

**Archuleta County Fair Board Meeting**  
**Minutes**  
**Wednesday, January 11, 2023**

The regular board meeting, held at the CSU Extension Building in Pagosa Springs, was called to order at 6:01pm by president, Tonya Steadmon. A quorum was present (4 of 6): Emily Martinez, Bobby McMeens, Sharon Jennings, Tonya Steadmon, and Fair Coordinator Alexa Martinez (non-voting). Two members were unable to attend: Cindy Snarr is on leave from the Board for health reasons; Lesley Mattingly advised she would be out-of-town. Guests: Bill Carey joined by telephone.

Special Item: 1) Sharon will create an Equipment Sign-Out log then coordinate the loan of Fair traffic cones with Christine Pitcher for use during the Winter Fest event January 21/22 at the Fairgrounds. She marked some cones with the ACF initials, but others need to be marked. 2) Tonya will contact Rotary to garner their agreement that all beneficiaries of funds from Beer Garden proceeds should be asked to assist before, during, and/or after Fair.

A motion to approve the Minutes of the November 9 board meeting and the Notes from the December 4 work session was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote.

Sharon submitted a bill for CAFS dues of \$79.95 which will be paid using the County P-Card. A final 2022 deposit of \$5.84 to clear balances from three gift cards was made to County Finance. Final gift card purchases for Peak Performance (Fire Extinguishers) \$994.52 and (GC Service Fee) \$5.48, Goodman's (Royalty) \$260.83, Walmart (Office Supplies/Legal Paper) \$35.08, USPS (Postage) \$100.00 were submitted and detail receipts delivered to County Finance. A motion to approve the financial report was made by Emily Martinez, seconded by Bobby McMeens, and approved by voice vote. Sharon will ask County Finance for a 2022-year G/L list for Revenues and for Expenses to reconcile with Fair records.

### **Committee Reports:**

**Rodeo** – Tonya will begin working on the contract wording and then have an ad placed soliciting bids. Joaquin Tucson/Peak Performance will be asked if he is interested in serving as Rodeo liaison and/or joining the Fair Board. Bill Carey, past Rodeo Contractor joined the call by phone sharing that the WPRA (Women's Pro Rodeo Association) was interested in providing a Break-Away Roping event and/or Barrel Race at our Fair because we are a growing rodeo venue. Bill has been involved in our Fair for eleven years and meets all qualifications to present WPRA. He said the WPRA and the Open Rodeo can be presented at the same time. He is okay with participating in the "Tough Enough to Wear Pink" campaign on Friday night in conjunction with the PSMC. Our rodeos are not PRCA sanctioned events. Added Money is necessary as it brings riders in from other counties (Added Money comes from the County, but we are not clear if it is paid from Fair funds). We informed him we would not have a Thursday rodeo. He encouraged us to find sponsors to provide hay as it is expense to haul in with high diesel prices and he must add those costs to his proposal. As another cost saving measure, the Fair needs to provide committed volunteers for The Kids Rodeo or he must hire and pay helpers. He said the current sound system in the crow's nest doesn't work well. Red Ryder Rodeo could be asked if there are plans to replace it. He said more advertising needs to be done for all rodeo events. Bill would like to participate in future board meeting and is open to joining via Zoom since he doesn't live in the Pagosa area.

**Exhibit Hall** – Sharon spoke with Lisa Vail and Shelly Cox regarding need for offering premium payments to winning exhibitors. Exhibitors, especially youth but adults too, like the premiums as it helps pay for additional art supplies. Increasing the premiums should be discussed if within budget. The consensus of the board was

to continue offering premiums. Lisa Vail will forward a letter from the Colorado Quilt Guild containing the contract for the Quilt Judge to be signed and returned by their deadline.

**Royalty** – Alexa suggested beginning work on the Royalty program soon so the young ladies can be asked to help Fair throughout the year. Kent Jennings will be asked to provide photos from 2022 to be used on the poster which Becky Jacobson has on her computer. Bridget Mattingly will be asked to take on the role of Royalty Coordinator. Tonya or Sharon will contact Terri House at The Pagosa Sun to reserve The Preview front page for Royalty for the August 3<sup>rd</sup> edition.

**Entertainment (Music)** – A motion to ask the Tylor Brandon band to perform Saturday night, August 5<sup>th</sup>, was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. Finding a sponsor for the cost was suggested.

**Entertainment (Other)** – Selections and contacts need to be collected.

## **Old Business:**

1. Sharon spoke with Jodi Scarpa/PSMC about the 'Tough Enough to Wear Pink?' campaign, but there was no updated news; the TETWP website does not have the 2023 form posted yet.
2. Mary Helminski, Admin. Assistant to the BoCC, forwarded approvals for Emily Martinez and Lesley Mattingly to join the Fair Board.
3. Emily will contact Bridget Mattingly to finalize the wording of the Mission Statement so it can be approved in February and included in the Bylaws' Objectives section.
4. A motion to approve the second reading of changes made to the Bylaws was made by Sharon Jennings, seconded by Emily Martinez, and approved by voice vote.
5. The Memorandum of Understanding provided by the Livestock Committee still needs to be updated by the Fair Board before sending it back to the L.C.
6. The County's updated Application for Board/Committee membership will be put the Fair website. A request for new members will be posted on Facebook, in the Sun newspaper, on Sign-Up Genius. A Meet and Greet prior to a Board meeting was suggested. A document outlining what's involved in Board membership still needs to be created.
7. Fundraisers (Fair and/or joint Fair/Livestock) - A Salsa/Queso contest during a Thursday evening Band concert with Margaritas and Beer (purchased through Riff Raff Brewing) and possibly coordinated with Rotary will be further discussed. Emily said the Lutheran Preschool may allow this event to be held at their facility. A charge for band/dancing admission would be charged. Proceeds would be split with either the Rotary (if they are used) or the Preschool. The Rotary, the Lutheran School, and Riff Raff have liquor licenses which eliminates the Fair's need to apply for or buy one.
8. Tonya will contact the Town of Pagosa for the Application to hang the Fair banner over Hot Springs Blvd. from July 31 to August 7<sup>th</sup> at a cost of \$50 per week.
9. Four 20# Fire Extinguishers were purchased Peak Performance was paid using gift cards. Each will be hung on a board with a bracket installed at a height of 5'. A 'Property of Archuleta County Fair' sticker will be affixed to each extinguisher or board/hanger.

## **New Business:**

1. Discussion on budget spending for all specific Fair events and purchases has been postponed to a future work session.
2. Forms/Letters – The Sponsorship letter and form are being finalized by Emily. Other forms including Ranch Brand, Vendor, Kids Rodeo, etc. will be worked on one-by-one.
3. Banner Update – Sharon will drop the new banner off at Design-A-Sign to have the dates changed. The old banner will be modified by the Board, if possible, to cut costs.
4. Honorees: A motion to select Kendra Hittle (Poultry Leader and Superintendent) as our Super Superintendent for 2023 was made by Sharon Jennings, seconded by Bobby McMeens, and approved by voice vote. In addition to recommendations by the current board, Sharon will ask Lisa Vail for nominees for

Super Volunteer who worked in the Exhibit Hall.

5. T-Shirts for Board (pink), Mutton Busting (blue), Volunteers (Purple/Denim) were received from Leslie Montroy; they need to be screen-printed. An inventory along with existing blue Volunteer shirts and Exhibit Hall Superintendent shirts will be taken.
6. Ribbons – Ribbons in the Exhibit Hall closet will be inventoried. Fifty decorated Participation ribbons were donated to Fair and can be used for Kids Rodeo (Stick Horse Race), the Pie Eating Contest, etc.
7. Regalia Order – A combined order for Ribbons, Plaques, and Name Plates will be made from Regalia once full details are known to obtain a possible discount.
8. Belt Buckles – First place Kids Rodeo buckles will be discussed; the size and design will be reviewed to cut back on costs. This is not a sanctioned event; expensive buckles are not necessary. Order will be combined with 4-H if we use their vendor, Tres Rios Silver.
9. Wristbands – Stock will be inventoried and ordered, if needed
10. Judge's Contracts – Which contracts the Fair sends out needs to be determined and the contract updated for a March mailing.
11. Advertisements need to be created to solicit Bids for Photographer, Rodeo Contractor, Janitor, etc.
12. Entertainment (Bands) – Refer to Committee Reports above.
12. Entertainment (Other) – Refer to Committee Reports above.

Next Regular Meeting: February 8 @ 6:00pm / Next Work Session:

**Scheduled 2023 Regular Meeting Dates/Times: Second Wednesday @ 4:00 pm**

February 8    March 8    April 12    May 10    June 14    July 12    July 19    July 26    August 16 (3<sup>rd</sup> week)  
September 13    October 11    New Board for 2024 Fair4 begins meeting: November 8

**Fair Dates: Thursday, August 3, 2023 – Sunday, August 7, 2023**

The meeting was adjourned at 8:36pm.

Sharon Jennings  
Recording Secretary

Minutes approved February 8, 2023 as written