

Southwestern Fair Commission, Inc.
Regular Meeting Minutes
October 22, 2020
Draft

The Meeting of the Board of Directors/Members of the Southwestern Fair Commission, Inc., a nonprofit corporation, was duly called and held as an internet conference at Zoom.us on Thursday, October 22, 2020.

Directors Present: Marvin Selke, President; Judy Patrick, Secretary; Mark Cowley, Treasurer; Garret Ham, Director; Jim Murphy, Director; Alan Levin, Director; and Ron Allen, Director.

Staff Present: Jon Baker, Executive Director; Julia Casillas, Administrative Assistant; Bryon Lopez, CFO and Launa Rabago, Marketing.

Others in Attendance: Susan Vos, RCM CPAS

- a. **Call to Order:** Marvin Selke called the meeting to order at 9:37 a.m.
 - b. **Roll Call** All present
 - c. **Call to the Public:** None
5. **NEW BUSINESS:**
- a. **Discussion/action regarding the Audit Reports for the fiscal year.** Susan Vos went over the Audit reports briefly mentioning the Independent Auditors report that was a standard three-page report with no findings and was a clean audit.
2. **STAFF REPORTS:**
- a. **Executive Director**
 - i. **Interim Events**

Jon Baker mentioned that events have had a few minor adjustments and strict guidelines from Pima County due to the pandemic. He said the Equestrian events and other Horse Show events have had the biggest revenue impact for the Southwestern Fair Commission at this time.
 - ii. **Houghton Rd Project**

Jon Baker stated that the construction on Houghton is moving right along. He mentioned Pima County is working on their road design which should be two lanes for each direction. They would be including a traffic light between Brekke Rd. and Houghton Rd. which Jon has been trying to get installed for many years.
 - b. **C.F.O.**
 - i. **Financial Report**

Bryon Lopez went over the Financial Report discussing in detail the Budget, Payables, Fixed assets, Liabilities, and the Income Statement.

Marvin Selke asked that items e. be pulled from the Consent Agenda for an individual decision.

3. **CONSENT AGENDA:**
- a. **Discussion/action regarding minutes of the 8/27/2020 regular board meeting.**
 - b. **Discussion/action regarding the annual sublease with the Pima County Junior Livestock Sales, Inc.**
 - c. **Discussion/action regarding the annual sublease with the Tucson Kart Club, Inc.**
 - d. **Discussion/action regarding the annual reporting to Pima County.**

- f. **Discussion/action regarding the Federal & State Tax returns for the fiscal year.**
- g. **Discussion/action regarding setting the date for the Annual Meeting for January 28, 2021 and subsequent tentative regular meetings for the calendar year.**

Garrett Ham made a motion to approve the Consent Agenda. Jim Murphy seconded the motion. The motion passed.

4. **OLD BUSINESS:**

a. **Discussion/action regarding future fair dates and time**

Jon Baker mentioned moving future Fair dates trying to avoid the Easter holiday which falls during the Fair in the years 2022 and 2025. He also mentioned the months of March and April seem to be busier with upcoming events. Moving the Fair dates would allow those events to continue without any interruption due to Easter.

3. **CONSENT AGENDA:**

e. **Discussion/action regarding the renewal of our revolving line of credit with BBVA Compass.**

Bryon Lopez mentioned the existing line of credit extending to October 2021.

Garrett Ham made a motion “I move to approve, as outlined, to continue with our existing line of credit and not seek an extension in terms”. Alan Levin seconded the motion. The motion passed.

5. **NEW BUSINESS:**

b. **Discussion/action regarding changes to facility and services rates.**

Jon Baker mentioned one of the biggest challenges with the smaller events is the labor cost to set up and tear down. The fees at this time need to be reevaluated to cover any revenue for the smaller events.

6. **CLOSING MATTERS:**

b. **Announcements:** None

- c. **Adjournment:** Judy Patrick moved to adjourn the meeting at 10:56 a.m. Alan Levin seconded the motion. The motion passed. A meeting of the Pima County Fair Commission was conducted.

Respectfully Submitted,

Judy Patrick
SWFC Secretary