

Archuleta County Fair
Minutes of the Special Board Meeting
June 29, 2022

The meeting, held at the CSU Extension building, was called to order at 4:11pm by president, Kerry Keegan. A quorum of members (6 of 9) was present: Kerry Keegan, Sharon Jennings, Bobby McMeens, Tim Vail, Lisa Vail, Stetson Keegan, Kent Jennings, and Alexa Martinez.

This meeting was called for the purpose of obtaining authorization to add signers for the Purchase Card and to obtain status checks on committee work.

Treasurer: Kerry reported that two people can be authorized as users/signers of the Purchase Card; there is only one copy of the actual P-Card. A motion to appoint Sharon Jennings as Interim Treasurer with authority to authorize payment of invoices, and as the second authorized user/signer on the P-Card was made by Tim Vail, seconded by Lisa Vail, and approved by voice vote. Kerry will be maintained as the other signer; Jackie McClelland will be removed from P-Card authority and signer. A copy of these signed minutes will be provided to the County showing authorization for the P-Card. Kerry and Sharon will meet tentatively with County finance Wednesday July 6. Allison is to provide a purchase order for the Spider Boxes. Gift cards can be purchased with the P-Card and given to Sharon (\$100 for Horseshoe Pitch prizes) and to Lisa (\$100 for snacks and lunches for Judges). Alexa will retrieve the Treasurer's binder and stamp from Jackie McClelland. Free-Will Donation buckets will be placed at various staffed areas around the Fairgrounds for those wishing to make donations to Fair (since general fairground admission is not being charged). Kerry (Sam's Club) and Alexa (Supply Rental Company) will investigate the purchase of a Cotton Candy machine.

Committee Status reports:

- 1) Other Entertainment** – a) Alexa will contact Tread BMX and schedule for Saturday. The Fair will sell tickets for \$2.00. Decision to be made on location of their set-up. Is there a rain contingency? b) Beer fishing for those over 21 years of age (a specific wristband must be purchased after license/identity is shown. Kenny from Mountain Rotary needs to be contacted to ensure we can use their liquor license and that this event will not interfere with Beer Garden sales. c) Sharon has left two phone messages for Mark Bergon but has not heard back. A suggestion was made to contact his daughter, Maddie. Sharon will purchase Horseshoe Pitch prizes. d) Plaques were not purchased for the Pie Eating Contest. Gift certificates will be solicited/purchased. e) Emily spoke with Lisa Saunders who will be in town to do Open Karaoke and a Karaoke Contest; her rate used to be \$300, but it is not confirmed for this year yet. \$200 Cash will be needed for cash prizes for 1st, 2nd, 3rd place adult prizes; non-Cash prizes are needed for winners under 16.
- 2. Parking/Logistics** – a) 1 ½" diameter PVC pipe is needed for the walkway lighting project. b) The UTV has not been delivered yet. c) Alexa will confirm reservation of the fencing.
- 3. Rodeo** – The Thursday evening rodeo, Jr/Sr Barrel Racing, is scheduled and will begin at 7:00pm. Bill Carey asked for Hay and Lodging which are included in his contract. Kerry is waiting for his check from the County.
- 4. Royalty** – Alexa will ensure existing Parade decorations are available for Cindy.
- 5. Volunteer Dinner/Meeting** – A decision between Monday, July 25 or Thursday, July 28 will be made. Kerry purchased chips and paper goods. Sandwiches will be ordered several days prior to the meeting date.
- 6. Sign-Up Genius** – Alexa is working on filling out the resources needed for the online site.
- 7. Kids Games** – Duck Pond
- 8. Vendor** – a) Kerry will contact the Ice company. The Ice Machine needs to be closer to the Activity Tent. A sign-out log will be accessible.
- 9. Stimulus Fund Purchases** – Four wooden picnic tables will be delivered on Wednesday August 3rd. Pots and Pans and Stove were purchased for 4-H/CSU; a portable dishwasher (about \$900 has been put on hold). A Coffee Maker for volunteer access will be in the Work Room.
- 10. Education Booth** – Habitat for Humanity cannot participate. Build Pagosa has been contacted but there has been no response yet.
- 11. T-Shirts** – Invoice for the Board T-Shirts and Hoodies has been turned over to the County. Volunteer T-shirts will not be ordered this year as there seems to be plenty in inventory.
- 12. Fair Poster** – Emily will be asked to work on the color of the poster as the current red and black do not stand out. She will modify and email to Terry Schaaf for printing.
- 13. Fair Book** – Kent and Sharon will print as many as are needed. The Colorado Springs company used in the past requires a 2000-piece order. The cost of Just Click Printing is over \$900 for only two hundred copies (over \$4 for each booklet).
- 14. Community Service Workers** – Terry said two workers are available presently; email her the days and hours needed. The next Fair Board meeting is Wednesday, July 6th at 6:00pm at the CSU building.

This meeting was adjourned.

Sharon Jennings/Secretary

Minutes approved July 7, 2022 as written