



## 30<sup>th</sup> DISTRICT AGRICULTURAL ASSOCIATION

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### POLICY/FINANCE COMMITTEE MEETING

March 15, 2010

The 30<sup>th</sup> District Agricultural Association Policy/Finance Committee met at 5:30 p.m. in the Board Room on the Fairgrounds to review Executive Committee Function Wording and amend New Events Committee Wording.

**PRESENT** - Committee Chair Director Cindy Brown, Committee Members Directors Ray Bianchi and Pete Dagorret, and Manager Mark Eidman.

**ABSENCES** - None

**INTRODUCTION OF STAFF/GUESTS** - Carol Hanson, Business Assistant

**PUBLIC COMMENT** - None

Director Brown opened the meeting addressing three policies; Committees - General Policy - Revision, Committee Meetings - Procedures and Committee Meetings - Notification. These three policies have been reviewed during the January 19 and February 16, 2010 Board meetings, but have yet to be approved by the Board. Director Brown reminded the Policy Committee these three policies need to be presented again during the March 16, 2010, Board meeting with the Policy Committee's recommendation for approval as follows:

#### COMMITTEES

##### **General Policy**

Committees shall act only to bring recommendations before the full Board, unless given specific authority to act on behalf of the Board ~~DELETE>>at which time their closed committee meetings shall become public meetings~~ **ADD new sentence>>ALL Committee meetings are open public meetings.** Committee meetings shall be called by the Committee Chairman or the Manager, at the direction of the President, or the Vice-President in the President's absence, and shall be in accordance with existing policy. The Manager or his designated representative shall be in attendance at all committee meetings. Minutes of all committee meetings shall be kept. **(Revised 00-00-2010)**

#### COMMITTEE MEETINGS

##### **Procedures**

**CONDUCT OF MEETINGS** - All meetings (with the exception of Board policies or any state required procedures) will be conducted in accordance with Robert's Rules of Order.

**AGENDAS** - The agenda does not require Committee approval prior to the conduct of the business of the Association. There cannot be any changes in the agenda as the Committee is meeting solely to review and discuss only the subjects listed on the mailed/posted agenda. No agenda items can require action.

**COMMITTEE AUTHORITY** - The Executive Committee, which is composed of current President, Vice President, Past President, and the CEO, is authorized to act on the Board's behalf when time is of the essence, however, full Board approval of important decisions is always preferred. All other standing committees lack authority to make decisions **unless** this authority was expressly delegated to them by binding action taken by the Board in a noticed public meeting. **Committees cannot take any action, make decisions, or make commitments on behalf of the 30<sup>th</sup> DAA.** Committees can only make recommendations to the full Board for discussion and vote.

**COMMITTEE MINUTES** - The Committee Chair is responsible for recording and transcribing minutes of each meeting. The transcribed minutes are to be submitted to Fair staff within ten (10) days following meeting. Fair staff will mail minutes to committee members, post on internet, and archive in Committee Meeting Minutes binder for future reference.

## COMMITTEE MEETINGS

### Notification

**COMMITTEE MEETING TIME and DATE** - Meetings will be held in the 30<sup>th</sup> District Agricultural Association's board room on a date and time determined by the Committee Chair. The aforementioned meeting date/time is contingent upon the availability of the Fair Manager (CEO). All committee meetings are open to the public. (Exception: Closed Executive Session - See Closed Session Policy).

**NOTIFICATION OF COMMITTEE MEETINGS** - The Committee Chair is responsible for notifying the Fair Manager (CEO) twelve (12) days prior to each meeting of a specific agenda with a brief description of business to be discussed. The Committee Chair is also responsible for providing the Fair Manager (CEO) with any information/material pertinent to agenda item(s) to be discussed. In order to assure compliance with state regulations, public notice of all Committee meetings will be mailed to local media no later than ten (10) days prior to each meeting. Such notice shall also be mailed to each Committee member.

**MAILING INFORMATION TO COMMITTEE MEMBERS** - An agenda shall be prepared by Fair staff and sent to each Director at least three (3) calendar days prior to each meeting. It shall include: Information/material pertinent to the business to be discussed, and minutes of the past Committee meeting (if they have not already been mailed).

### **RECONSIDER EXECUTIVE COMMITTEE CONTRACTS REVIEW FUNCTION WORDING**

Director Brown reviewed the Directors decision during the February 16, 2010, Board meeting to deny approval of disbanding the Contracts Review Committee and denied approval of the Executive Committee's Contracts Review Function requesting the Policy Committee review their recommendations. A discussion ensued with the Policy Committee agreeing to make the following recommendations:

### **EXECUTIVE COMMITTEE**

***ADD>>Contracts Review Function** - To review, negotiate, and resolve discrepancies with contracts which have come to an impasse between Manager and promoter. The Committee with the Manager are authorized to act on the Board's behalf when time is of the essence, however, full board approval of important decisions is always preferred.*

### **CONTRACTS REVIEW COMMITTEE - Disband and Merge with Executive Committee**

~~***Function** - To review, negotiate, and resolve discrepancies with contracts which have come to an impasse between Manager and promoter without going before the full Board. The Committee with the Manager are authorized to make decisions and commitments without full Board approval. The Committee and the Manager are required to report their decisions to the full Board without requiring further approval.*~~

### **AMEND NEW EVENTS COMMITTEE FUNCTION WORDING**

### **NEW EVENTS COMMITTEE (Ratified 02-16-2010)**

**Function** - To gather information and support to bring new revenue generating events to the fairgrounds and ensure that the 30<sup>th</sup> DAA benefits from expertise of the Community at large to assist in ~~DELETE>> promoting~~ **ADD>> fostering** new revenue generating events at the fairgrounds. The Committee is not authorized to act as decision makers or make commitments without Board approval. The Committee is required to report recommendations to the full Board for discussion and vote.

### **COMMITTEE RECOMMENDATIONS**

The Committee agreed to make the recommendations as stated above to the Board at the March 16, 2010, Board of Directors meeting.

### **MATTERS OF INFORMATION**

- a. Next Board Meeting - No further meetings scheduled at this time

**ADJOURN** - The meeting was adjourned at 6:30 p.m.