

Archuleta County Fair Board

Meeting Agenda

Wednesday, January 14, 2026 @ 6:00pm

In person meeting at the CSU Extension Building, 344 Highway 84, Pagosa Springs

- A. Call meeting to order
- B. Welcome and Introduction of Board Members and Guests
- C. Roll Call (quorum = 3 of 5)
- D. Special Items (not on agenda)
- E. **Minutes** – October 15, 2025 and November 12, 2025

F. Treasurer's Report

G. Committee Reports

- Bylaws/Standard Operating Procedures
- Entertainment/Music
- Entertainment/Other
- Exhibit Hall & Quilt Program
- Honorees
- Livestock Liaison
- Parking/Logistics
- Rodeos
- Royalty

H. Old Business

- Work Session: Find Historical memorabilia to display at the 75th Fair Anniversary
- Work Session: Scan photos for the TV displays in CSU
- Kawasaki Mule auction
- 2026 Budget status
- Beer Garden instructions and bids
- Window Clings

I. New Business

- 1) Nomination & Election of Officers for 2026 (November 2025 through October 2026)
- 2) Forms Update: Sponsorship, Ranch Brands, Kids Rodeo, Educational Organizations, Vendors
- 3) Contracts Update: Vendor, Exhibit Hall Judges, Rodeo Contractor, Photographer, Sound Tech, Tent Supplier. (Email County Attorney f/approval before sending and/or upon receipt from contractors)
- 4) Notify WHEC, CSU for use of facilities for following year (include week before, Fair, Clean-up Day after)
- 5) Website: Update with next year's dates
- 6) Board of County Commissioners – Commissioner appointment to Fair Board
- 7) Advertising: Plan ad/bid write-ups for Photographer, Rodeo Contractor, Tents, Contract Labor, Sound
- 8) Banner: Take to Design-A-Sign to change dates (or Fair to change using CriCut machine)
- 9) Banner: Hot Springs Blvd: Submit Town Application (Town website) to be hung week before Fair
- 10) Budget: Determine funding for Events/Functions: Bands, Electrician, Sound, Kids Rodeo, Contract Labor, Exhibit Hall, etc.
- 11) CAFS Dues: Pay Online (Service Fee) or Mail Check
- 12) County Website: Provide list of Board Members (with Titles & Phone Numbers) to Admin. Assistant
- 13) Electrician: Contact. Set up on-site walk-around to go over requirements for electrical needs.
- 14) Entertainment (Music): Begin contacting groups; upon agreement ask for \$, Contract/Invoice, W-9
- 15) Honorees: Select Super Superintendent, Super Volunteer, Memorials. Notify/Pictures/Bio for Fair Book
- 16) Fair Book-Update Board's Greeting Page (include 75th Anniversary)
- 17) Fair Logo Update

I. Next Meeting: February 11, 2026

2026 Fair Meeting Dates (Wednesday): November 12, 2025 January 14 February 11 March 11 April 15 May 13 June 10 July 1
July 8 July 15 July 22 August 12 September 9 October 14

2026 Fair Dates: Thursday July 30 through Sunday August 2

2026 Quilt Registration & Entry:

Quilt Judging:

2026 4-H Dog Show:

4-H and Open Class Horse Show:

Gymkhana:

2026 Volunteers Dinner and Meeting: