



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

July 13, 2017

F2017-02

TO: All Fair CEO's

SUBJECT: Fair Committee

The California Department of Food and Agriculture, Fair & Expositions Branch (F&E) is seeking members to serve on the Fair Committee. This Committee will meet and collaborate with F&E staff on matters impacting fairs and how F&E may best serve the California Fair Network.

The Committee will consist of 12 members, with at least one member from each Western Fairs Association (WFA) area and represent all fair class sizes. The term of service for members will be ongoing until replaced or a vacancy occurs. Members are expected to attend the Committee meetings as scheduled. The Branch anticipates the first meeting of the Committee will take place in fall 2017 in Sacramento.

If you are interested in becoming a member of this Committee, please review the attached Fair Committee document for additional information, and submit a letter of interest including: the fair you represent, your title, contact information and a resume reflecting your experience in the fair industry. Please submit the information by August 7, 2017.

This information may be submitted electronically to John Quiroz, Branch Chief, at john.quiroz@cdfa.ca.gov.

Thank you for your interest. If you have any questions, please contact me at (916) 900-5025 or the email above.

Sincerely,

John Quiroz, Chief
Fairs & Expositions Branch



FAIR COMMITTEE

PURPOSE: This Committee, as a forum for issues common to all fairs, will meet and collaborate on an on-going basis with the California Department of Food and Agriculture (CDFA) Fairs and Exposition Branch (F&E) on matters impacting fairs and how it may best serve the California Fair Network.

DUTIES: The members shall meet with the CDFA Fairs & Expositions Branch, fair industry organizations which committee members represent, and other organizations as needed to fulfill the duties of the Committee.

Topics may include:

1. F&E Guidelines for Fairs
2. Fair Industry Outreach Methods
3. Recognition and Collaboration of Industry Best Practices
4. Procedures Established and Performed by F&E
5. Strategic Direction of F&E
6. F&E Policy and Procedures regarding DAA Oversight
7. Issues of common concern to the fair industry

COMPOSITION: 12 Members

Membership to include: at least one fair CEO representing each of the seven WFA areas, including all class sized fairs; one representative from the California Fair Services Authority (CFSA) and one representative from the Western Fairs Association (WFA).

**BY WHOM
SELECTED:** The Secretary of CDFA.

**TERM OF
OFFICE:** Ongoing until replaced or a vacancy occurs.

ATTENDANCE: Attendance is requested at all meetings. It is anticipated that there will be two meetings a year. Unexcused absence of representative after two consecutive meetings will result in removal of representative from membership, unless justification has been provided and approved by F&E.

SELECTION

CONSIDERATION: In making the selection of the Committee membership, the CDFA shall take into consideration the applicant's fair industry knowledge and experience.

MEETINGS: Scheduled in consultation with committee members.

The meetings of the Committee shall be held in Sacramento or elsewhere within the State as needed. Meetings may also be held via tele-conference.

RECORDS: Shall be subject to Public Record Act requests; all records of the committee shall be provided upon request. F&E will maintain Committee records.

COMPENSATION: The members of the Committee shall participate without compensation from CDFA.

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