

**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 75<sup>th</sup> 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:**