

Archuleta County Fair Board
Meeting Agenda
Wednesday, February 12, 2025 @ 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
- C. Roll Call (quorum = x /7)
- D. Special Item/Open Forum (items not on agenda)
- E. Minutes – January 8, 2025
- F. Treasurer’s Report: 1) 2025 Rev/Exp file created; 2) Reconciled Fair to County entries for 2024 Rev/Exp
- G. Committee Reports
 - Entertainment/Music: Final determination of Chuck Wagon music
 - Entertainment/Other
 - 1) Contact demonstration groups, get commitment & Flyer (or make one). Horseshoe Pitch, Dance Group, Martial Arts Group, etc.
 - Exhibit Hall & Quilt Program
 - 1) Superintendents confirmed except one; 2) Most Judges confirmed; 3) State Quilt Judge & Scribe in progress; contract sent;
 - 4) Volume Exhibitors will be contacted to schedule appointment with Jane for computer entry on Sun July 27 and Mon July 28.
 - Honorees
 - Livestock Liaison
 - Rodeos: 1) RFP Review & Vote; 2) TETWP met to review lessons learned, created task list for the year, next meeting Feb. 21
 - Royalty: Flyer, Interviews 2-19
- H. Old Business
 - Work Party Status: 1) Sponsorship Form 1-14 report; 2) Inventory 2-10 report
 - Request for Proposals due to publish - Photographer, Tents, Contract Labor, Sound
 - Board Oversight status & Task Lists
 - 1) Review tasks assigned to you, document To-Do steps needed to create a procedure sheet; 2) Log Board work hours
 - Carnival by Sun Valley Rides June 19-22
 - Banner: 1) Town Application status for Hot Springs Blvd 2) Take to Design-A-Sign to change dates (or Fair using CriCut)
 - Board Member approval status from BoCC
 - Board Member reinstatement & proxy received
 - Budget: Finalize individual category funding
 - 1) Pie Eating Contest Supplies (Dream Whip & Pudding) and Prizes - 2 Days Adult (1st, 2nd, 3rd); 2 Days Youth (1st, 2nd, 3rd)
 - 2) Horseshoe Pitch Prizes - 1 Day Adult (1st, 2nd, 3rd); 1 Day Youth (1st, 2nd, 3rd)
 - 3) Volunteer Dinner (Main meal, drinks, desserts)
 - Contracts Update: Vendor, Exhibit Hall Judges, Rodeo Contractor, Photographer, Sound Tech, Tent Supplier
 - Provide list of Board Members (with Titles & Phone Numbers) to Admin. Assistant
 - Electrician: Contact & schedule on-site walk-around to go over requirements for electrical needs
- I. New Business
 - Bylaws: Review and update
 - Website: Payments due for GoDaddy and WIX
 - Advertising: Email Pagosa Sun details for Visitor Guide Calendar (Dates, Event, Loc, Phone, Website)
 - Advertising: Email Pagosa Sun write-up for Official Visitor Guide – @pagosasun.com
 - Belt Buckles: Plan order for 1st Place Kids rodeo. Give list to 4-H by March 1 for combined order/discount
 - Fair Poster: Design and Update
 - Land Use permit application: Send to County for signs on Mill Creek Road
 - Light Tower(s): Contact to Loan ## from _____, to Rent ## from _____
 - Parking: Overflow in field(s) off Mill Creek Road - Send letters to landowners for permission
 - Pie Eating Contest
 - Photographer contract: Give Fair Dates plus Dog Show and Horse Show dates
 - WHEC/Pavilion usage: Notify of Fair Dates (week before, during, after Fair)
- J. Next Meeting March 12, 2025

2025 Fair Meeting Dates: February 12 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 and Open Class Horse Show: Saturday, July xx **2025 Gymkhana:** Sunday, July xx
2025 Volunteers Dinner and Meeting: Wednesday, July 23