

# Archuleta County Fair Board Meeting

## Minutes – July 12, 2023

The meeting was called to order at 6:06 pm by president Tonya Steadmon. A quorum, 7 of 11, members were present: Monte Williams, Emily Martinez, Jane Davison, Tonya Steadmon, Bridget Mattingly, Bobby McMeens, Sharon Jennings, Alexa Martinez, and Alvin Schaaf. Guest Marie Denton, who will serve as Floriculture Superintendent, was introduced.

Special Items (not on agenda): a) Twenty Fair trucker hats are available to be sold for \$20.00. b) CSU has an account with Office Depot. Fair can email Terry Schaaf a list with the item numbers and she will order. Fair's G/L account numbers will be coded and Fair charged for purchases. c) Tonya, Alvin, and Cherie Ford walked the grounds to determine 4-H parking and other set-up needs. d) On-site security by the Sheriff has not been officially accepted or approved. e) Becky J. let us know that the lower level of the WHEC/4-H building will be empty Thursday and Friday, August 3-4. The area has a concrete floor and can be used for any activity needed on those days. Anything set up there would have to be removed Saturday morning because the Chuck Wagon dinner will be staged there.

A motion to approve the Minutes of the July 5 meeting as presented was made by Jane Davison, seconded by Monte Williams, and approved by voice vote.

Sharon reported total deposits of \$19,668.00. A motion to approve invoices to be submitted to County Finance on July 13 was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote: Shred BMX/Entertainment-Other \$5000, Jorgenson Music-Audio/Sound \$4100, Goodman's \$179.88, Leslie Montroy-Sponsor shirts & all shirt imprints \$6,430, Rocky Mountain Popcorn refund \$75, Alexa Martinez-Fair Coordinator & Kids game purchases \$17,085, Brett Miesinger/Poultry Judge (Fair pays 25%) \$92.26, Lynx Temp Fence \$2,780. Emily noted another business emailed and wants details on being a sponsor. Payment to Connie Cecil/4-H Projects Judge will be made by Becky J and split 50/50 between the Fair and 4-H.

### Committee Reports

- 1) Rodeos Status: a) The Pink Rodeo flyer was updated with last year's photographer's copyright. Their next committee meeting is Friday, July 14. The pink sponsor Ts are printed. Rodeo Posters from W/A Rodeos are expected tonight. b) 4-H and family will be offered a green all-weekend wristband for \$10 each to include entry to both rodeos and dances; Becky J will maintain a 4-H sign-up for these. c) The Grand Entry, the Survivor's wagon entrance, the Pink Pony Ride (inflatable) and other activities must be completed in the Arena prior to the Bulls entering the chutes.
- 2) Livestock Committee: Alvin reported that Cherie Ford has been in contact with the Fair Photographer about their needs. No other issues need to be addressed at this point.
- 3) Exhibit Hall: a) Jane contacted and confirmed most Superintendents; still needed for Beer/Wine Spirits, and Fine Arts. Marie volunteered for Floriculture and came tonight to learn more. Jane showed her the manual. b) Sharon contacted all Judges, but a Field Crop Judge is still needed.
- 4) Royalty: a) The Court is having pictures taken Saturday evening July 15 by the Fair Photographer. The images need to be emailed to Kent Jennings for the Fair Book. b) Tonya will contact Mary Helminski/BoCC to ask if Royalty can visit the Board at their Tuesday July 18 meeting, have a picture (wearing their crowns and sashes), invite the Board to the Fair, and give them tickets to the Chuck Wagon dinner. Lyn Varrati will be asked to chaperone them. Becky Jacobson has the dinner tickets and volunteered to stand in if Fair Board cannot chaperone. c) The Court is to assist 4-H distributing flyers to businesses on Fair/4-H Promotion Day. These activities, along with those from the July 5 meeting, must be added to the 2024 Royalty schedule. d) There are burgundy T-shirts in the workroom for the Court.
- 5) Honorees: Sharon received candid photos from all three and Kent added them to the Fair Book with their write-ups. She emailed the Fair Photographer to ensure formal photos are taken during the Chuck Wagon dinner.
- 6) Parking: San Juan Rangers will meet Monte and Board members on Saturday July 28 from 2:00-4:00pm to flag and paint parking lines in the main lot (and handicap lot, if possible). Fair has the paint and machine.
- 7) Entertainment/Music: An invoice has not been received from Tylor Brandon Band. Nothing further to report.
- 8) Entertainment/Other: a) Emily will determine and notify Shred BMX of performance time for Friday morning as 11am conflicts with Wildman Phil; their requested 1pm and 3pm performances are set. Saturday performances of 11am, 1pm, 3pm are set. Their flyer needs to be updated with the Friday morning time if changed. b) A motion to book the Magician from The Bash at a total cost of \$950 was made by Emily Martinez, seconded by Monte Williams, and approved by voice vote. He knocked off \$50 from his cost but does require a pet-friendly hotel room; Emily is going to check with SoCo Motel for room sponsorships. c) Shane Lucero is

scheduled for the Corn Hole Tournament on Thursday evening. He is sending details and Sharon will create a flyer. d) Shane Lucero is loaning Fair the giant Jenga game. e) Marie volunteered to contact her neighbor who owns High Altitude Ax Throwing. f) Bobby has completed one 'Hook and Ring' set-up and hopes to have another ready by Fair. g) Jody McKee and the mechanical bull will not be coming due to liability concerns. h) Monte volunteered to contact Carnivals for availability and price information for 2024. i) Emily called a local Bounce House vendor but they have no personnel to staff it; Fair could rent for \$400-500 per day but would have to provide volunteers to staff and take tickets. One vendor out of Farmington will be contacted again.

### **Old Business**

Website and Fair Book Status: Robin Young asked that a notice of the Pavilion Grand Opening and Ribbon Cutting on Saturday, August 5<sup>th</sup>, 4:00pm be put on the website. The Tough Enough pink flyer was posted. All activity flyers are posted; new ones can be added. The placement of the Homemaker of the Year information was moved within the Fair Book and Table of Contents under Exhibit Rules and Regulations.

Sign-Up Genius: The site finalized by Alexa and emailed to 125 existing volunteer emails (27 came back with invalid addresses). The link was sent to Jodi Scarpa/PSMC who can send to their 1,000+ volunteer list. Emily will email the link to Ashley Springer at the County to post. A decision was made to allow 14–16-year-olds to serve as volunteers to take tickets, monitor Kids Games, help with crafts, and certain other tasks.

Vendors: Alexa contacted all confirmed vendors with missing deposits, space rental fees, or insurance certificates. She found that Rocky Mountain Popcorn cannot attend due to a personal situation. Food Truck vendors are expected to be on the west side of the Grandstand entrance.

Education Tent: Emily said EMS wants to present a 'Stop the Bleed' demonstration during busy time Saturday August 5 and park their mobile unit on-site. There are seven groups signed up. The Library may want to do the Story Walk again.

Food Truck Face-Off: Three food truck vendors have confirmed their interest in the Face-Off; two additional trucks are being sought to meet the five-truck minimum.

The Mule to pull the Kids Train and the newer UTV were started, driven, and overhauled by County Maintenance.

Kids Game area: Alexa purchased three Kids Games through Etsy; delivery is expected just before Fair. Another Kids Game sponsor sent in a check.

Fair Poster: Emily completed the Fair poster and provided it to Becky Jacobson who printed for Promo Day.

Advertising and Articles: a) 4-H members distributed fair posters and auction cards to businesses on 4-H promotion day July 12<sup>th</sup>; extras are available for the board to take and post at businesses that may have been missed. b) Sharon's general Fair info article, Tonya's Fair/PSMC collaboration article, and the Ad for Fair contract laborers were in the July 6 edition of the Pagosa Sun. c) Smaller Fair flyers were printed; board members and Royalty were encouraged to place on vehicles parked around town d) Alexa had the completed Yard Signs to be taken by members and posted on their lawns. e) Tonya's article soliciting volunteers offers a ticket to a rodeo event or dance for each 4-hour shift for which they volunteer. f) Lyn Varrati volunteered to draft an article which must be submitted to the paper by July 20 for publication in the July 27<sup>th</sup> edition. g) KWUF will be contacted about doing an on-site broadcast at the fairgrounds.

Fencing: Tonya contacted Lynx Temp Fence in Durango. They will provide panels and stands, and honor last year's Agritek prices.

Sponsor T-Shirts and Logo Printing of existing Fair T-Shirts will be done by Leslie Montroy.

Hotel Accommodations: Emily volunteered to stop by High Creek Lodge and ask them about sponsoring accommodations. Rooms are needed for Shred BMX (Two nights-Fri/Sat Aug4/5), 4-H Judge/Connie Cecil (One night-Tues Aug 1), The Bash Magician (one or two nights).

### **New Business**

Two applications for Contract Labor were received by County. Bobby will do a phone interview. County will contact them for required background check information. Kent will email last year's work schedule list.

Community Service worker days and times must go to Terry S. to arrange.

Alexa will create Sponsor packets and email them to pick them up their packets CSU. Volunteer name tags, assignment sheet, and T-shirt will be available at the Volunteer dinner and meeting July 26.

The next board meeting is Wednesday, July 26 6:30pm after the Volunteer dinner and meeting.

This meeting was adjourned at 7:41pm.

Sharon Jennings/Secretary

Minutes approved July 19, 2023 as corrected.

2023 Board Meetings: July 26 August 9 Wrap-Up Sept 13 Oct 11 Elections

2023 Fair Dates: Thursday, August 3 – Sunday, August 6

2023 Pre-Fair Events: 4-H Dog Show July 22; Horse Show & Gymkhana July 29 & 30

2023 Volunteer Dinner/Meeting: Wednesday, July 26 at 5:00pm