

Archuleta County Fair
Minutes of the Board Meeting
May 11, 2022

The meeting, held at the CSU Extension building, was called to order at 6:09pm by president, Kerry Keegan. A quorum of members (8 of 10) was present: Kerry Keegan, Sharon Jennings, Emily Martinez, Bobby McMeens, Jackie McClelland, Tim Vail, Lisa Vail, Cindy Snarr, and Alexa Martinez with Kent Jennings joining later. Guests, Elsa White and Kenny Rogers of Pagosa Mountain Rotary, were welcomed and introduced.

Special Items/Non-Agenda Items:

- a) Pagosa Mountain Rotary agreed to staff the Beer Garden again, obtained the needed liquor license, and will create a map showing which areas the license covers. Service for the Thursday evening rodeo will be added. Coolers to store the beer and volunteer(s) to serve as runners for the evening rodeos will be provided. Profits will be split three ways between Rotary, Fair, and a Non-Profit organization to be determined by Rotary. Rotary suggested better signage promoting the Beer Garden especially at the Rodeo Grounds with arrows pointing to the area of the Beer Garden. Rotary will need a daily Fair schedule and Parking Passes for their volunteers.
- b) CSU is looking for the large silver fire extinguisher (specifically placed by the Food Vendor area to put out grease fires); they could not find it in the Extension building and it needs to be recertified. If found, notify Terry Schaaf. Kerry will contact Joaquin for a quote on purchasing up to three of the larger grease extinguishers along with several smaller extinguishers for the tents as the Fire Department told her that our existing red extinguishers are not the right style.
- c) The Sheriff's crew who work during Fair, and stay overnight in a trailer they provide, will be asked to be more visible and to regularly patrol the Fairgrounds especially in the evening during band and rodeo performances.
- d) Tim will contact the Bramwell's who are willing to donate animal watering bins for the Petting Zoo.
- e) Pathway and Area Lighting using Free-standing air lights, from 8 to 14 feet high was discussed, but were expensive. An option would be to make our own using string lights on sturdy poles (made from PVC pipe stuck in concrete or T-posts). Lights for inside tents was also discussed.
- f) Adding a Barbeque Competition will be reviewed to determine feasibility.

Minutes: A motion to approve the minutes of the March 9 and April 13 meetings was made by Jackie McClelland, seconded by Stetson Keegan, and approved by voice vote.

Treasurer: Jackie and Kerry met with Allison at County Finance and signed the signature authorization forms. The Purchase/Procurement Card (P-Card) was received by Kerry. Jackie or Kerry can authorize purchases for the Fair using this card. There is a daily purchase limit of \$2,000; if a one-item purchase costs over \$2,000 the County will be contacted to increase the limit for that purchase. Kerry is going to set up an online Amazon account where Board members can add items to the Cart and then Kerry and/or Jackie will make the purchase. Jackie received several checks and will take those to County to be deposited. She will keep copies of each check turned in and each invoice received for the Fair's financial record manual.

Following are some items the Fair is considering buying with State Stimulus funds (prices are from The Home Depot website):

Computers (Laptop) Two \$2,100

Safe for Treasurer

Paper – Letter & Legal Sizes

(Printing Fair Posters, Daily Bill of Fair)

Folding Tables – Ten 6' and Ten 8'

Folding Chairs (Metal) – Forty (4 for \$100)

Extension Cords (general use)

Spider Boxes with Heavy Duty Cables – Up to Ten

Commercial Refrigerator (Used, Handles needed)
(Cindy will get price from her contact)

Display Shelves for Exhibit Hall – Six for \$250

Bakers Racks for Exhibit Hall – Ten for \$1,200

Picnic Tables – Six for \$2000

Kids Outdoor Games (oversize) - \$2,000

Fire Extinguishers (Grease & Standard)

Coleman UT400 Utility Vehicle - \$9,000

(Fair Hauling & Backup to pull Kids Train)

4-H provided a wish list to Kerry listing items they have asked Fair to consider purchasing for them.

Additional items which will be paid for from regular Fair funds include:

Kids Train Hitch Pins and Tires - \$500 or less

Banner (large, 2-sided) for Hot Springs Blvd. There is a three-week lead time per Linda at Design-A-Sign. The old sign was updated and can be used at the front Fair entrance.

Yard Signs (50) with extra metal stands

Buckles for Thursday Rodeo

T-Shirts - \$2,400 (includes Board T-shirts and Hoodies)

Prizes for Kids Rodeo - \$2,000. Existing prizes stored in the Exhibit Hall closet will be checked first.

A motion to approve paying for these expenses as discussed and listed was made by Cindy Snarr, seconded by Emily Martinez, and approved by voice vote.

Committee Reports

1a) Musical Entertainment – A suggestion to have create a Facebook poll asking for public input on the bands they would like to have at Fair was made.

Emily spoke with Marcos Rivas of Los Mitotitos for a performance Thursday evening, August 4th. Their price ranges from \$800 - \$1,200.

Sharon will contact Jeffrey Gribble/Jeffrey Alan Band asking if they would be available to perform Fri, August 5th or Sat, August 6th. Emily spoke with Tyler Brandon; his cost is \$3,000 for Friday or Saturday night.

1b) Other Entertainment – A decision was made not to ask Durango's San Juan Circus.

Mountain Peak Rentals Foam Machine - Bobby McMeens will arrange

Extreme Trampoline Show - Alexa will investigate this

Horseshoe Pitching - Sharon will contact Mark Bergon

Bounce House – 1st contact Talamante's (may be moving), 2nd contact Woodman to see if they would rent theirs; 3rd contact Durango Party Rentals (cost \$150, but would need volunteers to staff it)

Picasso and Vino – Sharon will contact

2. Honorees – Alexa ordered name plates from Regalia. Sharon will contact Super Volunteer and Super Superintendent for photos and biographies which will be sent to Kent for the Fair Book.

3. Parking/Logistics – Tim is trying to contact Greg Filpher on renting the lot off Mill Creek Road. Tim will contact Tim Hatch at the County if parking cones are needed. Tim will also contact the San Juan Mounted Patrol to work the east parking area.

4. Rodeo – Stetson is coordinating all rodeos; Thursday is still a possibility.

5. Royalty – Cindy coordinated a photo day with Lea of Legit Outdoors for Friday, May 27th at Town Park. Cindy will have photos and write-ups sent to Kent for the Fair Book. She will also have a photo put in The Pagosa Sun.

6. Exhibit Hall – Lisa is lining up Supervisors for the Exhibits. Judges are on board.

7. Livestock Committee – No report.

Old Business

1. Board Member Application – The existing County form will be reviewed and a Fair Board application created at a future meeting.

2. Fair Responsibility Assignments – To be moved to June meeting.

3. Kids Games – Emily is making contacts.

4. Kids Train Repair – Kerry is ordering the hitch pins and tires to get them to the High School shop.

5. Ranch Brands – Some funds are coming in for ranch brands.

6. Janitorial Service – Alexa is placing an ad in the Pagosa Sun to solicit bids.

7. Legit Outdoors Quote – Cindy will contact Lea for a quote for this year's photography.

8. Fair Poster – Sharon emailed Jennifer on April 26 about having the poster done by the last week of June. Cindy will contact Jennifer to see if she will be able to work on it.

9. Extension Viewpoints Article – Kerry will determine if this will be done.

10. Education Booth – Kent added the updated form to the Fair website. The committee will meet again to start sending forms to those who have signed up already. Cindy will contact Farmer Phil.
11. T-Shirts – Cindy is coordinating shirts with Leslie.
12. Vendor Form Update & Instruction Manual – To be worked on.
13. Grounds/Tent Layout – Monday, June 6th at 4:00pm all interested will gather at the Fairgrounds to walk around the fairgrounds and determine where tents will be set up and where activities will take place, etc. Spray paint can be used to mark locations.
14. Sanitation Services – Alexa contacted the vendor to reserve six Port-o-Johns and three handwashing stations. It is important that supplies be on-site so when they are needed we do not have to call and wait for refills.
15. Sponsorship letters – Jennifer needs to be asked to contact Kerry.
16. Rodeo Grounds Meeting Update – Several Fair Board members joined Matt Ford’s overview on upcoming rodeo grounds work including Phase I additions to the Hughes Pavilion (Livestock Wing south side of Pavilion), fiber will be run to the southeast for the fire system, plans for a concrete walkway, the old West town, etc. Internet will not be dealt with this year. 4-H and/or Fair need to clear area directly east of old storage building soon; the inside needs to be emptied after Fair. Also need to decide if the Old West Town should be blocked off this year.
17. Sign-Up Genius – Alexa is updating as needed.
18. Fair Logo – Several mockups were shared and suggestions made. The size for the front of the T-Shirt will be small. A motion to approve the logo as changed was made by Stetson Keegan, seconded by Lisa Vail, and approved by voice vote.
19. Fair Book – Kent is adding photos and other data as received. The new Education Booth application has been loaded. Sharon shared the updates she made to the Welcome page and asked for input. Kent needs the sponsorship levels.
20. Website – Kent is working on a new front page and has made updates as they are given to him.

New Business

1. Advertising – Someone is needed to coordinate various articles for the newspaper as well as ads needed. Kerry suggested seeing if KWUF radio would do a remote feed from the Fairgrounds.
2. County Solid Waste 264-5660 needs to be called to reserve a large dumpster (for emptying trash carts into) and the dumpster for the animal waste (Livestock Committee?).
3. Trash Carts & Recycle Bins - Alexa will order twenty carts for trash and two recycle bins. It is estimated that seventy-five bags are used per day. Large trash bags should be in the Exhibit Hall closet, but stock will need to be checked or will need to be ordered.
4. Wood Chips – Alexa will order Wood Chips.
5. County website Fair page – Upgrades to the Fair page on the County website will be postponed until the new Fair year (beginning November 2022).
6. Fair Bylaws – This will be postponed until the new Fair year (beginning November 2022).

The next Fair Board meeting is Wednesday, June 8th at 6:00pm at the CSU building.

This meeting was adjourned.

Sharon Jennings/Secretary

Minutes approved June 8, 2022 as written.

2022 Fair Board Meetings	June 8	July 6, 13, 20, 27	September 14
2022 Fair Dates	Thursday through Sunday, August 4 through 7, 2022		
Overall Theme	A Timeless Tradition		