



SOLANO
COUNTY

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