



# SOLANO COUNTY

675 Texas Street, Suite 6500  
Fairfield, CA 94533-6342  
(707) 784-6100  
Fax (707) 784-7975

[www.solanocounty.com](http://www.solanocounty.com)

March 16, 2018

1:00PM

Solano County Fairgrounds, Directors' Room

Proposed Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Michael Coakley, Carole Paterson, Raymond Simonds, Lee Williams

1. Discuss opportunities to revise Solano County Fair Association By-Laws
  - a. Number of Directors
  - b. Term of Directors
  - c. Attendance Requirements
  - d. Fiscal, Operational Skill requirements
  - e. Criteria for replacement and reappointments by Board of Supervisors
  - f. Fundraising
  - g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors
    - i. Proposal submitted by the California Fair Services Authority to provide Strategic Planning Services to the Board of Directors of the SCFA
    - ii. Ag Day
  - h. Next Steps



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May 9, 2018

2:00PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Norma Placido, Raymond Simonds, Lee Williams

1. Discuss & Define Roles and Responsibilities for Joint Governance Sub-committee
  - a. County Supervisors
  - b. SCFA Directors
  - c. County Staff
  - d. SCFA Staff
2. General Discussion of Outcome Goals for Joint Governance Sub-committee
  - a. Update By-laws
  - b. Revise Management Agreement
  - c. Others
3. Report out from Fair Board on Discussion on Revisions to SCFA By-Laws
  - a. Number of Directors
  - b. Term of Directors
  - c. Attendance Requirements
  - d. Fiscal, Operational Skill requirements
  - e. Criteria for replacement and reappointments by Board of Supervisors
  - f. Fundraising
  - g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors
4. Management Agreement
  - a. Discuss Roles & Responsibilities of both parties (County & SCFA)
  - b. Discuss Impacts of Facility Maintenance and Construction Projects
5. SCFA's Pre-Strategic Planning Fact Gathering Efforts
  - a. Involvement of Board of Supervisors
6. Next Steps



Wednesday, August 29, 2018 2:00 pm

Solano County Fairgrounds – Directors’ Room

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BoS) and Solano County Fair Association (SCFA) Board of Directors

BoS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson and Lee Williams

**1. Report from Fair Board on Strategic Planning Workshop**

- a. Executive Summary of Pre-Planning Interviews
- b. 2018 – 2019 Strategic Planning Workshop Report
- c. 4 near-term goals

**2. Report from Fair Board on Discussion on Revisions to SCFA By-Laws**

- a. Number of Directors
- b. Term of Directors
- c. Attendance Requirements
- d. Fiscal, Operational Skill requirements
- e. Criteria for replacement and reappointments by Board of Supervisors
- f. Fundraising
- g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors

**3. Discussion of Management Agreement**

- a. Roles & Responsibilities of both parties (County & SCFA)
- b. Impacts of Facility Maintenance and Construction Projects
- c. Process & Timeline for revision of existing agreement

**4. Discussion of Next Steps by all Parties**

*Attachments:*

- A – Executive Summary of Pre-Planning Interviews
- B – 2018 – 2019 Strategic Planning Workshop Report
- C – Current SCFA By-Laws
- D – Current Directors Committee Assignments
- E – SCFA Board of Directors Status as of Mon 8/27/18
- G – Draft Amended SCFA By-Laws
- H – Current Management Agreement



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October 16, 2018

1:30 PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Report out from SCFA Governance Sub-Committee Directors on any outstanding items regarding SCFA By-Laws and County-SCFA Management/Operation Agreement since August 29, 2018 meeting
2. Report out from BOS Governance Sub-Committee Members regarding Fair Association appointment of Directors
3. Report out from BOS Governance Sub-Committee Members regarding Management/Operation Agreement
4. Next Steps

Previous Meetings:

August 29, 2018

May 9, 2018

March 16, 2018



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December 3, 2018

1:30 PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Receive a presentation from Fair Association/Fair Manager on proposed Fair Association Business Plan/transition management model by Mike Iokimedes
2. Discussion by Subcommittee members
3. Next Steps

Previous Meetings:

October 16, 2018

August 29, 2018

May 9, 2018

March 16, 2018



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January 14, 2019

1:30 p.m.

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors – Meeting 06

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Discussion of BOS Subcommittee member's Recommendations:
  - a. Allow current Fair Management and Operations agreement to expire on 1/31/2020
  - b. County Staff develop a transition plan for management and operations of the Fairgrounds
  - c. Establish new management agreement with the Fair Association to only deliver annual County Fair Event(s)
  - d. Affirm termination of Fair Governance Subcommittee
2. Evaluation of Fair Governance Components/Endeavors
  - a. Strategic Plan
    - i. Next Steps
    - ii. Key Findings to report to BOS
  - b. Audit
    - i. Timeline to incorporate findings/recommendations
  - c. Business Plan
    - i. Timeline to finalize
    - ii. Integrate comments/recommendations
    - iii. Other Items
  - d. By-Laws
    - i. Appointment of directors
    - ii. Skills/Requirements of directors
    - iii. Number of directors
    - iv. Terms for directors
    - v. BOS replacement of directors
    - vi. Timeline to finalize and ratify
    - vii. Other items

- e. Management/Operations Agreement
  - i. Going Forward
    - 1. Operate County Fair and Ag Day only
    - 2. Modified Scope Agreement
- 3. Final Recommendations/Conclusions

Previous Meetings:

December 3, 2018  
October 16, 2018  
August 29, 2018  
May 9, 2018  
March 16, 2018