

Archuleta County Fair
Minutes of the Board Meeting
July 20, 2022

The meeting was called to order at 6:16 by secretary Sharon Jennings.

Board members present: Sharon Jennings, Kerry Keegan, Emily Martinez via internet, Bobby McMeens, Lisa Vail, Tim Vail, Cindy Snarr, Stetson Keegan, Kent Jennings, and Fair Board Coordinator Alexa Martinez. Quorum reached: 9/10

Guests present: Tonya Steadmon

Special Items: a) Lea Legit of Legit Outdoor Photography was approved to use the Photographer's closet in the CSU building; Alexa will confirm availability with Lea. The chairs from the Stith room will be stored in the Zircon during Fair. b) Excess self-standing animal cards and Fair posters are in the workroom and can be taken around town as you are visiting potential vendors and/or sponsors. c) The Archuleta County Farm Bureau donated a case of animal paddleboard games (237 pieces) to be used wherever kid's prizes are needed, including Turtle Fishing Pond, Kids Games Tent. d) Alexa needs batteries for the new Safe which has an electronic lock. e) A motion to remove Jennifer Smith from the 2022 Board due to non-attendance was made by Stetson Keegan, seconded by Bobby McMeens, and approved by voice vote. f) Tonya Steadmon has asked to return to the Fair Board for 2022. A motion to reinstate Tonya Steadmon to the 2022 Fair Board was made by Kent Jennings, seconded by Tim Vail, and approved by voice vote. g) Kerry spoke with Derek Woodman/County Manager about the Electrical needs of Fair. He explained that the Rodeo Grounds Committee is focused on the Livestock and 4-H areas of the rodeo grounds. She spoke with Matt Ford and found that they are trying to condense the grounds into centralized areas near the Hughes Pavilion. A display showing the future growth of the rodeo grounds will be set-up by that committee. Kerry shared her concern that the Fair Board is trying to grow and improve Fair offerings and condensing and/or eliminating certain areas will restrict Fair's ability to add more events and activities. The Fair Board will appoint one or two members to attend the Rodeo Grounds meetings. Matt F. suggested we make note of any areas of concern and get those concerns back to his committee. Their plan is for the rodeo grounds to be ADA-compliant around the Pavilion within three years.

A motion to approve the minutes of the July 13th meeting as corrected (spelling of name) was made by Tim Vail, seconded by Stetson Keegan, and approved by unanimous voice vote.

The budget turned in at the end of 2021 was not correct so the 2022 budget was not increased as expected. The State of Colorado Grant fund was allotted to 2021 expenses by County in error as we expected to spend it for 2022 purchases. Sharon noted that the Fair is not a Non-Profit Organization. Any sponsor can request a receipt. Receipts and/or thank you letters can be emailed or mailed. The invoice for the Livestock Judge is split 50/50 between Livestock and Fair.

Sharon requested Petty Cash from the County for Exhibit Hall Premiums, Karaoke Adult Prizes, seed money for the Rodeos, any other Fair sales; she will stock cash bags for each event.

Committee Reports:

1a) Entertainment/Music: Sharon turned in all invoices/W-9 forms for bands, sound technician, and other entertainment to the County.

1b) Entertainment/Other: Fair cannot use the Arena (per Diana) for Shred BMX as it would require placing a plywood based and regraded prior to use by rodeos. No straightforward way to segregate the event so orange fencing will be used to keep spectators away from the event. A donation container will be labeled and set out. A Meet and Greet area for autographs and for Shred to sell their merchandise will be set up including tables and chairs. Show times were changed at their request to 10:00am, 12:00noon, 2:00pm.

2) Honorees: Nothing to report.

3) Parking/Logistics: Two lighting systems were ordered from Pine Valley Rentals by Bobby and two are expected from the County. 4-H parking and VIP Buyer's parking will be behind the Pavilion and in part of the empty area between Pavilion and Hwy. 84. Orange fencing will be used along the new roadways and around the Shred BMX Show area which is east of the horseshoe pitch area.

4) Rodeo: Stetson said all groups are confirmed. He is waiting for their phone registration flyers (in .doc format for Website). Richard DeClark will drag the arena prior to/in between events. Stetson will check to ensure barrels are marked prior to events. Hay purchased by the Fair is for use at Fair and cannot be taken and/or sold by rodeo contractors. Funds for any hay sold after Fair, by Fair will be deposited with County. An additional invoice is expected from EMS for the added Thursday rodeo. Kerry confirmed that Rodeo costs, Cash prizes, and Accommodations are all included in the bid from the Contractor. There will be no Walk-Ups for the Kids Rodeo. First-Place Buckles are on backorder. Second/Third Place gift buckets will be made from the supplies purchased.

5) Royalty: Tammy/Rodeo Contract liaison gave approval for Gracelyn Kiker to sing the National Anthem prior to each Rodeo. The rest of the Court will stand with her. Stetson suggested that Cowboys walk out with the Royalty Banner and U.S. Flag.

6) Exhibit Hall: Lisa said things are looking good. She hopes to start removing items from the attic and zircon on Friday, July 29th with set-up continuing Saturday and Sunday.

7) Livestock:

Old Business:

Vendors: A new vendor, Cow Lot Cowboy Hats, needs a 10x20' space in the Market Tent at \$35 for a space. Joaquin Tucson is to service existing fire extinguishers and obtain new ones needed.

Advertising: Yard Signs are in the workroom. Alexa will put an Ad and Facebook notice for Volunteers and Sponsors.

Sponsorships: Alexa and Cindy have visited numerous businesses in town to drop off Sponsorship packets. A list of over \$100 sponsors will be given to the Rodeo Announcer to be read at the Rodeos. In 2023, an initial mail-out should be made with an in-person follow-up.

Education Booth: Stetson will check into a group from Houston who wants to do a Livestock exhibit in the Practice/Warm-Up Arena. There are about ten groups signed up to have a table/pegboard in the Market Tent.

Grounds/Tent Set-up: 80'x100' Activity Tent will be raised Monday, July 25th. 60'x80' Market Tent will be raised on August 1st. A scissor lift is on hold per Bobby. The walkway lighting will be put in after tents are in place. Tonya will confirm delivery of two roll-off dumpsters.

Community Service Workers: Tim spoke with Terry Schaaf who expects five or more to be scheduled.

Janitorial Service: Heather will visit the Fairgrounds Wednesday, July 27th to get a walk-thru on the areas to be cleaned. The cost is around \$1600-\$1800 per Kerry; an invoice and W-9 will be requested.

Petting Zoo: Double panels and/or a chain link fence will be needed to separate the two long-horn steers from petting by fairgoers. Two rabbits, goats from the Vails, and burros through Emily are expected to be brought in. Emily and Cindy will draft up a layout of the zoo so Operations knows exactly how many panels and fence pieces are needed for quick set-up.

Sign-Up Genius: The site is up and running; volunteers are noticeably light.

Cotton Candy/Popcorn Machines: Mountain Peak Rentals purchased both machines. A receipt for tax purposes will be provided by the Fair upon receipt of the cost of rental this year.

Electrician: Bobby spoke with Gregg and is hopeful he and Trevor Moore may help with the lighting. Cindy will contact Mike to come to the fairgrounds for some direction to ensure Fair has what they need.

Volunteer Meeting: Kerry will purchase two large sandwich trays from Subway. Paper goods and chips are in the workroom.

Parking Passes: Becky/4-H will print any needed for 4-H and the VIP Buyers. Alexa will print passes for Volunteers, Board, Entertainment, and Vendors.

Rockin' Rib Cookoff: Alexa found that miss-cut ribs are cheaper than standard racks. She and Emily are trying to determine participant interest and other details like pricing, entry fees, etc. They have not heard back from San Juan Basin Health.

Bill of Fair: Sharon will ask Terry Schaaf for a template for the daily Bill of Fair.

The next and last meeting before Fair will be Wednesday, July 27th.

The meeting was adjourned at 8:00pm.

Sharon Jennings
AC Fair Secretary

Minutes approved as written July 27, 2022.