

Archuleta County Fair Board

Minutes for January 8, 2025

The meeting was called to order at 6:00pm by president Emily Martinez at the CSU Extension building in Pagosa Springs. Board members were welcomed. A quorum of Board members (6 of 7) was present: Jane Davison, Sharon Jennings, Tabitha Hart, Emily Martinez, Alexa Martinez, Bobby McMeens, and Fair Coordinator Tonya Steadmon.

Several non-agenda items were presented: 1) A document work session will be held at the CSU building on Tuesday, January 14th at 10:00am to review the Sponsorship letter. Suggestions for updates will be reviewed prior to beginning the mail-out including a full-page thank-you of 2024 Sponsor logos, increasing the donation level, requesting logos rather than business cards, changing incentives. 2) Tonya and Kent Jennings have met to review website updates. The County only identified a couple of areas for improvement. 3) The Fair televisions in the CSU hallway are now working and will be able to display Fair photographs, etc. 4) A few Livestock/Auction glass tumblers from 2014 were found and it was suggested new Fair-themed glasses be purchased for the 2026 Fair (75th Fair anniversary). There are some ceramic Fair mugs with Ranch Brands on them in the attic which are used during Fair as give-aways/prizes; stock of plastic branded water bottles is almost gone. 5) Tonya will take part in planning sessions regarding the Fair's participation in the Colorado State 150-year anniversary, the United States' 250-year anniversary, and the Fair's 75-year anniversary all of which take place in 2026. 6) The Spanish Fiesta organization and Archuleta Seniors are now two different entities. Tonya will advise Archuleta Seniors to contact the Management Committee which is responsible for use of the facilities. 7) The Activity tent cannot go up until Friday of the week before Fair.

A motion to approve the minutes of the November 13, 2024 board meeting as written was made by Alexa Martinez, seconded by Tabitha Hart, and approved by voice vote.

Jane reported one deposit made of \$95.00 from Concession Sales/Ice purchases. The 2024 Revenue and Expense spreadsheet is missing from Dropbox. Tonya will contact County IT to have the backup copy accessed and saved to the current file.

Committee Reports

Entertainment/Music: Any Entertainers (Music or Other) asking for an advance deposit for performing will be required to submit two invoices...one invoice for the deposit amount and one for the final balance. Entertainers are required to submit a contract for review by the Archuleta County attorney. 1) Emily has requested the W-9 and Contract with Invoice from Bo DePena for his Friday performance. 2) Brett Hendrix of Fort Collins will be advised that Fair cannot provide any alcohol-type beverages as requested; this is a County rule.

Entertainment/Other: 1) A new contract has been sent to Adventure Zone with updated specifics provided by the County attorney. 2) A contract from Desert Animal Productions "Wildman Phil" has been received. They agreed to a reduced fee of \$4,000 with room accommodations for Thursday, Friday, and Saturday nights. 3) A contract for the Hypnotist for a Saturday performance at \$1,200, with room accommodations for Friday and Saturday nights, has not been received. 4) The Sound technicians, Brad Sumpter and Natalie Carpenter, have penciled in the Fair to their schedule and will be meeting with the Livestock committee to go over requirements for the livestock Pavilion. 5) Emily will contact AJ Anaya of Shred BMX to ask for a discount if they are able to perform. Fair has not been able to isolate their event to charge a fee to attendees to recoup their cost. 6) Efforts are in progress to have an Open Mic or Vinyl night Thursday evening. 7) Shane Lucero is expected to coordinate a Corn Hole tournament for Thursday evening. 8) The County attorney advised that the term "Raffle" should not be used for any fundraising-type events but that "Drawing" and "Bingo" were okay. 9) Additional events are needed. Robin Young would like to have a Cowboy Poetry reading again. Friday was suggested as a Demonstration Day. If EMS is fully staffed, Emily will check with them on having a demonstration or display. Community groups including Aikido, Forge Martial Arts, Dance Troup, Boy or Girl Scouts, etc. should be contacted early for commitments for a one-hour demonstration time on the main stage to be scheduled between other entertainment like Wildman Phil, Pie Eating Contest, etc. The Dunk Tank will not be used with BoCC participation.

Exhibit Hall/Quilt Program: Jane will be making first contacts with Exhibit Hall Judges and Superintendents. She will be taking inventory of Ribbons on Friday, February 7th at 10:00am. A Wine Judge has been identified and will be contacted. With the budget approved, new Display Grid Panels will be purchased and the old wooden peg boards disposed of; some may be kept for future use as backdrops for midway games or they will be disposed of. Tonya will contact County for permission to burn some if allowed by Chamber of Commerce during Winterfest Bonfire. Screws would have to be removed.

Honorees: A motion to designate Matt and Maggie Fischer as Super Volunteers was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. In addition to a gift certificate, the cost of two Chuck Wagon tickets would be needed. A motion to designate Lisa Vail as Super Superintendent was made by Alexa Martinez, seconded by Emily Martinez, and approved by voice vote.

Livestock Liaison: Ashli Stretton, vice president of the Livestock Committee, will be the 2025 liaison to the Fair Board and invited to attend Fair Board meetings.

Rodeos: The Request for Proposal (RFP) has been completed by Tonya, sent out by email, Facebook, or County press release within a week with submissions due back to Fair by February 11th. She has received numerous inquiries from interested parties. RFPs will be reviewed and voted on at the February 12th Fair Board meeting.

Royalty: Tabitha created the flyer and is waiting for final approval before having it posted at schools, on Facebook, etc. A QR code has been added so it can be accessed and applications completed online. The interview committee of Tabitha, Alexa, and Emily will conduct interviews on Wednesday, February 19th; Tonya will attend the interview sessions but not be included in the

voting process. A schedule of community and Fair events in which the Court should participate will be created and given to the Court and their family as early in the winter as possible. The Court will introduce themselves to the Fair during the Chuck Wagon Dinner. A motion to interview and select 2026 Royalty in May 2025 was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. Further coordination is needed about having the Court 'pass the crown' to 2026 Royalty at the 2025 Chuck Wagon dinner.

Old Business

Tonya revised the Budget worksheet due to remove revenue figures from the net budget total. The Board of County Commissioners (BoCC) has approved the Fair budget in the amount of \$166,186.54 which includes the purchase of chairs, display grid panels, fence panels, contract labor, and a contracted supplier for set-up and tear-down. The support from the BoCC over the past year was recognized and was appreciated.

The Board Oversight spreadsheet was updated as necessary. All board members should review it to ensure they are aware of their commitments and that they have not over-committed themselves.

Task Lists are still being created by those responsible for specific Fair areas or events to provide written notes of requirements, due dates, expenses, etc.

A contract for the Sun Valley Rides (Carnival) supplier will be drawn up. The Fair will be responsible for a \$100 County permit, a cleaning fee, and a trash collection fee after the event. A decision will have to be reached with the annual Thursday evening Rodeo about their usual \$5.00 parking fee due to the Carnival being on the same Thursday night, June 19th, 2025. Fair will be using the regular Rodeo parking area for Carnival set-up so Rodeo parking will have to be moved and Fair may have to include a parking fee to offset the Rodeo's lost revenue. Having the Carnival and Rodeo on the same night should benefit both groups as additional attendees for both will be on-site.

The Sponsor Banner procedure, for hanging and cleaning, as proposed and reviewed by the Board, was approved.

New Business

Various advertising options will be used as necessary; some will be County news releases, some by Facebook or other social media, some by Pagosa Sun Newspaper.

The Fair banner, hung on Hot Springs Blvd, will have the dates removed with a suggestion made to use "This Weekend Thursday – Sunday" instead of hard-coded dates. This will be cheaper in the long-run as dates vary each year and is not always in the same month requiring additional verbiage.

Tonya will complete the Town of Pagosa application and submit with the fee. The Town will hang the banner on the Monday of the week of Fair and will remove it the Monday following Fair.

A motion to approve the application for Fair Board membership submitted by Ann Radford was made by Sharon Jennings, seconded by Tabitha Hart, and approved by voice vote. Ann was able to attend the holiday dinner in December and meet the Board members. The application will be given to the BoCC for approval.

Basic budget amounts for major Fair events were plugged into the budget by Tonya. Additional individual budgets for other categories still need to be determined and added to the spreadsheet so expenses will be known and overruns monitored. It was noted that the Sheriff's department charges the Fair for events outside of Fair days/times but does not charge for service during Fair itself.

The Colorado Association of Fairs and Shows (CAFS) has not added 2025 dues to the website. Tonya will continue to monitor and make payment.

All contracts which have not been approved by the County attorney, including the Exhibit Hall Judge contract, need to be reviewed by the County attorney and updated by Fair before being sent out.

Tonya will provide a complete list of Board members with titles and phone numbers to the County after approval is received from Ann Radford. This data is posted on the County website.

Tonya walked the Fairgrounds with an electrician. Arrangements will have to be made during the layout of grounds to move some vendors requiring electricity to other locations where power exists.

Most music performances have been contacted. A vote for the performance during Chuck Wagon will be taken at the February meeting.

Sharon will begin contacting the selected Honorees in February. Names for the Dedication list to be published in the newspaper and Fair Book will be updated as identified during the year. This is the name of any volunteer, member, or supporter of the Fair who has passed away during the year after the last Fair.

A work session to take inventory of all Ribbons, Wristbands, T-shirts, and other stock will be held Friday, February 7th at 10:00am. Any board member available is welcome to assist.

Dropbox files prior to 2023 are available and can be accessed using a volunteer computer at the Fair office.

The next Fair board meeting will be Wednesday, February 12, 2025, beginning at 6:00pm.

Forms Work Session: January 14 at 10:00am

Inventory Work Session: February 7 at 10:00am

Royalty Interviews: February 19

Carnival: June 19-22

The meeting was adjourned at 7:33pm.

Sharon Jennings/Secretary

Minutes approved February 12, 2025 as written