CANADIAN COUNTY
EXPO
AUTHORITY

MINUTES OF THE BOARD OF TRUSTEES

Canadian County Expo Authority Board of Trustees
Regular Meeting held on Thursday, September 10, 2026
Canadian County Expo Center Conference Room
3001 Jensen Road East, El Reno, Oklahoma 73036

Notice of the meeting and agenda were posted on 9/9/2026, at 1:48 p.m. at the Canadian County Expo and Event Center and was filed with the Canadian County Clerk's Office.

Agenda Item 1 Call to Order

Chair Tomas Manske called the meeting to order at 3:01 p.m.

Agenda Item 2 Roll Call

Trustees present were Tomas Manske, Pam Shelton, Kelly Beck, Danny Lawson, and Rosalia Pecina. All five members were present, and a quorum was established.

Agenda Item 3 Interim Board Secretary

Tomas Manske moved to appoint Mandy Davis as Interim Board Secretary. Rosalia Pecina seconded the motion. The motion passed unanimously.

Agenda Item 4 Approval of Previous Minutes

Kelly Beck moved to approve the minutes of the August 13, 2026, regular meeting. Pam Shelton seconded the motion. The motion passed unanimously.

Agenda Item 5 4-H Garden Club Presentation

Marie Hirst presented information regarding the 4-H Garden Club. The Board expressed interest and requested that the club return with a formal proposal addressing the budget and ongoing maintenance. No action was taken.

Agenda Item 6 Metro Signs Digital Billboard Proposal

Dennis Carey, representing Metro Signs and Watchfire, presented and demonstrated a proposed double-sided digital billboard along Interstate 40, between Highway 81 and Radio Road. Because of the project's size and scope, the Board requested that Expo staff explore funding sources before proceeding. No action was taken.

Agenda Item 7 Financial Report

Vanita Ehling of BHB Financial Services, LLC, updated the Board on fiscal year 2026 financial cleanup and reviewed the July 2026 financial statements. Pam Shelton moved to accept the financial statements as submitted. Danny Lawson seconded the motion. The motion passed unanimously.

Agenda Item 8 Event Labor Agreement

Pam Shelton moved to enter into the proposed Letter of Agreement with UTP Productions, Inc., as submitted, for labor crews assisting with event preparation, setup,

and teardown during periods of increased activity. Rosalia Pecina seconded the motion. The motion passed unanimously.

Agenda Item 9 Planning Pod Subscription Upgrade

Following discussion, Danny Lawson moved to approve a $2,637.50 increase to upgrade the Planning Pod subscription to the Venue 500 plan, providing additional event booking storage for bookkeeping records. Kelly Beck seconded the motion. The motion passed unanimously.

Agenda Item 10 Trust Indenture Amendment

The Board reviewed the amendment to Article IV of the Trust Indenture, which had already been approved by the Board of County Commissioners. Tomas Manske moved to approve the resolution approving the amendment to increase the number of Expo Authority Board seats from five to seven. Rosalia Pecina seconded the motion. The motion passed unanimously by roll-call vote.

Agenda Item 11 Nominations for Additional Board Seats

Board members were asked to bring potential nominees for the additional Board seats to the October Board meeting. No action was taken.

Agenda Item 12 Use Policy Revisions

Kelly Beck moved to approve the Use Policy revisions recommended by attorney Gabe Bass to make the policy applicable to both outside promoters and events managed by the Expo. Rosalia Pecina seconded the motion. The motion passed unanimously.

Agenda Item 13 Interim Music License

The Board discussed an interim music license for live music attractions. No action was taken.

Agenda Item 14 Executive Session

Pam Shelton moved to enter executive session pursuant to 25 O.S. § 307(B)(1) for discussion of the employment, hiring, firing, appointment, promotion, demotion, disciplining, or resignation of the positions identified on the agenda: Executive Director, Facility Manager, Client Engagement Coordinator, Finance and Payroll Coordinator, Lead Event Technician, Event Technicians, and Janitorial Technician. Rosalia Pecina seconded the motion. The motion passed unanimously. The Board entered executive session at 4:04 p.m. All five Trustees—Tomas Manske, Pam Shelton, Kelly Beck, Danny Lawson, and Rosalia Pecina—were present during executive session.

Agenda Item 15 Return to Open Session

Kelly Beck moved to reconvene in open session. Rosalia Pecina seconded the motion. The motion passed unanimously. The Board reconvened in open session at 5:34 p.m.

Agenda Item 16 Staff Structure

Kelly Beck moved to restructure staff by adding an Office and Special Events Coordinator position and changing the Accounts Coordinator position to part-time status. Pam Shelton seconded the motion. The motion passed unanimously by roll-call vote.

Agenda Item 17 2027 Benefits Structure

After reviewing the state's calendar year 2027 benefit rates, Rosalia Pecina moved to increase each tier of the benefit allowance by 15.8%, consistent with the County's approach, to help offset increased benefit costs. Pam Shelton seconded the motion. The motion passed unanimously by roll-call vote.

Agenda Item 18 Fiscal Year 2026–2027 Budget Amendment

Following approval of the revised staff structure, Tomas Manske moved to increase the Personal Services Budget by $57,000 to cover the cost of the new position. Danny Lawson seconded the motion. The motion passed unanimously by roll-call vote.

Agenda Item 19 Part-Time Employee Handbook Amendment

Pam Shelton moved to approve the Employee Handbook amendment establishing guidelines for part-time employees. Tomas Manske seconded the motion. The motion passed unanimously.

Agenda Item 20 Heartland Harvest Farm and Ranch Show

The Board discussed planning for the Heartland Harvest Farm and Ranch Show, including the budget, vendors, entertainment, Welding Rodeo, Equipment Rodeo, and OK Wine, Brew & BBQ. Kelly Beck moved to authorize Executive Director Mandy Davis to develop a plan for the Farm and Ranch Show and present it at the October Board meeting. Tomas Manske seconded the motion. The motion passed unanimously.

Agenda Item 21 Monthly Facility Updates

A. Event and Lead Reports. JC Hall and Mandy Davis updated the Board on current leads and upcoming events.

B. Facility Report. Facility Manager JC Hall updated the Board on the raised sale ring and truck driving school projects.

C. Executive Director Report. Mandy Davis updated the Board on the 2026 Free Fair, the employee team-building day, and the audit rescheduled for October.

Agenda Item 22 New Business

No new business was presented.

Agenda Item 23 Adjournment

Being no further business, Chair Tomas Manske adjourned the meeting at 5:54 p.m.

Submitted,

Mandy Davis, Interim Board Secretary

Approved by:

Tomas Manske, Board Chairman

Date approved: _____