

Southwestern Fair Commission, Inc Regular Meeting Minutes  
March 21, 2019

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 Fairgrounds Administration Building on Thursday, March 21, 2019.

**Directors Present:** Marvin Selke, President; Judy Patrick, Secretary; Alan Levin, Director; Jim Murphy, Director; Mark Cowley, Director; Ronald Allen, Director; Garrett Ham, Director.

**Staff Present:** Jon Baker, Executive Director; Julia Heavner, Administrative Assistant; Bryon Lopez, CFO and Phyllis Ellis, Concessions.

**Others in Attendance:** Chris Young; Young Law Firm.

- a. **Call to Order:** Marvin Selke called the meeting to order at 9:33 a.m. followed by the pledge of allegiance.
- b. **Roll Call:** Alan Levin, Director, arrived at 9:48 a.m. Jim Murphy, Director, left at 11:13 a.m. Ronald Allen, Director, left at 11:39 a.m.
- c. **Call to the Public:** None

**2. Staff Reports:**

**a. Executive Director**

**i. Interim Events**

Jon Baker talked about the multiple events that have been ongoing each weekend. He mentioned three horse shows in just one weekend, the SAEA, Gymkhana, and SAAHA and that, as a result, staff has been working super hard.

**ii. Sublease Activities**

Jon Baker went over the Southern Arizona Modelers Club, Kart track, Tucson Speedway and the Dragstrip. He stated all of them have been very active except the Kart track. Jon mentioned he was going to reach back out to John Lashley to go over what the County requirements are of the Sublease properties.

**iii. WFA Feature Fair Tour**

Bryon Lopez mentioned that the Featured Fair Tour is going to be in Alaska this year. He stated that it is the same time as the August Board meeting and discussion of moving the August 29, 2019 Board meeting date should be considered.

**a. C.F.O**

**i. Financial Report**

Bryon went over the financial report and updated the Board and Staff on the Balance Sheet, cash investments, income statements and the Profit and Loss sheet. He mentioned having to use

Vanguard or the line of credit for this year's Fair. His strategy will be to fully use the line of credit with the intension of paying it back within a few months of borrowing from it.

### **3. Consent Agenda:**

- a. Review, discussion and possible action on minutes of the 1/17/2019 annual Board meeting.
- b. Review, discussion and possible action on retaining Regier Carr & Monroe as outside CPAs.

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

### **4. Old Business:**

**b. Review, discussion and possible on Compensation Review and subsequent Employee Survey. This agenda item relates to legal advice, contracts and/or lease of real property, and may be discussed in executive session pursuant to A.R.S. Sec 38-431.03(A) (3), (4) and/or (7).** Marvin Selke mentioned that he held a meeting last week to educate staff on Profit Sharing. He discussed the results from the Ballot that staff completed regarding how to award future Profit-Sharing funds.

### **5. New Business:**

**b. Review, discussion and possible action on SWFC's emergency / contingency / reserve fund.** Mark Cowley mentioned having a reserve in the past and that it has been used up for Capital improvements. Jim Murphy stated that he felt a reserve needed to be put back in place for the sake of the Fairgrounds.

**a. Review, discussion and possible action on planning the annual Pima County Fair.** Jon Baker talked about the Fair program and that it was going to be out in Circle K's soon. He stated that tickets can be purchased online, this being the first time ever for the Fairgrounds.

### **4. Old Business:**

**a. Review, discussion, and possible action on the agreement with RCS, the carnival company.** Jon Baker mentioned that RCS has the new agreement and are reviewing it at this time. Jon and Bryon will be meeting with RCS during the Fair next month. Ronald Allen made a motion to go into executive session. Judy Patrick seconded the motion. The Board went into executive session at 11:16 a.m. Judy Patrick made a motion to go out of executive session. Mark Cowley seconded the motion. The Board came out of executive session at 11:52 a.m. Garrett Ham moved "to accept a 1-year contract with RCS". Mark Cowley seconded the motion. The motion passed.

**7. Closing Matters:**

**a. Announcements:** Marvin Selke spoke about the Hall of Fame inductees. He stated that Jan Levin and Kay Moreno were very honored to become the newest members. Bryon Lopez discussed the possibility of moving the August 29, 2019 Board meeting due to the date conflicting with the Featured Fair Tour dates. The Board meeting date was moved to Thursday, September 12, 2019.

**b. Adjournment:** Alan Levin made a motion to adjourn the meeting at 11:55 a.m. Mark Cowley seconded the motion. The motion carried. A meeting of the Pima County Fair Commission was not conducted.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Judy Patrick".

Judy Patrick  
SWFC Secretary