

Archuleta County Fair

Bylaws Work Session Notes – Tuesday, October 25, 2022

The Work session began at 5:00pm at the CSU Extension building. Board members attending: Alexa Martinez, Tonya Steadmon, Sharon Jennings, and Emily Martinez.

1. Bylaws – The last version of the Bylaws, dated January 2021, were reviewed. Suggested updates are to the following sections:

Article III Role and Responsibility

Update Section 3.02 to add “This is a working, volunteer, year-round Board, not only an administrative board, and each Board member will select one or more areas, events, and/or committees to oversee, will participate in Fair set-up and clean-up, and assist with Fair operations during Fair days.”

Add Section 3.03 “Fair Board members are encouraged to volunteer for two community events each year to foster relationships with other community organizations.”

Article IV Members

Update Section 4.01 to add “Each member shall reside within the Archuleta County, Colorado limits.”

Switch order of sections 4.02 and 4.03

Update Section 4.05(a) to add “no later than the day of the October Fair Board meeting.”

Update Section 4.08 to add “A Board member may vote via an approved online conferencing service (such as Zoom).”

Update Section 4.10 to add “Necessary Board-related expenses, including training fees and costs, must be presented, and approved at a regular Board meeting prior to a reimbursement/check request being sent to County Finance.”

Article VIII Duties of Officers

Add Section 7.01(c) “The President, Vice President, or Secretary will submit the annual Board-approved, updated Bylaws to the BoCC for approval.”

Add Section 7.02(c) “The President, Vice President, or Secretary will submit the annual Board-approved, updated Bylaws to the BoCC for approval.”

Update Section 7.03(b) “and Officers prior to the next scheduled meeting.”

Add Section 7.03(e) “The President, Vice President, or Secretary will submit the annual Board-approved, updated Bylaws to the BoCC for approval.”

Update Section 7.04(b) to add “A deposit detail slip will be prepared and presented to the County Finance clerk along with recorded checks and/or cash.”

Add Section 7.04(c) “If the Treasurer’s position changes hands at the end of the Fair year, the outgoing Treasurer or Co-Treasurer will work to train the incoming Treasurer whenever possible.”

Add Section 7.05(c) “If the Fair Coordinator position changes hands at the end of the Fair year, the outgoing Fair Coordinator and President will work to train the incoming Fair Coordinator whenever possible.”

Article IX Meetings

Add Section 9.04(d) “Any board member unable to attend any meeting shall notify the Fair Coordinator, President, Vice President, or Secretary no later than the day of the meeting.”

Add Section 9.09 “A minimum of two non-related Fair Board officers should attend any meeting or work session to conduct business with any County entity on behalf of the Fair Board.”

Article XII Sub-Committees

Add Section 12.03(g) “Exhibit Hall”

Sharon will email Todd Weaver, County Attorney, the proposed changes to the Bylaws for approval of verbiage. If no changes are needed, the first reading of the proposed amendments will be made at the November 9 Board meeting.

Other agenda items will be postponed until a future Work Session.

Sharon Jennings

Secretary

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Notes approved November 9, 2022 as written.