

# Archuleta County Fair Board

## Meeting Minutes – November 8, 2023

The Fair Board meeting, held at the CSU Extension Building, was called to order at 6:00pm by secretary, Sharon Jennings. Present: Bobby McMeens, Sharon Jennings, Monte Williams, and Fair Coordinator Alexa Martinez. A quorum was not present. One guest, Macey Jacobson, was present and welcomed. She was given a copy of the County Application for Board membership. Macey was interested in working on the Royalty Committee to encourage early participation in Fair events.

Special Items: a) The easels used during Fair belong to CSU and should be returned to the CSU attic in the future rather than be stored in the Fair Zircon. It was suggested that they be labeled with colored tape like the tables. b) Any wood chips still on the fairgrounds in the Spring need to be removed by Fair. c) The Spanish Fiesta group wants to have their event the week after Fair. Use of the grounds, rental of tent, tables, chairs, etc. would have to be coordinated with CSU rather than Fair since it is completely outside of the Fair's decision. Our responsibility ends the Monday after the Fair.

Due to lack of quorum the motion to accept the minutes of the October 11<sup>th</sup> meeting will be postponed until January.

### **Treasurer's Report**

a) Total Deposits as of October 31, 2023 were \$54,560.35. b) Bills to be paid: \$296.67 Tres Rios Silver for Steer Hidy drag Kids Rodeo buckles, \$500.00 CAFS Conference registration, \$91.90 (53.19 and 38.71) P-Card charge Meals CAFS Conference. Due to lack of quorum the motion to approve these bills for payment will be postponed until the January meeting. A Charge with W-9 from Our Savior Lutheran Church for \$660.00 for Pink Rodeo Drinks and P-Card receipts for Meals and Fuel for the CAFS Conference are still pending. The check to PSMC was mailed directly to the PSMC Foundation by Finance in error so it is too late to do the PR presentation to them for the newspaper. Sharon will check into prices for a new heavy-duty laminator which failed at the end of Fair. CSU will be asked to order it to avoid sales tax.

### **Committee Reports –**

**Entertainment/Other:** a) Mark Bergon will be invited to the January meeting to discuss the state of the horseshoe pits. Should pits be moved closer to the pavilion area as that seems to be where the Fair will be taking place once the new Exhibit Hall is built? It was suggested that all individuals who serve Fair, like the Audio Technician, be invited to attend a meeting to ensure we are 'all on the same page'.

b) Alexa and Emily obtained contact information at CAFS from a Hypnotist and a Bull riding vendor so need to determine if we want to hire one of them.

c) Wildman Phil was at CAFS and Alexa asked him to reserve Fair's spot (as another group was interested in the same time slot). He talked with Alexa and gave some input on what Fair could do to change-up entertainment.

d) In January contact Frazier Carnival to get on their schedule for the Fair's 75<sup>th</sup> anniversary in 2026. If Town does not have a carnival and Fair, did it might encourage more young people to attend Fair. Issues voiced by some carnival companies were weather, size of town, and location not in the center of town. Need rides and midway games. Need signage at the intersection of Hwy 160 and Hwy 84 because you cannot see the tents or what is happening from Hwy 160. Promote Fair to high school and middle school students about Fair and 4-H. Would Wildman Phil be willing to come for an assembly at each school along with Fair. Have posters about Fair/4-H/Exhibit Hall in the schools before school ends. Ask them what they would like to see happening at Fair. Find out about Club Night; maybe Fair could have an interactive table and to pass out information.

e) Decide if Adventure Zone should be asked again.

**Exhibit Hall:** Discussion on the updates to the Fair Entry website will be postponed until the January meeting when Jane Davison is present to update us.

**Honorees:** A name was proposed for Super Volunteer (Kent Jennings, Juanita Martin), Super Superintendent (can be from Exhibit Hall or from Livestock/4-H), and Dedications (to be accumulated).

### **Old Business –**

**Kids Rodeo Form:** Tonya suggested some changes.

**Workday:** Sharon will contact CSU for available dates to sort and organize the Fair Closet. Sharon has some wire shelving to donate if it could be used.

**Holiday Social:** Sharon will email invitations as discussed for Wednesday, December 13<sup>th</sup> at Los Dos Charros.

**Board Meetings:** It was decided to continue meeting on the second Tuesday of each month at 6:00pm except for July when we will meet each Wednesday and December when there is no formal meeting.

**CSU Notification:** Sharon will email CSU the new meeting dates and dates of events outside of regular Fair.

**CAFS Conference:** Alexa and Emily attended. They were disappointed as there were very few vendors. (It was not combined with the Rocky Mountain Association of Fairs which included other states around Colorado). Fairs were encouraged to create a scholarship (\$500 -\$1000) for high school students who volunteer at Fair for certain number of hours for three years. Contact sports groups like football, boys' soccer, volleyball to schedule each group to volunteer for a different day of Fair. CAFS suggested having 'sensory hours' for special needs youth to have a quiet time to walk through exhibits and visit animals, etc. when less people and activities are going on (noonish or early afternoon); partner with Aspen House. There was one circus group represented at CAFS, but no carnivals.

### **New Business**

**Form Review:** Get forms updated in January, especially the Sponsor form. Simplify the incentive options. Determine a fixed list of individuals, other than sponsors, to provide incentives to. A work session may be scheduled to work on these after input is received about needed changes.

**Advertising:** Request for Quotes need to be created and put in the newspaper for Rodeo Contractor, Tent Vendor, Janitor, Photographer, Sound Technician. In some cases, there has been interest from more than one supplier so we are required to go out for bids. A work session may be scheduled to work on these ads.

**Bylaws:** These have to be reviewed, and updated if needed, yearly.

**Monthly To-Do Calendar:** The monthly tasks were updated this year, but the contact information needs to be reviewed.

**Board of County Commissioners Article:** A copy of the SUN article about hiring a Fair Manager was distributed. This came about after Veronica Medina, who visited the Fair Board meeting in October, took her input back to the BoCC.

**Notify WHEC & CSU Fair Dates:** Sharon will email CSU to request use of main level of WHEC building, Red Ryder, Pavilion, and County building for all pre-fair and Fair events (set-up, Fair take down). New bucking chutes have been received for the Arena.

**Fair Dates and Theme:** Fair board needs to confirm dates. The overall Fair theme of "A Timeless Tradition" should not change. Themes for individual areas can be suggested but only for paper signs; new banners should be generic. Determine start time of Fair on Thursday; this was one of the points raised during Fair Wrap-up. The livestock shows start at 10:00am on Thursday. Must have a 4-H pass to park in the east 4-H area so someone needs to monitor that parking entrance area to restrict entrance to 4-H families only. Because Fair is short on volunteers, we were not able to staff that area during the 2023 Fair. The San Juan Mounted Patrol will have to be advised of which pass is allowed to park in the far southeast area although they do not monitor that area. Invite to a meeting to review parking areas. By starting later, we may be able to get the ice freezer delivered on Thursday instead of Wednesday, which would save money.

**Website:** Kent Jennings updated the main page of the website. Start times will have to be changed on the website (and Exhibitors Handbook/Fair Book) depending on decision reached.

The next board meeting will be Wednesday, January 10<sup>th</sup> at 6:00pm in the CSU building.

The meeting was adjourned at 6:57pm.

Sharon Jennings/Secretary

Minutes approved January 10, 2024 as written.