

Southwestern Fair Commission, Inc.  
Annual Meeting Minutes  
January 25, 2024

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 Green Room on Thursday, January 25, 2024.

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

**Staff Present:** Jon Baker, Executive Director; Julia Casillas, Operations Manager, Courtney Danloe, Chief Financial Officer and Launa Rabago, Marketing.

**Others in Attendance:** None

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:30 a.m. followed by the pledge of allegiance.
- b. **Roll Call:** All present, Jim Murphy arrived at 9:36 a.m.
- c. **Call to the Public:** None

**1. STAFF REPORTS:**

**a. Executive Director**

**i. Master Plan Update**

Jon Baker mentioned the development of the future Master Plan has been drafted. He will be collaborating with staff and user groups to receive additional input and recommendations. He intends to have the second draft ready for the Board meeting in March.

**ii. Pima County Fair 2024**

Jon Baker briefly went over the Pima County Fair and the concerts that were announced on social media. He mentioned that staff continues to work hard as they prepare for upcoming interim events and the Fair. Interim events that are held prior to the Fair include the Sherry Cervi Youth Championship, Gem and Jam Festival, FMCA's 108<sup>th</sup> International Convention & RV Expo along with several other interim events.

**iii. ARPA Grants**

Jon Baker stated that all ARPA projects are currently being completed.

**iv. FMCA RV Rally**

Jon Baker pointed out that the FMCA's 108<sup>th</sup> International Convention & RV Expo will be arriving soon and using another location for parking. Once it is over the revamping of the Pima County Fair starts.

**v. Projects**

Jon Baker briefly went over a few projects that have been completed since the last Board meeting. This includes adding five additional RV Sites across from Thurber Hall, converting existing lights to solar lights, stall projects and increasing the infrastructure of the Wi-Fi on the fairgrounds.

**vi. Interim Events**

Covered in Jon Baker's "Pima County Fair 2024" report.

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

**i. Financial Report**

Courtney Danloe went over the Balance sheet as of December 31, 2023, briefly highlighting current Assets and Liabilities along with the Profit and Loss sheet.

**2. CONSENT AGENDA:**

**a. Discussion and possible action regarding minutes of the 10/26/2023 Regular Meeting Minutes.**

Jim Murphy made a motion to approve the Consent Agenda.  
Alan Levin seconded the motion. The motion passed.

**4. OLD BUSINESS:**

**a. Discussion and possible action regarding reviewing Arizona's Open Meeting Law and Call to the Public policy.**

Garrett Ham mentioned the questions directed to Bern Velasco pertaining to the Arizona's Open Meeting Law and Call to the Public Policy at the last Board meeting were not answered as he had to further research them. In the Board packets a document was included with the questions and answers from Bern.

**5. NEW BUSINESS:**

**a. Discussion and possible action regarding employee productivity.**

Garrett Ham mentioned he had Courtney Danloe and Jon Baker compiled the revenue per employee prior to the pandemic in comparison to 2023. He concluded with fewer employees the efficiency in revenue has tremendously increased. He shared with the Board that he was extremely impressed.

**b. Discussion and possible action regarding performance and wage review of the Executive Director. This agenda item relates to employee compensation and benefits and may be discussed in executive session pursuant to A.R.S. Sec. 38-431.03 (A)(1).**

Marvin Selke made a motion to go into Executive Session. Mark Cowley seconded the motion. The Board went into Executive Session at 10:56 a.m. Judy Patrick made a motion to go out of Executive Session. Alan Levin seconded the motion. The Board came out of Executive Session at 11:40 a.m.

Mark Cowley made a motion that "Jon Baker receive a 4.0 percent increase in his base salary effective January 1, 2024". Judy Patrick seconded the motion. The motion passed.

Mark Cowley made a motion to approve the Executive Director's goals that were discussed in the Executive Session. Marvin Selke seconded the motion. The motion passed.

**6. ANNUAL AGENDA:**

- a. **Discussion and possible action regarding electing new officers of the Southwestern Fair Commission, Inc.** Marvin Selke moved to reelect the current officers of the Southwestern Fair Commission nominating Garrett Ham to be President, Judy Patrick to be Secretary, and Mark Cowley to be Treasurer. All were elected by unanimous vote.

**7. CLOSING MATTERS:**

- a. **Announcements:** Marvin Selke on behalf of the Hall of Fame Committee announced that Jim Murphy and Jamie Jameson had been chosen as the 2024 Hall of Fame inductees. Garrett Ham wanted to inform the Board that attending the International Association of Fairs and Expos (IAFE) was a successful trip.
- b. **Adjournment:** Marvin Selke moved to adjourn the meeting at 11:58 a.m. Marian LaLonde seconded the motion. A meeting of the Pima County Fair Commission was conducted following the SWFC meeting.

Respectfully Submitted,



Judy Patrick  
SWFC Secretary