

NAVAJO COUNTY FAIR, Inc. BOARD OF DIRECTORS  
Minutes March 11, 2009

**Board Members in Attendance:** Mike Sample, Rusty DeSpain, Redgie Justman, Kelly Favro, Kenny Larson, Lori Reynolds, Wes DeSpain, Don Fischer, Allen Mitchell, Sara Hansen, Anna Amos, Jimmy Crosby, Wendell DeCross, Tim Kelley, Mike Mellor

**Staff in Attendance:** Mina Henning, Laura Brooks

**Guests:** Linda Kor, Shannon Lange, Edna Dashner, Mark Reynolds

**Excused Board Members:** None

**Unexcused Board Members:** None

1. **Call to Order:** Mike Sample called the meeting to order at 7:00 p.m.
2. **Approval of Minutes** – Regular Meeting February 11, 2009 – Mike Mellor made a motion to approve the minutes of February 11, 2009. Sara seconded. Motion carried.
3. **Call to the Public:** None.
4. **Rodeo Queen Update:** Mina reported that the queens are doing great. They recently attended the Apache Junction rodeo and are gearing up for the upcoming rodeos. They are doing an awesome job.
5. **President's Report:**
  - a. **Facility Requests:**
    - i. **Shannon Lange** is requesting the use of Martinez Hall, the stage and the restrooms on May 22 and 23, 2009 for Holbrook High School Grad Night. They are expecting about 100 students. Shannon stated that she is with the HELP Coalition (sponsors of the event). They will have security, insurance and chaperones. The event will be from 11:00 p.m. on the 22<sup>nd</sup> until 5:00 a.m. on the 23<sup>rd</sup>. It will be a lockdown event and students will not be allowed to leave unless their parents pick them up. This event is held to keep students off the street on graduation night. They are looking to have events such as a dunk tank, video games, mechanical bull, climbing wall, bands, food and prizes. They are looking for donations. Mike Sample reported that the normal charge for the use of those areas would be \$350 plus cleaning deposits. Shannon stated that they are having fundraisers but they would appreciate any reduced amount that the board would offer. Mike Mellor stated that statistically most alcohol related accidents occur on prom night and graduation night. He believes this event is a great thing and would like to offer free rental. Mike Mellor made a motion to approve the request at no charge. Jimmy seconded. Motion passed 13-1 with Rusty making the opposing vote.
    - ii. **Juanita Wait** is requesting the use of the Fair Board office on May 30<sup>th</sup> and June 6<sup>th</sup>, 2009 for a DES Community Training presented by Navajo County Cooperative Extension. Mina stated that they are expecting about 20 people and would like to use the Board room at no charge. There were questions as to the connection between DES and the Cooperative Extension. Mina stated that they will be presenting the option of getting kids enrolled in 4-H. Mike recommended approval. Jimmy made a motion to approve the request at no charge. Rusty seconded. Motion carried.

Mike reported that City Manager Pilgrim called regarding a joint work session between the City Council and the Fair Board on Tuesday, March 24<sup>th</sup> at the City Council chambers at 6:00 p.m. Mike tried to have the meeting held at the fairgrounds to show the Council all of the improvements and what the fairgrounds has to offer. Mr. Pilgrim preferred to have the meeting at the council chambers since discussion will revolve around the water and sewer bills. Is the 24<sup>th</sup> good for everyone? It was brought to the board's attention that the date is during spring break. Mike would like to have as many board members as possible attend to show support of the fairgrounds. Mike will ask the city if April 14<sup>th</sup> will work. Right now the board should plan on meeting with the City Council at 6:00 p.m. on April 14<sup>th</sup> at the Council chambers. Currently we are

paying between \$200 and \$230 a month for water, sewer and garbage. Mike has received an email from Jimmy Jayne stating that it looks like the Governor's fund will be cut by 5% for FY09 and 10% for FY10. Lori asked if the Governor's fund money was filtered through the County, and if not then why was Jimmy handling this situation. Mike stated that Jimmy was just giving us a courteous heads up. Mike stated that the Winslow 4-H group is looking at doing a community project. Rusty mentioned to Mike having them paint the pig barn. Sara stated that she would look into bringing the livestock group as well, which would total about 40 kids. Mike met with Dan and Steve (from the County) yesterday regarding the grandstand electrical box. Bob from APS is under the direction to blue tag the service. We will be losing power to the cantina, Lion's club, grandstands and arena. The county is working on getting estimates to put a new pedestal by the arena. The county does not have any funds available for this project. The new Snowflake manager is the one that directed Bob to blue tag the service. Rusty stated that the only thing on that service is the arena lights and requested that a letter be written to APS about the impossibility of this project. Mike reported that Dan and Steve stated that as long as it looks like we are working on the project, there will be no problems with APS. Randy Murph would like for us to request a donation from APS for plates, pipes and bearings for the tractor pull sled. Wes stated that if he had a list of exactly what was needed he would request it. Mike stated that the executive committee met in regards to the sand drags and they are recommending approval of the event with the following stipulations: (1) approve June 5<sup>th</sup> and 6<sup>th</sup> dates only; (2) there will be a \$600 arena rental fee; (3) All blade work will be at Kenny's expense; (4) all fair equipment will be operated by Jose only; (5) any part of the fairgrounds not returned to its condition prior to event will be Kenny's expense; (6) no drainage will be covered up (per Dan); (7) all food and liquor will be exclusive to the fair's cantina; (8) all garbage left by event will be picked up by Kenny; and (9) agreement for facility rental contract must be signed. Kenny stated that he was okay with it, but had a few stipulations himself. He stated that the drainage that was installed to cross over to the carnival area was dangerous and a car would flip over it hit it. He also stated that the new fence was dangerous and it could have been placed a couple of feet back. Kenny then stated that he had property in Winslow and would like to withdraw his request here and will race in Winslow. (Kenny left)

**6. Event Director's Report:**

- a. **2009 Entertainment** – Mina stated that all of the contracts have been signed and she is still looking for something for the south end.

- 7. Secretary/Accountant's:** Laura reported that printed materials will need to be ordered soon. An inventory of all ribbons needs to be turned in so that we can order accordingly. If there is anything else that needs to be ordered such as stall cards, entry tags, back numbers or wristbands, please let us know. If we can order everything at once, we can typically receive a better discount. Lori will be requesting 500 back numbers from Pepsi. All fair book changes have been made and a copy is available for anyone that would like to review it. The website has been updated with all of the information that Laura has. Vendor applications have been updated and are available on the website for anyone that needs one. Our calendar of events is online, if anyone would like the web address, please see Laura. The office needs to have information on hand as to where to direct people for information on events. ShoWorks 2009 is awesome. It is up and ready for this year. Laura has been in contact with Cindy Tafoya, who will be running the Jr. Miss pageant this year. She will come before the board once she has a plan. The Lion's Club agreement has been reviewed and approved by the County but has not been signed by the Lion's Club. Mike stated that Mr. Barger is aware of the changes and does not see an issue with them, once he has time, he will stop by and sign it. Laura stated that out of the 17 current renters, only 1 is not totally current, but is working on it.

- a. **Expenditures** – Any questions? Wendell questioned the item that said Mina – retuned check. Mike stated that Mina was given an advance for attending the IAFE and PRCA conventions and that was her paying back that amount. Kelly made a motion to accept the expenditures as presented. Wendell seconded. Motion carried. Mike stated that Randy Murph should have the hood for the cantina completed this week and once it is done, Jose will start installing it. The quote from Sentry Fire for the fire suppression system is for \$2,852.96 and expires on May 2<sup>nd</sup>. Rusty asked Mina

about the original quote that we had received when we purchased the unit. The reason that we purchased it was because the old unit was insufficient but Sentry Fire stated that this unit would be sufficient and would satisfy our needs. Lori stated that because the fryer is on the edge of the hood, a new tank and nozzles are needed to satisfy the requirements. We will be able to use the pipe and the pull stations from the unit that was purchased in 2008. Wendell stated that he understands that Rusty is trying to say that they might have a liability for telling us that the system would work. Rusty stated that the reason that this unit was purchased from the senior center in Snowflake, with the understanding that it would work. The lady with Sentry Fire was under the impression that we were a county entity, but since we are not, we do not have to go through the State Fire Marshall for approval. Mike stated that the City will do a courtesy inspection. Rusty would like to see the six-foot hood to Suzie's. The nozzles from the unit that was purchased are not big enough for the ten foot hood, but they would work on the six foot hood. Rusty made a motion to approve the expenditure to Sentry Fire for \$2,852.96 but would like to discuss with them the possibility of a \$200 credit for the purchase of the system and what the cost would be to install the six foot hood in Suzie's booth. Don seconded. Motion carried. Mike has left a message with Brent in regards to the walk-in freezer in the Cantina. We need to have a sub-zero unit installed instead of the refrigeration unit that was originally installed due to the fact that the refrigeration unit will not keep the walk-in at a freezing temperature.

#### 8. New Business

- a. **Personnel:** Lori stated that she had requested that this item be placed on the agenda. Since there are new board members, she would like to inform them of some things. In July 2007 we split from the County. Up until that point, the County handled all personnel. In April 2007, a committee was formed to create job descriptions for the employees. In November 2007 some changes were made to those descriptions (including that comp time would only be accumulated during the fair and used by January and flex time would be used throughout the rest of the year). Since that time, we have not revisited this to see if it is working. Lori suggests having a committee formed to do an audit of time sheets to see how the situation is working. The board is responsible for the employees and needs to take that responsibility seriously. Mike stated that he review the time sheets and that if anyone has any questions regarding time sheets, they need to go to him. Lori asked about what would happen if there was a government audit. Rusty stated that Wells Fargo should be handling all audits. Wendell cannot agree more about the responsibility that the board has. The board meeting minutes do not show where the revisions were made. Lori stated that there was discussion during the work session and then the changes were approved during the meeting. Mike has instructed the employees to use any comp time accrued in the same week. Wendell requested that the item be placed on the agenda so that it can be voted on. Rusty recommended reviewing the changes and how they are working and doing employee reviews annually. Mike stated that he has instructed Mina to take Mondays off to bring her comp time down. Mina was not at the meeting and was never informed of what the changes were. Wells Fargo could probably give advice. Mike stated that the employees could be instructed to take their comp time as soon as possible after the fair. As salaried employees, the board cannot require time sheets. Wendell made a motion to check on what the state requirements were and table until the next meeting. Anna seconded. Motion carried. Mike stated that he has asked Mina to bring her comp time down, Laura does not have any. He stated that he is staying on top of it.

#### 9. Old Business:

- a. **By-Laws:** Wendell is prepared to make a motion to postpone this until the next meeting or the following meeting to see that the by-laws and articles of incorporation are consistent. Wendell received an email from Lance stating that the changes were okay as long as it was consistent with the articles of incorporation. Wendell made a motion to table the changes to the by-laws until the next meeting. Anna seconded. Motion failed with a vote of 2-11 (Wendell and Anna cast the votes

for). Rusty stated that Lance is not our attorney. Wendell stated that he is just receiving free advice from him. Wendell is not sure why the president does not vote on items. Rusty stated that Mike is the unpaid volunteer manager and is only a vote caster in the case of a tie. Mike stated that we are not hiring an attorney but that he will get a copy of the articles of incorporation and take them to Lance. Laura read the proposed changes to the by-laws. Article IV, Section 2 add "Directors who are elected at the Annual Meeting shall take office at the first regularly scheduled meeting after the Annual Meeting."; Article VIII, Section 1 add "The President is a non-voting member, except in the case of a necessary tie-breaker."; Article IX, Section 1 add "Officers who are elected at the Annual Meeting shall take office at the first regularly scheduled meeting after the Annual Meeting." Jimmy made a motion to approve it with the stipulation that it is legal in both the by-laws and the articles of incorporation. Sara seconded. Motion passed 12-1 with Wendell casting the opposing vote.

Mike stated that he would like to add some information under President's Report. Jose's bathroom needs remodeled and it will cost approximately \$500. Is the fair board willing to pay for it? Jimmy asked if we provided Jose's housing. Yes. Rusty made a motion to approve the expenditure for Jose's bathroom remodel. Tim seconded. Motion carried. Lori stated that there were NABRA races coming up on March 21 and April 4 @ 8:00 a.m. If any board members are available, she will need some help.

**10. Executive Session:** None

**11. Post Executive Session:** None

**12. Next Meeting:** April 8, 2009

**13. Adjournment:** Wendell made a motion to adjourn at 8:20 p.m. Mike Mellor seconded. Motion carried.