

# Archuleta County Fair Board Meeting

## Minutes – August 9, 2023

### Fair Wrap-Up

The Fair Board meeting, held at the CSU Extension Building, was called to order at 6:02pm by president Tonya Steadmon. A quorum of members (6 of 11) was present: Tonya Steadmon, Sharon Jennings, Emily Martinez, Bobby McMeens, Monte Williams, Jane Davison, and Fair Coordinator Alexa Martinez. One guest, Jodi Scarpa was present.

Special Items: 1) Dog Issue-It was confirmed with the Sheriff that we are permitted to ask two questions “Is this a Service Dog?” and “What task has the dog been trained to do?”; doing so is NOT a HIPAA violation. The woman who argued with the volunteers and Fair Board and did not accept our inquiry was mistaken. A meeting with the Sheriff and Fair Board should be scheduled to ensure all are using the same instructions.

2) Personal Liquor-The Sheriff also said on-site staff should have used more discretion and not have made those camping with their own liquor pour out their drinks when they were outside of their camper. The other alternative is to post “No Outside Alcohol on Premises” and require all campers (security, livestock, 4-H, Fair Board) to comply.

3) Volunteers-Alexa will send a thank-you email to all volunteers who worked the 2023 Fair including a note to ‘save the date’ for the 2024 Fair.

A motion to accept the minutes of the July 19 meeting as written was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote.

Total Deposits as of 8-8-2023 were \$26,753. Additional deposits will be made as receipts are received and verified. Sharon will make an appointment with the County Treasurer to bring in the large cash deposit as they must run the bills through their counting machine. Invoices were sent to Vets for Vets and the 4-H Council for ice purchased.

The following invoices and/or check requests are to be paid: Mountain Peak Rentals \$17,000 for tent rental; Alexa Martinez as reimbursement for cost of the Magician \$950.00; Cowgirl Cleaning \$2,200 for janitorial service; Pagosa Sun \$1,097.25 for ads and the daily schedule; Alpine Inn \$522.20 for rooms for staff of Shred BMX paid by Fair P-Card; Cold Springs Ice \$960 for bagged ice and freezer rental; Jane Davison \$196.63 for Judges, Superintendent lunches; Trent Hollister \$ 234.30 for 25% of Goat/Lamb/Swine/Steer Judge fees; Sharon Jennings \$531.27 for reimbursement of items paid by personal check: Judges fees, volunteer dinner, judges breakfast, Gatorade for volunteers, honoree gift certificate and flowers, fuel for Mule and Shuttle, pie eating contest pudding, postage stamps; Sharon Jennings \$248.61 for reimbursement for items paid by personal check: vendor reimbursement to Diane Bobbitt/Smoked Out BBQ (vendor deposit less ice purchased) and for prizes purchased for the Horseshoe Pitch; Navajo Trails Laundry estimated at \$225.00 for Exhibit Hall Laundry of table linens; Pagosa Springs Medical Center EMS \$1,687.50 for emergency services stand-by; Alpine Portable Toilets estimated \$1000 for six porta-potties and three hand-washing stations; Tractor Supply \$80.65 for Kids Games supplies and T-Posts, Walmart \$21.25 for Cable Ties to hang fire extinguishers, Walmart \$102.43 for 50’ water hoses and duct tape, Tractor Supply for Cable Ties, Duct Tape, T-Posts, Feed for Rodeo stock paid for by Fair P-Card.

Invoices are still expected from the County for Contract Labor, Pine Valley Rentals, At Your Disposal, 4-H for the Horse Show Judge Dawn Hoselton, the Cat Project Judge Connie Cecil, and the cost of Board, Honoree, Royalty Chuck Wagon tickets (Fair and 4-H will split the judge costs). The Thank You Ad going in the Pagosa Sun will be issued after Ad placement and will be smaller to save costs; it will be run in the newspaper or The Preview, whichever is less expensive, but not both. The hotel, meal, and mileage charges for CAFS attendees will not be received until mid-November.

A motion to approve the financial report, including invoices to be paid, as presented was made by Tonya Steadmon, seconded by Emily Martinez, and approved by voice vote.

#### **Committee Report Wrap-Ups**

**Rodeos-**a) Jodi shared how grateful she was for the opportunity to be part of this year’s Tough Enough Pink Rodeo event. It was a positive event for the entire community and a different group of people attended. Splitting the pink horse race into two age groups (littles and youngsters) was suggested. B) Rodeo Contractor, Lisa Webb, loved being a part of the Fair. c) The Kids Rodeo needs a volunteer to serve as Secretary and more runners to assist with getting youngsters lined up and ready for their events. Buckles should be ordered in January to ensure arrival by Fair; cheaper buckles should be sourced. Mutton Bustin’ was done each day to cut down on time spent Sunday. d) Contractor bids should be advertised in January. e) Saturday afternoon Rodeo had lower attendance and a comment received that it was ‘not impressive’. Most attendees were 4-H families. Try to keep all rodeos in the evening due to the heat which is hard on the animals and riders. f) Try a Thursday evening rodeo event like reining and cutting or have the Food Truck Face-Off along with a rodeo but might conflict with Livestock Shows in the Pavilion. g) On Saturday afternoon have alternate events under the Pavilion (Chicken Barrel Race, Porta Potty Creation Race).

**Livestock Committee-**No comments received to date.

**Exhibit Hall-**Existing wood Quilt Racks are dangerous; required shoring up this year. Additional volunteers are needed to monitor, etc.

The Results forms need to be revised. A display showing the meaning of each ribbon is needed in Exhibit Hall. There was one in the Stith Room. Have the reports updated. Create a People's Choice award; there are already ribbons in the Exhibit Hall closet. The Quilt Exhibit Entry numbers need to match the tag numbers. Ribbons were not always assigned properly. Engage Superintendents early and give them a lesson on ribbon placement, area decoration, etc. Update and print the Fair Book much earlier in the year and distribute to interested community groups (Quilt Guild and creative groups) or ensure a link to the information on the Fair website and social media are published earlier in the year. Review and have the Fair Entry website updated (possibly by Becky J). Ensure the Judging standards are updated. Clarify the Open Class Cake judging events; 4-H does not offer baked cakes for judging; they only decorate cakes. Include Lisa Vail on the newspaper Thank you list. Have Dr. Love present the Youth and the Adult Homemaker of the year ribbons and cash awards (she has sponsored the Homemaker awards for years). Move this award to Saturday in the Activity Tent during Chuck Wagon dinner along with the other awards.

**Royalty**-Need a schedule of events as soon as they are selected; especially to include all pre-Fair and Fair activities (4<sup>th</sup> of July Parade, Official Photograph, Dog Show, Horse Show, Fair Livestock Shows, Cake Auction and Sale, Exhibit Hall/Stith Room visit, Education tent visit, vendor tent visits, participate in each Rodeo event, Commissioners meet-and-greet, etc.). The Court felt they were underdressed; due to the heat they did not want to wear their official shirts. The need to understand the consequences of being late to events. Coordination of events was not always on target. No official 8x10 Royalty photos have been received for hanging in Exhibit Hall.

**Honorees**-No official 8x10 photos have been received for hanging in Exhibit Hall.

**Parking**-Some new members in the Rangers this year. They did not know cold water bottles were available at the welcome gate. They need to know to call a Board member using the 2-way radios to check on entrants without reserved purple parking passes who request upfront parking (band members, etc.). There were backlogs of cars on Mill Creek Rd because cars were stopped instead of directing them with flags to the east lot. The San Juan Rangers are needed in the east parking lot on Friday and Saturday evenings to help with the influx of vehicles coming for the Friday Rodeo, Saturday Auction, and the Band performances. Golf Carts were often needed to carry handicapped visitors to the Pavilion and Exhibit Hall. Lines need to be marked earlier.

**Entertainment/Music**-Not a lot of people stayed for the band/dance on Friday; traditionally not a big night. Could have been competing with another event in South Fork. Try a Spanish band again; this was tried a couple of years ago. Saturday's dance was awesome.

**Entertainment/Other**-a) Corn Hole Tournament was a success. Try to hold a bracketed event where winners from one day move forward to the next time or day event. b) As fair activities move closer to the Pavilion it may be necessary to move the Horseshoe pits somewhere else so the pit area isn't by itself and away from other activities. c) Adult games like the Corn Hole, Hook and Ring, and certain types of entertainment like Shred BMX or Axe Throwing should be in front of the Activity Tent so they are easily seen by fairgoers going into the tent. Use the old BMX spot for a stationary train. Pie Eating was successful. Used up two large bowls of pie filling. Advertise/Announce more. Pictures taken by the volunteer will go on the website.

### **General Wrap-Ups**

A number of these comments came from Vendors who were queried on Sunday afternoon.

**Kids Train**-Kids love the train! It's free entertainment. Must be repaired (sealed bearings and better tires) or retired as unsafe. Solicit businesses to paint and decorate an individual train car; their advertisement could be placed on the rear of the car.

**Kids Games**-Need more activities for youth and children. Add Midway style games even if there is no Carnival.

**Handicap Access**-Wood chips in the Activity tent and Education tent were too deep for wheelchairs or power chairs to go through. A suggestion to scrape a path of chips/rocks throughout each tent was made.

**Volunteers, Contract Labor, CSU Staff, Community Service Workers**-Great support and encouragement of CSU staff. Had two great hired labor; worked hard anywhere needed.

**Chuck Wagon**-A volunteer incorrectly told fairgoers they could buy Chuck Wagon Dinner tickets in the line. A complaint was raised about a volunteer taking payments for CW tickets at the main welcome tent. No 4-H members helped sell tickets. It was suggested that only 4-H members and parents sell tickets next year though it was noted they may all be too busy getting ready for the auction. Chuck Wagon was 'great and successful'; everyone seemed to enjoy the music. Sharon noted that \$4,740 in CW ticket sales was turned over to Becky Jacobson.

**Vendors**-Would like options to come in only on certain days and not be required to come Wednesday for set-up and stay through Sunday. Thursday and Sunday are very slow days; not profitable if they must pay staff. Friday and Saturday were their best sales. Wi-Fi connection was too intermittent; at times they could not run credit card sales through. Get applications for Food Vendors, Merchandise Vendors, and Education tables on the website earlier as some vendors travel Event-to-Event and need to know dates so they can schedule. This year we visited each Vendor on Sunday and handed them a Thank-You note along with dates for next year. "Had a blast and loved the helpful board members." Food Truck vendor loved his spot in front of the Grandstand entrance and wants the same next year. Another Food Truck vendor also wants to be in front of the Grandstand entrance as there is not enough traffic next to the Activity tent. Suggest that Food Trucks who register early get the best locations. Like the new set-up, smoother flow. Encourage a food vendor to walk around to other vendor booths and education tables to sell food as some are single-person vendors and cannot leave their tent to go get food. Bring in a vendor with breakfast-type foods.

**Photographer**-No 8x10 photos have been received of Royalty or Honorees. Only wanted to photograph Rodeos.

**Beer Garden**-Some comments that beer wasn't cold. Felt a conflict having another group sell beer at the Friday Rodeo.

**Lutheran Church**-Able to get beer at cost.

**Fairground Entrance**-Need to offset some of the costs of bands and entertainment; begin charging an entrance fee for ages 13 up (\$2 daily or \$5 for the whole weekend). Continue to charge for Rodeo tickets.

**Carnival**-Continue checking for carnivals; check into Frasier Shows. Vendors are concerned that Pagosa doesn't have a population large enough to support a carnival. Find a vendor who will bring in several individual rides rather than a full carnival. The vendor out of Albuquerque was going to charge \$30,000 minimum plus more based on ticket sales. Start soliciting for donations to bring a carnival to Fair.

**Janitorial**-WHEC restrooms were often empty of toilet tissue and hand sanitizer by the afternoon; must check and restock all restrooms more often.

**Education Tables**-All education tables were empty before noon on Sunday; nothing open for attendees to see in that tent. Close down on Saturday night?

**Sponsors**-Excellent response to requests for donations prior to Fair. Getting letters out early in the year made a difference. Make any sponsor benefits easier and simpler. Send benefits (maybe a max of two weekend wristbands or two rodeo wristbands) for early donors with their thank-you letters. Other arrangement for late sponsors.

**Ranch Brand Sponsors**-Including the request for Kids Rodeo buckle donations on the Ranch Brand letter was successful and almost raised enough to cover the buckle costs (one large \$1000 sponsorship).

**General**-Start Fair later in the morning (10, 11, or 12noon) on Thursday. Invite vendors to stay later at night if they desire. Make Thursday morning vendor set-up time (8-noon) and then open gates for fairgoers.

**Tear Down**-All sponsor banners (and Fair banners) need to be cleaned, rolled up, and tied after being taken down to be ready for pick-up or return (and storage); include cleaning on the Sunday Worker Schedule. Contract labor handled trash pick-up in the grandstand areas.

#### **New Business**

**CAFS Conference**-Register in September or as soon as registration is open on CAFS website. Dates are November 3 & 4, 2023 in Pueblo, Colorado. Two CAFS Board members should attend; three are interested (Tonya, Emily, Alexa). Budget has \$1,800 for registration fees and room plus additional for food. Receipts must be turned in asap to fall under the 2023 budget. Jane is willing to sponsor an attendee.

The meeting was adjourned at 7:50pm.

Sharon Jennings/Secretary

Minutes approved September 13, 2023 as written.

**2023 Board Meetings (second Wednesday):**      **Sept 13**      **Oct 11 Intent to Serve Due; Elections**  
**November 8**      **December-Social/No Board meeting**