwight. Motion passed unanimously.

#### **D. Review Annual Marketing Plan Proposal; Make Recommendations to Staff as Appropriate**

- The Committee reviewed the marketing plan proposal for 2025. Recommendations to staff were made as follows: Recommended proposal option 1 and annual service agreement with the stipulation that the company provided calendar schedule. Director Gomes Moved to Approve, Director Dwight seconded, Motion passes.

#### **E. Receive Winter Event Report and 2nd Year Event Proposals; Make Recommendations to Staff as Appropriate**

- Tonde Razooly presented the 2024 report highlighting areas of success and notes for 2<sup>nd</sup> year improvements. She then presented on Ice Rink proposals. Highlighting the pros and cons of renting verses buying and then identified revenue sources as well as projected profits. After review, the following recommendations were made: Director Rice recommended to the Board of Directors that staff be tasked with seeking sponsorship funding sources to cover the cost of this project. Director Gomes seconded, Motion passes.

#### **F. Receive History Museum, Little Red School House, and Tractor Display Open House Proposal; Make Recommendations to Staff as Appropriate**

- The Committee reviewed the proposal for the open-house event. Discussion supported staff work to move forward with the proposal. No Motion.

#### **G. Receive HCFA Event Rental Guide Proposal; Make Recommendations to Staff as Appropriate**

- The Committee reviewed the proposed rental guide for HCFA events. Discussion supported staff work to move forward with the proposal. No Motion.

#### **H. Review Revenue and Expense Reports for 2025 Draft Calendar Discussion; Make Recommendations to Board of Directors as Appropriate**

- The Committee reviewed the wage reports, revenue and expense reports for the 2024 fair. The Committee recommended presenting the draft calendar for a 5-day 2025 Fair with weigh-in day on August 19<sup>th</sup>, opening day August 20<sup>th</sup>-August 24<sup>th</sup>, 2025, to the Board of Directors. No motion was recorded.

#### **I. Discuss 2025 Horse Race Meet; Make Recommendations to Staff as Appropriate**

- The Committee discussed the unknown status of CARF, the stabling situation for the 2025 Fair Circuit Horse Race Meets. Recommendations to staff were made as follows pending further updates from CARF and fair management meetings no direction is available.

### **6. STANDING BUSINESS ITEMS**

#### **A. Financial Planning; Make Recommendations to Staff as Appropriate**

- No Discussion

**B. Strategic Planning; Make Recommendations to Staff as Appropriate**

- No Discussion

**C. By-Law Review and Development; Make Recommendations to Staff as Appropriate**

**a. Discuss Committee Roles and Responsibilities**

- No Discussion

**D. Policy Review and Development; Make Recommendations to Staff as Appropriate**

- No Discussion

**7. RECEIVE CEO STAFF REPORT**

- The CEO Staff Report was received. No specific action was required.

**8. NEXT MEETING**

The next meeting will be held on February 3, 2025.

**9. ADJOURNMENT**

The meeting was adjourned at 11:12 AM by Chairman Titus

HUMBOLDT COUNTY FAIR ASSOCIATION  
1250 5<sup>th</sup> Street, Ferndale, CA  
Executive Committee Meeting Minutes  
Monday, February 3, 2025 8:30 AM

1. The meeting was called to order by President Titus at 8:30 am.
2. Roll Call: Directors present, Andy Titus, Lawrence Dwight, Jack Rice, Greg Gomes and Sandy Hanks. Darren Hansen was also present.  
Staff Present: Moir Kenny  
Public present: Tag Wotherspoon and Duane Martin.
3. Public Comment: None
4. Administrative Items: Approval of the January 24, 2025 Executive committee meeting minutes will be postponed until next meeting.
5. Business Items:
  - A. 2025 Fair and Race Meet Discussion: At the board meeting it was decided to postpone approving the fair date's calendar until it was known if Santa Rosa was going to have horse racing. They had been given dates of August 1-17, 2025. The board for Santa Rosa was going to meet today. Moira stated if we want to have horse racing we need to get on CHRB's agenda for their February meeting to request dates. Director Dwight suggested we create different options for our fair and work from there. One option could be with racing, one could be without racing, etc. A written plan would need to be written up for each option. If we want to have racing a cash flow plan prepared. Director Gomes stated there are people that are willing to help us put on a race meet. Public comment: Tag Wotherspoon said putting together a team to work on the race meet is important.
  - B. Review Off-Cycle meeting Agenda for February 6, 2025: A meeting has been set up for February 6 to meet with personnel from CDFA and CARF to hear what is available to fairs that may be transitioning from horse racing. Also what is available for maintaining a horse race meet. The meeting is set up for 1:00 pm and the zoom option will be available.
6. Standing Business Items"
  - A. Financial planning: Director Rice said we should be thinking of what we want to do with a 5 day fair without racing. What we could do in the grandstand area. Moira said she has talked with a few different people. For example, Moto cross racing and monster truck exhibition.

- B. Strategic Planning: It was stated that the winter wonderland being proposed may work out.
  - C. By-Law Review: No discussion
  - D. Policy Review: No discussion
7. CEO Report: Nothing to discuss at this time
  8. Next meeting: February 17, 2025
  9. The meeting was adjourned at 9:27 am by President Titus.