

# **Archuleta County Fair**

## **Board Meeting Minutes - Wednesday, October 12, 2022**

The meeting was called to order by interim vice president Emily Martinez at 6:00 pm at the CSU Extension building. Board members present: Kent Jennings, Sharon Jennings, Emily Martinez, Tonya Steadmon, Bobby McMeens, Cindy Snarr, and Fair Coordinator Alexa Martinez (non-voting member). A quorum, 6 of 10, was present. Kerry Keegan, Stetson Keegan, Lisa Vail, and Tim Vail notified the secretary they could not attend this meeting. One guest, Lesley Mattingly was welcomed to the meeting.

Special Items-a) After six years on the Board, Kent Jennings gave his written intent not to seek reappointment to the Board for 2023; his current term is over at the end of October 2022. He expressed his willingness to assist with production of the Fair website and Exhibitor's Handbook as a volunteer. b) The cost to set up a Post Office Box for Fair will be investigated. c) Existing passwords for the Fair Amazon account and Gmail account will be changed. d) The Livestock Liaison will be asked about alternating attendance at each other's meeting; a Fair representative will attend a Livestock meeting and a Livestock Liaison will attend the following Fair meeting, etc. e) Two work sessions have been planned for Tuesday, October 25<sup>th</sup> and Monday, November 14<sup>th</sup> at 5:00 pm in the CSU building to update the Bylaws and review the Livestock M.O.U. f) The visit from Pagosa Springs Medical Center has been moved to Wednesday, November 9<sup>th</sup>, the first regular meeting of the 2023 Fair year when new Board officers are present.

Minutes-A motion to approve the minutes of the September 14, 2022 regular meeting as corrected was made by Cindy Snarr, seconded by Tonya Steadmon, and approved by voice vote.

### Treasurer's Report-

Sharon presented invoice 41794 from The Pagosa Springs Sun for \$585.00. A motion to approve this invoice was made by Tonya Steadmon, seconded by Emily Martinez, and approved by voice vote. Discussion: Due to the expense of full-page ads, Fair will request quarter sheet or smaller ads for the 2023 Fair's schedule and Thank-You notice.

During the October 11th work session with the Fair, the BOCC noted that the 2022 budget item for Travel & Training was at zero which means Fair did not budget for attendance at the November 2022 CAFS Convention taking place November 4<sup>th</sup> & 5<sup>th</sup> so there will be an additional expense for the 2022 year. The 2023 budgeted line item shown applies for the 2023 CAFS Convention. The BoCC asked for an explanation where 2023 budgeted items were higher than 2022 actual expenses to help them understand the reasoning behind the increases. Sharon will prepare and email that to Mary Helminski.

Tonya will obtain any unused or partially used gift cards, purchased in 2022 on the County P-Card, so they can be reconciled before year-end.

Committee Reports-Nothing new to report at this time.

### Old Business-

Sharon and Emily met with the BoCC giving a 2022 Fair update including adding a rodeo and band, a BMX stunt bike demo, martial arts demo, Fire Dept sprinkler demo; a number of community organizations set up displays in the Education tent including the PSMC and the Jicarilla Apache Tribe; there were 25% more exhibits in the Exhibit Hall than in 2021. We explained that the Grant Funds were spent in 2022 per instructions to spend by June 30 and were not aware that County allotted the funds to 2021 until after we spent the money in 2022. We had expenses we were not expecting...purchase of food-grade hoses to run water to food trucks since the county water line was broken and rental of a spider box and extension cords for the Pavilion since its new electrical outlets did not match the Fair's existing boxes. We were not able to hire seasonal/contract labor and did all the set-up, operations, and take-down with three community service workers, community volunteers, and the board members. We cut back on expenses by printing the Exhibitor handbook in-house and assembling them ourselves; we did not purchase plaques for our dedication honorees or pie eating contest winners. Board members went business-to-business to solicit

donations; we had great community support by way of financial sponsorships and in-kind donations and services received. The BoCC reviewed the proposed 2023 budget and gave suggestions on community organizations to contact about advertising and/or grant funding for Fair.

We shared our goals for 2023 including increasing the number of Board members, planning a special cancer awareness event with PSMC, a fundraiser, increasing revenue by charging admission to Fair or to one of the events, attending the 2022 CAFS conference. Fair's needs were explained including the help of an electrician, ability to accept credit card payments, water line maintenance for food trucks.

#### New Business-

a) Existing Board members were asked for their intent to serve for the 2023 Fair year. Affirmations were received from Sharon Jennings, Tonya Steadmon, Emily Martinez, Bobby McMeens, Alexa Martinez, Cindy Snarr; all reappointments were approved.

b) Nominations for the office of President included Emily Martinez and Tonya Steadmon. There were no further nominations from the floor and nominations were closed. A written ballot was passed and Tonya Steadmon was elected as President for the 2023 Fair year.

Emily Martinez was nominated for the office of Vice President. There were no further nominations from the floor and nominations were closed.

Lesley Mattingly was nominated for the office of Treasurer. There were no further nominations from the floor and nominations were closed. Sharon Jennings was asked to serve as Co-Treasurer and accepted the appointment. Sharon Jennings was nominated for the office of Secretary. There were no further nominations from the floor and nominations were closed.

Alexa Martinez was nominated to serve as Fair Coordinator. There were no further nominations from the floor and nominations were closed.

A motion to accept this slate of officers and the Fair Coordinator on a single ticket, with the stipulation that Lesley's application be approved by the BoCC, was made by Cindy Snarr, seconded by Kent Jennings, and approved by unanimous voice vote.

c) Lesley Mattingly submitted her Application for Board Membership. A motion to accept Lesley as a new board member was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. Tonya will deliver the application to the BoCC for approval.

Bridget Mattingly was suggested as a new board member and a County Application will be given to her. A notice for additional interested board members will be made via social media and/or newspaper ad. Those expressing interest in serving will be made aware that this is a year-round, working, volunteer board.

d) Several board members expressed interest in attending the CAFS convention in Pueblo on November 4<sup>th</sup> and 5<sup>th</sup>. To cut down on costs, attendees plan to lodge with a relative in the area. Receipts for meals and mileage will be turned in for reimbursement.

e) A holiday dinner social for board members, prospective members, Livestock Committee Liaison, 4-H Coordinator, and CSU staff is planned for early December at Los Dos Charros Restaurant with all attending paying for their own meal (as is customary). We will forgo a gift exchange this year.

f) Discussion of fundraiser ideas will be moved to the November meeting.

The next regular board meeting will be Wednesday, November 9 at 6:00pm at the CSU Extension building. The meeting was adjourned at 7:40pm. There will be no Board meeting in December.

Sharon Jennings  
Recording Secretary

Minutes approved November 9, 2022 as corrected.