

**Archuleta County Fair**  
**Board of Directors Meeting Minutes**  
**Wednesday, March 12, 2025**

The meeting was called to order at 6.01pm and all were welcomed by president Emily Martinez. A quorum of board members, 7 of 8, were present: Jane Davison, Tabitha Hart, Sharon Jennings, Emily Martinez, Bobby McMeens, Alexa Martinez, Ann Radford, Fair Coordinator Tonya Steadmon, and Livestock Committee Liaison Ashli Stretton. Lyn Varrati was absent with cause. Guest, Monte Williams, shared that he has returned to Pagosa Springs and offers special event janitorial services. The order of the agenda was changed to allow the Livestock Committee to present a report at the beginning of the meeting.

A Christmas card with thank-you note from the Adventure Zone was passed around. Tonya shared that the Chamber of Commerce may be having a community event using the fairgrounds after the Fair.

A motion to approve the minutes of the February 12, 2025 board meeting as corrected was made by Alexa Martinez, seconded by Tabitha Hart, and approved by voice vote.

Jane reported deposits of \$3,070 which included sponsorship donations and vendor fees. Expenses were \$2,227 to date. Emily will verify if the deposit check for Shred BMX will be mailed in advance or stored for pick-up at the Fair and ask for the names of those needing hotel rooms for the reservations. Copies of sponsorship forms received were given to Sharon for thank-you notices.

A contract from San Juan Mountain Boys was received and signed by the Board. Contracts from Bo DePena and from Brett Hendrix have not been received. Both groups will be contacted again.

Tonya and Emily met with Eric Wade to discuss needs for the Open Mic Night on Thursday. He will bring his band to play during 'down times'. The Corn Hole Tournament arranged by Shane Lucero is still in the works. The ShenaniGuns Comedy event would appeal to youngsters but the event was not within the budget for 2025. The Shred BMX contract was signed by the Board. There has been no response from the Hypnotist to numerous emails and phone calls from Tonya. The signed contract was received from The Adventure Zone. Emily continues to work on the daily schedule to determine where fun competitions can be added.

Jane noted she was making contacts for a couple of open Judge and Superintendent spots for the Exhibit Hall. Nancy Ford and three volunteers completed replacing the Velcro on all the table skirts. Their names will be added to the Fair Thank-You list. No decision was made on having a quilt created using Ranch Brands. Another community group had a quilt made which did not bring in enough money to cover the cost of the quilt for their event.

Sharon has invitations ready for the Honorees and will be speaking with both parties.

Ashli reported there were 144 registered livestock youth. Judge and Auctioneer hotel rooms were set. A new Judge for Rabbits was selected. There will be a Rabbit Show but no market sales. A new Poultry Judge and a new Large Animal Judge were selected. The Sound System for the Pavilion and for Fair will be discussed at their next meeting which Tonya will attend. Screens may be set up for the Auction. A Lamb and Goat Supervisor has been selected. A Swine Superintendent is being sought.

A motion to select the Center for Cancer and Blood Disorders through the Pagosa Springs Medical Center as the recipient of the donations made at the "Tough Enough to Wear Pink?" Rodeo event was made by Jane Davison, seconded by Alexa Martinez, and approved by voice vote.

Tabitha met with the Royalty Court and parents. After the February interviews, Olivia Mazur was selected as Queen, Sophia Ellis as Princess, and Nora Forrest as Junior Princess. They are scheduled to take part in the St. Patrick's Day parade on Saturday. Sashes will have their name and title on them. The Queen's sash will be given to Leslie Montroy for embroidery. Interviews for the 2026 Royalty Court will be in May so they can be introduced and begin serving after the 2025 Fair.

Board members were reminded to review the Board Oversight spreadsheet to ensure they are not over-extended, and to create Task Lists for a Procedure manual.

Due to an overbooking by Sun Valley Rides, the Fair will not be able to have the Carnival on June 19-22. Tonya has been in contact with the Grounds Management Committee and Western Heritage Event

Center about using the grounds on a different date but have encountered obstacles. The next meeting of the Grounds committee will be Wednesday, March 19<sup>th</sup> and some Fair Board may attend to share our position. Other County locations may be discussed.

A motion to set individual budgeted funds for the Pie Eating Contest at \$150, Horseshoe Pitch at \$100.00, and Volunteer Dinner at \$250.00 was made by Tabitha Hart, seconded by Emily Martinez, and approved by voice vote. The treasurer will add these figures to the budget detail.

Tonya will review the Bylaws to ensure details regarding the Fair Coordinator position are correctly documented.

The Fair Poster will be created by early June. The Title Sponsor(s) and Ranch Brands need to be included. Rabbit pictures could be part of the visual since this category is being added to the Livestock show this year.

It was suggested that Fair Promotion Day include board members in the inflatable animal costumes as a publicity event. Signs promoting Fair could be placed on County property.

The Nomination and Election of a Board Vice President will be tabled until the April meeting.

Prior to Tent Vendor Bid packages being distributed, Bobby McMeens and Alexa Martinez recused themselves from any discussion and left the meeting room. Bid packages from three prospective Tent Contractors were received by Tonya, distributed at this meeting to the remaining board members, reviewed, and evaluated by the Fair Board. A motion to award Mountain Peak Rentals the contract to provide for specified Tents, Side-walls, and necessary supplies was made by Jane Davison, seconded by Tabitha Hart, and approved by unanimous voice vote. Tonya will notify the company whose bid was selected and advise those whose bids were not, with the Board's appreciation for participating.

Tonya will set up an appointment with the Board of County Commissioners regarding the Bi-Annual Report.

All updates and content for the Fair Book should be submitted to Kent Jennings by June 1<sup>st</sup>. This allows for some copies to be printed and distributed to community organizations. Sharon will ask Becky Jacobson, 4-H Coordinator, for the name of the leader who could be contacted to obtain two Senior 4-H stories to be included in the Fair Book.

The updated Ranch Brand letter is in Dropbox. Sharon and Kent will begin work to get the labels and letters ready for a mailout.

Tonya provided the 2025 Sponsorship form to the County to be added to the Fair website. The Sponsorship form for 2026 will include an option to donate use of an AirBnB or hotel room for Fair's hired entertainers.

Vendor applications were mailed to last year's list of food vendors. A few new vendors have already been in contact with the Fair Coordinator about coming to the 2025 Fair. Applications may be sent to merchandise vendors.

Tonya has been working on the Fairgrounds Layout, having a Liquor License to the Beer Garden supplier, and reserving Portable Toilets & Hand-washing Stations.

The next board meeting will be Wednesday April 9, 2025 in the CSU Extension building. The meeting was adjourned at 7:30pm.

Sharon Jennings, Secretary  
Archuleta County Fair

Minutes approved April 9, 2025 as written

**2025 Fair Meeting Dates:** March 12 April 9 May 14 June 11 July 2, 9, 16 August 13 September 10 October 8

**2025 Fair Dates:** Thursday, July 31 – Sunday, August 3

**2025 Quilt Registration & Entry:** Friday, July 25; 10:00am – 2:00pm Exhibit Hall (East entrance)

**Quilt Judging:** Saturday, July 26

**2025 4-H Dog Show:** Saturday, July 26

**4-H and Open Class Horse Show:** Saturday, July 26

**Gymkhana:** Sunday, July 27

**2025 Volunteers Dinner and Meeting:** Wednesday, July 23