CANADIAN COUNTY
EXPO
AUTHORITY

Minutes of the Board

Canadian County Expo Authority Board of Trustees Meeting
Thursday, May 14, 2026

Notice of the meeting and agenda were posted on May 12, 2026, at 11:08am at the Canadian County Courthouse, 201 N. Choctaw Ave, El Reno, OK 73036, according to the provisions of 25 O.S. § 301-314.

Agenda Item #1:
Tomas Manske called the meeting to order at 3:00pm.

Agenda Item #2:
The members present were Tomas Manske, Pam Shelton, Mike Harris, and Kelly Beck. Danny Lawson was absent. A Quorum was present.

Agenda Item #3
Motion to approve the minutes from April 9, 2026, regular meeting was made by Pam Shelton. Kelly Beck seconded this motion. The motion passed unanimously.

Agenda Item #4:
Motion to approve the amended minutes from July 10, 2025 regular meeting was made by Kelly Beck. Mike Harris seconded this motion. The motion passed unanimously.

Agenda Item #5:
Report given.

Agenda Item #6:
Motion to allow the use of the CCEA website (ccexpocenter.com) for the creation of a microsite/sub-domain to be used by the Canadian County Free Fair Board. Tom Manske made the motion. Mike Harris seconded this motion. The motion passed unanimously.

Agenda Item #7:
Mike Harris made the motion, seconded by Pam Shelton, to endorse and accept the engagement letter from the audit accounting firm of Furrh & Associates, PC. The pre-audit is scheduled for May 27, 2026. The motion passed unanimously.

Agenda Item #8:
The contract for Yenzer Consulting Services LLC (who provides human resource services to the CCEA) will start on July 1, 2026 as an annual contract. Executive Director can negotiate fees. No action taken at this time.

Agenda Item #9:
The contract for Brunsvold Consulting will be annual. Brunsvold Consulting provides marketing services to the CCEA. Executive Director can negotiate fees No action taken at this time.

Agenda Item #10:
Kelly Beck made the motion to approve the amended Concessions Management Agreement (contract), with Sun Cattle Co. Pam Shelton seconded the motion. The motion passed unanimously.

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Minutes continued:

Agenda Item #11:
Mike Harris made the motion to accept the adoption of the updated Financial Policies & Procedures. Pam Shelton seconded the motion. Specifically, to change the capital asset section (page 13) to increase the amount to $5,000 for property expected to benefit the operations of the organization. Further, anything over $5,000 would come out of capital outlay. Any prior mention of the office manager will now say "designated staff member" or Facility Manager. Additionally, verbiage on page 8 when referencing RFPs, Requests for Proposals (RFP) should read, "may" instead of "must." Lastly, removing language on the back page, bullets 3, 4, & 6 should be removed. The CCEA will obtain records required by any grant, according to the requirements of said grant. The motion passed unanimously.

Agenda Item #12:
Mike Harris made the motion, seconded by Pam Shelton, to accept the following individuals as Development Committee/Long Range Planning Committee members: Dave Anderson, Jay Emory, Steve Jensen, Stan Lingo, Darren Miller, & Hannah Brunsvold. These individuals will be contacted to verify acceptance. CCEA Board Kelly Beck & Tom Manske will serve on the committee as well. The motion passed unanimously.

Agenda Item #13:

A. Report given. Motion to establish the Heartland Harvest Farm Show, as well as the FFA BBQ, OK Wine, Brew, BBQ, & rodeo contest for welding for Fri/Sat in November was made by Tom Manske and seconded by Kelly Beck. The motion passed unanimously.
B. Report given.
C. Report given.
D. Report given.
E. Report given
F. Report given.

Agenda Item #14.
Presentations given.

Agenda Item #15. No new business.

Agenda Item #16. There being no further business before the Board, Tomas Manske adjourned the meeting at 4:31p.m.

Respectfully submitted,
Dani Adams
Dani Adams
Secretary

Approved by,
Tomas Manske
Tomas Manske
Trustee Chair