

Archuleta County Fair Board Meeting

Minutes of May 8, 2024

The meeting, held at the CSU Extension office, was called to order at 5:57pm by president, Emily Martinez. Board members present were Sharon Jennings, Becky Ziminsky, Tabitha Hart, Emily Martinez, Bobby McMeens, and Tonya Steadmon/Fair Coordinator. A quorum was present (5 of 8).

Special Item/Open Forum-1) Tonya reported that an informational meeting regarding Crowd Manager Training for Non-Profits, Event Coordinators, and Food Truck Vendors will be Thursday, May 23 from 9:00-10:30am at Ross Aragon Community Center. This is a new procedure with a minimal \$100.00 fee through the Fire Department and Health Department. There will be an online course coming later costing \$19.99 each. Several Board members may need to take part, as well as CSU staff, as a certified Crowd Manager is required for every 250 people at an event. There is a new, multi-page application that must be filled out for each event.

2) Tabitha recommended contacting P.S. High School and the Valor Academy for students needing community service hours for graduation. Jobs and hours before and during Fair to help with set up (tables/chairs), help with Kids games, etc. would be documented and signed off by Board members.

3) The need for office help during Fair was discussed. In the past, this person answered phones and took messages, helped with copying work, and folded the daily Bill of Fair (last year we opted not to use the Bill of Fair; instead, copies of the existing Daily Schedule were available). An attempt should be made to create large display boards with the daily schedule on them to be placed in a few spots around the fairgrounds during Fair.

4) The County Commissioners will meet on May 21 to approve the proclamation that June 3rd will be Pink Day.

5) Tonya will contact Southwest Ag again to confirm reservation of the Shuttle(s) and Golf Carts. She will invite them to display their equipment during Fair.

Motion to approve the minutes as corrected from the May 8, 2024 meeting was made by Bobby McMeens, seconded by Tabitha Hart, and approved by voice vote.

The report of deposits and bills to be paid will be postponed until the next meeting. The check to Jorgenson Music for the concert will be voided. They required payment that night and were given cash from ticket sales.

Committee Reports

Entertainment/Music-1) The rider on the contract for Ricochet is not yet finalized. 2) Emily will contact Tylor Brandon for an invoice for the Fair performance; Becky Z. will contact Bo DePena for an invoice and W-9 for the Fair performance.

Entertainment/Other- 1) Bobby was asked to contact Mark Bergon to help coordinate repairs on the Horseshoe Pit area for 2024. 2) Specifications for the Mechanical Bull ride were shared. A check for half of their fee, \$2,500, was submitted to County. The Board will set ticket prices and then a flyer will be created for the website and for social media posting. 3) Contacts have been made, but there has been no commitment about offering Remote Control cars during Fair. 4) Past ideas for adult contests in the Activity tent were shared and could be coordinated if volunteer help is available (the Board cannot be tied down to one area; they must be available where needed throughout the fairgrounds. Donated Door Prizes for winners are being collected.

Exhibit Hall & Quilt Program-Nothing new to report. Becky Z. said it was necessary for two to handle exhibit check ins, set-up, premium pay-outs, etc., but during the day she is willing to work where needed on the fairgrounds.

Honorees-Nothing new to report.

Livestock Liaison-Tonya went to the last meeting, but there was nothing new to report.

Rodeos-1) The Kids Rodeo registration form was updated and is online. 2) A 'Bald for the Brave' flyer requesting volunteers for shaving heads, beards, etc. was created. 3) A bra bedazzling contest called "The Giddy-Up Cup" was suggested as part of the TETWP? night. These would be hung up on a clothesline and voted upon at \$1.00 per vote with 75% of proceeds going to the PSMC Cancer Center and 25% going to the contest winner. 4) Pink Rodeo T-Shirts will be sold for \$20 to County and/or PSMC employees; shirts for the Public will be \$25.00. The Fair paid \$16.50 per shirt and will retain that cost from any sales. 5) W/A Rodeos is working on official posters and wants to add a specialty roping act or mini bulls, but that is not final. The TETWP? Fair poster is ready and on the website.

Royalty-The Queen and Princess attended the Brews for Rescues event. The full Court attended the Tylor Brandon Concert on May 4th. Long sleeve shirts are in, but they are looking for short-sleeved shirts for the Court.

Old Business

Kids Rodeo Belt Buckles have been ordered.

The Sign-Up Genius online site is being updated. In the interim, a notice was added to the website so volunteers could be added to a list to be contacted once it's ready.

The Fence Panels for Reserved & Handicap Parking, purchased using Tourism grant funds, were received.

Light Tower(s) from the EOC and Pine Valley Rentals have been reserved.

Updating the Beer Concessions Proposal is in progress.

Tonya is working on the Spanish Fiesta Volunteer agreement and schedule. Ten volunteers are being requested to work prior to, during, or after Fair doing specific tasks assigned by the Board.

Most Fair Board members volunteered at the Fair's tables during Rugby House "Brews for Rescues" Event. Royalty members Cailey Puls and Lyla Frie attended in their western shirts, sashes, and tiaras. The Game Wheel was a success and brought in lots of adults and children trying their luck to win a prize (ceramic mug, water bottle, t-shirt, trucker hat, brand apron, string bag, toy, or treat). A display of Fair event flyers was on hand along with a sign-up log for volunteers.

Ticket sales (cash and credit card) for the May 4th Tylor Brandon Fundraising concert totaled \$2,085 with 139 tickets sold at \$15 each. Emily submitted a check to the Fair for \$420 from credit card sales using her Square system. Royalty members, Cailey Puls, Lyla Frie, and Bristol Jacobson were on site. Rugby's Rescues staffed a Beer Garden, Rituals Food Truck, Smoked Out BBQ Food truck sold meals, and the 4-H Shooting Sports sold snacks. Even with the wintry weather and a short bout of rain, the outside event was successful. Teens and their parents were glad youth could attend without having to pay. No decision was made on charging a small fee, \$5, for youth (16-xx) attending the Fair dances or future events.

The Pagosa Sun Newspaper article about the May 4 Concert was published in the April 22 edition.

CSU postponed the Fair Board member training. It may be postponed until after the Fair.

The Fair Poster is in progress. The 4-H Coordinator has asked that it be ready for copying by July 1 so 4-H members and Fair Royalty can distribute on Promotion Day which is July 10th.

Volunteer Meeting/Dinner-No further report at this time.

A workday for organizing and installing the steel shelves into the large Zircon will be scheduled once it's determined if the Zircon will be moved to a new location.

The dates and times the Fair will need Sheriffs on site has been submitted.

The dates and times the EMS is needed has been submitted and the contract received.

New Business

The Board Oversight Sign-up sheet will be brought out at the next meeting.

Weekly July articles for the Pagosa SUN and possible the KWUF radio station need to be written.

The Dumpsters from County Solid Waste (1 Manure, 1 Fairgrounds) need to be reserved.

Tonya will contact the San Juan Rangers about setting up the Parking Lot and directing traffic.

Rather than flowers or plaques, other ideas for gifts for the Exhibit Hall: Homemaker of the Year (1 Youth, 1 Adult) and the Honorees (Super Superintendent, Super Volunteer) were discussed. A decision will be made at the next meeting so the items can be ordered. Tabitha said her husband could engrave anything we might purchase.

Tonya reserved twenty-five Trash Carts and five Recycle Bins from Bruin Waste Management (previously Elite and At Your Disposal). She asked them to provide items as a sponsorship so we may not have to pay for renting them this year.

Shirts may be needed for Royalty, but T-shirts are not Muttin' Bustin', Volunteers, or Exhibit Hall Superintendents.

Wood Chips, though great to make the area under the tent look cleaner and keep it less dusty, may not be needed if the area under the Activity Tent (or at least the dance area) can be graveled, watered, and compacted/rolled. The Fire Department prefers not to have wood chips for fire safety reasons. It is also difficult to dance on wood chips and chips do not allow for easy wheelchair use. Tonya is working on having gravel donated, even if several companies can supply even a small amount, but there has been no commitment from gravel vendors yet.

The County requires a Liability Waiver for all Fair Volunteers; it will be available at the Volunteer Meeting/Dinner and on the website. A parent/guardian will be required to sign for any youth volunteers. Board members, already covered by the County's Worker's Comp. Insurance seem to be exempt from signing the waiver. Fair walkways, gates, etc. must be checked daily for any safety issues.

At the May 21st Board of County Commissioner's meeting, a proclamation is expected to be issued to designate June 3rd as 'Wear Pink Day'. The flyer has been added to the front screen of the Fair website.

Next Meeting: A second meeting is planned for Wednesday, May 22nd at 6:00pm – CSU Extension. There will be two in June, and three in July (along with the Volunteer meeting).

The meeting was adjourned at 7:13pm.

Sharon Jennings, Secretary

Minutes Approved June 12, 2024 as written.

2024 Fair Meeting Dates: May 22 June 12, 26 July 3,10,17 Aug 14 Sept 11 Oct 9 Nov 13

2024 Fair Volunteer Dinner/Meeting: Wednesday, July 24

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

2024 4-H Dog Show: At La Plata County Fair

2024 Quilt Entry & Registration: Friday, July 26 10-2pm / **Judging:** Saturday, July 27

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

2024 Gymkhana: Sunday, July 28