

Southwestern Fair Commission, Inc.
Regular Meeting Minutes
August 22, 2024
Draft

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, August 22, 2024.

Directors Present: Garrett Ham, President; Judy Patrick, Secretary; Mark Cowley, Treasurer; Jim Murphy, Director; Marian LaLonde, Director; Sheena Conner, Director and Marvin Selke, Emeritus Member.

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

Others in Attendance: Joey Schwanz, Pima County's Operations Program Manager; Bree Hoerning, Southern Arizona Barrel Racing Association and Vee Golden, Southern Arizona Barrel Racing Association.

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:35 a.m. followed by the pledge of allegiance.
 - b. **Roll Call:** Alan Levin, Director, Absent. Judy Patrick, Secretary, Mark Cowley, Treasurer and Nathan Rothschild, Attorney at Mesch Clark Rothschild were present via telephone conference call.
 - c. **Call to the Public:** Bree Hoerning, President, and Vee Golden, Secretary of the Southern Arizona Barrel Racing Association introduced themselves and praised the Fairgrounds facility. They highlighted the positive impact it has had on their western shows, noting the increasing number of participants. They expressed interest in securing additional dates on the Fairgrounds calendar, specifically from January through March in the future.
2. **STAFF REPORTS:**
- a. **Executive Director**
 - i. **Governors Fund**

Jon Baker stated that the budget for this fiscal year was approved. He will be working with Julia Casillas on the Governor's Fund application.
 - ii. **ARPA Grants**

Jon Baker provided a brief overview of all the projects completed using the ARPA Grant funds.
 - iii. **Goal Updates**

Jon Baker updated the Board on his Director formulated goals.

iv. Project Updates

Jon Baker reported that the ABC Barn is currently receiving new wood, and the chain link fencing has been removed. The barn will also get a facelift with new paint, dirt, and other improvements. LED lighting has been installed and will continue to be added over time. He is hopeful that new asphalt for the Fairground's entrance will be installed someday.

v. Interim, Events

Jon Baker provided an update on the upcoming RV Rally in October and announced that several new RV Rallies have been booked for 2025. He noted that the number of RV Rallies bookings with us is increasing, which is great news for the future.

b. C.F.O.

i. Financial Report

Courtney Danloe reviewed the Financial Statement and Profit Sheet for June and July. She also announced that the audit was completed with no findings and that the reports will be distributed next month.

3. CONSENT AGENDA:

a. Discussion and possible action regarding minutes of the 6/24/2024 regular board meeting.

Jim Murphy moved to accept the Consent Agenda as presented. Shenna Conner seconded the motion. The motion carried.

4. OLD BUSINESS:

a. Discussion and possible action regarding the Master Plan.

Jon Baker provided updates on the Master Plan. Marion LaLonde suggested that Jon and his team prioritize the tasks from highest to lowest and present this list at the next Board meeting. This will assist the Board in making informed decisions regarding the direction of the Master Plan.

5. NEW BUSINESS:

a. Discussion and possible action regarding the attendance by some staff and Board members at the 2024 IAFE convention in Phoenix, Arizona, December 1-4, 2024.

Garrett advised that anyone still interested in attending the IAFE Convention should contact Julia Casillas for registration.

c. Discussion and possible action regarding the Executive Directors performance and bonus. This agenda item relates to employee's salary, compensation and benefits and may be discussed in executive session pursuant to A.R.S. Sec. 38-431.03 (A) (1).

Jon Baker excused himself from the Executive Session and gave permission to the Board to speak of him. Jim Murphy made a motion to go into Executive Session. Sheena Conner seconded the motion. The Board went into Executive Session at 12:22 p.m.

The Board came out of Executive Session at 12:45 p.m.

Jim Murphy made a motion to approve the possible action listed in Item c. under New Business as discussed in Executive Session. Sheena Conner seconded the motion. The motion was approved.

b. Discussion and possible action regarding the decision on contributions to employee 401K profit sharing and bonuses.

Mark Cowley moved to approve the allocation of an 11.4% contribution to the employee 401K profit sharing and bonuses, consistent with the previous year. Jim Murphy seconded the motion. The motion was approved.

6. CLOSING MATTERS:

a. Announcements: Launa Rabago shared the exciting news that she nominated us for the Copper Cactus Award in the Small Business, Diversity, and Inclusion Champion category and we are now a finalist! This program, now in its 27th year, is organized by the Tucson Metro Chamber of Commerce.

b. Adjournment:

Marion LaLonde made a motion to adjourn the meeting at 1:12 p.m. Sheena Conner seconded the motion. The motion carried. A meeting of the Pima County Fair Commission was not conducted.

Respectfully Submitted,

Judy Patrick
SWFC Secretary