

Southwestern Fair Commission, Inc.  
Regular Meeting Minutes  
June 24, 2021  
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 La Cantina Meeting Room on Thursday, June 24, 2021.

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

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

**Others in Attendance:** R.J. Riley, Lovitt & Touche and Rick Rubner, Lovitt & Touche

- a. **Call to Order:** Garrett Ham called the meeting to order at 9:33 a.m. followed by the pledge of allegiance.
- b. **Roll Call:** All Present. Mark Cowley, Treasurer arrived at 9:36 a.m.
- c. **Call to the Public:** None

**5. NEW BUSINESS:**

- a. Discussion/action regarding the renewal of insurance policies.  
R.J. Riley mentioned that his role would be transitioning within the firm and Rick Rubner would be presenting the Insurance Proposal. He touched base on the Premium Summary, Property Insurance, General Liability, User Liability, Commercial Automobile, Excess Liability and Directors & Officers/Employment Practices Liability.

Marvin Selke made a motion to approve the renewal of insurance policies. Ron Allen seconded the motion. The motion was approved.

**2. STAFF REPORTS:**

- a. Executive Director
  - i. Pima County Projects  
Jon Baker discussed the I/10 and Houghton Rd. Bridge project which he stated should be complete by the end of 2021. He also mentioned that he has been working closely with the County and the widening of the Houghton Rd. project will be complete prior to the 2022 Fair. He stated that recently the biggest benefit to the Fairgrounds has been the conversion of The Old West building into a Sheriff's station.

ii. Interim Events & Calendar

Jon Baker mentioned working with Launa Rabago and Julia Heavner on dealing with promoters, the scheduling of events and contracting of events. He stated that requests for events have been greater than he has ever seen before.

3. **STAFF REPORTS:**

a. C.F.O.

i. Financial Report

Bryon Lopez went over key points of the Financial Statements. He mentioned Fixed Assets are the same because of no improvements and the budget is lower than usual due to not having a fair. He stated that the Audit will start in August.

4. **CONSENT AGENDA:**

- a. Discussion/action regarding minutes of the 3/25/2021 regular Board meeting.
- b. Discussion/action regarding the Disclosure & Related Party Questionnaire for the current fiscal year.

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

4. **OLD BUSINESS:**

- a. Discussion/action regarding future fair dates and times.

Jon Baker mentioned the Fair dates will remain the same for the next 2 years. The dates are April 21- May 1<sup>st</sup>, 2022, and April 20-30, 2023, with both years falling away from the Easter Holiday. This year's Fall Festival tentative dates are Sept 9-12 and Sept 16-19, 2021.

- b. Discussion/action regarding the Houghton Road Project.

Garrett Ham mentioned that item b. had already been discussed under staff reports.

5. **NEW BUSINESS:**

- b. Discussion/action regarding SWFC's Strategic Plan.

Jon Baker went over the Strategic Plan and its weaknesses, he mentioned the biggest weakness is having limited staff but hopes to start phasing in a few more employees in the month of September.

Judy Patrick made a motion to approve the Strategic Plan. Jim Murphy seconded the motion. The motion was approved.

- c. Discussion/action regarding proposed facility and services rates.

Jon Baker stated that there were changes made to the facility rates. He went over the recommended increases in rates and the additional rates that were added.

Marvin Selke made a motion to approve the facility and service rates. Judy Patrick seconded the motion. The motion was approved.

- d. Discussion/action regarding the proposed Budget for the next fiscal year.  
Bryon Lopez went over the Budget pertaining to the Assumptions, Balance, and Internal format sheets.  
Mark Cowley made a motion to approve the Budget. Jim Murphy seconded the motion. The motion was approved.
- e. Discussion/action regarding the process for renewal or replacement of one Board seat expiring on 12/31. **This agenda item relates to discussion or consideration of appointment of a member, director, officer, or appointee of the Pima County Fair Commission, and may be discussed in executive session pursuant to A.R.S. Sec. 38-431.03 (A) (3) (1).**  
Garrett Ham asked for a motion. Jim Murphy made the motion "I move that we, as SWFC Directors, recommend to the Pima County Fair Commission the name of Ronald Allen and Marvin Selke to be reappointed to their seats on the Pima County Fair Commission which expire on 12/31/2021". Alan Levin seconded the motion. The motion carried.
- f. Discussion/action regarding employee profit sharing contribution.  
Mark Cowley made a motion that the profit-sharing contribution will be at a zero. Alan Levin seconded the motion. The motion was approved.
- g. Discussion/action regarding cancelling the tentatively scheduled 8/26/21 Board meeting.  
Judy Patrick made a motion to cancel the scheduled 8/26/21 Board meeting. Marvin Selke seconded the motion. The motion was approved.

**5. CLOSING MATTERS:**

- a. Announcements  
The Southwestern Fair Commission recognized the Levin Family on receiving the well-deserved honor as the 4-H Family of the Year by the Arizona 4-H Foundation.
- b. Adjournment  
Judy Patrick made a motion to adjourn the meeting at 11:26 a.m. Jim Murphy seconded the motion. The motion carried. A meeting of the Pima County Fair Commission was not conducted.

Respectfully Submitted,

Judy Patrick  
SWFC Secretary