

**Archuleta County Fair
Board Meeting Minutes
Wednesday, February 12, 2025**

The meeting was called to order at 6:00pm by president, Emily Martinez. She welcomed everyone and reintroduced Ann Radford, a prospective board member. A quorum (5 of 7) was present: Emily Martinez, Sharon Jennings, Tabitha Hart, Alexa Martinez, Bobby McMeens, Fair Coordinator Tonya Steadmon, and Guest Ann Radford. Jane Davison was absent with cause.

Special Items: 1) Tonya reported the approved appointment of Ann Radford to the Fair Board from the Board of County Commissioners (BoCC). 2) A motion for Tonya to explore adding up to four outdoor access points for WiFi service at an estimated cost of \$1,000 was made by Alexa Martinez, seconded by Sharon Jennings, and approved by voice vote. As it would benefit not only the Fair but the WHEC, CSU, and the Grounds Management Committee's future uses, Tonya will discuss the possibility of sharing the cost at the next Management meeting. Fair funds could be moved from an existing budget category.

A motion to approve the minutes from the January 8, 2025 board meeting was made by Emily Martinez, seconded by Tabitha Hart, and approved by voice vote.

Sharon reported for the Treasurer who could not attend this meeting. Jane Davison created the 2025 Revenue/Expense file; it is stored on Dropbox/Treasurer. She reconciled Fair to County entries for 2024 Rev/Exp. A motion to purchase a second desk-top, toner-cartridge printer at a cost of approximately \$200 for Exhibit Hall Entry and Registration was made by Tabitha Hart, seconded by Ann Radford, and approved by voice vote.

Committee Reports:

Entertainment/Music-1) The contract rider for Brett Hendrix was amended by Emily and is ready to send back to him. She explained to him that the Fair Board could not buy or provide alcohol but would try to have a section of the tent available as a changing/resting area. 2) We are waiting for the amended contract for Bo DePena to be returned. 3) Eric Wade will be contacted about providing a Thursday evening Open Mic Night which he could do for \$400. He came recommended by last year's sound technicians. 4) The Audio/Sound contract from Jorgenson Music (Brad Sumpter and Natalie Carpenter) has not been received. 5) A motion to contact San Juan Mountain Boys to play during the Saturday Chuck Wagon Dinner was made by Bobby McMeens, seconded by Tabitha Hart, and approved by voice vote. Sharon will contact Ron Lowe and then have him contact Tonya for the necessary contract. 6) The Entertainment/Music budget was originally set at \$14,500. The current expense for Music and Bands is about \$ 7,300 so the balance will be sufficient to cover additional entertainment needed. Other entertainment was set at \$ 5,200.

Entertainment/Other-1) A motion to hire Shred BMX (AJ Anaya) for three shows per day at a cost of \$2,500 per day (Friday and Saturday) plus two hotel rooms or an AirBnB was made by Alexa Martinez, seconded by Tabitha Hart, and approved by voice vote. Suggested show times were tentatively set for Friday at 10:00am, 12:00noon, 5:00pm and Saturday at 9:30am, 11:30am, 4:00 or 6:00pm with an effort not to conflict with the Hypnotist on Saturday, Wildman Phil, or other Activity Tent events. Some overlap may occur if unable to avoid it. 2) Additional events or contests included Nail Driving and Stake Driving, Costume Barrel Races, Three-Legged Race, Water Balloon Toss, Trivia, Disc Golf (Tabitha will contact Pagosa Outside about borrowing their moveable golf target baskets) with an effort to schedule some of these games on Thursday when there is not as much outside entertainment scheduled. Most of these activities would be just for fun and require minimal prizes, if necessary. 3) Emily will invite Pagosa Girls Wrestling, if interested, to provide a Sunday morning fundraising Pancake Breakfast. 4) We will hold off contacting community groups about demonstrations until the general Fair schedule is firmed up.

Exhibit Hall-1) One wheeled display panel was ordered, received, and set up for the board to see. A motion to order an additional thirty-nine units at a cost of \$149 each was made by Sharon Jennings, seconded by Tabitha Hart, and approved by voice vote. These will replace the wooden pegboard systems. 2) Jane Davison reported all Superintendents were confirmed except for Fine Arts. All Judges confirmed except for 4-H Woodworking, Open Class Home Furnishings (waiting for contract from Kevin Wieser); Children's Crafts, Scout Crafts (waiting response from Kathy Strang); Field Crops (unsure if there will be any entries). 2) Waiting for assignment of the Quilt Judge and Scribe from the Colorado Quilt Council (CQC). 3) Exhibitors with ten or more entries will be invited to make an appointment with Jane to get those multiple exhibits entered into the computer on Sunday, July 27th from 9:00-5:00 or Monday, July 28th from 1:00-6:00. Honorees-Sharon will phone and send invitations to the Super Volunteers (Matt and Maggie Fischer) and to the Super Superintendent (Lisa Vail). Two gift certificates for them are in the safe.

Rodeo-Bid packages from four prospective Rodeo Contractors were received by Tonya, distributed at this meeting, reviewed, and evaluated by the Fair Board. A motion to award T A Rodeo the contract to provide for a Friday night Bulls and Broncs Rodeo, a Saturday afternoon General Rodeo, and a Sunday Kids Rodeo was made by Alexa Martinez, seconded by Ann Radford, and approved by voice vote. Tonya will notify the company whose bid was selected and advise those whose bids were not, with the Board's appreciation for participating. It was noted that obtaining enough hay for the stock may be an issue this year due to weather. Jane reported that the "Tough Enough" Rodeo committee met January 17th to go over lessons learned. They created a task list for 2025 which will be reviewed at their February 21 meeting.

Royalty-Eight young ladies submitted applications for positions on the Court: one queen, five princesses, and two junior princesses. Interviews will be on Wednesday, February 19 at the CSU Fair office. Last year's questionnaire will be forwarded to the interview committee members to revise as needed for this year. There can be separate, age-appropriate questions for each of the three age categories. Two tiaras, at a total cost of approximately \$48.00, were received.

Old Business:

A committee met to update the Sponsorship letter. Envelopes are addressed and stamped; the letter, sponsor form, and 2024 thank-you flyer will be printed once the printer is fixed. An additional change will be made to advise sponsors that the Fair's official logo cannot be used for any of their publicity or merchandise. The Sponsor incentive tickets will specify that admission to the Chuck Wagon Dinner is NOT included as a free event. It is not a Fair-sponsored event and Fair would have to pay for every ticket used in error. A committee met to inventory Exhibit Hall ribbons and fair wristbands. Some ribbons will have to be ordered. Fair will use the wristbands on hand.

Board members need to look at the oversight/responsibilities spreadsheet to ensure they are not over-committed. Task lists for individual functions need to be drafted. All board members need to maintain a log of time spent on Fair-related activities (phone, personal calendar, or use the blank form on Dropbox). The secretary will log time spent at Fair board meetings to Dropbox/Governing Documents.

Members will be asked to help whenever possible at the Sun Valley Rides Carnival, June 19-22, and should wear their pink board T-shirts. Parking on Thursday may need volunteers. Emily will set up a table to solicit volunteers for all Fair events. Security costs are estimated at \$1,500 and will be required for all WHEC buildings during operating hours of the carnival. The insurance policy from the Sun Valley Rides has been received. He also brings his own staff. The Grounds Management Committee was concerned about activities that happened in a prior year and wanted to be kept in the loop about our actions pertaining to security. Some issues like cameras and lighting will be addressed by all parties.

The application to hang the Fair banner over Hot Springs Blvd. has been completed and sent to the Town of Pagosa. The banner will be delivered to Design-A-Sign to have the dates changed. A request for a discount, as a sponsorship, will be requested.

Becky Ziminsky submitted a letter of resignation from the Fair Board. A motion to reappoint Lyn Varrati to the Fair Board was made by Alexa Martinez, seconded by Emily Martinez, and approved by unanimous pro vote. There are eight Board members serving for the 2025 year. The County will be given the updated Board list (phone numbers not required).

Discussion of individual budget funding by category will be postponed.

The Ranch Brand letter is being updated and will include a note that a special, more permanent display of brands, in preparation for the 75th Fair Anniversary in 2026, is being worked on. Branded T-shirts were suggested as well.

The Education Exhibitor letter is being updated to include that no sales may be made from the Education Exhibitor or Non-Profit organization booths. Locations where displays and personal tents or tents rented from the Fair will be set up have yet to be finalized; the effort is to increase foot traffic to these exhibitors. The Activity Tent was so busy Friday and Saturday and space was an issue; having exhibitors remove their displays those nights is not a viable option if we want exhibitors to stay the following Fair days. Setting up a larger tent near the food court is another option with picnic tables available for eating and break-taking in half of the tent. Find specific spots that appeal to fairgoers like putting the Boy Scouts by the Kids Games. Vendor row needs to remain set aside for merchandise and food vendors who require electricity which may not be available to Education/Non-Profits; plus fire aisles between tents must be maintained.

A quote will be needed from all contractors interested in serving as Fair Photographer; a Request for Proposal is not needed. The contract will be updated to include the 4-H Dog Show, Horse Show, and Gymkhana dates. The photographer will ensure that Fair photos include sponsor banners wherever possible.

The secretary will email the last set of Bylaws to the Board for review.

The County's Digital Accessibility Specialist, Scott Hoenes, advised Kent Jennings that they will be taking over the responsibility for updating the Fair website and will check into the payment processes for GoDaddy and WIX.

Tonya will send updated Fair information (dates, event, location, phone, website) for the Visitor Guide Calendar and update the write-up for the Official Visitor Guide to The Pagosa Sun newspaper.

Tonya will work with Becky Jacobson on the order for the Kids Rodeo First Place belt buckles.

The Land Use permit application is no longer and the secretary will remove the listing from the Fair's monthly to-do list.

Tonya will reserve the necessary light towers.

Requests to use Overflow parking areas off Mill Creek Road will be made.

Discussion of the Pie Eating Contest will be postponed.

Fair events and dates were provided to the WHEC

The next Fair Board meeting will be on Wednesday, March 12, 2025 at 6:00pm in the CSU building.

The meeting was adjourned at 8:00pm.

Sharon Jennings

Secretary

Archuleta County Fair Board

Minutes approved March 12, 2025 as corrected.

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

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

2025 Dog Show: Saturday, July 26

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

2025 Volunteers Dinner and Meeting: Wednesday, July 23

Quilt Judging: Saturday, July 26

Gymkhana: Sunday, July 27