

Southwestern Fair Commission, Inc.  
Regular Meeting Minutes  
June 23, 2022

The Meeting of the Board of Directors/Members of the Southwestern Fair Commission, Inc., a nonprofit corporation, was duly called and held at the Pima County Fairground's La Cantina Meeting Room on Thursday, June 23, 2022.

**Directors Present:** Garrett Ham, President; Judy Patrick, Secretary; Mark Cowley, Treasurer; Marvin Selke, Director; Jim Murphy, Director; Alan Levin, Director and Marian LaLonde, Director.

**Staff Present:** Jon Baker, Executive Director; Julia Heavner, Administrative Assistant; Courtney Danloe, CFO and Launa Rabago, Marketing.

**Others in Attendance:** Rick Rubner, Lovitt & Touche

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:33 a.m. followed by the pledge of allegiance.
- b. **Roll Call:** All Present. Jim Murphy, Director, left at 11:59 a.m.
- c. **Call to the Public:** None

5. **NEW BUSINESS:**

- b. **Discussion and possible action regarding the renewal of insurance policies.**  
Rick Rubner, representing Lovitt & Touche, touched base on the premium summary, property insurance, general liability, user liability, commercial automobile, excess liability, worker's compensation, and directors & officers/employment practices liability. He mentioned planning to work with his marketing team and Courtney Danloe, starting January 2023, in retrieving comparison prices with competitors.

Judy Patrick made a motion to approve the renewal of insurance policies and employee benefits. Mark Cowley seconded the motion. The motion was approved.

2. **STAFF REPORTS:**

a. **Executive Director**

i. **Pima County Projects**

Jon Baker mentioned the water well was shut down for several weeks due to pipe repairs costing the Southwestern Fair Commission approximately \$71, 000.00. The RV Park just opened a few days ago and the water is now back on. The Houghton Rd. Project is coming along nicely and by the end of December both lanes on the south side of the freeway will have been completed along with the traffic light at Brekke Rd.

**ii. Fair Feedback**

Jon Baker stated that typically this time of year he receives feedback from all the supervisors and Fair partners who worked the Fair and hopes to get their feedback on what was good, what was bad or what could be eliminated. Sometime this summer he hopes to hold a retreat with staff including maintenance and security retrieving their suggestions on all levels of the organization and how to make it better.

**iii. Interim Events & Calendar**

Jon Baker mentioned the financials for interim events this year were by far the best ever. He mentioned during fall and spring there were more interim events overlapping each other than ever before and it appears to look the same for next year.

**iv. Governors Fund**

Jon Baker stated he met with the Governor's Fund Committee regarding funds and that all the county fairs were unable to set their funding until the legislature has settled their budget which should be happening any day.

**v. ARPA Grants**

Jon Baker mentioned that the Southwestern Fair Commission did receive the ARPA grant and that it had been applied towards allowable operations such as payroll and utilities. He stated that he was recently contacted from the County, and that County leased properties were eligible for another grant to use towards deferred maintenance projects on the Fairgrounds. The deferred maintenance list includes asphalt, door repairs or replacements, roof repairs and replacement of facia on the ABC barns.

**1. STAFF REPORTS:**

**a. C.F.O.**

**i. Financial Report**

Courtney Danloe went over the balance sheet. She mentioned that accounts receivables looked very good with nothing over 30 days and briefly discussed the profit and loss sheet.

**2. CONSENT AGENDA:**

- a. Discussion and possible action regarding minutes of the 3/24/2022 regular board meeting.**
- b. Discussion and possible action regarding the Disclosure & Related Party Questionnaire for the current fiscal year.**

Judy Patrick made a motion to accept the Consent Agenda as presented.

Jim Murphy seconded the motion. The motion carried.

**4. OLD BUSINESS:**

**a. Discussion and possible action regarding future fair dates and times.**

Jon Baker spoke with Ray Cammock Shows about their concerns regarding the LA County Fair dates overlapping the Pima County Fair dates for 2023. He advised RCS that the Pima County Fair date wouldn't shift to accommodate the LA County Fair date.

Jim Murphy made a motion to approve the Pima County Fair date for April 20-30, 2023.

Alan Levin seconded the motion. The motion passed.

**b. Discussion and possible action regarding the Houghton Road Project.**  
Garret Ham mentioned that item b. had already been discussed under Staff reports.

**c. Discussion and possible action regarding investment proposals.**  
Mark Cowley mentioned that he wasn't in a hurry to make any investment decisions at this point. Mark Cowley made a motion not to invest any cash at this time. Judy Patrick seconded the motion. The motion passed.

**d. Discussion and possible action regarding Education and Facility Utilization Development.**  
Jim Murphy mentioned that the committee met a few weeks ago and will be approaching local organizations to build relationships for educational opportunities. Their next meeting is set for July 20, 2022.

**5. NEW BUSINESS:**

**a. Discussion and possible action regarding Tucson Speedway AKA Start Tucson's request for a modification to their Management Agreement.**  
Jon Baker stated he received a letter from John Lashley with Tucson Speedway. He is asking to exercise his term as he needs some help financially. He is asking that the agreement be amended to postpone the increased payment for the next 5 years. Jon would like to hold off on making any recommendations at this time until the Board can fully understand the position that Tucson Speedway is in.

**b. Discussion and possible action on the results of the recent Pima County Fair.**  
Courtney Danloe went over the Fair results focusing on the increase in attendance, parking, and prices. She felt it was encouraging that people were coming and staying. Marvin Selke mentioned the 4-H Livestock Auction had a phenomenal year with record breaking sales of over \$1.2 million.

**d. Discussion and possible action regarding SWFC's Strategic Plan.**  
Jon Baker went over the updated date changes and the key goal in Developing a Contingency Fund budget which is more relevant now then has ever been.

**e. Discussion and possible action regarding proposed facility and services rates.**  
Jon Baker went over the facility rates identifying the changes and rate increases. He particularly pointed out item #11 was a new facility rate identifying the rate as a horse show premium of \$250.00 per show. He mentioned that the one-day horse shows are a loss, and this will impact current shows such as the Southern Arizona Arabian Horse Association (SAAHA) and Southern Arizona Barrel Race Association (SABRA).

Jim Murphy made a motion to approve the facility and service rates. Mark Cowley seconded the motion. The motion was approved.

**e. Discussion and possible action regarding the proposed Budget for the next fiscal year.** Courtney Danloe explained the budget packet was a bit smaller compared to prior budgets created by Bryon Lopez but overall had sufficient pertinent information. She went over the overview of results focusing on the largest driven revenue. Her approach was to take the last 3 fair years i.e., 2018, 2019 and 2022 to get a Fair average for the budget. She briefly went over the income statement, capital, and operating projects along with cash flow.

Marvin Selke made a motion to approve the 2022/2023 budget and with the stipulation that it could be updated when the governors fund arrives. Mark Cowley seconded the motion. The motion was approved.

- f. **Discussion and possible action regarding the process for renewal or replacement of one board seat expiring on 12/31. This agenda item relates to discussion or consideration of appointment of a member, director, officer, or appointee of the Pima County Fair Commission, and may be discussed in executive session pursuant to A.R.S. Sec. 38-431.03 (A) (3) (1).**

Garrett Ham mentioned Alan Levin and Jim Murphy were both interested in being reappointed.

**6. CLOSING MATTERS:**

**a. Announcements**

Jon Baker announced he would be on vacation for 2 weeks and would be attending the Marian County Fair.  
Garrett Ham thanked all the Staff for their hard work.

**b. Adjournment**

Judy Patrick made a motion to adjourn the meeting at 12:06 p.m. Mark Cowley seconded the motion. The motion carried. A meeting of the Pima County Fair Commission was not conducted.

Respectfully Submitted,



Judy Patrick  
SWFC Secretary