

NEW FAIR CEO ORIENTATION

~ AGENDA ~

Wednesday, April 18

Fair Services Building
Conference Room 200
1776 Tribute Road
916/921-2213

11:00 a.m. - 2 p.m.

(Includes a working lunch)
Get to Know CFSA

2:00 p.m. - 3:00 p.m.

Get to Know WFA

3:00 p.m. - 4:00 p.m.

Hotel check-in



4:00 p.m.

Tour of the State Capitol
followed by a group dinner

Thursday, April 19

CDFA's Fairs & Expositions Branch
CDFA Headquarters
1220 "N" Street, Conference Room #133
916/999-2000

8:30 a.m. - 9:00 a.m. Continental Breakfast

*At the end of each of the following sessions
there will be time for Q & A:*

9:00 a.m. – 10:00 a.m. Welcome to F&E

- Staff Introductions
- Overview of F&E
- Fair Funding and Deferred Maintenance

10:00 a.m. – 10:30 a.m. California State Rules

- Overview/Protests Process
- YQCA - Youth Quality Assurance Program

10:30 a.m. – 10:45 a.m. CDFA Fair Training Fund Program

- Program Details
- Reimbursement Process
- DAA Online Training University - Training Requirements

10:45 a.m. – 11:05 a.m. Financial Reporting

- Statement of Operations (STOP)
- Budget
- Audit Requirements: Financial and Compliance
- Monthly Financial Reporting to the Board

11:05 a.m. - 12:00 p.m. Board Relations

- Developing an Effective Working Relationship
- New Board Member Orientation
- CEO Evaluations

12:00 p.m. to 12:45 p.m. CDFA Human Resources

Hiring Process/119 Day Employees/Annual
Leave/Vacation, etc.

**12:45 p.m. - 1:15 p.m. Lunch with Executive Office/
Secretary of Agriculture**

1:15 p.m. – 1:25 p.m. CDFA Animal Health Branch

1:25 p.m. – 2:00 p.m. Board Meetings 101

- Bagley Keene Open Meeting Act
- Agenda Development

**2:00 p.m. – 2:45 p.m. Introduction to CDFA's
Legal Office**

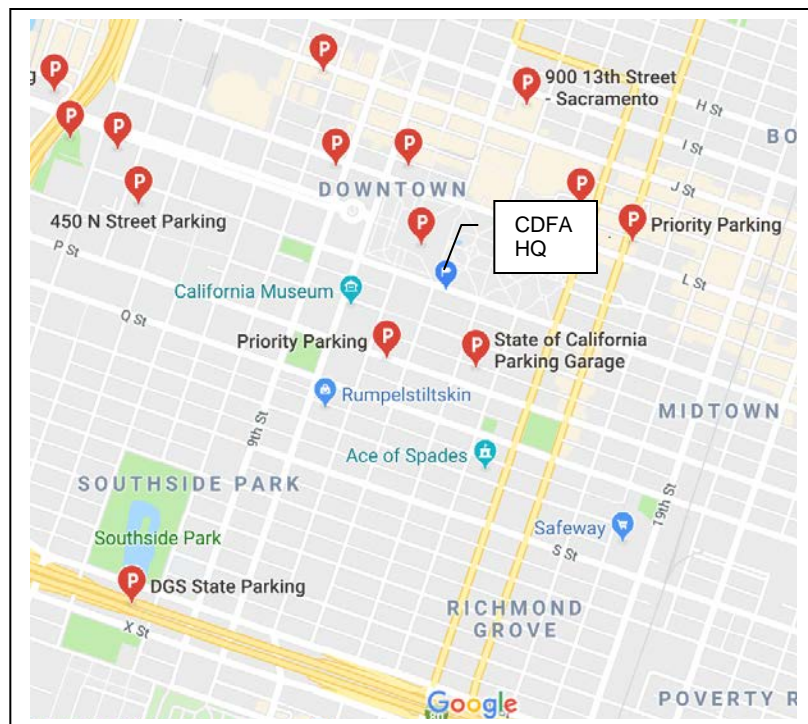
- Services Offered by CDFA Legal
- PRA Process
- LRF Process
- Cannabis Events

2:45 p.m. - 3:30 p.m. Open Forum Q & A



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DRIVING DIRECTIONS AND PARKING FOR CDFA HQ, 1220 N STREET



Parking options are identified above.

- *Please bring cash
- *Parking is reimbursable through training funds

