

Archuleta County Fair Board
Meeting Agenda
Wednesday, July 2, 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 = 5 of 8)
- D. Special Items (not on agenda)
- E. Minutes – June 11, 2025
- F. Treasurer’s Report
- G. Committee Reports
 - Entertainment/Music
 - Entertainment/Other
 - Exhibit Hall & Quilt Program
 - Honorees
 - Livestock Liaison
 - Rodeos: 1) Friday Night TEWTP Rodeo; 2) Saturday Bulls/Broncs Rodeo (time change?); 3) Sunday Kids Rodeo
 - Royalty
- H. Old Business
 - Fair Poster
 - Fair Promotion Day (Royalty and 4-H)
 - Sign-Up Genius
 - Advertisement Write-Ups
 - Parking Lot Assistance Status-San Juan Rangers
 - Board members’ Daily On-site Time/Work Schedule (days/times you work, tasks to do, your backup)
 - Finalize Daily Schedule of events
- I. New Business
 - Vendor Hours of Operation
 - Obtain Chuck Wagon Tickets from 4-H for Honorees and Royalty
 - Finalize Pre-Fair Work Activities 1) Shirts/Name tags/Blank volunteer work schedules; 2) Certificates for Pie Eating Contest; 3) Cash Out sheets for Sales; 4) Print/Laminate required Signage; 5) Vendor Trucks/Booths Layout; 6) Exhibitor table Layout
 - Community Service Workers: Coordinate dates/times needed with CSU (Terry Schaaf)
 - Contract/Seasonal Labor: Obtain needed forms. Advertise last two weeks of June; Interview first two weeks of July
 - Ask 4-H Coordinator for 4-H Stories from any graduating 4-H seniors
 - Fair Book: Print or Email link Piecemakers Quilt Guild, Pagosa Stitchers, CSU Office, Quilt Show July 4th
 - Flowers-Royalty: Order for Queen, Princess, Junior Princess
 - Contract/Seasonal Labor: Conduct Interviews at CSU; Follow up with written contracts
 - Dumpster: CSU dumpster by Extension building needs to be moved next to the Mill Creek gate.
 - EMS services: Confirm dates/time of Rodeos/other events 731-5811 (Connie)
 - Tents installation schedule
 - Fire Extinguishers: Install in Tents and around Fairgrounds as needed. Label clearly.
 - Fire Marshall: Schedule Walk-Around time to Check the Food Vendors and Tents (usually Wednesday afternoon the day before Fair starts.
 - Board Needs: Where is help needed: 1) Contract/Seasonal Labor, 2) Electrical, 3) Photography, 4) Volunteers, 5) Tables/Chairs, Extension Cords
 - Line Locate: Contact the week before Tents go up. 1-800-922-1987 or Online
 - Parking Passes: Print as needed (Superintendents, Judges, Entertainment, 4-H, Royalty, Board, Volunteers)
 - Private Line Locate: Contact JACO, Curt Marlott cell 970-759-3418 office 509-754-5725
 - Walkie Talkies: Plug In, Check Batteries, Set Channel; print Sign-Out log
 - Southwest Ag: Contact early in July to confirm receipt of Golf Carts and Shuttles
 - Workday: Schedule Exhibit Hall Set-Up
- J. Next Work Sessions to review and finalize tasks - July 9, July 16

2025 Fair Meeting Dates or Work Session Dates: 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 Dog Show: Saturday, July 26

4-H and Open Class Horse Show: Saturday, July 26

Gymkhana: Sunday, July 27

2025 Volunteers Dinner and Meeting: Wednesday, July 23

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