

# Archuleta County Fair

## Bylaws Work Session Notes – February 17, 2023

The Work session began at 5:00pm at the CSU Extension building. Board members attending: Alexa Martinez, Tonya Steadmon, Sharon Jennings, Emily Martinez, Bridget Mattingly, Bobby McMeens.

### 1) Ideas and Planning for Friday, March 17 Fundraiser

The theme will be something along the lines of Sham'Rock Out' with St. Patrick's Day/Green décor. The DJ will be Brad Sumpter with Natalie Carpenter at a cost of \$500.00. They have suggested going for a night club scene. Tables/Chairs will be set up along the rear sides of the Exhibit Hall. Exhibit Hall tablecloths can be used then washed by the Board. Terry Schaaf will be contacted to coordinate Security for 4-hour coverage at a cost of \$200.00. Ken Rogers of Pagosa Mountain Rotary will obtain the Liquor license and arrange staffing for the Beer Bar. They have a credit card reader for beer purchases. The Fair will provide 160 bottles of water which the Beer Garden will sell for \$1.00. Proceeds of both will be split between the Rotary and Fair. Rather than bringing in a food truck, the Rocky Mountain Riders 4-H group will provide a Baked Potato Bar with soft drink in the Stith Room at a price of \$10.00. They were glad to be asked to take part in this fundraising event and will keep the proceeds many from the Potato Bar. Sharon will fund two cash boxes for purchase of entry tickets and purchases of popcorn. Tonya will contact Terry about a credit card reader for sales of DJ/Dance tickets. Green entry wristbands for those over age 21 and another color for those under 21 will be provided. Mountain Peak Rentals will provide a bar unit, bar height tables, popcorn machine, and some lighting. They also have a disco ball which we may use; the Fair has a small disco ball. Other lights will be loaned by board members for use during the DJ/Dance. String lights could be put on the east entry poles. A rainbow arch using pool noodles could be set up outside/inside of entry door to Hall. A flyer will be created and posted around town, on the Fair website, on Facebook, on Snapchat, and in the newspaper. The board will have to clean or pay for cleaning after the event.

A series of three DJ/Dance events during Spring will be held. The second is planned for Friday, April 14 and a third on Friday, May 19. Dates will be confirmed with CSU for use of the building.

### 2) Draft individual spending budget amounts for events and committees

The initial 2023 Fair budget covered major categories. Sub-categories were itemized with specific dollar amounts assigned. This necessitated a modification to individual category amounts, but not to the total of the proposed expenditures.

1203 Workman's Compensation Insurance	132.00	
3209 Professional Services	16,000.00	
3210 Contract Labor & Electrician	2,600.00	
4111 Disposal/Trash	1,000.00	
4307 Software Maintenance	150.00	
4413 Furniture Fixtures & Office Equip.	500.00	
4416 Other Rental Leases	23,000.00	
Fencing		2,200.00
Tent		18,000.00
Lighting		1,000.00
Portable Toilets & Hand Wash Stations		1,000.00
Other: Parking, Scissor Lift		800.00
5302 Communications/Postage	200.00	
5303 Telephone	90.00	
5401 Advertising	2,400.00	
Banners		500.00
Newspaper		1,000.00

Radio		100.00
USPS		400.00
Other: Yard Sign, Animal Tent Cards		400.00
5504 Printing/Duplication/Film	100.00	
5800 Travel/Training/Conference	1,500.00	
5802 Meals and Entertainment	500.00	
6108 Food	200.00	
6110 Concession Purchases	100.00	
6121 Office Supplies	200.00	
6125 Uniform	500.00	
Volunteer/Superintendent		300.00
Fair board		100.00
Other: Mutton Bustin'		100.00
6126 Other Operating Supplies	2,000.00	
Laundry for EH Linens		200.00
Exhibit Hall Premiums		200.00
Games and contests		300.00
Honorees		200.00
Parking Lot		100.00
Cleaning Supplies		200.00
Repairs and maintenance		300.00
Royalty		300.00
Other		200.00
6405 Dues and Subscriptions	300.00	
6413 Special Contractual Services	49,000.00	
Cleaning Contract		1,500.00
Entertainment		9,000.00
Judges		1,500.00
Photographer		1,600.00
Sound System		3,600.00
Ambulance		1,400.00
Other: Rodeo Contractor,		30,400.00
7020 Misc. Expenditures	1,000.00	
7044 Kid's Rodeo Expenses	2,000.00	
8211 Refunds, Awards	100.00	
<b>TOTALS</b>	<b>103,572.00</b>	

3) Suggestions for Bands for Fair will be moved to a future Board meeting.

4) Having a Fair Kick-off event on Thursday evening was discussed. Initial ideas were having music and an activity. Decision as to having a DJ or a Band will be made at a future Board meeting. Having a Foam Frenzy under Activity Tent was one idea. The foam should dissipate and not affect the wood chips.

Sharon Jennings  
Secretary  
Archuleta County Fair

Notes approved April 12, 2023 as written.