

**Archuleta County Fair**  
**Board Meeting**  
**July 13, 2022**

The meeting was called to order at 6:05pm at the CSU Extension building by president Kerry Keegan. A quorum was present (9/10): Kerry Keegan, Stetson Keegan, Emily Martinez, Bobby McMeens, Kent Jennings, Tim Vail, Sharon Jennings, Lisa Vail, Cindy Snarr; Fair Coordinator Alexa Martinez and Livestock Liaison Mary Adkisson. The order of business was changed to allow the Livestock Committee to give her report first.

**Livestock Committee Report:** Mary Adkisson confirmed 4-H family parking would be behind the Hughes Pavilion as that area is only used when rodeos are in session and fencing along the new road and west of vendor row will also be used; there may be open space near the Gomez store. VIP Parking Passes for Saturday night's Buyer's event will be upfront east of the CSU building; passes will be printed and given to Becky Jacobson. Cindy said Royalty will help pass out cake on Auction night (with the help of Brandye Kiker and Lisa Grimes). Poultry shows will not happen due to Avian Flu issues as Judges cannot be found. Youth may bring in one Turkey or one pen of Chickens (or display their poultry's picture) to sell at Saturday's auction; no Open Poultry Class. Sold poultry will be kept overnight at Fair Saturday and Sunday for processing Monday. A written Poultry Showmanship Test will be at 2:00pm Friday so youth can still compete for Master Showmanship. There will be no Junior Showmanship in 2022. Other shows, Alpaca, Goat, etc. are still on schedule. The Swine Show on Thursday at about 7:00pm should not be affected by the Rodeo event at 6:00pm. The MOU is with County attorney so Fair and Livestock will meet in January to meet and review. The Fair has ordered a Buyers Tent, but where it will be set up has yet to be decided.

**Special Items:** a) Charley Lyons is going to order new doors for the commercial refrigerator at a cost of about \$150 per door. b) Molly's Custom said buckles are on backorder. Their Invoice has been paid. d) Sharon provided 4-H with a list of all honorees, royalty, board members, liaisons, etc. as provided. Becky needs to know how many tickets are needed for the Chuck Wagon dinner. It was decided to request two tickets for each and to allow the Board to give away their unused tickets to others who should have them.

A motion to approve the minutes of the July 7<sup>th</sup> regular meeting as corrected (rodeo details) was made by Stetson Keegan, seconded by Emily Martinez, and approved by unanimous vote.

Treasurer's Report – a) Kerry said the P-Card is still not working for Amazon purchases. Alexa will use a Gift Card to buy the 95-gallon trash bags through Amazon.

### **Committee Reports**

1a) Musical Entertainment –

1b) Other Entertainment – a) Shred BMX needs a flat space for set-up about 40' x 200' long and a table. Diana will be asked if their performances can be in the Arena. Alexa will send information to Kent. If a closed off area can be found, a small fee of \$2.00 will be charged for those ages 4 and up. b) Beer Fishing requires a fishing pole and hook and empty cans which will be marked with a prize. If they pay the same as a beer from the Beer Garden they win a beer, if they pay less (like one try for \$2 or three tries for \$5) they win some type of prize. A volunteer could sign up to check IDs, give an over 21 wristband, and take money; a coupon could be given for the beer that they can take back to the Beer Garden for redemption. c) The Hook & Rings can be hung anywhere on the fairgrounds. d) No response has been received from Durango Party Rentals about a Bounce House for near the Kids Games. Emily will ready out to Katelyn who may have one we can use/rent. e) Corn Hole games will be set up near the Horseshoe Pitch.

Honorees – Nothing new...still trying to get contact information for the rest of the dedication honorees.

3. Parking/Logistics – a) Entertainers should unload at the Activity Tent and then park in the upper lot; parking passes needed. Wildman Phil needs to leave his animal trailer close to the Activity Tent. b) The new upper section of road is right in the middle of where parking goes. Fair's main entrance may have to be moved. Kerry will contact Derek Woodman.

4. Rodeo – a) The Contractors who are bringing families so we may need various wristbands. They may want two separate daily bands instead of a double rodeo combo band. b) The 3D and Junior Barrel Race on Thursday starts at 7:00pm and should not affect the swine show at 6:00pm. Registration will be call-in with flyers by next week on the website. c) Alexa will drop off the EMS contract. d) The Kids Rodeo begins at 9:00; a new Registration form link needs to be added to the website; the old form may be on Drop Box. Becky does not have it as she has no responsibility for the Kids Rodeo. e) All wristbands need to be counted to see which can be used for what. Buckles are being delivered to Alexa's house.
5. Royalty – Cindy is making changes to the Fair schedule. Kerry has a Boot Barn folder that Royalty can use in the future to find outfits for Fair. The new Royalty banners used for the Parade were nice looking and have peel-off letters so the Royalty names can be changed each year. The banners will be hung at Fair and/or used for photo opportunities. Denny Barber needs to be added to the Fair Thank You List (Pagosa Sun) and Cindy wants to give him rodeo tickets as a thank you for providing and driving the surrey during the parade. Cindy is interested in having our Royalty participate in the Chama Parade, but that will be tabled until next year.
6. Exhibit Hall – Lisa said exhibitors are starting to sign up. Lisa will call Paul Hudson who is interested in building something. She hopes to start clearing the Attic on Friday afternoon and setting up the Exhibit Hall Saturday (and Sunday if needed) as set-up must be finished before Monday.
7. Education – a) Emily said the Fire Display may spread smoke over the fairgrounds as they will be burning items to simulate a home with sprinklers and one without. Donations of furniture without fireproof coating are needed.

### **Old Business –**

**Vendor** – a) Oasis Fruit will bring their own freezer; they need a 10'x20' outside trailer space and electrical hookup. The Ice Vendor will drop off ice to them because they need so much. b) Charley Lyons will be asked to deliver the Fair's Ice freezer to the east side of the CSU building. Kerry asked him to supply the W-9 and an invoice using last year's prices to her. The cost of ice went up, but we do not know how much. Our vendor form still shows \$5.00 for a bag. c) The Vendor Booth/Concessions form needs to be redone as prices are not clear. d) Island Breeze needs a 10'x20' outdoor trailer space.

**Kids Games** – Emily is starting to bring in some game equipment. There is one new Corn Hole game for the Kids so the broken one does not have to be fixed this year. Sharon brought all the craft kits to the Workroom. Tickets for the Turtle Game could be placed at the Main Gate and sold (X number of tickets for X dollars) for use at the Kids Games Tent; Kerry has ticket rolls. Participation ribbons or minor prizes could be given out.

**Janitorial Service** – Jazzelle's Cleaning Service has not responded to our request for a quote. Kerry contact Heather McCauley who is willing to provide cleaning services. Required cleaning times along with a list of areas to clean and duties needs to be created. Sharon has a brief list she sent to the other group and will email that to Kerry as a jump-off point. The service should supply their own brooms, mop, vacuum; Fair supplies soap and paper goods to refill the restrooms.

**Fire Marshall** – This is scheduled for Wednesday, August 3 beginning at 3:00pm. Fire extinguishers need to be mounted and ready for inspection. Emily said in-town food vendors are inspected by the Police Department.

**Grounds/Tent Layout** – The Activity tents will go up Monday July 25. Kent shared a draft fairgrounds map showing tent locations for review. Wood Chips Are needed by July 28<sup>th</sup> and should be delivered between 18<sup>th</sup> and 20<sup>th</sup>. Skid Steer is provided by the County and requires a County employee to operate it. The Line Locate person is scheduled to come out Thursday or Friday, July 14 or 15. Bobby will check with Pine Valley Rentals about a Scissor Lift which was used last year by Mike Moore for lights. Need a person for lights this year. Mike is needed to give us an overview of electrical requirements. Tents needed for Fair and some Booth Vendors :

10' x 10' for Horseshoe Pit, Entrance Parking (Handicap), Back 4-H Gate, Democratic Group (with Sides), Republican Group (with Sides), Vets 4 Vets (with Sides);

10' x 20' for combined Kids Games and parental sitting space

20' x 20' for Main Entrance, Buyers Tent:

30' x 45' for Petting Zoo

60' x 80' for Market Tent. Mountain Peak Rentals is renting this size to Fair for the price of a 60' x 60'.

**Fencing** – Alexa will contact Agritech or American Fence. It was suggested a chain-link type fencing panels be put around the outside of the Petting Zoo with the regular internal panels/gates. Charley Lyons will be asked to move the office dumpster away from the Exhibit Hall.

**Sponsorship letters** – Sharon contacted Jodi from PSMC who is interested in providing a monetary sponsorship and may wish to have an education table. Sharon sent docs for both. They have a banner to be hung at the fairgrounds.

**Walkway Lighting** – Expect to be worked on.

**Seasonal Labor** – Facebook post soliciting paid workers will be made.

**Community Service Workers** – Kia needs 48 hours work and can complete it during Fair. After working hours, they must have a Fair Board or CSU sign-off; they are responsible for turning their time sheet over their reporting agency.

**Sign-Up Genius** – Is a volunteer needed to collect money and hand out tickets for the Turtle Game?

**Cotton Candy Machine / Popcorn Stand** –

**Volunteer Meeting** – Kerry will pick up tubs of potato or macaroni salad and cookies for dessert. She will emcee the meeting. Sharon will give her last year's meeting agenda and notes as a guideline. Work session to make Volunteer Packets is 4:00pm Wednesday, July 20<sup>th</sup>.

**Petting Zoo** – Poultry cannot be used due to the Avian Flu issue. Bella Pena will be asked to bring a pot-bellied pig for a day. Soliciting animals on Facebook was suggested. If Dogs are brought in, they would have to have vet check.

**Operations** – Two-way radios moved to future. A 30x45' tent will be set up. Emily may have a contact for a mini-horse.

**Parking Passes** –

**Fire Extinguishers** – Must be up when Fire Marshall comes out on Wednesday the 3<sup>rd</sup>.

**Southwest Ag** – Emily will ask to see if the 6-seater is available even though it has a high center of gravity. They will deliver equipment on Monday.

**Beer Garden** – Sharon will email Kenny Rogers of Pagosa Mountain Rotary a daily schedule of Fair for the Beer Garden. Rotary volunteers will check IDs for age. If an adult wants to play the Beer Fishing game, they will be given a wristband.

**Dumpsters** – Alexa will contact At Your Disposal for two roll-off dumpsters: one for Fair trash and one for manure.

## **New Business**

**Rockin' Rib Rodeo Cookoff** – Emily will run an ad for a week to find out if there is any interest in pursuing a rib cookoff this year. One monetary prize (half of the entry fees collected) will go to the winning griller. Our food vendors can participate. The number of tickets sold will be capped so entrants know how much to prepare and the number of grillers will be capped at between six and twenty. It was suggested that Fair buy the meat (Sysco) so all grillers start on an even playing field. The cost of meat would be added to their entry fee. A volunteer could be used to pass out a plate, drink, roll and check the ID issued by the Beer Garden. The theme could be "Grab your Bib, We're having Rib!". It was suggested that Tina at Colorado Roadhouse be called to see about ordering pork ribs (not St. Louis) through them.

**National Anthem** – Our Royalty Queen, Gracelyn Kiker, will be invited to sign the National Anthem prior to each Rodeo if permission is received by Stetson from the Rodeo Coordinator, Tammy.

**Bill of Fair** – Need a volunteer to update (and add current sponsor and brander names) daily and copy and fold.

**Advertising** – Yard Signs and some metal posts are available in the Workroom. Cindy will pick a photo for the Preview issue and Lisa will send it to The Sun. Lisa submitted an article for Thursday's edition of The Sun. An article for the next week needs to be written by someone. Lisa sent comments to Design-A-Sign about the Hot Springs Banner and is waiting for the proof.

**Petty Cash** – Sharon will submit a check request to County. This will be for Exhibit Hall Premiums of \$650, Karaoke Adult Cash Prizes of \$200, miscellaneous cash bag change for Rodeo, T-Shirt sales, turtle fishing, beer fishing, etc.

Meeting adjourned at 8:30pm.

Sharon Jennings  
Fair Board Secretary

Minutes approved as corrected (spelling of name) July 20, 2022.

**Next Fair Board meeting** – Wednesday, July 20, 6:00pm, CSU.

**Fair Board Meetings: July 20, 27, Sept 14, Oct 12** (No meeting in August unless needed; no meeting in December)