

# Archuleta County Fair Board Meeting

## Minutes September 11, 2024

The meeting, held at the CSU Extension building was called to order at 6:00pm by president, Emily Martinez. A quorum (5 of 8) board members were present: Emily Martinez, Jane Davison, Tabitha Hart, Sharon Jennings, Bobby McMeens, and Fair Coordinator Tonya Steadmon.

Special Item/Open Forum-1) Becky Jacobson/4-H Coordinator returned Chuck Wagon tickets that Fair must pay for along with three Sponsor or Volunteer incentives tickets which were incorrectly allowed used for the dinner. Such tickets used in future years will specify "Excludes Chuck Wagon Dinner". The Board agreed that they are willing to have Fair volunteers sell tickets for the Chuck Wagon Dinner at the Welcome Tent starting on Thursday. 2) Volunteer or Sponsor names need to be written on the incentive tickets. 3) The banner for the Art Walk has not been found. 4) Fair has been notified that the names of all food and merchandise vendors must be submitted to the Department of Revenue within ten days of the end of the Fair. In addition, a Special Events License for vendors will be required by the State starting in 2025 at a cost of \$8.00 for a single event or \$16.00 for a multiple event. Our vendor forms must be updated to state this information. 5) Vendor forms will also need to include instructions that each vendor must clean up their space (trash, zip ties, rocks, etc.) and the condition must be left "as found". It was suggested that deposits not be returned until the vendor has loaded up their equipment and supplies and left a clean space. 6) A suggestion was made to check into a technology solution for non-profits called TechSoup that "supports nonprofits, charities, and libraries by providing access to donations and discounts on software, hardware, and services". 7) A thank-you card to all Fair staff from Betty Lee was passed.

A motion to approve the minutes of the August 14<sup>th</sup> meeting, as corrected, was made by Jane Davison, seconded by Tabitha Hart, and approved by voice vote.

Jane reported that a deposit of \$1,100 was made. Several invoices were received, the largest was for tent rental from Mountain Peak Rentals, who gave Fair a \$5,000 discount.

### Committee Reports

Entertainment/Music-On Thursday evening try an Open Mic Night or a Vinyl Night instead of hiring a band.

Entertainment/Other-Mark Bergon cut new wood and painted the backboards for the horseshoe pits. He feels that all three pits should be retained.

Exhibit Hall-The 4-H Shooting Sports use a cable from which to hang their targets. This may be a solution for hanging items in the Hall. Spec sheets for free-standing grid panels, instead of using peg boards, were viewed. The existing damaged peg boards need to be taken to the dump.

Quilt Program- Terry Schaaf/CSU notified Fair that quilters can take their quilts to the Colorado State Fair. Quilts must have been created within three years of the Fair. Quilts destined for the State Fair may have to be delivered prior to our County Fair.

Honorees-Three additional names were submitted for consideration as 2025 Super Volunteer or Super Superintendent.

Rodeos-1) TETWP Pink Rodeo committee had their wrap-up meeting. Box seats were sold, with PSMC receiving \$1,230. Merchandise sales were \$2,300. The winner of the Giddy-Up Cup bra decorating contest donated their \$97 winnings back to the committee. T-shirt sales brought in about \$1,900, which was under one-half of the actual cost of the shirts, \$4,200. Dates were not printed on the shirts so they can be sold in 2025. 2) For the Friday night rodeo, another event, such as barrel racing, will be investigated. A Ranch Rodeo, as previously held, would be a good event although another County holds a Ranch Rodeo the same weekend so Fair may not be able to get a coordinator for our weekend. 3) All alternative Rodeo Contractors need to be considered for future Fair rodeos.

Royalty-With school back in session our 2024 Royalty Court may be involved in sports activities so they will not be able to take part in Fair events over the next months. They will be contacted to return the purple shirts to be used again for next year's Court. Creating a 'lady in waiting' to advance to the next royalty level was discussed. Posters advertising the Royalty program should be created by the end of the year for posting in January.

### Old Business

County IT got the televisions working. There are too many photographs on the drive causing long load times.

Gift Certificates that do not expire can be saved and used for a future fundraiser or event. For those that with an expiration date, the restaurants can be contacted and asked for a replacement or someone may be willing to buy that certificate and funds used to buy a new certificate for next Fair.

## **New Business**

Robin Young has accepted a different position with CSU and is no longer at the Extension site. Terry Schaaf will fill in until a new Specialist is hired. The Pagosa Sun had two articles regarding this change.

The first draft of the 2025 proposed Budget has been submitted to the County. 1) Some increases over 2024 were requested including additional fence panels and chairs. A request for \$7,500 for the purchase of grid panels was included. The County informed Tonya that wages for the Fair Coordinator will now come out of the Fair budget. 2) Board hours volunteered, not including attendance at board meetings, need to be given to Tonya as soon as possible for inclusion in the budget documents to County. She also needs Fair attendee numbers taken at the Welcome tent logs. Contract labor hours and Community service hours are also reported. Checking Sign-Up Genius, she noted 711 hours volunteered. Of the 400 open slots only 107 slots were filled. Areas of concern that will be included in the Budget Recap are electrical needs, lighting, trash, and parking issues. The Board will investigate each area including dumping dumpsters more often, using solar lighting near light/electrical boxes and tent entrances, finding alternate assistance in the parking lots. 3) Tonya is requesting bids for electrical work to add the power needed for food trucks as too many are using the high-voltage plugs and causing overloads. If this cannot be corrected, the users will have to be split into different areas where proper access is available. Soliciting bids from a moving company or similar supplier to do the heavy Fair set-up and take-down functions will be investigated. This group would be responsible for setting up fences, the stage, tables and chairs, etc.

Jane noted that Warren Brown has inquiries out for help with finding new Fair Board members. She will contact Ronnie Maez as well. Tabitha has a friend who is also interested. Guests who have requested meeting time to discuss their needs will not be scheduled until early in 2025. This will allow time for obtaining information from the WHEC and Management committee regarding fees they charge for use of their grounds.

Work sessions will be scheduled to discuss 1) organizing Fair tasks & communications, 2) reviewing drafts of Task Lists for all areas within Fair, updating the Board Oversight & Assignments spreadsheet. Tasks should be assigned to an area of Fair and not to an individual. Initial information gathering will take place on October 9<sup>th</sup> after the regular board meeting for anyone available to take part. A second session, originally set for October 11<sup>th</sup> has been moved to Friday morning, October 18<sup>th</sup> from 9:00am to noon at the CSU building.

Tonya has reserved a room for the CAFS Conference. She must attend as Fair Coordinator. It was decided that she will attend alone this year. Housing and registration costs have increased for 2025. She will drive up Thursday evening and leave Sunday morning. CAFS dates are Friday and Saturday, November 8<sup>th</sup> and 9<sup>th</sup>.

The next meeting will be at 6:00pm on Wednesday, October 9. Board members will declare their Intent to Serve decisions. Officer nomination and elections will be held. The final meeting will be Wednesday, November 13.

The meeting was adjourned at 7:07pm.