

# Archuleta County Fair

## Board Meeting

### July 7, 2022

The meeting was called to order at 6:16pm at the CSU Extension building by president Kerry Keegan. A quorum was present (6/9): Kerry Keegan, Stetson Keegan, Emily Martinez, Bobby McMeens, Kent Jennings, Sharon Jennings, and Fair Coordinator Alexa Martinez.

**Special Items:** a) Fair will need to keep an inventory of all assets. b) Four prior year buckles from Montana Silver can be recycled. c) WiFi for the Pavilion will be paid for by the County. d) Charley Lyons (County Maintenance) is a former AC/HVAC person and said we cannot drill into the commercial fridge to install new handles as it will negate the vapor-seal. Charley will order new handles. e) The new wooden picnic tables should be sealed before use if there is time for it to dry before Fair opens. The six plastic kids picnic tables will be used around the Fairgrounds and one at the Kids Games tent. f) Kerry may have a window air conditioner for the Workroom during Fair.

A motion to approve the minutes of the June 14<sup>th</sup> regular meeting and the June 29<sup>th</sup> special meeting was made by Emily Martinez, seconded by Stetson Keegan, approved by unanimous vote.

Treasurer's Report – a) Kerry purchased items with the State Stimulus Funds: Fifteen 6ft Tables, five 8 ft Tables, Chairs, 50-gallon Trash Bags for Rodeo area, Paper Goods/Soft Drinks/Chips for Volunteer dinner. 1.5" Spider Boxes are pending input from Mike Moore before ordering. Kent added 95-gallon Bags for Trash Carts to the Amazon cart. Sharon will add Horseshoe Pitching prizes. b) Three Black and one Color Toner Cartridges were ordered from County; Fair will receive a bill. c) Sharon will take over coding and processing invoices for payment as interim treasurer. d) Sharon and Kerry will visit County Finance Wednesday, July 13<sup>th</sup>. Allison, Elsa, Louise will use grant money first to pay submitted invoices. The County share to the Fair is about \$46,000; the State Grant is just over \$44,000 totaling about \$90,000; Expenses so far are about \$60,000. e) \$200.00 Cash Prize money is needed for adult Karaoke prizes. Sharon will use the \$100 Gift Card to buy prizes for the Youth (16 and under) Karaoke prizes. f) Kerry will order One Gallon Ziploc bags for Volunteer supplies (t-shirt, name tag, work schedule, daily schedule) and small trash cans and bags (for inside each women's restroom stall) from Dollar Tree or Amazon.

### Committee Reports

1a) Musical Entertainment – Sharon gave Emily the contact information from the Sound Technician, Brad Sumpter, to Marcus Rivas of Los Mitotitos Band. Kerry and Sharon signed the Sound Tech contract.

1b) Other Entertainment – a) Emily will contact Lisa Saunders for a Karaoke Invoice & W-9 form, b) Alexa will contact Tread BMX (who wants to perform two days) with dates (possible Thursday and Friday) and times (11am, noon, 1pm) and find a large enough location (practice arena or area just east of the horseshoe pits possibly. Kerry will check with Diane to see if it is okay to use) with no overhead lines; fencing may be needed because Fair intends to charge \$2.00 to watch. Alexa will request an Invoice and W-9. c) Beer Fishing – Over 21 wristband required. d) Mechanical Bull will not be rented for this year.

e) Sharon contacted Forge Martial Arts who will do a demo in the Activity tent using the same day/time as Aikido had last year...Friday, August 5, 1:00-2:00. f) Bean bags and the game boards for the Corn Hole games will have the new Fair logo painted/screen printed on them. G) Emily will contact Durango Party Rentals for a quote on a Bounce House and other Yard Games.

2. Honorees – Kerry gave Sharon contact info for three of the eight dedicants. Plants for attending families will be purchased from City Market.

3. Parking/Logistics – a) Kent is working on a map and will share with Tim and Bobby before printing. b) Tim spoke with Wayne Strauss of the San Juan Rangers and they are happy to help as always. We will meet the week before the Fair to finalize the layout for the main parking area, rodeo stock trucks, etc. c) Tim left a voicemail for Tim Hatch at County Road and Bridge to secure traffic cones and the truck/trailer and is waiting for a reply. If nothing by Friday 7/8, will follow up.

4. Rodeo – Stetson will confirm EMS days/times for all four rodeos. The Kids Rodeo entry fees are paid to the Fair and from this revenue the Fair will pay for the main rodeos. Kids Rodeo First place winners receive Buckles; 2<sup>nd</sup>/3<sup>rd</sup> receive prizes. Kerry will contact Troy Ross for use of the Water Truck to spray the arenas. Prices for Friday & Saturday are on the Poster.

Rodeo prices:     Single Rodeo: Thursday or Friday or Saturday: \$15 adults (18+) / \$7 Youth (4-17)  
                      Double Rodeo: Any two events: \$25 adults / \$10 Youth

Triple Rodeo: All three events: \$35.00 Adult / \$15 Youth

Different colors of wristbands must be assigned for type of ticket purchase (one color for 2-night, one color for 3-night, one color for 4-H (bright green plastic), one color for single rodeo Adult (for each rodeo...meaning three distinct colors?), one color for single rodeo Youth (three colors?).

Rodeo prices 4-H Special: Double Rodeos: \$20 Adults / \$7 Youth

Rodeo prices 4-H Special: Triple Rodeos: \$25 Adults / \$10 Youth

5. Royalty – Banner and Sashes looked great and the Young Ladies was lovely.
6. Exhibit Hall – a) All judges and superintendents are lined up. Lisa will create check requests for the judges that require payment and get them to Sharon early next week. b) Dates to set up Exhibit Hall are Sat July 30 and Sun July 31. Seasonal workers to be scheduled. The quilt ladies will arrive about noon on Mon Aug 1 to hang quilts. c) Lisa needs Rodeo wristbands for Sponsors (Dr. Pat Love-Homemaker of the Year and The Pagosa Sun); what color for Double Fri/Sat Rodeo?
7. Livestock Committee – The MOU has not been signed pending review by County Manager. Kerry suggested adding this to business early in the Fair 2023 year (starts in October 2022) with the new Fair Board and new Livestock Liaison. Having the two groups split each year or alternate years of responsibility in obtaining lodging seemed equitable timewise. The cost should be the responsibility of each group for the number of rooms they need.

### **Old Business –**

**Vendor** – a) Emily will check with Kelly Lewis who is interested in presenting a painting-for-fee (and/or face painting?) and will find days/times on the schedule. b) Alexa or Emily will contact Jackie McClelland for the return of the Vendor's manual and Treasurer's stamp. c) Kerry will contact Chris, the Ice Vendor to confirm pricing, etc. d) The Fire Marshall needs to speak only with Kerry Keegan or Emily Martinez for any Fair-related or Vendor issues. They will confirm schedule of the inspection. e) Vendors may put a small pop-up under the Market Tent for extra room to hang items. They should stay if it rains as they are under the larger tent and rain may last only minutes. Deposit checks (kept by Treasurer) are returned at 2:00pm Sunday for vendors who stayed.

**Kids Games** – a) Corn Hole and Life-Sized Lamb Puzzle need repair. b) Duck Pond pool is in Zircon and will need water; Emily has the floating ducks which will have a prize listed on it; may charge 50 cents a chance for soft drinks or small prizes.

**Janitorial Service** – No response from newspaper ads. Sharon will contact Jazzelle Jones, a young cleaning person who advertised in her subdivision, for interest/availability and quote. Cleaning needed in both buildings (CSU & WHEC). Bathrooms, Exhibit Hall, hallways primarily. Need deep cleaning early morning and late evening plus a check/restock midday.

**T-Shirts and/or Hoodies** – Kerry spoke with Leslie regarding Board shirts which will be screen printed with logo and 'Board', but not embroidered; special requests by Board for embroidered names; any hats will have logo embroidered. Sixty shirts will be made for sale and an order form available for visitors who wish to purchase. The Invoice has already been submitted to County and paid.

**Grounds/Tent Layout** – Tents are being erected on Monday July 25. Where are tents going? How many tables & chairs needed and where?

**Fencing:** Tonya Steadmon called the vendor but has not heard back.

**Southwest Ag** – Emily arranged for one Trolley/Shuttle which carries eleven (the other shuttle is not usable), four golf carts. She will ask for a larger 6-person golf cart a second shuttle and two more golf carts (one is kept/used by Sheriff).

**Sponsorship letters** – Hope some may be dropped off this month.

**Fair Book Update** –

**Website Update / Mobile App** – Rodeo flyers and flyers for miscellaneous activities are needed.

**Advertising** – a) Sharon's KWUF Article was read by Robin Young. b) Need weekly ads placed in the paper. c) Lisa talked to Linda at Design-A-Sign who apologized for being a bit behind schedule. d) Yard signs will be ready by July 14. They will call Lisa when some are done, so we may have some signs earlier than that. e) A proof for a new Hot Springs Blvd banner with the new logo should come today. Lisa will forward it to the Board for review. f) Pagosa Sun-The Board needs to choose the Preview cover photo and get it to the paper by July 28. It must be a single, good quality photo (not from a phone). Last year we used one of Lea's photos of the Royalty. g) The Sun will print 3-4 weekly articles for the Fair, so they could start as early as July 14. Article needs to be submitted to Terri House by the Friday before. Lisa will write one of them.

**Fire Extinguisher** –

**Walkway Lighting** – 1.5" diameter PVC for the walkway stands was not found at Home Depot except in short lengths. Bobby will check for 1.5" or 2".

**Seasonal Labor** – Ad in The Pagosa Sun has not been placed. Interviews are due. Seasonal workers need to be sixteen years or older. Anyone who needs tables, chairs, electrical, etc. needs to contact Kent and Tim to get on their schedule

**Community Service Workers** – Kent is working on the schedule of work and days and will send to Terry Schaaf.

**Sign-Up Genius** – Alexa is finalizing daily/hourly volunteer schedule.

**Education Booth** – a) Tim called Build Pagosa and left a voicemail. Will try one more time. b) NRCS will be at the Fair with possibly two demos (erosion and soil health). c) Robin Young is trying to get CPW to give a wolf reintroduction information session/literature. She will have an "All things Extension" table. d) Library will set up a Storywalk wherever we like, such as around the Kids' area. Josie Snow from the Library also volunteered to do a craft session or other activity for kids.

**Cotton Candy Machine / Popcorn Stand** –

**Volunteer Meeting** will be Thursday, July 28<sup>th</sup> beginning with dinner at 6:00 with the meeting to follow.

**Budget for 2023** will be postponed until the new Fair year beginning October 2022.

**Fair Poster** – Updated and finished by Emily! Copy to CSU for copying.

**Operations** – Bobby will contact Line Locate 800-922-1987 before Tents are erected, b) Tents installation dates, c) Move CSU dumpster next to Mill Creek Gate, d) Check/Charge 2-way radios

**Parking Passes** needed for upfront parking (Superintendents, Judges, Entertainment, 4-H, Volunteers, VIP). Handicap placards/license plates are required in/on vehicle to park in blue marked spaces.

## **New Business**

Volunteer Meeting and Dinner – Monday July 25 or Thursday July 28. 5:00 Dinner/6:00 Meeting. Kerry will order three large party trays from Subway up to a week prior to the dinner to ensure timely arrival.

Budget for 2023 – Due Mid-August to County. Schedule work session.

Meeting adjourned.

Sharon Jennings  
Fair Board Secretary

Minutes approved as corrected (Rodeo amounts) July 13, 2022

**Next Fair Board meeting** – Wednesday, July 13, 6:00pm, CSU.

**Fair Board Meetings: July 13, 20, 27, Sept 14, Oct 12** (No meeting in August unless needed; no meeting in December)