

Archuleta County Fair Board Meeting Minutes February 14, 2024

The Fair Board meeting at the CSU Extension building was called to order at 6:00pm by vice-president, Emily Martinez. Board members present (Quorum 4/6): Emily Martinez, Sharon Jennings, Alexa Martinez, Bobby McMeens, and Fair Coordinator Tonya Steadmon. Guest, Mark Bergon, Fair Superintendent for Horseshoe Pitching was welcomed.

Entertainment/Other: Horseshoe Pitch—Discussion was moved to the beginning of the meeting. The pits need repair to replace the wooden backboards, concrete pads, and level the ground. There are three courts but could be reduced due to the costs of refurbishment. A court is 60' long with 40' between pegs; 12'-15' between courts. The concrete company name donating labor and materials could be inscribed/painted on the back side of the backboards as advertisement. Ross Lewis will be first contact for this project. Mark felt being near the fence at the west side of the fairgrounds was a good location as it is visible from the highway. Have an Open Pitch Saturday from 9:00am-3:00pm rather than a tournament for a more fun, casual event. Offer small prizes for each ringer. Have an experienced MC on the Activity Tent stage to share tips. Increase advertising especially to encourage youth to participate. Mark will prepare and deliver a diagram to Tonya.

Special Item: a) Monte Williams submitted via email a letter of resignation from the Board as he has moved out of state. Tonya Steadmon submitted a letter of resignation from the Board as she has been hired as the Fair Coordinator. Motion to accept these resignations was made by Bobby McMeens, seconded by Alexa Martinez, and approved by voice vote.

b) Tonya submitted a grant application to the Pagosa Springs Tourism Board by the February 14 deadline requesting \$14,000 for Fair fencing, lighting, tables, and metal chairs. A letter of support from the Fair was included in the proposal. She will attend an interview process on February 20th accompanied by Jane Davison.

c) Motion to approve applications from two prospective Board members, Tabitha Hart and Janae Sutherland, was made by Bobby McMeens, seconded by Alexa Martinez, and approved by voice vote. Emily signed the applications and Tonya will submit them to the BoCC for approval.

d) A Food Truck Face-Off is being planned for Thursday. It was suggested using a "Chopped" format with each participant making the same dish using a specific list of food items (or a specific food packet provided). This would 'level the playing field'. A suggestion was to use chicken wings as the dish as there are numerous variations to differentiate one dish from another. Tickets would be sold for those wishing to sample the dish and then vote for their favorites.

Motion to approve the minutes of the January 10, 2024 meeting as written was made by Alexa Martinez, seconded by Emily Martinez, and approved by voice vote. A thank-you note from Rhonda Webb/PSMC regarding the Boards work and collaboration on the 'Tough Enough to Wear Pink?' Rodeo was read.

There were no current invoices to be paid. Rey DeLeon from Holiday Inn would like to quote a block of hotel accommodations for the year if we give him an estimate on how many rooms may be needed.

Committee Reports

Bylaws: Sharon will email Board members the 2023 version to be reviewed for changes and will present a written list at the next meeting for the 'first reading'.

Entertainment/Music: a) Motion to retain the San Juan Mountain Boys at \$900 to play during the Chuck Wagon Dinner was made by Bobby McMeens, seconded by Sharon Jennings, and approved by voice vote. Sharon will contact Ron Lowe. b) Motion to retain Bo PeDena and Band at \$3,000 to play Friday night was made by Alexa Martinez, seconded by Bobby McMeens, and approved by voice vote. c) It was suggested that each local Bank be sent a sponsorship letter with a specific request to sponsor a Fair event or band. Emily will contact AL Coors or Budweiser about sponsoring the band Ricochet. d) Jack Ellis contacted the Board with his interest in performing at the Fair. John King emailed the Board with his interest in performing at a cost of \$8,000-\$9,000. CW & Twenty Hands High was also interested in performing.

Entertainment/Other: a) Mark Bergon's visit and the discussion about Horseshoe Pitching was covered at the beginning of this meeting (see above). b) Sharon will contact Wildman Phil about their email notice that their normal price is \$5,000 and share our appreciation, interest in their performances, and our financial constraints.

Exhibit Hall/Stith Room/Quilt Program: a) Andy Butler from the Pagosa Springs Photography Club noted that our current Exhibitor Rules and Regulations indicate that a professional photographer is anyone who makes any money. This does not match the requirements of other Divisions or Categories. The Board has decided to update the wording in the Exhibitors Handbook so that they can participate. All groups should be encouraged to take part. Once the Rules and Regs are updated, a copy or link for the website will be shared with the Photography and other community groups (Pagosa

Stitchers, Piecemakers Quilt Guild, Epstein Clay Works, etc.). They should be encouraged to sign up as an Education Exhibitor. b) Tonya will contact County Maintenance to see if they have ideas to fix the existing Quilt hanging system. The dropped ceiling frames are too flimsy from which to attach hangers. c) Jane and Faye Troisi of the Piecemakers Quilt Guild met and amended the Rules and Regs of the Quilt section of the Exhibitors Handbook. The Quilt Entry form was also updated. d) Jane will begin sending out Judge and Superintendent solicitations. The Quilt Entry Schedule will be reviewed for changes.

Grounds Layout: County plans to asphalt the new grounds entry road (off Mill Creek) and to pour new concrete pads around the east side of the CSU building. The Stith Memorial Garden will be moved as the current site is sinking. Two 10'x20' Education tent(s) will be placed at the north side of the Activity Tent so they can interact more easily with fairgoers. The Fire Department, Ambulance, and Police Departments will remain closer to the Fair entry tent area.

Education/Non-Profit: A suggestion was made to invite each non-profit ten minute on stage to share information about their organization. An option to do this will be added to the Education Space form. Emily will contact the Department of Wildlife to participate.

Honorees: a) It was agreed that posthumous Honorable Mentions (previously known as Dedications) must have been involved with the Fair and/or the 4-H. Bill Lucero will be added to the 2024 list. b) Motion to select Mark Bergon as Super Superintendent was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. c) The Super Volunteer needs to be selected.

Livestock Committee: Tonya will attend the next meeting. The Livestock Committee is going to hire their own photographer dedicated to Livestock, shows, auction, etc.

Parking Lot: The Fair has permanent approval to use the field parking area north of Mill Creek that was used last year.

Rodeo: The Rodeo RFP was sent to the County Attorney, Todd Weaver and was approved by him.

Royalty: Postpone action until March meeting.

Old Business

The Board was informed that RFPs are only needed if the value is over \$50,000. a) The Photographer RFP will be revised to include general fairgrounds, Fair events, bands, exhibit hall, and rodeos. Motion to hire two separate photographers was made by Alexa Martinez, seconded by Sharon Jennings, and approved by voice vote. One person would be responsible for the three rodeo events specifically. Emily would like Jeff Laydon personally invited to submit a bid. b) The Rodeo RFP was sent to County Attorney Todd Weaver and approved. c) The number and sizes of required tents was determined. The Spanish Fiesta wishes to use the fairgrounds the weekend prior to Fair. They want the large tent. A letter will be sent to them itemizing the expenses for the items they will need from the Fair and they will be referred to CSU or the WHEC committee to arrange non-Fair equipment, etc. d) Natalie Carpenter and Brad Sumpter, the Audio technicians for the last two years, are moving. It was suggested that Shane Lucero be asked for other local suggestions. Further discussion will be postponed to a future meeting. e) The requirements for Beer Concessions are being updated and will be available for any non-profit organizations who might be interested. The requirements will indicate that the Fair does not limit vendors who may be selling the same brands and that their earnings are not regulated. If two groups are interested, Fair will be able to supply drinks to both the Grandstands and the regular Fairgrounds. Groups who may be interested include A&L Coors, Pagosa Springs Rotary, Archuleta County Seniors, Rugby's Rescues, etc.

The newspaper ad soliciting Contract Labor will be postponed to a future meeting.

The newspaper article covering general Fair details and encouraging entries of exhibits will be written by Jane.

The application to the Town of Pagosa to rent banner space over Hot Springs Blvd. was completed by Tonya.

The budget may have changed a bit due to the elimination of the Fair Coordinator contract. Individual budget figures for specific events and expenses need to be checked before spending.

Contracts and/or agreements for Food Vendor, Merchandise Vendor, Sponsorships, Kids' Rodeo, and Education Space have been reviewed and updated. Motion to approve all changes made to these forms was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. Kent Jennings will upload all forms to the Fair website.

Once approvals are received from the BoCC on prospective members an updated list will be given to the County Communication Specialist and to our Web Master.

Updates to the Daily Schedule, Monthly To-Do Calendar, and Board Assignment forms will be postponed to a future meeting.

After the layout of the grounds are determined and final, an electrician will be contacted to ensure power is available to the Vendors and where spider boxes are needed.

Kent continues making updates to the Exhibitors Handbook (aka Fair Book) as details and forms are submitted. Board

should access the website and ensure everything is updated.

Tonya was congratulated after being hired by the County to serve as Fair Coordinator. She works through the CSU office under Robin Young. She will be working 75% of the time on Fair responsibilities and 25% on CSU activities. A nomination and subsequent election will be held to replace the vacant Board president position.

A committee will create the Fair poster. Ranch Brands will be included as last year. This must be finished by July 1 and ready to be distributed by 4-H and Royalty on Fair/4-H Promotion Day.

Work sessions to declutter the Fair Closet, take inventory will be scheduled.

New Business

The Fair Volunteer dinner and meeting will be discussed at a future meeting.

Tonya and Emily have spoken with Jason and Amy Rogaki of Cold Springs Ice. They are interested in providing ice directly to vendors if Fair can provide a golf cart. They would collect payment from those buying ice and would charge the Fair for ice the Board purchases after the Fair closes. We may need to meet with them to ensure both parties agree how this will be handled.

Any Board member using the Fair Gmail should move the email message to the appropriate sub-Gmail if the activity is complete. If the item is still open it should be marked as Unread until completed but then moved. Board members are asked to put their name on any communication sent out so others are aware of who has responded if there are future questions.

Emily will contact Roxanne at the Sheriff's Office to coordinate response to any service dog or related issues.

Tonya will update the details for the Pagosa Sun Visitor Guide Calendar and last year's article for the Official Visitor Guide. She will also review the balance of items from this meeting's agenda.

Natalie Carpenter and Brad Sumpter, the Audio technicians for the last two years, are moving. It was suggested that Shane Lucero be asked for other local suggestions. Further discussion will be postponed to a future meeting. 5)

The next board meeting will be Wednesday, March 13, 2024 at 6:00pm at the CSU Building. The meeting was adjourned at 8:12pm.

Sharon Jennings/Secretary

Minutes approved March 13, 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