

Archuleta County Fair Board Meeting Minutes March 13, 2024

The Fair Board meeting at the CSU Extension building was called to order at 6:00pm by vice-president, Emily Martinez. Board members present (Quorum is 5/8): Emily Martinez, Sharon Jennings, Alexa Martinez, Bobby McMeens, Jane Davison, Becky Ziminsky, Janae Sutherland, Tabitha Hart, and Fair Coordinator Tonya Steadmon. Emily introduced Janae and Tabitha and welcomed guest, Veronica Medina from the BoCC.

Special Items (not on Agenda):

- 1) Emily shared that Tylor Brandon Band had committed to perform a Concert for a different event in town which is no longer taking place. They are willing to save the date of May 4th for a Fair fundraiser at the same price. Colorado Dream Homes verbally committed to a \$2,000 sponsorship and will be asked to continue that sponsorship for the Fair event. Housing for band members has already been arranged. Fair out-of-pocket expense would be for Sheriff Department Security staff. Colorado Roadhouse Restaurant will sponsor part of the Sound costs. Rugby's Rescue would like to provide a beer stand. Rituals would like to bring their food truck. The 4-H may be interested in selling food items as their own fundraiser. The Concert entrance fee will be \$15.00 per person. Various locations were discussed including Town Park, the Pavilion (no cost to the Fair), the 4-H Hall (downstairs) and outside on the concrete. Motion to request use of one of the facilities on the fairgrounds for the concert was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. Motion to purchase a banner for this concert to be hung at a prominent location in town or on Hot Springs Blvd, was made by Becky Ziminsky, seconded by Bobby McMeens, and approved by voice vote.
- 2) Sharon suggested a group, possibly from the High School, be asked to paint the north-facing side of the large zircon with a huge 'Archuleta County Fair' scene with 'First full weekend in August' and the south-facing side with scenes of the Fair or from the county and/or state.
- 3) The Zoom online conferencing link has been updated and must be logged into from the County.

Motion to approve the minutes of the February 14, 2024 meeting as written was made by Jane Davison, seconded by Emily Martinez, and approved by voice vote.

Treasurer's Report: 1) No receipts. 2) Motion to waive the 2024 Vendor fee and Deposit for Don Jose Food Truck and to consider the fee paid in 2023 applicable to 2024's charges contingent on providing required insurance this year was made by Jane Davison, seconded by Alexa Martinez, and approved by voice vote: Discussion: In 2023 their vendor space fee and deposit were paid. It was recently determined they were not able to come to Fair because their insurance certificate was not received. This was not known so when deposits were returned to vendors Sunday August 6th, they were not on the grounds so their deposit was deposited. Veronica volunteered to contact and explain the approval given. 3) Bills to be paid: P-Card purchases for \$476.00 to U.S.P.S. for seven rolls of 100 postage stamps, \$64.45 to Rhinestone Jewelry for Royalty Tiara and Sash Pins, \$269.00 to Amazon for one Quilt Rack, \$77.25 to Town of Pagosa Springs for hanging banner over Hot Springs Blvd the week prior to Fair, \$22.17 to GoDaddy for website Domain name, \$75.00 to Colorado Association of Fairs and Shows/CAFS for 2024 membership dues. Motion to approve payment of bills and the report made by Alexa Martinez, seconded by Emily Martinez, and approved by voice vote.

Committee Reports

Bylaws: A written proposal of the changes was presented. The vote was tabled until the April meeting.

Entertainment/Music: 1) A motion to increase the payment to the Tylor Brandon Band from \$3,000 to \$5,000, since it was their third year performing for the main Fair dance, was made by Alexa Martinez, seconded by Becky Ziminsky, and approved by voice vote. Two businesses, La Plata Electric and Intermountain Propane, confirmed with Emily that they would sponsor this band at \$2,000 each. Their banners would be displayed at the stage. 2) Motion to charge \$5.00 for each adult to the Friday and Saturday night dances/bands was made by Sharon Jennings, seconded by Jane Davison, and approved by voice vote. The website, Fair Website: archuletacountyfair.com Email: archuletacountyfair@gmail.com Message Phone: 970-264-8424

poster, and any flyers will indicate a \$5.00 entry fee. 3) A motion to book Ricochet to perform a Thursday evening concert at the Fairgrounds at a cost of \$15,000 was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. Chevelle Shepherd also provided her details; she is out of Aztec, NM. If Ricochet is not able to perform, the Jackson Mountain Ramblers was suggested. The High School's American Project could be asked to open for the Concert, if approved by the band who headlines. Larger sponsors will be contacted to help offset costs for this concert. Tickets would have to be sold in advance. Veronica explained that the County/State 'accessibility for websites' requires all website violations be fixed to sell tickets online and do other business on websites. Facebook, etc. should be considered as an alternative. Chad Eaton/Finance Director should be contacted for clarification.

Entertainment/Other: 1) The gentlemen to be contacted about having the Pagosa BMX group provide a Fair demonstration has moved to Denver. Another contact needs to be made, if BMX is still functioning, and we want them to participate in Fair. 2) A motion to purchase four adult and four youth inflatable animal costumes (chicken, horse, etc.) to be used for a barrel race in between regular Fair events or at the rodeos was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. Small prizes, ribbons, or bragging rights will be the only prizes. A suggested 'Battle of the Badges' between the Sheriffs, EMS, Fire Department was suggested. A fee to participate will be determined. 3) The contract between The Adventure Zone and Fair was signed by Emily Martinez and sent back to them. 4) Wildman Phil's actual fee is \$5,000; they are willing to work with Fair at an increased charge over the \$2,500. Sharon will discuss with them.

Exhibit Hall/Stith Room/Quilt Program: Jane reported that Superintendents have been contacted with some responses received already. She will now begin contacting Judges. Motion to increase the Professional sales allowance across all categories in the Exhibitors Handbook to \$2,500 was made by Jane Davison, seconded by Bobby McMeens, and approved by voice vote. Existing values ranged from \$200 to \$2,500. Kent Jennings will change these values in the Handbook. The 2024 Handbook should be emailed to craft and fine arts groups in the community to encourage entries.

Grounds Layout: No current report

Education/Non-Profit:

Honorees: Motion to select Jake Montroy as Super Volunteer was made by Jane Davison, seconded by Janae Sutherland, and approved by voice vote. Sharon will contact him. Veronica suggested selecting a gift specifically of interest to each of the two honorees (a knife, etc.). Two Chuck Wagon tickets and flowers have been historically provided. Further discussion will be postponed to the April meeting.

Livestock Committee: Tonya has committed to being the liaison and will attend future meetings.

Parking Lot: No current report

Quilt Program: 1) To accommodate the Piecemakers request to change quilt registration to Friday July 26 instead of Saturday morning July 27 before the judging, it will be moved to the Exhibit Hall using the east CSU entry door. The Stith Room is being used on Friday by the 4-H. Quilts will be moved into the Stith Room late Friday afternoon or on Saturday morning. 2) The sample Quilt Display Rack was evaluated by Jane, Tonya, and two members of the Quilt Guild using a king-size quilt. It was easy to set-up and resize the display rack and it was sturdy though additional weights could be purchased and added to the base if deemed necessary. Twelve racks would be needed. Faye Troisi said the Guild would like to help with a fundraiser to pay \$1,000 toward the cost of the needed racks. The total cost would be \$3,228 (12x\$269). A motion to purchase the additional eleven Quilt Display Racks was made by Alexa Martinez, seconded by Jane Davison, and approved by voice vote. The Fair's \$2,000 budgeted amount for the Janitor, no longer needed as this service will be provided by the County's janitor, will be transferred from Special Contractual Services (G/L #6413) to Furniture/Fixtures/Office Equipment (G/L #4413) to offset payment for the racks.

Rodeos: 1) The Pink Rodeo committee (Fair and PSMC) has begun regular meetings. The number of barbers/hair stylists and number of volunteers having their hair cut will be reduced to shorten the amount of time needed. 2) The sound system in the Arena last year was poor and needs to be addressed in 2024. Additional considerations to be addressed is their ability to coordinate both the Pink Rodeo and the Kids Rodeo requirements to ensure smooth operation at both events.

Royalty: 2023 Princess, Lilly Taylor, will be offered the opportunity to attend the 2024 Fair and participate in any events as Honorary Princess as she is able due to current health limitations. Participation in the 2025 Fair will be discussed at a future meeting. The Royalty flyer was completed and Janae took them to the schools. April 3rd interview spots are filled. It is not necessary for candidates not selected to serve as 'Ladies in Waiting' though this might be an option for the 75th Fair in 2026. Sashes with the Royalty title are being worked on (individual names will not be used). Button up shirts will be sourced online.

New Business

Motion to allow Snow Cone Vendor/Debi Hilsabeck (previously Boulder Coffee) a combined vendor fee of \$100 for two spaces and only one deposit fee, one on the Fairgrounds and one in the Arena area for the weekend was made by Alexa Martinez, seconded by Becky Ziminsky, and approved by voice vote. She specifically asked for a location near the telephone pole. She was made aware that Cruizin' Vittles also sells snow cones and that the Fair Board does not restrict vendors from selling similar products.

Sharon Jennings, elected as Board Secretary and Treasurer at the October 2023 meeting, agreed to relinquish the office of Treasurer as it was determined by the Board that there were adequate board members to divide the position. She will be available to help as needed during 2024. Emily Martinez was nominated for the office of Fair Board President for the 2024 Fair year. There were no nominations from the floor and the nominations for President were closed. Becky Ziminsky was nominated for the office of Fair Board Vice President. There were no nominations from the floor and the nominations for Vice President were closed. Jane Davison was nominated for the office of Fair Board Treasurer. There were no nominations from the floor and the nominations for Treasurer were closed. Motion that this slate of nominees be elected as 2024 officers of the Fair Board was made by Alexa Martinez, seconded by Sharon Jennings, and approved by voice vote.

Tonya shared that the Board of County Commissioners appointed Janae Sutherland and Tabitha Hart to the Fair Board.

Bid packages from prospective suppliers were evaluated taking into consideration experience and past performance history, past experience with our County Fair, meeting specifications of the RFP, and bid pricing.

Bid packages for Rodeo Contractor were received, individually reviewed, and evaluated by the Fair Board. Motion to accept W/A Rodeos as Rodeo Contractor for 2024 was made by Jane Davison, seconded by Bobby McMeens, and approved by voice vote. Tonya will notify W/A Rodeos that their bid was accepted.

Prior to the opening and discussion of bid packages for Tent Supplier, board members Alexa Martinez and Bobby McMeens recused themselves from any discussion and vote and left the room; Emily Martinez recused herself from any discussion and vote.

Bid packages from prospective Tent Suppliers were received, individually reviewed, and evaluated by the present Fair Board. Motion to accept Mountain Peak Rentals as Tent Supplier for 2024 was made by Jane Davison, seconded by Janae Sutherland, and approved by voice vote. Tonya will notify Mountain Peak Rentals that their bid was accepted.

Bid packages from prospective Liquor/Beer Concession non-profit organizations will be postponed until the April meeting. The Pagosa Mountain Rotary informed the Fair Coordinator they will not submit a bid for 2024. The Livestock Committee may elect to provide their own supplier to set up in the Pavilion. The Spanish Fiesta group wishes to set up in the Arena on Friday evening August 2nd from 5:00-10:00pm and Saturday August 3rd during the day. Emily and Tonya will work with selected non-profit groups to determine where each organization will set up their Beer Garden, when they will operate, and determine the percentage of proceeds to be split with Fair.

Kent Jennings updated the website adding the Lodging link from Town of Pagosa Tourism to the front page along with a moving banner of 2023 and 2024 sponsors. The Food Vendor, Merchandise Vendor, Education Exhibitor, and Sponsorship forms were added under 'Forms and Docs' and the links activated. The Dog Policy was added under 'About the Fair'.

Tonya had a meeting with the BoCC to complete the bi-annual reporting.

Tonya will order the Hand Washing Stations and Portable Toilets.

Ranch Brand Letters to brand owners in Archuleta County will be mailed by Sharon. A suggestion was made to send a letter and other Fair information to the Cattlemen's Association.

Tonya and Sharon mailed out over 550 sponsorship letters consolidating multiple different databases.

Rugby's Rescues is having a 'Brews for Rescues' event on April 27th and invited the Fair to have an informational table to present Fair information (event flyers, schedule, poster if complete) and sponsorship and vendor forms; a QR code should be available. The Spinning Game wheel in the attic could be used with candy and items from the Kids Game bin given away. Board volunteers and Royalty will staff on assigned shifts.

The Spanish Fiesta organization and their Royalty are having a fundraiser dance on the fairgrounds April 13th. A Fair informational table could be set up at this event as well.

Motion to purchase two large steel shelving units for the Zircon from Home Depot was made by Sharon Jennings, seconded by Jane Davison, and approved by voice vote. A spring or summer workday, in advance of Fair, will be planned to install the shelves and organize the Zircon.

The Spanish Fiesta will be charged 10%, the same rate as 2023) with the stipulation that they supply a specific number of volunteers to provide help in specific areas, days, and times in advance of or during the Fair as determined by the Fair Board and a plan presented at the April Fair Board meeting. If unable to arrange for volunteer help at Fair, the fee will be increased to a specific amount. Fair volunteers were asked to help during the Spanish Fiesta on July 27th. Veronica suggested that the Spanish Fiesta Royalty be presented during the County Fair Rodeo and the Fair Royalty be presented at the Spanish Fiesta.

Old Business

Tonya and Becky Jacobson will place the order for Kids Rodeo buckles.

Bulk Mailing will be bypassed. There is an annual fee of \$245 for the permit plus the discounted cost of stamps which may not offset the cost of first-class postage when the effort and sorting is considered. If undeliverable, bulk mail items are thrown out by the post office.

To advertise, a suggestion was made to put the Fair poster in The Preview (last of June or early July and another at the end of July); full page is \$585; smaller sized page will be less. Adding Fair dates to The Pagosa Living magazine in their free calendar events section, through the Tourism Board, the Chamber of Commerce, etc. are other avenues.

Sign-Up Genius will be activated as soon as possible so emails can be sent to prior volunteers early in Springs. Tonya and Alexa will work together to update dates, events, etc. as needed.

Ordering the upfront fencing between the Fair and handicap parking will be postponed until we hear about funds that may be coming to Fair through the Tourism Grant.

The Stage Trailer and Fencing has been reserved from the County.

Permanent Land Use permission from the owner of the Mill Creek Rd. lot is in effect; a permit is not required.

Reserving Light Towers rented from Pine Valley Rentals will be postponed until the outcome of the Tourism Grant is known. The County will be asked to reserve the regular light towers used last year.

Jane and Sharon inventoried the Exhibitor ribbons and have determined that none need to be ordered this year.

Audio/Sound Technicians, Brad Sumpter and Natalie Carpenter, are moving out of the area but will be available to offer services for 2024 at a slightly higher price, \$4,600, due to the necessity of paying for meals and accommodations during Fair. Motion to select Jorgenson Music at \$4,600 was made by Emily Martinez, seconded by Bobby McMeens, and approved by voice vote. They are highly regarded and appreciated for their ability to work with most bands and groups needing their services.

Three workdays were held in February to declutter and organize the Exhibit Hall Fair Closet and the Attic. A lot was accomplished, but there is still some work to be completed.

The next board meeting is Wednesday, April 10, 2024 at 6:00pm at the CSU Building. Meeting adjourned at 8:20pm.

Sharon Jennings/Secretary

Minutes approved April 10, 2024 as corrected.

2024 Fair Meeting Dates: Wednesdays Apr 10 May 8 June 12 July 3,10,17 Aug 14 Wrap-Up Sept 11 Oct 9 Elections

2024 Volunteer Meeting and Dinner: Wednesday, July 24

2024 Fair Dates: Thursday – Sunday, August 1 – 4

2024 4-H Dog Show: Saturday, July 20 Tentative at CSU

2024 Quilt Judging: Saturday, July 27

2024 4-H and Open Class Horse Show: Saturday, July 27

2024 Gymkhana: Sunday, July 28

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