

**Archuleta County Fair  
Fair Board Meeting  
October 14, 2020**

The meeting, held by Zoom online conferencing and in-person at the CSU Extension office, was called to order by President Jason Cox at 6:15pm. A quorum, 9 of 13 members, was present: Kerry Keegan, Lesley Mattingly, Stetson Keegan, Shelly Cox, Jason Cox, Sharon Jennings, Lisa Vail, Tim Vail, Jennifer Smith. Prior to the meeting the members enjoyed a potluck dinner.

Minutes: A motion to approve the minutes of the July 22 Board meeting as recorded was made by Lisa Vail, seconded by Kerry Keegan, and approved by unanimous voice vote. A motion to approve the minutes of the September 9 Board meeting as recorded was made by Kerry Keegan, seconded by Lisa Vail, and approved by unanimous voice vote.

**Treasurer's Report:**

a) 2020 Outstanding Bills: 1) Shelly has two invoices yet to be presented for payment. 2) It was agreed that a payment of \$212.50 will be made to Jeff Heintzleman for his costs in setting up part of the sound system for the 2020 4-H Auction. 3) Breach of Contract: After reviewing existing contracts, the Board may wish to adopt a policy to address breach of contracts by providers (the County has an existing clause that the Fair may add to their contracts). An option not to accept future 'Request for Proposals' from providers and/or including adding a statement in the contract that the Board has the right to make decisions or deny accepting services for a period of time if a contract was not fulfilled were discussed.

b) Budget Review: 1) 2020 budgeted operational funds were used for investment into long-term capital improvements. 2) The 2021 budget reported to the County will be the same as that for 2020. The official County budget has not been received. The County was advised that there may be a change to the line item budgeted for the Fair Coordinator as that position will change for 2021. A realistic pay rate and responsibilities for this position needs to be determined. It was suggested that the person in this position be assigned to desk-duty at the CSU building for a certain number of hours and/or days per week to field and make Fair-related business calls.

**Committee Reports:**

a) Livestock Committee—It was reported that Misti Smyth has stepped down from her role as President of the Livestock Committee. They will assign another person to attend the Fair Board meetings.

b) Parking/Logistics—Tim reported no issues regarding the entrance area or parking.

c) Bylaws—Need to be reviewed, updated, and approved early in the year. Specific items to be addressed include the process of reinstatement of Board members and needed changes to contracts.

**Old Business:**

2020 Virtual Event—Becky Jacobson sent her appreciation to all Fair Board members who helped with parking, web design, IT and broadband installation, filming, meals, etc.

**New Business:**

a) Nomination and Election of Officers—Four positions were open for nominations: President, Vice-President, Treasurer, and Recording Secretary.

1) Kerry Keegan was nominated for the office of President. As there was only one nominee for the office of President, Jennifer Smith moved to close the floor for nominations and made the motion to elect Kerry Keegan for President, seconded by Tim Vail, and approved by unanimous voice vote.

2) Jennifer Smith was nominated for the office of Vice President. As there was only one nominee for the office of Vice President, Sharon Jennings moved to close the floor for nominations and made the motion to elect Jennifer Smith for Vice President, seconded by Tim Vail, and approved by unanimous voice vote.

3) Sharon Jennings was nominated for the office of Secretary. As there was only one nominee for the office of Secretary, Kerry Keegan moved to close the floor for nominations and made the motion to elect Sharon Jennings for Secretary, seconded by Lesley Mattingly, and approved by unanimous voice vote.

4) Tonya Steadmon and Lesley Mattingly were nominated for the office of Treasurer. A motion to elect Lesley Mattingly for Treasurer was made by Stetson Keegan, seconded by Tim Vail, and approved by unanimous voice vote.

b. Fair Coordinator—After discussion it was decided that this needs to be a permanent, part-time employee position. This item will be tabled until the November meeting. In the interim, an Ad Hoc committee comprised of Jennifer, Kerry, and Tonya will meet prior to the November meeting to set up the needed details, salary, and determine if an RFP or Job Application is necessary.

c. CAFS/RMAF Convention—Jennifer, Kerry, and Lisa were interested in attending the November 12-14 convention. The budget contains provisions for the costs.

d. New Fair Board Member—A motion to accept Tonya Steadmon’s application to become a Fair Board member was made by Shelly, seconded by Jennifer, and approved by unanimous voice vote.

The next Board meeting is Wednesday, November 11<sup>th</sup> at 6:00 pm and will be held in-person at the CSU building and via Zoom online conferencing.

The meeting was closed at 7:22pm.

Sharon Jennings/Recording Secretary

Approved as written November 11, 2020

2021 Fair Dates: Thursday, August 5, 2021 through Sunday, August 8, 2021

**2021 Fair Meeting Dates (2<sup>nd</sup> Wednesday):** **November 11, 2020**      **January 13, 2021**      **February 10**  
**March 10**      **April 14**      **May 12**      **June 9**      **July 8, 15, 22, 29**      **September 8**