

**Archuleta County Fair Board Meeting
Minutes
Wednesday, January 12, 2022**

The meeting was called to order at 6:05pm at the CSU Building by Kerry Keegan, president. There were no visitors or guests present. Attending were Kerry Keegan, Stetson Keegan, Sharon Jennings, Tonya Steadmon, Bobby McMeens, Lisa Vail, Tim Vail, Alexa Martinez. A quorum was present (7 of 10). Special Items (not on agenda)-a) Alexa cannot access Drop Box. It was suggested that a new Drop Box account be set up and existing Fair files and documents copied into this Fair-only version. All committees need to drop their forms and documents into the Drop Box for easy access and retrieval by the Board. b) Alexa will begin revisions to the Monthly Fair Coordinator Activity List. c) Decision on Pie Eating Contest d) Sara Shively would like to be a volunteer at Fair but cannot join the Board.

Minutes-Reading and approval of the minutes from the November 10, 2021 meeting was tabled until the February meeting because a printed copy was not available for sharing.

Treasurer's Report-Kerry reported that three computers and one printer have been purchased (one in 2021 for the Fair Coordinator and two in 2022 for the Treasurer and one to be used to log entries for the Exhibit Hall. A motion to purchase QuickBooks software for the Treasurer was made by Bobby McMeens, seconded by Tim Vail, and approved by unanimous vote.

Committee Reports

a. Honorees: 1) Fair Dedication-A motion that all existing proposed Fair Dedication recipients, including those from the November 2019, list be recognized at one time rather than selecting only one a year was made by Tim Vail, seconded by Stetson Keegan, and approved by unanimous Board vote. Alexa's suggestion was met with enthusiasm and agreement. As time goes on since the passing of proposed recipients it is not necessary to provide individual plaques to surviving family. A name plate for each dedicant can be placed on a large wall plaque; a floral bouquet and copy of biography can be given to family who attend Fair. A picture and biography for each will be solicited for the online Fair Book and their legacy still recognized during Fair. Kerry will obtain contact information for as many of the dedicants as possible. The existing recipients are Brenda Decker, Lou Poma, Vemmi Ray, Catherine Martinez, Glessie Drake, Bruce Young.

2) Super Volunteer-Selection will be tabled until the February meeting. Proposed names, including those from the November 2019 list, are Alex Spenser, Debbie Schrock, Lisa Scott, Bobby McMeens.

3) Super Superintendent-A motion to select Tom Lokey as recipient was made by Tonya Steadmon, seconded by Stetson Keegan, and approved by unanimous Board vote.

b. Rodeo: Fair may have to solicit Bids on providing stock and running various rodeo events as there are several contractors expressing interest. Rodeo contractors should arrange their own hotel accommodations, when necessary, and add that cost to their proposal. Stetson has a vendor from the East Coast interested in a Mini Bulls & Broncs event for the Youth. Lisa Webb is interested in running a Saturday event. Bill Carey is interested in providing stock for the Kids Rodeo, but not in running the event. A suggestion was made to add Poles for older youth riders. A Thursday night event to kick off Fair was suggested.

c. Parking: Tim did not feel it was necessary to use the orange plastic fencing this year.

Old Business –

a) Honoree/Royalty Pictures to be hung by Kent and Sharon

b) Holiday Gathering-Dinner was at Los Dos Charros, and gifts were exchanged.

c) 501(c)(5) Planning: Kerry noted most Colorado Fairs operate under a 501(c)5 program. She will contact

Mary at the County for meeting dates to discuss further. The Fair will still be eligible for funds from the County but has more control over the disbursement of money; we can hire at our own rates without as many county requirements. A quarterly report of monies spent for the Fair is required by the County Commissioners. <https://www.irs.gov/charities-non-profits/application-for-recognition-of-exemption>

- d) The overall theme of the Fair will continue to be "A Timeless Tradition". Any individual area can create their own secondary theme.
- e) Honoree names are included under Committee Reports.
- f) Sharon will print the Board Responsibility spreadsheet so members can pick the area(s) they will champion.
- g) Lisa will obtain the permit for hanging of the Hot Springs Blvd Fair banner and have the banner updated by Design-A-Sign.
- h) A budget work session to set individual limits for each area and event at Fair needs to be scheduled.
- i) The Treasurer will update all financial forms and spreadsheets.
- j) Kerry gave general Fair status and information to the Board of County Commissioners.
- k) Exhibit Hall Closet Workday will not be needed at the present time.
- l) Charley has not picked up the Kids Train for delivery to the High School yet. Becky's class agreed to weld and make repairs. A slower vehicle, like a small tractor, should be used to pull the train; the Kubota was driven too fast (even with warnings to the drivers).

New Business –

- a) All vendor, sponsorship, ranch brand forms need to be reviewed and updated. The Vendor contract needs to indicate that arranging and paying for hotel accommodations will be each vendor's responsibility since they know what they require (it has become too cumbersome for the Fair to try to meet all needs).
- b) The existing Fair banner needs to be taken to Design-A-Sign for revision.
- c) Honoree pictures and biographies are included under Committee Reports.
- d) Lisa reported that Terry Schaaf had a volunteer count the ribbons and shirts. Leslie Montroy should be asked about obtaining shirts at wholesale cost.
- e) The Fair status report was included in Old Business.
- f) A coordinated, large order should be made with Regalia for ribbons, Dedication and Royalty name plates (at least the number needed because some names will not be known for a time), Horseshoe plaques, etc.
- g) Kerry will order belt buckles for Kids rodeo, Ranch Rodeo, and 4-H from new vendor for best pricing.
- h) Order Wristbands
- i) Lisa is updating the Judges Contracts. The Fair Board will arrange for hotel accommodations (paid by Fair or donated by hotel) for the Quilt Judge. The Livestock Committee, rather than the Fair Board, needs to be asked to obtain hotel accommodations for their judges.
- j) Advertise for Photographer
- k) Entertainment will be discussed in February under Committee Reports.
- l) Is Sunnyside Meats 385-0230 still needed to reserve spots for two goats and two lambs for Riff Raff?
- m) Once snow melts Kerry will contact the County to correct the electrical problems, including the amperage and hanging bare cord issue. Past Electrician, Mike Moore, had a serious accident and will not be helping this year. The Board would like to recognize Mike for his assistance over the years; Rotary may be asked to help with a one-night fundraiser for Mike and a one-night fundraiser for Wrestling Team.
- n) Stimulus Funds Purchase List-Exhibit Hall Display needs racks for foods, beers/wines, etc. and lighter display racks to replace the pegboards. Education booth displays may need to be replaced with lighter pieces. All purchases need to be researched for prices and styles.
- o) Website: Kent added the 2022 Fair dates to the site and is waiting for pictures from Lea Legit.

The meeting was adjourned at 7:02pm.

Next Meeting: February 9, 2022

Sharon Jennings/Secretary

Minutes approved March 9, 2022 as written.

2022 Fair Board Meetings: February 9 March 9 April 13 May 11 June 8 July 6, 13, 20, 27 September 14
 2022 Fair Dates: Thursday – Sunday, August 4 - 7, 2022