

Archuleta County Fair
Board Of Directors Meeting Minutes
Wednesday, July 2, 2025

The meeting was called to order at 6:01 president, Emily Martinez. Board members present: Emily Martinez, Jane Davison, Sharon Jennings, Alexa Martinez, Bobby McMeens, and Fair Coordinator Tonya

Tonya prepared a draft list of expectations which was reviewed by the Board pertaining to Night Security by the Sheriff's Department. Suggestions made were to add time periods (hourly?) for monitoring the Parking Lot, working with the Fair Board/Fair Coordinator to address concerns, keeping a Fair radio on person and monitored so the Board/Fair Coordinator can access help immediately.

A Work Session for Fair Board members and/or volunteers will be Friday, July 18th beginning at 8:00am to walk the overflow lot and remove obstacles, trash, etc. on Friday July 18th.

A Work Session for Fair Board members and/or volunteers will be held on July 20th beginning at 10:00am to assemble the new Exhibit Hall Racks. A crescent wrench and screwdriver (bring flat-head and Phillips-head) will be needed.

Existing photos/videos of the inflatable animal costumes will be used this year for any promotional material needed rather than trying to schedule a current photo opportunity.

A 'Thank You' log will be placed in the Fair office so the Board can add the name of any individual, group, business, etc. that should be added to the newspaper thank you article.

Emily contacted Sarah Osborne of the Pagosa High School Basketball Team to see if they were interested in preparing and Pancake Breakfast on Sunday morning. They would supply all supplies needed for the breakfast, set prices to charge, and retain all earnings. Fair would not charge them a vendor fee.

Jane coordinated with Black Bart's Brunch to provide Quiche and Salad as an In-Kind Sponsorship for the Volunteer Dinner/Meeting on July 23. A Sponsorship form with value will be filled out. Jane will purchase salad dressings and supply three cases of soda and some bottled water. Sharon will provide dessert.

A motion not to hire the gentleman with the hand truck for setup and takedown was made by Alexa Martinez, seconded by Tabitha Hart, and approved by voice vote. The Wrestling and Football teams are expected to handle both projects with a donation going to each time from the Fair. A donation jar will be available at the Chuck Wagon dinner as well.

A motion to approve the minutes of the June 11, 2025 Board meeting, as written, was made by Tabitha Hart, seconded by Jane Davison, and approved by voice vote.

Jane reported total receipts of \$26,373 from all sources. Expenses to date were \$70,181. Petty cash was requested in the following denominations: \$200 in \$1s, \$100 in \$5s, \$50 in \$10s, \$300 in \$20s.

Entertainment/Music: The contract from the Sound Engineers has been received. All Invoices and Contracts from musicians have been received.

Entertainment/Other: 1) Edward Wonder/Hypnotist was in contact with Tonya and has committed to performing at Fair. His days and times will be confirmed so they can be added to the Daily Schedule. 2) Emily confirmed the Fighting Knights would give their armored medieval demonstrations that are scheduled for Sunday at 10am and 1pm.

Exhibit Hall: Jane meets with Quilt representatives on Monday. Jane made arrangements for another hotel that was requested. She confirmed with all judges; checks for judges have been issued and received. Sharon heard from Ray at Pagosa Lodge/Hilton and she let him know that hotel accommodations for this year have been taken care of.

Livestock Liaison: There is nothing new to report.

Rodeos: The Friday night 'Tough Enough' rodeo is Rough Stock rather than Bulls & Broncs

Royalty: The Court, wearing their purple polo shirts, will walk with the Vets for Vets group during the July 4 walking parade. Tabitha has made the arrangements. During Fair Promotion Day on July 9th, the Court will wear their new pink shirts, tiaras, and sashes. They will assist 4-H members distributing posters to businesses. Royalty photographs have been received from the Fair General Photographer; Tonya will email the electronic version to Kent Jennings for addition to the Fair Book. Flowers for all six of the 2025 and 2026 Court will be provided by the Wednesday Boutique as an In-Kind Sponsorship. Tabitha and Ann can go to their business and pick out the flowers. A Sponsorship form with value will be filled out. Ann has been notified that she will not have to make arrangements for flowers from City Market. A copy of the finalized Daily Schedule with times and locations where Royalty will be needed flagged.

Tonya distributed a copy of the 2025 Fair Poster which is complete and ready to go. 4-H will make copies to be posted during Fair Promotion Day July 9th. The Royalty Court will meet at the CSU building on July 9th.

The Sign-Up Genius application is being used by volunteers.

The articles for the Durango Herald, who are providing four free ads, are being written by Board members. An In-Kind Sponsorship form with value will be filled out.

Tonya sent an email with times and expectations was sent to the San Juan Rangers and will be meeting with them in early July to discuss issues.

Each Board member should let Emily or Tonya know the days and times they are available to work during Fair and what tasks needs to be done.

The Daily Schedule is being finalized and will be provided to Scott Hoenes at the County to add to the Fair website with a copy to Kent Jennings for the Fair Book.

Vendor Hours can be flexible but vendors cannot drive on the fairgrounds after 9:00am or during Fair hours. Setup can be done early, before 9:00am, and should be completed by 11:00am. Those wanting to shut down early must make other arrangements to get supplies off the fairgrounds. There are few merchandise vendors signed up, but there are several food vendors; educational exhibitors continue to increase.

The 4-H Coordinator, Becky Jacobson, will provide Chuck Wagon tickets for Royalty, Honorees, and Board Members.

A Work Session has been set for Tuesday, July 15 at 4:00pm with Emily and Tabitha to wrap-up numerous tasks including special signs, certificates, sign-out logs (radios, ice), parking passes, etc. Sharon will assist in preparing cash boxes for each table or booth where sales take place or where tickets will be sold and print cash-out/cash-in sheets. Tonya will continue work on vendor layouts.

There are two Community Service workers so far. There have been no viable candidates for the Contract Labor positions. Emily will investigate placing an ad on the Pagosa Jobs site.

Terry Schaaf notified the Board that stories from 4-H members will not be ready until after Fair so they won't be ready for this year's Fair Book. The Board can ask Becky Jacobson for them but they won't be used until 2026.

The Exhibitor Handbook section of the Fair Book was completed by Kent Jennings and has been supplied to interested parties by the Exhibit Hall Coordinator and Fair Coordinator. Once the entire book is complete some copies will be given to CSU for walk-in distribution.

County Maintenance will move the small dumpster from the CSU building to north area near Mill Creek Road.

Tonya will contact Line Locate prior to installation of tents. Mountain Peak Rentals is scheduled to raise the large Activity Tent on Friday, July 25, and the smaller tents on Monday July 28. Needed fire extinguishers will be installed after that. They offered their equipment to move the heavy electrical boxes, extension cords, etc. to their needed location. One contractor asked about adding an awning over the end of the tent to carry rain runoff away from equipment. The tent contractor said there were no awnings that could overhang the tents. The Board suggested the contractor be told that all equipment should be placed on tables or supports to keep them out of rain. Tonya will purchase sand tubes that can be filled with sand, dirt, or water and placed inside the tent poles along areas where flooding under the tent could occur. Groups using the tents must be told not to dig trenches in the asphalt areas as these are a permanent fixture of the grounds.

As usual, the Fire Marshall will conduct their inspection a few days prior to Fair. The Fire Department does want to have a fire engine on hand and offer 'tours'. A fire extinguisher demo is being planned.

Each area of the fairgrounds needs to submit a list of where and when they will need help on each day to allow the Board to allot volunteer and/or board resources properly.

The 2-Way Radios will be set out and tested the week of Fair.

Tonya will confirm her prior conversation with Southwest Ag to ensure equipment arrives. They are replacing old golf carts and she will ask if Fair can have one.

The Fire Department does want to have a fire engine on hand.

The next Board meeting date will be Wednesday, July 9th at 6:00pm. Today's meeting was adjourned at 7:10pm.

Sharon Jennings, Secretary
Archuleta County Fair Board

Minutes approved July 9, 2025 as corrected.

2025 Fair Meeting Dates: May 14 June 11 July 2, 9, 16 August 13 September 10 October 8

2025 Fair Dates: Thursday, July 31 – Sunday, August 3

2025 Quilt Registration & Entry: Friday, July 25; 10:00am – 2:00pm Exhibit Hall (East entrance)

Quilt Judging: Saturday, July 26

2025 4-H Dog Show: Saturday, July 26

4-H and Open Class Horse Show: Saturday, July 26

Gymkhana: Sunday, July 27

2025 Volunteers Dinner and Meeting: Wednesday, July 23