

Southwestern Fair Commission, Inc.  
Regular Meeting Minutes  
June 22, 2023

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 22, 2023.

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

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

**Others in Attendance:** Rick Rubner, Lovitt & Touche; Sheryl Langmead, Lovitt & Touche and Joey Schwanz, Pima County Attractions and Tourism.

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:34 a.m. followed by the pledge of allegiance.
- b. **Roll Call:** Judy Patrick, Absent; Marian LaLonde, Absent
- c. **Call to the Public:** None

5. **NEW BUSINESS:**

- a. **Discussion and possible action regarding the renewal of insurance policies, upgrading our dental insurance and adding vision with some possible participation by SWFC towards the premium.**

Rick Rubner, representing Lovitt & Touche, touched base on the insurance policies briefly highlighting a few pages on user liability, automobile coverage, excess liability, crime & fiduciary and directors' and officers' coverage. He suggested moving the renewal of the insurance policy to January 1<sup>st</sup>, moving it away from the June Board meeting. Sheryl Langmead who also represents Lovitt & Touche mentioned continuing to work with Haas & Wilkerson as they were great to work with.

Marvin Selke moved to approve the terms of the insurance proposal. Jim Murphy seconded the motion. The motion was approved.

2. **STAFF REPORTS:**

- a. **Executive Director**

- i. **Master Plan Update**

Jon Baker mentioned working with the Board and Staff on the future Master Plan.

**ii. Interim Events, Calendar & Contracts**

Jon Baker discussed how the number of Interim Events are continuing to grow each year. Accommodating all of them can be challenging. He stated that just a few years ago there were very few events a year but now there are two to three events every weekend.

**iii. Fair Feedback**

Jon Baker mentioned still working on retrieving feedback in writing from a few Livestock groups. He did hear that a few groups have shown interest in making some improvements to the ramada and adding a few big fans. The cost would be shared amongst the 4-H Leaders Council, Southwestern Fair Commission and Sales Committee.

**iv. Governors Fund**

Jon Baker stated that the Governor's Fund budget has been established. The amount to be received by the SWFC has been input into the Southwestern Fair Commission budget.

**v. ARPA Grants**

Jon Baker went over several areas that could use some improvements. His suggestions were asphalt, lighting around the barns, replacement of fascia around the ABC barn and replacing a few doors around some of the buildings. Joey Schwanz, representing Pima County Attractions and Tourism, mentioned that the biggest challenge right now is getting contractors. His idea is to create a package of proposals on the improvements in hopes of attracting contractors.

**vi. Houghton Road Project**

Jon Baker confirmed that the Houghton Road project is officially completed. He did verify that the new trail will eventually be part of the Chuck Huckleberry Loop.

**vii. Projects**

Jon Baker stated that work on new projects have slowed down until next fiscal year beginning July 1, 2023. Water and sewer lines are just a few smaller projects that are still being worked on that this time.

**viii. Vail Incorporation**

Jon Baker confirmed that the Fairgrounds is not included in the Vail incorporation plans.

**2. STAFF REPORTS:**

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

**i. Financial Report**

Courtney Danloe went over the profit & loss sheet.

3. **CONSENT AGENDA:**

- a. **Discussion and possible action regarding minutes of the 3/23/2023 regular board meeting.**
- b. **Discussion and possible action regarding the Disclosure & Related Party Questionnaire for the current fiscal year.**

Jim Murphy made a motion to accept the Consent Agenda as presented.  
Alan Levin seconded the motion. The motion carried.

4. **OLD BUSINESS:**

- a. **Discussion and possible action regarding future fair dates and times.**  
Jon Baker mentioned that the 2025 Fair will fall on Easter and should be something to start thinking about.

5. **NEW BUSINESS:**

- a. **Discussion and possible action regarding the renewal of insurance policies, upgrading our dental insurance and adding vision with possible participation by the SWFC towards the premium.**

Jim Murphy moved to approve the renewal of insurance policies and upgraded dental insurance and added vision plan. Mark Cowley seconded the motion. The motion was approved.

- b. **Discussion and possible action regarding SWFC's Strategic Plan.**  
Jon Baker went over the strategic plan and identified the organization's goals.
- c. **Discussion and possible action on the results of the recent Pima County Fair.**  
Courtney Danloe mentioned this year's Fair was overall the best in previous years except for 2022's fair.
- d. **Discussion and possible action regarding proposed facility and services rates.**  
Jon Baker went over the facility rates identifying the changes and rate increases.  
  
Marvin Selke made a motion to approve the facility and service rates. Alan Levin seconded the motion. The motion was approved.
- e. **Discussion and possible action regarding attendance by some staff and board members at the 2023 IAFE convention in Salt Lake City, November 26-29, 2023.**  
Julia Casillas will let the board know when the IAFE registration is open and will register any Board members and spouses who would like to attend.
- f. **Discussion and possible action regarding proposed budget for the next fiscal year.**  
Courtney Danloe highlighted key points in the budget and mentioned that the bottom-line net income is much less than what was budgeted for this fiscal year.

Jim Murphy moved to approve the 2023/2024 budget with the addition of adding another \$30,000 for asphalt and \$20,000 for livestock ramada fans. Mark Cowley seconded the motion. The motion was approved.

**g. Discussion and possible action regarding the Wastewater agreement between SWFC and Pima County.**

Mark Cowley made a motion to pay off the Wastewater connection fee.

Jim Murphy seconded the motion. The motion was approved.

**6. CLOSING MATTERS:**

**a. Announcements**

Jon Baker handed out the marketing report which highlighted the Pima County Fair app and website engagement percentages.

He emphasized how well the website has performed with the number of engaging users.

**b. Adjournment**

Marvin Selke moved to adjourn the meeting at 12:04 p.m. Mark Cowley seconded the motion. The motion carried. A meeting of the Pima County Fair Commission was not conducted.

Respectfully Submitted,



Julia Casillas

SWFC Administration Assistant