

Archuleta County Fair
Minutes of the Board Meeting
Wednesday, September 10, 2025 @ 6:00pm

The meeting, held at the CSU Extension building, was called to order at 6:01pm by president Emily Martinez who welcomed the members present. Present were Emily Martinez, Jane Davison, Sharon Jennings, Alexa Martinez, Bobby McMeens, and Fair Coordinator Tonya Steadmon. A letter of resignation for personal reasons from Ann Radford was shared. A quorum, 5 of 7, was present.

A motion to approve the minutes from the July 9th and August 13th meetings was made by Jane Davison, seconded by Alexa Martinez, and approved by voice vote.

Jane reported that some items are still being received but presently, revenues were 10% over budget and expenses were 10% under budget. She finalized reconciliation of the financial records between Fair's spreadsheet and what the County shows; the County will reclass some General Ledger items. Twice as many rodeo box seats were sold for the Pink Rodeo over last year. A motion to forgive the Pink Rodeo committee from having to reimburse Fair for the final 50% of the Tough Enough T-shirts purchased in 2024, in the amount of \$1,153, was made by Jane Davison, seconded by Bobby McMeens, and approved by voice vote. Tonya said the budget for 2026 was submitted to the BoCC with some capital expenditures specified: \$13,200 to have electrical added or corrected to bring up to code, new uniforms (volunteer T-shirts), advertising, Wi-Fi expansion, etc. Tonya and Jane will meet with the BoCC to review and justify the budget. Due to overall budget cuts, we may not be able to add the water feature from Adventure Zone.

Committee Reports

Bylaws/Standard Operating Procedures is an actual committee according to the Bylaws so will be included under Committee Reports going forward. Bylaws are still to be reviewed and updated. A work session will be planned at a date to be determined. Standard Operating Procedures for all areas within Fair should be written up as part of the operating manual needed.

Entertainment/Music: Bands will begin at 8:00pm and play until 11:00pm. A motion to ask Bo DePena to perform during the Saturday night Band/Dance slot was made by Emily Martinez, seconded by Sharon Jennings, and approved by voice vote. A supplier suggested Bo DePena be asked not to play as often in Pagosa during the weeks prior to Fair so that people are more apt to come to Fair to hear him since they hadn't heard him so recently across town. Having a band play for a shorter period prior to the main band is an option although funds for that could be used for other general entertainment-type activities.

Entertainment/Other: 1) Wildman Phil will be asked to return in 2026; they have already agreed to hold their \$4,000 price. 2) Adventure Zone will be asked to return for 2026. Tonya will ask them about setting a price for weekend passes primarily for 4-H families. The Fair, or 4-H, may be asked to find sponsors to help defray weekend pass costs. The public needs to be aware that our options for obtaining events for Fair are limited; everything costs and Fair cannot cover all costs for all events; we are doing the best we can with the funds available to provide entertainment in various forms appealing to various age groups. Tonya has been in contact with a carnival contractor but he cannot come to Pagosa. Bobby knew of a group who provides some entertainment/rides for the Little Beaver event in Dulce. Contact will be made about bringing them to Pagosa. Colorado's department of Oil and Safety may have contacts for carnivals registered to operate here. Fees and insurance are also a concern. Having a Question & Answer article in the newspaper or on Facebook was discussed again to provide information to questions being asked of the Board (why dances or activities are charged for, why there is no carnival, etc.). Making a presentation at the BoCC work session on these same issues or having a CSU 'open house' Q&A so interested public can ask questions and meet the people involved in various events for Fair, for 4-H, etc. were also options. 3) Medieval Armored Kombat drew a crowd and will be asked early in the year to return for two days. 4) Shred BMX will be asked to return. Sponsors needed!

Exhibit Hall & Quilt Program: Jane will contact Shari about the time to create the quilt for 2026.

Livestock Liaison: They requested Security (Sheriff's Department) walk through the Pavilion to cut down on people smoking. Additional "No Smoking" signage should be added throughout.

Parking/Logistics: The cost went up to \$2,500 this year. A suggestion to have high school parents help with parking in exchange for a donation to their child's school club, or to find another adult group to coordinate parking are options to be investigated.

Rodeos: A suggestion to bring back the Ranch Rodeo on Saturday will be discussed.

New Business

A photograph of Board members was taken for historical purposes. Once the Board for 2026 is established, they will be photographed as well.

A motion to sell the Kawasaki Mule was made by Alexa Martinez, seconded by Emily Martinez, and approved by voice vote. This item must be put up for auction by the County.

Tonya met with Shawna Snarr about Fair's participation in the Colorado State 150th and the United States 250th anniversary events during 2026. We agree to have an event during Fair to help recognize that big event but could not commit to having a monthly publicity event. Depending on our access to golf carts from Southwest Ag, we will agree to have a driver or two available during the July 2026 Party in the Park to transport event goers from the High School Parking lot to Yamaguchi Park.

75th Fair Anniversary – Historical displays using memorabilia from the CSU attic and old-fashioned demonstrations (soap making, blacksmith, shootout, weaving, etc.) during the Fair need to be planned and sourced. A Work Session to find these items and to organize and clean out the attic will be scheduled.

A Work Session can be scheduled or a volunteer found to scan photos for the TV displays in CSU.

A Work Session can be scheduled or a volunteer found to take inventory of all T-Shirts; to take inventory of the Ribbons; to take inventory of the Wristbands. This will allow the Board to determine reordering needs and obtain costs.

Tonya found that the CAFS Conference will primarily be an event for Royalty not coordinators and members. Denver's IAFE conference in Denver has increased costs for housing and registration. Fair will not send anyone this year. Less expensive/free options include using Fairs.com, other online courses, and management training through CSU.

Tonya is working on the Recap report for the BoCC and will email this to Board members when ready.

Kids Game Tent was not discussed. Emily has a family member interested in helping next year.

Concern was raised about the inability to hear the presentations made during the Chuck Wagon dinner because diners/attendees continued talking loudly. Those being recognized did not receive the respect they were due. Having signs with simple messages could be held up to encourage quiet during presentations; "Hush, Y'all!" was a favorite; this will be discussed further.

The Vendor packet will be amended to state that trash must be bagged and taken to the dumpster.

One Educational Exhibitor noted minimal attendance at their table. The Exhibitor letter will be updated to suggest ways to increase public interest by making it interactive, colorful displays, giveaways, or games. An email could be sent asking for their expectations during Fair. Fair cannot guarantee visitors; they must self-promote. The 150/250 observances may impact groups coming to demo or set up display exhibits at Fair.

The grounds layout showing vendor and exhibitor locations could be printed and posted around the grounds and at the entrance to the Exhibitor tent so fairgoers can see who is onsite. It was determined that one tent to hold all exhibitors seemed to work best.

Making a video of the grounds as it is being set up (starting a week or two prior to Fair) and a video during Fair, were suggested.

The next and final board meeting for the 2025 Fair year has been moved forward to Wednesday, October 15th at 6:00pm at the CSU Extension building. At this meeting, Board members can submit a written or verbal request for reappointment to the Board for the upcoming year. The Board will then vote to approve reappointments. Nominations will be taken and the Election of Officers for 2026 (November 2025 through October 2026) conducted.

This meeting was adjourned at 6:57pm.

Sharon Jennings/Secretary/Archuleta County Fair Board

Minutes approved October 15, 2025 as written