

Archuleta County Fair
Minutes of the Board Meeting
April 13, 2022

The meeting, held at the CSU Extension building, was called to order at 6:08pm by president, Kerry Keegan. A quorum of members (9 of 10) was present: Kerry Keegan, Sharon Jennings (joined by phone), Kent Jennings, Emily Martinez, Bobby McMeens, Jackie McClelland, Tim Vail, Lisa Vail, Cindy Snarr, and Alexa Martinez.

Guests from the Livestock Committee, Mary Adkisson and Cherie Ford, were welcomed and introduced. The order of business was changed to allow for their report, regarding a Memorandum of Understanding between the Livestock Committee and the Fair Board, prior to the rest of the business.

Minutes: A printed version of the March 9 minutes were not available. This item of business will be included on the May agenda.

Livestock Committee Report: Mary and Cherie presented the MOU created by the Livestock Committee (L.C.) hoping to reach an understanding between both groups and providing a written record of the responsibilities of each group; it will ensure continuity with the future leadership of both organizations. Bylaws for each group will need to be updated.

The process is budget driven...which group takes care of which expenses. The County attorney has looked over the MOU, but said it is not an agreement with the County; it is an agreement between the two listed organizations though he said the L.C. is still considered a Board under the Board.

The L.C.'s budget comes from the auction; they have no other funds. As an example, the payment for the Livestock Judges is managed by the Fair Board Treasurer and is treated as a donation-in-kind.

A single coordinator needs to be assigned to solicit complimentary hotel rooms/lodging for Judges to avoid double solicitation. Both organizations can work together on this and hope to find a volunteer from one group or the other to manage this task. It is necessary to know how many rooms are needed and for how many people, the number, and dates of nights to be reserved, and hotel selected. A Call Log was suggested to keep track of hotels contacted and these details.

The Hughes Pavilion is listed in the MOU as a matter of safety in case the Pavilion cannot be used, and the L.C. needs to revert to use of a tent. The Fair Board suggested the section needs to be reworded to specify making a tent available for livestock in case the Pavilion is not available. For 2022 the Pavilion will be used for housing of all animals (large and small). The L.C. will begin setting up in May. Eventually, the Pavilion will be enclosed on three sides to shield against wind, etc. Concrete Walkways between buildings are being planned.

The VIP parking area was not used in 2021; fences will not be set up by Fair in 2022. Easy access for buyers will be determined and having the Buyer's Tent and Auction closer together will be planned. Additional trash receptacles (six) are needed around the Pavilion and Auction sites.

The Fair Photographer is used by the L.C. and they are happy with Legit Outdoors. Lea is comfortable around the animals and her photos are good. The Fair pays for the Photographer. The L.C. pays for pictures taken after the youth's animal shows.

Kerry said the Kids Rodeo will be the same and that buckles will be ordered earlier so they can be given out immediately rather than be mailed or picked up later. The Friday and Saturday rodeos are being planned and will be like those in the past. A Thursday event, possibly PRCA or Mini Bulls & Broncs, is

being considered. L.C. noted that the Pig Show is usually on Thursday at 6:00pm; any Rodeo needs to be started later (7:00 or 7:30) so the events do not overlap as the noise affects the pigs.

Fair Posters need to go to Becky Jacobson to be printed. Posters need to be finished by Fair by the last week of June as they are needed for Promotion Day when 4-H posts them at businesses in town.

The 3-D animal pop-ups also need to be ordered and arrive by the last week of June as well.

The L.C. is finding a Veterinarian for Fair animals. Dr. Kitzel Farrah will be asked first. Options are being discussed for health checks on Petting Zoo animals and show animals. Petting Zoo feels that having those animals checked earlier in the day is the best option as it is easier to get these animals onto the Fairgrounds as they are brought at various times depending on which family brings them in. Rodeo stock may need to be asked to have their health checks before coming to the Fairgrounds.

The livestock scale will not be moved to the final location inside the Pavilion this year. The Rodeo Grounds update meeting is Tuesday, April 19 and Fair Board needs to attend for more details on the use of the Pavilion and grounds. The Livestock Committee was thanked for sharing this information and the Fair will review the MOU and contact the L.C. to amend or sign and accept. Cindy has roosters available if any 4-H needs some for showing.

Special Items/Non-Agenda Items: The Website and Fair Book are generally up-to-date but the Schedule of Events, names for all Committees, Royalty details, Honoree details, Ranch Brands, Sponsorships, etc. are still needed. An updated Fair logo is needed. Emily has a possible contact for this.

Treasurer: 1) Kerry reported that Tonya Steadmon submitted a written email notice of resignation from the Fair Board. Kerry will check with Tonya on any action taken on assigned responsibilities and reassign those to the Board. Kerry will contact Leslie Mattingly (past treasurer) to retrieve the instruction book to be passed to the new Treasurer. 2) Kerry spoke with the County Finance department which requires a signature card from the Fair president and treasurer along with a letter or copy of the minutes showing the election of these officers listing them as having purchase approval. 3) Jackie McClelland was nominated for the office of Treasurer. There were no further nominations from the floor so nominations were closed. A motion to elect Jackie McClelland as the Fair treasurer was made by Kerry Keegan, seconded by Cindy Snarr, and approved by unanimous voice vote. Board officers assigned authority to approve purchases for the Fair are Kerry Keegan as President and Jackie McClelland as Treasurer.

Committee Reports

1a) Musical Entertainment – Sharon has contacted and confirmed Brad Sumpter as Sound Technician and Out on Work Release as a band on Friday evening. The Tyler Brandon Band is tentative for Saturday night. The Jeffrey Alan Band will be asked as a possibility for Friday night. Los Mitotitos was suggested as a Thursday night band. Tim Sullivan Band will be asked for availability for Friday night again. It was noted that not having enough amps was initially an issue for bands. Bands should be aware that the Fair does not provide specialty lighting.

1b) Other Entertainment – Sharon has not contacted the San Juan Circus. Added items suggested include 1) Extreme Trampoline Show, Mud Pit competition, Foam Machine. Dr. Barb Shaw's Wacky Science Fun will not take place as she is moving.

2. Honorees - Sharon had no update on status of the honoree program.

3. Parking/Logistics - a) The Fence company needs to be contacted. b) Steps to be taken on Contract/Seasonal labor need to be addressed. Kerry said there is a county contract which Fair could

modify to be acceptable for our needs. A suggestion was made to reach out the local Contractors to see if they have workers they could send in to work for Fair. Community Service workers have been coordinated through Terry Schaaf at the CSU office.

4. Rodeo - Kerry said that Stetson is working to get rodeo contractors.

5. Royalty - Cindy will provide Kerry a list of Tiaras and Sashes needed for the Royalty team so they can be purchased on the Fair Credit Card when it becomes available. There are several tiaras in the workroom which will be checked to see if they can be used this year. A motion to add a Junior Queen position was made by Bobby McMeens, seconded by Cindy Snarr, and approved by voice vote. It was noted that it will NOT be an automatic move from Junior Queen to Queen the following year. The Junior Queen must be interested in serving and participate in the interview process for Queen. Interviews were conducted and the Royalty slate selected is as follows:

Queen – Gracelyn Kiker

Junior Queen – Elizabeth Grace Grimes

Princess – Sophia Alexander

Junior Princess – Emma Alexander

6. Livestock Committee - See section above (after Minutes)

Old Business

Fair will not pursue becoming a 501(c)5 organization. The need to be better organized is our goal.

The Fair Board will decide if an application is needed to bring on new board members.

Board Champions to oversee each area of the Fair will be reviewed again in May.

Alexa is finalizing a list of items to be ordered from Regalia.

The budget will be worked on at the May meeting. Some specific items suggested for the Kids Games area include a bounce house, screen/equipment for showing movies, new games.

Kerry will purchase hitch pins and tires for Becky at the High School to complete the repair of the Kids Train. Kerry will check with Michael at the County on the status of the Mule repair.

Ranch Brand letters were mailed out via USPS and sent out via email; several were returned as undeliverable and will be deleted from the master list. The Ranch Brands are located on the DropBox. Kerry will check with Tonya to see if she had contacted or received any quotes for the janitorial service. The current CSU Janitor cannot serve the Fair this year.

A quote is needed from Legit Outdoors for Photography services. A time needs to be scheduled for pictures for Royalty and Honorees.

There was no report from Jennifer on the status of the Fair Poster. Sharon will email her with the last week of June deadline for Promotion Day.

Alexa and Kerry will work on the article for the Extension Viewpoints.

Emily said the School Board is interested in taking a day and coordinating the Kids Games area...from 9am-5:30pm. They would provide their own staffing and would arrange their own games and/or crafts or use what the Fair has. Angela at the Pagosa Peak Open School also expressed interest. Emily will check with others as commitments are received or regrets are given. She will suggest that school volunteers be given volunteer hours for working Fair.

The Education Booth form has been updated and is on Drop Box. Kent will add the form to the website. Making contacts with groups or individuals is in progress. A separate tent (part of the Market Tent instead of the Activity Tent) may be practical. Having a kid-friendly area for kid's activities near the Education Booth or near the Kids Games tent is being considered. If in a separate tent it would not interfere with happenings in the Activity Tent. In 2021 the Market Tent housed the Sheriff's Dept

display as well as Picasso and Vino. The Market Tent would be the same size; the Education booths only need a portion of it. It was suggested that the Cultural Attaché from Dulce, Angelo Rivas who is an Apache Nations Specialist, could be part of the Education Booth as well as putting on demonstration in the main Activity tent. The Activity tent could also be a venue for adult games like a TickTock Challenge. Some ideas being worked on include Wildfire Adapted Partnership, the local Museum, National Women Ranchers, Aikido Demonstration, etc. The list will be kept on Drop Box. Information will be sent to those who have expressed interest.

Cindy passed a sample light weight, soft T-shirt being considered for new Board Member shirts. Hot Pink was the color selected. Existing T-shirts for Royalty are old after being worn and washed repeatedly so they will be allowed to keep them after wearing them on Wednesday this year. New shirts in purple will be ordered. Goodman's Department Store will be asked to order the country shirts (two for each girl). Having some T-shirts available for sale with a phrase such as 'Proud Supporter of the Archuleta County Fair' was suggested but we do not want to overbuy. Heather Gray hoodies with Hot pink embroidery on the front showing "Fair Board" will be ordered. Email Cindy with shirt and hoodie sizes. She will order for twelve board members at four T-shirts each. She will order thirty "Supporter" T-shirts splitting sizes so some are Medium, Large, Extra Large, and OneX. Kerry will determine the number of Kids Mutton Buster T-shirts to order and give that order to Carol.

Stimulus Funds need to be spent by June 30th. We are getting ten 6-foot tables, ten 8-foot tables, forty folding chairs, and six picnic tables. A list of any other items needs to be given to Kerry.

Leslie Mattingly will be asked for the Vendor management book. The form needs to be updated and given to prospective, inquiring vendors and put on the website.

A new layout will be discussed in May after information is received from the Rodeo Grounds meeting. Kenny Rogers from the Rotary Club will be coming to our meeting in May.

Kerry will check with Tonya on the status of arrangements made on reserving Port-A-Johns and Hand Washing stations.

Lisa said the Exhibit Hall Judges letter was finished and sent out.

There has been no update on the Sponsorship letters at this time.

New Business

Kerry and Jackie will be meeting with the County's new finance clerk/manager.

The Rodeo Grounds meeting with JR Ford and the WHEC committee is April 19th. A count of ten Board members will be given to Robin Young at CSU. The Rodeo Grounds meeting will include more information on the Gomez Building status.

Sharon had provided the County's Administrative Assistant, Jamie Jones, a list of our 2022 Board members but will revise it to remove Tonya Steadmon and show Jackie McClelland as Treasurer.

Stetson will be contacting EMS about Fair and about doing an Education booth.

Alexa is updating Sign-Up Genius. After Emily finds out about Kids Game tent staffing more specifics as to volunteers needed can be made to Sign-Up Genius.

A reminder that the 4-H Volunteer Thank You Dinner is Monday evening, April 18th.

The next Fair Board meeting is Wednesday, May 11 at 6:00pm at the CSU building. This meeting. was adjourned. Sharon Jennings/Secretary Minutes approved May 11, 2022 as written.

2022 Fair Board Meetings May 11 June 8 July 6, 13, 20, 27 September 14

2022 Fair Dates Thursday through Sunday, August 4 through 7, 2022

Overall Theme A Timeless Tradition