

Archuleta County Fair Board
Meeting Agenda
Wednesday, February 14, 2024 at 6:00pm

In-person meeting at the CSU Extension Building, 344 Highway 84, Pagosa Springs.

- A. Call meeting to order**
- B. Welcome and Introduction of Guests:** Mark Bergon/Horseshoe Pitch
- C. Member Roll Call (quorum = 5/8)**
- D. Special Item/Open Forum (items not on agenda)**
- E. Minutes:** Approval – January 10, 2024. PSMC Thank You card
- F. Treasurer’s Report:** 1) Approve Invoices: GoDaddy (domain name), WIX (website publication) 2) Hotel-Holiday Inn
- G. Committee Reports**
 - 1) Bylaws Review work session:
 - 2) Entertainment/Music: Select Music for Chuck Wagon (San Juan Mountain Boys)
 - 3) Entertainment/Other: Horseshoe Pitch/Tournament, Community/School Dance Demo, Martial Arts Demo, Pagosa BMX Demo, Wildman Phil price increase
 - 4) Exhibit Hall/Stith Room & Quilt Program: a) Email/Mail Exhibit Hall Judges request letters, b) Change Quilt Entry Schedule c) Quilt Hanging system
 - 5) Grounds Layout:
 - 6) Honorees: Prospective Names. Vote on Super Superintendent, Super Volunteer, Honorable Mentions
 - 7) Livestock Committee:
 - 8) Parking Lots: Overflow in field(s) off Mill Creek Road – Send letters to landowners for permission
 - 9) Rodeos: Thank-you card from Rhonda Webb/PSMC
 - 10) Royalty: Review Handbook and Monthly To-Do Calendar
- H. Old Business**
 - 1) Advertising: RFP Status-Photographer, Rodeo Contractor, Tent Supplier, Sound Technician, Beer Concessions
 - 2) Advertising: Contract Labor Ad
 - 3) Advertising: Article-Exhibit Hall and Quilt entries
 - 4) Banner: Town Application
 - 5) Budget: Individual Events/Functions: Bands, Electrician, Sound, Kids Rodeo, Contract Labor, Exhibit Hall, etc.
 - 6) Contracts Update Status: Vendor, Exhibit Hall Judges, Rodeo Contractor, Photographer, Sound Tech
 - 7) County Website: Board Members List
 - 8) Daily Schedule, Monthly To-Do Calendar, Board Assignments Review
 - 9) Electrician: Contact. Set up on-site walk-around to go over requirements for electrical needs.
 - 10) Exhibitors Handbook Review (Fair Book)
 - 11) Fair Manager position. Board President Nominations
 - 12) Forms Updates: Sponsorship, Education/Non-Profits, Ranch Brands
 - 13) Fair Poster – Committee to design
 - 14) Work Session: Fair Closet. Inventory of ribbons, wristbands, T-Shirts
- I. New Business**
 - 1) Volunteer Meeting: Make it a Social/Meet & Greet with CSU and BoCC?
 - 2) Ice Vendor
 - 3) Fair Gmail – Review, Act, Delete or Move to folders
 - 4) Meet with Sheriff’s Office regarding County Service Animal Policy
 - 5) Advertising: Email Pagosa Sun details for Visitor Guide Calendar (Dates, Event, Loc, Phone, Website)
 - 6) Advertising: Email Pagosa Sun write-up for Official Visitor Guide – xxx@pagosasun.com
 - 7) Belt Buckles: Plan order for 1st Place Kids rodeo. Give list to 4-H by March 1 for combined order/discount
 - 8) Bulk Mail: Notice to solicit volunteers (needed?)
 - 9) Update and Activate Sign-Up Genius
 - 10) Fencing: Order Fence Panels for Reserved & Handicap Parking for delivery/Set-up Monday prior to Fair
 - 11) Fencing: Reserve County Fencing for Activity Tent area
 - 12) Land Use permit application: Send to County for signs on Mill Creek Road (still required?)
 - 13) Light Tower(s): Contact to Loan xx from _____, to Rent xx from _____
 - 14) Pie Eating: Add to Sign-Up Genius – 4-Hour commitment for each Contest (determine days/times)
 - 15) Ribbons: Order from Regalia - Discount for early order (file is under Honoree)
 - 16) Audio Technician
- J. Next Meeting:** March 13, 2024 at 6:00pm
2024 Fair Board Meetings: Mar. 13 Apr 10 May 8 June 12 July 3, 10, 17 Aug. 14 Sept. 11 Oct. 9
2024 Volunteer Meeting & Dinner: July 24
2024 Fair Dates: Thursday – Sunday, August 1 – 4
2024 4-H Dog Show: Saturday July 20 (Open to the public)
2024 Quilt Registration/Entry and Judging: Saturday July 27
2024 4-H and Open Class Horse Show: Saturday July 27 and Sunday, July 28