

Archuleta County Fair Board Meeting Minutes January 10, 2024

The Fair Board meeting at the CSU Extension building was called to order at 6:04pm by president, Tonya Steadmon. Board members present: Tonya Steadmon, Emily Martinez, Becky Ziminsky, Jane Davison, Sharon Jennings, and Fair Coordinator Alexa Martinez. Guest, Jodi Scarpa/PSMC was welcomed. Guest, Veronica Medina/Board of County Commissioners was welcomed. Veronica would like to be added to the Fair's email list so she is informed of meetings in advance. A quorum of members (5 of 7) was present.

Special Items not on the agenda: a) Jodi shared gratitude for the Board's assistance on the Tough Enough Pink Rodeo. All agreed it was a great event bringing awareness and support for the local cancer center. Motion to support this event at the 2024 Fair was made by Tonya Steadmon, seconded by Emily Martinez, and approved by voice vote. The committee will meet every other Friday starting January 19th at 11:30am. Interested committee members and suggested new members will be notified. Jane is willing to start a spreadsheet of tasks involved showing ownership (advertising, hair, decorations, tent, volunteers, etc.). Several expressed interest in coordinating the Hair Cutting event. b) A flyer advertising the Goat Pairing Dinner at Riff Raff Brewing on January 17 was shared. c) Sharon will return phone messages received: Vets for Vets - reserve a space as a non-profit organization. Johnny Gonzalez - reserve a space as a vendor. d) Historical Dropbox folders need to be copied to flash drives as a file-full message is displayed when accessing it. Past Dropbox users need to be deleted and Tonya needs to be added as a user.

Motion to approve the minutes of the October 11 and November 8, 2023 meetings as written was made by Jane Davison, seconded by Emily Martinez, and approved by voice vote.

Motion to approve the Treasurer's Report and the expenses in Item 1 of the agenda for payment was made by Jane Davison, seconded by Tonya Steadmon, and approved by voice vote: \$17.10 to Sharon Jennings for postage to return Wolf Creek Ski sponsor banner; \$249.44 for CAFS lodging, \$82.19 for meals, \$40.00 for fuel paid by P-Card; 2024 CAFS membership dues whatever the charge is; cost of laminating machine. Discussion: Sarah at Wolf Creek Ski was emailed about reimbursement of the postage; she asked if Fair could use Lift Tickets instead. Sharon will find out if the Lift Tickets can be for the 2024/2025 season which would be acceptable to the Board. The tickets could be used as an incentive, prize, or drawing during the Fair. Sharon will email CAFS for the 2024 member dues cost (not posted on website). Sharon will determine the best heavy-duty laminating machine to fit the needs of Fair and CSU and coordinate the non-taxable purchase with Terry Schaaf. 2) Sharon received the expired P-Card and will obtain the new P-Card from County Finance. 3) A County Finance calendar was provided showing the final date for submission of all invoices with W-9 forms from all bands and other entertainment is Thursday, July 11, 2024 by noon for checks to be available by Fair on August 1st.

Committee Reports

Bylaws: Review will be postponed until a decision on hiring a Fair Coordinator is complete as changes may be needed. Emily, Jane, Becky Z and Sharon will serve on the committee and expect the review to be completed by the April meeting.

Entertainment/Music: Motion for Emily to contact Tylor Brandon to perform for the Saturday night dance was made by Jane Davison, seconded by Becky Ziminsky, and approved by voice vote. He spoke with Emily expressing interest in performing again and will hold their price from 2023. Motion for Becky Z to contact Bo DePena for a Friday event was made by Sharon Jennings, seconded by Jane Davison, and approved by voice vote. He spoke with Becky Z. and said he would like to perform again and will offer the Fair a price of \$3,000. Hiring Manager for Aaron Tippen has several groups available for a concert. Motion to investigate the feasibility of having the band, Ricochet, perform a Fair kick-off concert Thursday evening beginning at 8:00pm after the Livestock show was made by Sharon Jennings, seconded by Jane Davison, and approved by voice vote. Ricochet's price is \$15,000. Tickets would have to be sold in advance online and at the door and the cost would depend on seating location in the Grandstands. The concert would be held in the Arena. Veronica will reserve the County's mobile stage for the Fair's use from August 1-4. Fair would have to get permission from WHEC/Red Ryder to use this trailer in the Arena. Motion that Fair charge \$5 for the Friday and Saturday dance/bands (except for the Chuck Wagon band) was made by Tonya Steadmon, seconded by Alexa Martinez, and approved by voice vote. Ages 16up would be charged. 4-H and families would receive a discount for dance/band and rodeos. Once decisions are finalized, bands contacted and confirmed, our poster, and a targeted article should be written for the Pagosa SUN listing these events, their costs, and explaining that ticket prices will be charged in an effort to build up the Fair events and offerings and that Fairgrounds entry would continue to be free.

Entertainment/Other: a) Sharon will invite Mark Bergon/Horseshoe Pitch Superintendent to the February meeting for his input on the needs for improvement to the pit area. b) Shane Lucero will be contacted about a Corn Hole Tournament

Thursday during the Food Truck Face-Off and see if it could be extended for another day with bracketed winners culminating in a final competition. c) Picasso and Vino should have its own tent and not be located in the Activity tent. d) Adventure Zone (Bounce Houses) was confirmed and a contract signed. Per Emily, they staff and sell tickets with 10% of proceeds given to Fair. e) Wildman Phil was reserved. Motion for Emily and Alexa to contact the Adventure Zone and Wildman Phil to schedule them was made by Jane Davison, seconded by Emily Martinez, and approved by voice vote. f) Edward Wunder/That Hypnotist (family-friendly) may be scheduled after finding sponsorships to help pay his fees; lodging would be needed. His prices are \$1,700 one day, \$1,400 for a second day, \$1,100 for a third day, \$800 for a fourth day. g) Shred BMX was discussed as to whether there was a decent crowd watching and if the area could be closed off and if a fee was feasible. h) The local Pagosa Springs BMX club could be asked to have demonstrations. Tonya will reach out to Boyd Neagle. i) Emily will reach out to Frazier Carnivals again as well as Matt Mettfield in January to see about supplying some carnival rides and/or games. j) Emily will reach out to the Mechanical Bull group.

The Fair Board should contact Durango's Fair for their entertainment line-up; we may obtain better prices using groups who will be in the area near the same dates, like the Hypnotist. Having an emcee announce each entertainer and ask for donations was suggested. The Sound Technician may be able to emcee. QR codes may not work on the grounds.

Motion that Emily, Tonya, and Alexa create a Request for Proposal for Beer/Liquor Concessions with specific date, serving times, and location of sales assigned by Fair was made by Tonya Steadmon, seconded by Emily Martinez, and approved by voice vote. Interest has been expressed by groups who do events (Shane Lucero, Budweiser, A&L Coors-who may be willing to sponsor a concert in some way) and opened to non-profits (P.S. Rotary, PPOS, Lutheran School, Rugby's Rescues, Chamber of Commerce). The beer garden needs to be equipped and active for each evening of the Fair in addition to daytime hours; they cannot eliminate sales of other brands (per CAFS); Fair can have more than one concessionaire (even a Food Truck). Drink service must be available inside the Grandstand area for the Thursday night concert and the Rodeos by the same group or a separate one as assigned. Fairgoers want to take drinks to their seat and do not want to leave to walk over to the Activity tent to buy drinks.

Exhibit Hall: Jane Davison will contact Faye Troisi of the Piecemakers Quilt Guild about changes requested to their quilt entry form and to schedule a planning meeting with the Exhibit Hall coordinators. The Quilt stands/hanging frames must be replaced; the current wood ones kept collapsing last year; research needs to be done. One suggestion was to attach clips to the ceiling frames. Tonya will contact Daniel with County Maintenance for ideas.

Grounds Layout discussion will be postponed to a future date.

Honorees: Additional recommendation for Super Volunteer was Jake Montroy/Auctioneer and for Super Superintendent was Lisa Vail. The name of Janet Sorenson will be added to the honorable mention list. CSU will be asked for others they may know. Motion that the Fair be dedicated to the Super Volunteer and Super Superintendent (with honorable mentions for those that played a role in the Fair or 4-H who have passed during the last year) was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote.

Livestock Committee: Alvin Schaaf was out of state and could not attend the meeting. Tonya will contact the Livestock Committee for the person who will ask as liaison to the Fair board.

Parking Lot: Discussion with the San Juan Rangers to assist with marking and monitoring the Parking lot will be postponed to a future date. They will be asked if they want to do it and what their charge would be. A Fair volunteer attendant near the 4-H/Livestock entrance will have to be addressed.

Rodeo: The Rodeo Contractor RFP must be posted in the Pagosa SUN. Jane suggested creating a spreadsheet of all tasks related to each Rodeo event to ensure every detail is accounted for in advance (secretary for Kids Rodeo, feed, etc.).

Royalty: Becky Jacobson/4-H coordinator sent a reminder that Royalty needs to be available to help 4-H members distribute and hang Fair posters on July 10th which is Fair/4-H Promotion Day. Becky J. can print the posters but needs to have them no later than July 1st. Lyn Varrati and Macey Jacobson would like to coordinate the Royalty program.

Old Business

The open Fair social will not be rescheduled at this point but pizza will be brought in and shared at the next meeting.

Motion to officially approve Alexa Martinez as a voting Fair Board was made by Sharon Jennings, seconded by Tonya Steadmon, and approved by voice vote. She will commit to serving on the Board through 2024. Alexa was previously approved by the County. Applications are still expected from two interested individuals. Applications and guidelines are on the website to share with any other interested parties.

The weekends of January 20 and February 10 are not available for workdays in the Fair Closet. Before setting the dates, Tonya will contact Daniel at County Maintenance to coordinate fixing the shelving after closet is emptied. The County is repainting, replacing the flooring in the Exhibit Hall so other available work dates may become unavailable.

Sharon confirmed all 2024 Fair meeting and event dates with CSU. Terry Schaaf said outside rentals will be blocked from July 19-August 11. Requests to use the Pavilion, Extension building, and 4-H Hall/WHEC go through Terry. Red Ryder

needs to be contacted to reserve use of the Arena, Chutes, Grandstands for Rodeos and Concerts; needed repairs to the grandstand bleachers should be addressed. Tonya will ask Diana Talbot if Fair can attend a meeting.

Veronica said Ignacio has their Spanish event the same time as Pagosa Springs and they do not want Pagosa's event to conflict with their event. The Pagosa Spanish Fiesta decided to keep their event on Friday, July 27th and wants to know the costs charged by Fair considering the work their volunteers did to set up. The Tent RFP must be approved so the cost of tents is known before agreeing to a cost share with the Spanish Fiesta. This is the same date as our Fair Quilt Entry & Judging and the 4-H Horse Show (though neither of these events require use of a tent).

New Business

All suppliers for which an RFP is required should be listed on one ad in the Pagosa SUN paper as well as being posted on social media, the Fair website, with County Communication Specialist. An ad for Contract Labor will be planned and posted in the future. Becky Z will update last year's school poster encouraging students to participate in the Fair. Jane is willing to author an early article for the Pagosa SUN to encourage the community to begin work on and enter exhibits into the Exhibit Hall and Quilt program.

Tonya will complete the Town's application to reserve the spot for hanging our banner on Hot Springs Blvd. The banner is installed the week prior to Fair by the Town.

Itemization of individual budget items needs to be reviewed to ensure we are keeping within the available funds.

Once CAFS dues are known, Sharon will pay using the P-Card or by requesting a check.

Other RFPs for the Rodeo Contractor, Tent Supplier (particularly the 80'x170' size)', Audio/Sound, and Photographer need to be written. Tonya has experience in the format from working on them last year. An RFP for Janitorial Services is not required as Veronica noted that the County is including the Fair in their RFP. An RFP for Audio/Sound may or may not be needed if only one party is interested.

Tonya will contact Becky Jacobson and/or the Livestock Committee about hiring their own Livestock photographer. Fair cannot post an RFP for Photographer until we know which areas they will be required to photograph. Board members may photograph the Dog Show and Horse Show so the photographer can focus Rodeos and activities.

Sharon stated contracts received from or to entertainers and suppliers need to be reviewed by the County Attorney before signing. The Exhibit Hall Judge Contract should also be reviewed (this may just be an agreement not a contract).

The list of Board members the County posts on their website will be sent after expected new members are added.

The Chamber of Commerce members list will be requested and used as a basis for Sponsor letters but non-members (and new members) need to be contacted as well. Solicitations need to be sent as soon as the letter/form are updated.

Reviews of the Daily Schedule, the Monthly Calendar To-Do List, and the Board Oversight and Assignments need to be started soon. Starting Wednesday, July 31, no one (include Board, Quilters, etc.) can park inside the fairground area once the parking area fence goes up; the Hwy 84 gate needs to be monitored so only vendors can enter and begin setting up. Livestock families need to enter the main Mill Creek entrance and pull around behind the Pavilion.

Tonya will contact last year's Fair Electrician who will walk the property once tents and layouts are known, to ensure all areas are set up to meet the electrical needs of Fair, the vendors, and entertainment.

The Exhibitor's Handbook (aka Fair Book) should be reviewed and given to Kent Jennings as updates have begun.

Motion to appoint Sharon as Fair Board representative to the CSU interview committee for hiring a Fair Coordinator was made by Jane Davison, seconded by Becky Ziminsky, and approved by voice vote. Veronica said the job description was complete and asked County that it be posted as soon as possible for urgent hiring. The Fair Board may be asked for input on job details (a knowledge transfer process); Terry Schaaf or Dropbox may have original manager's position detail.

All forms and agreements for Food Vendor, Merchandise Vendor, Education/Non-Profits, Ranch Brands (include estimated \$125 cost of a buckle and quantity purchased), Sponsors (Mail and Website), etc. need to be updated. A work session to begin Fair form review will be Sunday January 14th at 10:00am at CSU.

Fair Poster must be updated with entertainment and applicable costs, ranch brands, etc. and ready July 1 for printing.

The next board meeting will be Wednesday, February 14, 2024 at 6:00pm at the CSU Building. Prospective members will be invited. The meeting was adjourned at 8:07pm.

Sharon Jennings/Secretary

Minutes approved February 14, 2024 as written

2024 Fair Meeting Dates: Wednesdays Mar 13 Apr 10 May 8 June 12 July 3,10,17 Aug 14 Sept 11 Oct 9

2024 Volunteer Meeting and Dinner: Wednesday, July 24

2024 Fair Dates: Thursday – Sunday, August 1 – 4

2024 4-H Dog Show: Saturday, July 20

2024 Quilt Judging: Saturday, July 27

2024 4-H and Open Class Horse Show: Saturday, July 27

2024 Gymkhana: Sunday, July 28