



Board of Directors Agenda Report

MEETING DATE: OCTOBER 28, 2021 ITEM NUMBER: 8D

SUBJECT: **Vote on Whether or Not to Approve Out-of-State Travel Request for Staff to Attend the 2022 Western Fairs Association Convention in Reno, Nevada**

DATE: October 22, 2021

FROM: Michele Richards, CEO

PRESENTATION BY: Michele Richards, CEO

RECOMMENDATION

At the Board of directors' discretion.

BACKGROUND

The State of California requires Board approval for all out-of-state travel by staff. Historically, the Board of Directors approves staff travel expenses as part of the annual budget.

However, the annual Western Fairs Association Convention in 2022 will be held in Reno, Nevada in January, and there is an opportunity for staff to take advantage of early bird discounts and lower air fare if those reservations can be made now. Nevada is not on the list of banned states for state employee travel.

Staff is requesting up to ten staff members to travel to Reno, NV to attend the 2022 Western Fairs Association Convention at an estimated cost of \$15,100.