

Archuleta County Fair Board Meeting
Minutes
Wednesday, May 10, 2023

The meeting, held at the CSU Extension building, was called to order at 6:05pm by president Tonya Steadmon. Board members present: Bobby McMeens, Lyn Varrati, Lesley Mattingly, Sharon Jennings, Tonya Steadmon, and Fair Coordinator Alexa Martinez. A quorum, 5 of 8, was present. Guests were welcomed and introduced: Jodi Scarpa/PSMC and Becky Ziminsky/prospective board member. Guests will be offered time at the beginning of the meeting for their discussions.

A motion to approve the minutes of the April 12 meeting as corrected was made by Lyn Varrati, seconded by Lesley Mattingly, and approved by voice vote.

Special Items:

- a) Tough Enough to Wear Pink? Rodeo-Jodi reported that the committee had met. Kathy Fulmer has a source for blow-up stick horses; PSMC will order 200 (the Fair's wooden ones could be used for adults). PSMC is purchasing \$250 of TETWP? merchandise and will focus on items that can be sold at other places as well. The pink logo "Tough Enough...Tough Enough" has been created and approved by the committee. Tonya spoke with Lisa Webb/Rodeo Contractor who will use this logo on the Friday Rodeo poster. Angela can convert the logo to any format needed by a printer. The Fair may buy T-Shirts to print and sell (suggested vendors included Montroy, Dustin, Mark Day).
- b) Lesley and Tonya applied for a \$10,000 grant through the Pagosa Tourism Board but were advised that not many funds were available. The LPEA Round-Up grant was suggested but requirements include being a 501(c)3 non-profit organization which the Fair is not.
- c) Tonya checked with the Town about borrowing 'bike' fencing to cordon off specific Fair events/areas, but it is not available for use outside of town limits.
- d) Chris Blas sold his Cold Springs Wholesale Ice business. Lesley will contact the new owners to reserve a freezer for Fair. Last year several ice bags were not signed out or were not paid for. In addition to the sign-out log we may need to have an attendant to unlock the freezer. We discussed offering vendors the option to text, call, or radio the office for ice delivery so we can keep track of bags used.

Treasurer's Report 1) Total Deposits are at \$13,998: Contributions (Sponsorships) \$13,240, Miscellaneous Revenue (DJ/Dance) \$323.00, Kids Rodeo Buckles \$360, Vendor Fees \$ 75.00. 2) Invoices have not been received from the Pagosa Sun for the March DJ/Dance ads, from the DJ for the April Music/Lights or from the Sheriff's office for March or April Security.

Committee Reports

- 1) There was no Livestock Committee report.
- 2) Lisa Webb from W/A Rodeos is working on the posters for the Rodeos.
- 3) Royalty: It was suggested that their questionnaire write-ups be used for the Fair Book entries. When the photography session is set, Sharon will be advised so the Honorees can be photographed at the same time.
- 4) Entertainment/Music: Float Like a Buffalo has been invited for Friday night. Fair will probably not have a Friday early evening band. An option to have background music playing in the Activity Tent was discussed. Rag Water will be asked about Thursday night.
- 6)Entertainment/Other:
 - a) Tonya contacted another carnival; none of the eight are available. If no carnival will be held, the Fair needs to post this so the public knows that we have tried to bring one in with no luck. One vendor out of Albuquerque charges \$30,000 guaranteed plus a 60/40 (Fair) split above that.
 - b) There will be no Petting Zoo in 2023. A suggestion was made to bring in the Humane Society or Rugby's Rescues with puppies. Tonya will check with Amy. The 'No Dogs on the Fairgrounds' policy will have to be reviewed to see if

puppies can be allowed. The Fair Veterinarian will also have to be notified.

c) Fair is waiting for a response from AJ at Shred BMX. For Fair to afford this, an entry fee needs to be charged so some kind of fencing will have to be used.

d) Wildman Phil responded for three performances each day Friday and Saturday at a \$2,000 cost plus hotel accommodations for four people (2 rooms) Thursday-Saturday nights. The Fair decided not to ask for additional performances on Thursday and/or Sunday. Sharon will contact Wyndam again and see if they will sponsor rooms.

e) Emily had some ideas for a Friday night auction and will give us information at the next meeting.

f) The San Juan Shootists will supply two targets and charge a fee of around \$5.00 for target practice. They will give gun safety information.

g) The Stilt Walkers will not be hired this year. One concern was the uneven, rocky ground and the cost as there is no way to recoup their fee.

h) Picasso and Vino will be notified that she will be put in the Activity Tent opposite the Rotary Beer Garden so attendees can purchase drinks from Rotary rather than having a second liquor license holder on site.

6) Exhibit Hall: Becky Ziminsky is willing to assist as Coordinator with a second volunteer or board member as co-chair. A training session is set for 3:30 Friday, May 12 at CSU with Lisa Vail to go over the Judge contact and contract process. Existing judges need to be contacted as soon as possible so contracts can be sent to those willing to judge. Any open judge positions must then be filled. Becky Z. will work on a poster showing the Exhibit Hall categories that can be posted at school sites to stir up interest in youth entries. She will try to have something ready by May 15 before the school year ends.

7) The San Juan Rangers need to be contacted to help with the Parking lot.

8) Mountain Peak Rentals has been on site to determine layout for the larger Activity Tent which will go up July 24th.

9) Honorees: Sharon will call the 'Super' honorees and email a questionnaire to them for write-ups.

Old Business

1) The Senior Center still plans to use the Activity Tent on Saturday July 29 and asked about bringing in their own vendors which was okayed by the Board. Additional items including trash service, possible electricity needs, tables and chairs were discussed raising the question as to what they should be charged to help offset the costs Fair will have to handle. Originally, we had given them a \$500 charge, but due to these additional Fair costs we are also planning to ask for 10% of their vendor's entry fees.

2) The County Website Fair History review will be postponed as it is not urgent; nothing may need to be added.

3) The Regalia order must be placed as soon as possible including specialty ribbons and plaques.

4) Jicarilla Royalty/Little Beaver: Paul Hudson and Joy Vicente were contacted and would like to bring Little Beaver and their Royalty.

5) The April DJ/Dance Fundraiser had about half the number of attendees as the March event. The decorations, the DJ music and lights were all good and everyone had a good time dancing, but it did not make enough to cover expenses for the DJ and Security.

6) Mountain Rotary will be selling hot dogs at the Beer Bar for the May DJ/Dance Fundraiser on May 19th. The theme is Country Hoe Down; a great poster is being posted in town, on the Fair website, and on social media.

7) Approval is expected this month from the BOCC on Board member applications for Becky Ziminsky and Jane Davison.

8) Sharon sent samples of the new Fair/Auction Cards to the Livestock committee, Becky J/4-H and Terry S/Auction recorder, but hasn't received any input. Fair will print those rather than order Animal Tent Cards.

9) The Ideas & Suggestions from past meetings were printed.

10) A solicitation letter for Contractors will be postponed for another year unless specific items are needed this year and then something can be written up.

11) Kids Train Repair-Peter Vecvanags has ordered the wheels. He and Adam Mattingly will do the needed welding. Repairs are expected to be completed in July. The train will not be available to loan to outside groups. CenterPoint Church needs to be contacted that it won't be available.

12) A printed Board volunteer hours log was passed out. An original is on Dropbox under Governing Docs.

13) Wolf Creek Gun was emailed on March 22 that a license would not be required to sell pre-packaged jerky from their vendor tent according to San Juan Basin Health/Food Safety. Emerald Fox Boutique will be notified that an insurance waiver or special events insurance certificate would be needed.

14) We were informed that Don Weber and his Iron Works Demonstration would not be on site in 2023.

15) Fair Games (Adult): A Corn Hole Tournament will be held. Day Lumber was contacted and agreed to donate wood

for building the corn hole bases. Sharon created a fair-themed crossword puzzle sheet to place on tables in the Activity Tent for something to do while sitting around. If a Scavenger Hunt or Sign Search covering the entire fairgrounds is used the possibility of offering a candy bar or ice cream for those who complete the activity will be determined.

New Business

- 1) Sharon and Tonya attended the Grand Opening Ceremony meeting set with Robin Young. Royalty will be asked to be on hand at 3:45 on Saturday, August 5th to help with ribbon cutting (Royalty Queen) along with a youth from 4-H (council president) and Horse Show Champion at 4:00. Mary Jo from Chamber will give a quick greeting. The whole process, including a photo op, will take only fifteen minutes or so.
- 2) The Board Oversight & Assignments spreadsheet was passed around for sign-ups for those wishing to oversee particular Fair events or categories. The original is on Dropbox.
- 3) A motion to approve final updates to the Kid's Rodeo Registration Form was made by Sharon Jennings, seconded by Tonya Steadmon, and approved by voice vote. The Muttin'Bustin' T-Shirts still must be silk screened.
- 4) Alexa is testing logo prototypes for screen printing the Board T-Shirts.
- 5) Fair Book-A tentative schedule was passed around for updates of events. Kent Jennings needs submissions for the Board Greeting, Entertainment, Honorees, Royalty, Sponsors, Ranch Brands, 4-H stories, etc.
- 6) Ken Rogers of the Mountain Rotary is handling the Liquor License for the Beer Garden.
- 7) Tonya will see if discounts are available for the Portable Toilets (6) & Hand-wash Stations (2).
- 8) Second Requests for Sponsorships can be hand delivered. Those who have submitted sponsorship funds are available on Dropbox/Treasurer/Deposits/Thank You and should be reviewed before asking again. Hotels who received letters requesting sponsorship of rooms can be contacted verbally as no responses have been received by mail.
- 9) Vendor letters can be sent to potential vendors who have emailed Fair or contacted board members.
- 10) The contract from PSMC/EMS was received with an estimate of \$1,875 for 12.5 hours as standby for the three Rodeo events on Friday, Saturday, and Sunday.
- 11) Sheriff: Emily will provide them with written information including dates and times.
- 12) Alexa will update Sign-Up Genius as soon as more events are known so we can get accurate volunteers.
- 13) The Volunteer Meeting/Dinner will be Wednesday, July 26th beginning at 5:00pm. Sharon will plan the dinner which will include enchiladas, rice, beans, drinks, and dessert.
- 14) Articles for various Fair subjects should be submitted to the Pagosa SUN starting in June.
- 15) Tonya will contact County Solid Waste about the Dumpsters and ask for them to be delivered earlier.
- 16) Sharon will contact Tim Vail about the Conservationist of the Year award.
- 17) The Homemaker of the Year awards (1 Youth, 1 Adult) can be ordered from Regalia.
- 18) Honoree plaques for Super Superintendent and Super Volunteers can be ordered from Regalia.
- 19) Twenty Trash Carts will be ordered from At-Your-Disposal 970-731-4892.
- 20) Alexa will request five loads of Wood Chips to be delivered Thursday July 20th: three for the Activity Tent, one for the Education Tent.
- 21) Alexa will contact Joaquin Tucson about the delivery status of the Fire Extinguishers.
- 22) Photographer: Sharon emailed Jenny Heckman/North Creek Photography the Dog Show and Horse Show & Gymkhana schedule along with Becky Jacobson's contact information who will explain the best times for her to take photos. Sharon suggested that no more than one hour per event would be needed.

The next regular board meeting will be Wednesday, June 14th at 6:00pm in the CSU building.

The meeting was adjourned at 8:15pm.

Sharon Jennings
Recording Secretary

Minutes approved June 14, 2023 as written.

2023 Board Meetings: June 14 July 5,12,19,26 August 9 Wrap-Up Sept 13 Oct 11 Elections
2023 Volunteer Dinner and Meeting: Wednesday, July 26...all Board Members should attend!
2023 Fair Dates: Thursday, August 3 – Sunday, August 6
2023 Pre-Fair Events: 4-H Dog Show July 22; Horse Show & Gymkhana July 29 & 30