

Archuleta County Fair Board Meeting Minutes – October 11, 2023

The Fair Board meeting, held at the CSU Extension Building, was called to order at 6:00pm by president Tonya Steadmon. Present: Bobby McMeens, Sharon Jennings, Becky Ziminsky, Tonya Steadmon, Emily Martinez, and Fair Coordinator Alexa Martinez. Jane Davison and Monte Williams reported in that they were unable to attend due to personal matters. One guest, Veronica Medina of the Board of County Commissioners was present and welcomed.

Special Items: a) A motion to approve sending two Board members, Alexa and Emily, to the Colorado Association of Fairs and Shows conference in Pueblo, Colorado was made by Sharon Jennings, seconded by Bobby McMeens, and approved by voice vote. They will check work schedules to determine their ability to attend and will register online if able to attend. b) Alexa noted that the third sponsored Kids Game, Fishbowl, has been received and stored at her home. c) An advertisement requesting Bids for the Rodeo Contractor, Janitor, Photographer, Sound Technician, and Tent supplier will be placed in the newspaper in January 2024.

A motion to accept the minutes of the September 13 meeting as written was made by Becky Ziminsky, seconded by Emily Martinez, and approved by voice vote.

Treasurer's Report

a) Total Deposits as of 09/30/2023 were \$52,705.53 Emily turned in cash from Fair credit card receipts in the amount of \$1,854.82; Sharon will deposit with the County Treasurer. Because Credit card receipts would not post to the Fair account, Emily posted the deposits to her personal account and provided cash to Fair. If credit cards are to be accepted in the future, the Fair should have its own credit card system, like Square, with its own account unless the County credit card system is upgraded to work easier at the point of sale.

b) Bills to be paid: \$15.00 Design A Sign to update the wooden Fair ribbon sign, \$326.40 Pine Valley Rentals for light towers. Invoices from Tres Rios Silver for an estimated \$225.00 for two additional Kids Rodeo buckles for the Steer Hide Drag Race and an invoice from Our Savior Lutheran Church \$660.00 for providing drinks for the Pink Rodeo are still to come. A motion to approve these bills for payment was made by Bobby McMeens, seconded by Becky Ziminsky, and approved by voice vote.

Committee Reports –

Rodeo: A motion that Tonya remain on the all-Rodeos committee for 2024 was made by Bobby McMeens, seconded by Sharon Jennings, and approved by voice vote. Tonya noted that the youngsters did not want cash for winning the Steer Hide Drag Race and they were promised buckles instead. In the future two extra buckles (this is a 2-person team event) will be purchased. The Official Entry Form for the Kids Rodeo will be updated to require that helmets be worn by all youngsters participating in Calf Riding, Steer Riding, and Wild Cow Riding as currently required in Mutton Bustin'. Additional updates to times, etc. will be made.

Royalty: Lyn Varrati had said she would like to serve on the Royalty Committee for 2024 though she will not be on the Board.

Old Business –

Holiday Social: Wednesday evening, December 13th was selected as the date for the Fair Board Holiday Social at Los Dos Charros Restaurant beginning at 6:00pm. Existing and prospective Fair Board members and family, CSU staff, 4-H Coordinator, Livestock Committee, and the BoCC will be invited. This is a 'buy your own meal' event as usual. A gift exchange will not be held.

Board Reappointment: A motion to approve reappointment of the Board members Bobby McMeens, Tonya Steadmon, Jane Davison, Becky Ziminsky, Sharon Jennings, and Monte Williams for the 2024 Fair year (November 2023-October 2024) was made by Tonya Steadmon, seconded by Sharon Jennings, and approved by voice vote. Cindy Snarr requested a leave of absence for another year due to health concerns so will not be reappointed until next year. In an effort to find new Board members, a notice will be put on social media (Facebook) and an article written for The Pagosa Springs SUN. Veronica Medina was given a link to the guidelines for serving on the Board. The Guidelines and Application are on the Fair website under 'Forms & Docs'.

Budget Narrative: A motion to accept the 2024 Budget Narrative which included the required statement, Fair mission, 2023 Accomplishments, and 2024 Goals was made by Emily Martinez, seconded by Bobby McMeens, and approved by voice vote. A copy of the narrative, submitted to County Finance as required by the September 29th deadline, was distributed.

It was noted that Fair does not have a budget for Grounds and the \$6,000 electrical updates that were needed and completed were charged to the Fair's G/L. Veronica will review this particular charge. She stated that the Fair is a want and need for the County and is a line item under the Commissioner's budget. She encouraged the Fair Board to present their needs to the BoCC and expressed interest in finding out that Board members were unpaid and most took unpaid time off from regular employment to serve for up to ten days (before, during, after Fair) to put on the Fair. The only paid position is for the part-time Fair Coordinator offering Professional Services.

Veronica shared that the County has acquired a stage which would be available to be reserved for functions through the County. There may also be options available to borrow fencing. Other specific equipment that the Fair needs each year is access to a Skid Steer (which Fair members can operate) to move and spread wood chips and Light Towers to illuminate the fairgrounds and parking areas at night.

The Board was encouraged to continue searching for grant opportunities through the Town Tourism Board and LPEA's Round Up program and was given the name of Beth Lamberston/CDC who is the County's Grant Writer (970-749-1877).

Fair Thank You Ad: Sharon placed the thank you list in The Preview for its September 14, 2023 edition. It was suggested that Fair check to see if The Sun still offers a buy one ad, get one ad free in January or February.

Workday: Open dates for the Exhibit Hall for October and November were provided by Terry Schaaf. Sharon will ask for open dates in December and January. The project to declutter and repair the Fair Closet (formerly known as the Exhibit Hall Closet) may take two days; one to empty, sort, toss, and fix the shelves and another to restock.

New Business

Election of Officers:

Tonya Steadmon was nominated for the office of Fair Board President for the 2024 Fair year. There were no nominations from the floor and the nominations for President were closed.

Emily Martinez was nominated for the office of Fair Board Vice President for the 2024 Fair year. There were no nominations from the floor and the nominations for Vice President were closed.

Sharon Jennings was nominated for the office of Fair Board Secretary/Treasurer for the 2024 Fair year. There were no nominations from the floor and the nominations for Secretary/Treasurer were closed.

A motion to accept this slate of officers as presented was made by Bobby McMeens, seconded by Becky Ziminsky, and approved by voice vote. Discussion: After much discussion, the Vice President will take over all regular duties of the President during Fair as the President is employed and cannot take a week to ten days of unpaid time off to be on-site at the fairgrounds. Becky Z. and Jane would like to have another year or more of work as Exhibit Hall Coordinators to focus on that project before taking on an officer role. Veronica said she would speak with the BoCC to see if County employees could be asked to spend a 4-hour shift working at the Fairgrounds during Set-Up and Take-Down days.

Meeting Day: The discussion of continuing to meet the second Wednesday of each month at 6:00pm will be postponed until the November meeting.

Meeting Day Notification: The notice to CSU staff reserving days and times of future Fair Board meetings will be postponed until after the November meeting when decisions are made.

The next board meeting will be Wednesday, November 8th at 6:00pm in the CSU building.

The meeting was adjourned at 7:40pm.

Sharon Jennings/Secretary

Minutes approved January 10, 2024 as written.

2024 First Board Meeting: November 8 December-Social/No Board meeting