

Southwestern Fair Commission, Inc.
Regular Meeting Minutes
October 21, 2021

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, October 21, 2021.

Directors Present: Garrett Ham, President; Judy Patrick, Secretary; Mark Cowley, Treasurer; Marvin Selke, Director; Jim Murphy, Director; and Ron Allen, Director.

Staff Present: Jon Baker, Executive Director; Julia Casillas, Administrative Assistant; Bryon Lopez, CFO and Launa Rabago, Marketing.

Others in Attendance: Susan Vos, RCM CPAS; Chance Ferrin, Tucson Kart Club.

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:36 a.m.
- b. **Roll Call:** Alan Levin, Director, Absent.
- c. **Call to the Public:** None

5. **NEW BUSINESS:**

- a. **Discussion/action regarding the Audit Reports for the fiscal year.** Susan Vos went over the Independent Auditors Reports and Financial Statements (Including Additional Supplementary Information). She stated that the Audit was considered a clean opinion with no findings.

Jim Murphy made a motion to approve the Audit Reports for the fiscal year ending June 30, 2021. Marvin Selke seconded the motion. The motion passed.

2. **STAFF REPORTS:**

a. **Executive Director**

iv. **Arizona Fairs Grant**

Jon Baker briefly went over the Arizona Fairs Grant. He mentioned that it was for the fiscal year 2021-22 and was hopeful the first portion of the grant would arrive by the end of the year.

i. **Pima County Projects**

Jon Baker mentioned the grant could cover projects such as painting the buildings and repairing electrical and water lines. According to the Grant, this would be covered under Deferred Maintenance.

ii. **Pima County Fair 2022**

Jon Baker stated that staff and he are moving in the direction of preparing for the Fair. He said that Launa Rabago has offers out to several well-known artists. Jon mentioned that the opening hours for the Fair are changing from 2 p.m. to 3 p.m. Bryon Lopez did mention that every category for the Fair will be over budget since there has not been a Fair for 2 years.

vi. Staffing

Jon Baker stated that he budgeted to hire two full-time employees. He mentioned hiring back Martin Calixtro who had experience with the Horse Shows, heavy equipment and electrical projects. The new position as Event Support Assistant was filled by Audra White. He mentioned that the staff is moving way in advance of past years in getting ready for the fair.

iii. Interim Events

Jon Baker briefly went over a few upcoming events such as the Crossroads Gun Show, the FMCA Rocky Mountain Ramblers RV Rally, Southern Arizona Barrel Race and Southern Arizona Eventing Association. He mentioned the seasons coming up are going to be the busiest the fairgrounds have been in a long time as many events were canceled last year.

v. Projects

Jon Baker went over the Houghton Rd. project. He mentioned that the project will include a traffic light at Brekke Rd. and Houghton Rd. with two new lanes. He stated he has been meeting with Borderland Construction on a weekly basis and that the interchange on Houghton Rd. will be done before the Fair. Jon also went over the new AT&T cell tower construction and said that it should be completed very soon.

Judy Patrick asked that items c. and f. be pulled from the Consent Agenda for an individual decision.

3. CONSENT AGENDA:

- a. Discussion/action regarding minutes of the 6/24/2021 regular board meeting.**
- b. Discussion/action regarding the annual sublease with the Pima County Junior Livestock Sales, Inc.**
- d. Discussion/action regarding the sublease with the Southern Arizona Eventing Association.**
- e. Discussion/action regarding the annual reporting to Pima County.**
- g. Discussion/action regarding the Federal & State Tax returns for the fiscal year.**
- h. Discussion/action regarding setting the date for the Annual Meeting for January 27, 2022 and subsequent tentative regular meetings for the calendar year.**

Judy Patrick made a motion to approve the Consent Agenda. Jim Murphy seconded the motion. The motion passed.

3. CONSENT AGENDA:

- c. Discussion/action regarding the annual sublease with the Tucson Kart Club, Inc.**

Chance Ferrin mentioned that the Tucson Kart Club was seeking a multi-year lease agreement. He stated that the Kart Club would like to add more events to the facility but are limited on what they can do since they only have a year-to-year agreement. He mentioned that the club does have funds set aside to make some necessary improvements to the track and that the number of members has doubled since previous years. Jon Baker mentioned the possibility of developing an RFP and working with Chance on finalizing the year-to-year sublease agreement for now.

Marvin Selke made a motion to approve the consent agenda item c. and to direct staff to make the appropriate adjustments to the current year-to-year sublease agreement and to look into a multi-year agreement. Judy Patrick seconded the motion. The motion carried.

Break out 10:57 a.m.

Break in 11:03 a.m.

3. **CONSENT AGENDA:**

- f. **Discussion/action regarding the renewal of our revolving line of credit with BBVA Compass.**
Bryon Lopez mentioned the existing line of credit BBVA documents have not been received. Jon Baker mentioned using the Line of Credit for the upcoming 2022 Fair.
Judy Patrick made a motion to approve the consent agenda item f. "I move to authorize the Management team to arrange the Line of credit, not to exceed a million dollars, with approval by the appropriate signers." Jim Murphy seconded the motion. The motion carried.

4. **OLD BUSINESS:**

- a. **Discussion/action regarding proposed facility and service rates.**
Jon Baker went over the facility rates and mentioned raising the fair admission from \$9.00 to \$10.00. He stated that all hourly rates and costs are going to go up. Judy Patrick made a motion "I move to approve the facility rates and fair admission to \$10.00. Jim Murphy seconded the motion. The motion carried.

2. **STAFF REPORTS:**

b. **C.F.O.**

i. **Financial Report**

Bryon Lopez went over the Financial Report discussing in detail the Balance Sheet, Interim Events and Net Income. He stated that the Silver Buckle Horse Show was the largest in revenue along with the Governors Fund in the last 3 months.

5. **NEW BUSINESS:**

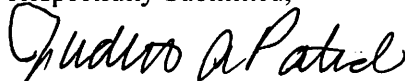
b. **Discussion/action regarding developing an RFP for Tucson Kart Facility**

Jon Baker mentioned developing an RFP for the Tucson Kart Club. Marvin Selke made a motion to direct management to work on developing an RFP for a multi-year agreement with the Tucson Kart Club. Mark Cowley seconded the motion. The motion carried.

6. **CLOSING MATTERS:**

- b. **Announcements:** Launa Rabago informed all in attendance that Highway I-10 was closed in both directions due to a hazardous spill.
- c. **Adjournment:** Ron Allen moved to adjourn the meeting at 11:23 a.m. Marvin Selke seconded the motion. The motion passed. A meeting of the Pima County Fair was conducted.

Respectfully Submitted,



Judy Patrick
SWFC Secretary