

**Archuleta County Fair**  
**Board Meeting**  
**July 15, 2020**

The meeting was held July 15, 2020 by online Zoom video conferencing and in-person at the CSU Extension building. Members present: Jason Cox, Carol Kelly, Sharon Jennings, Kent Jennings, Tim Vail, Lisa Vail, Shelly Cox, Lesley Mattingly, Kerry Keegan, Stetson Keegan, and coordinator Tonya Steadmon.

Jason called the meeting to order at 6:03pm and welcomed everyone.

Minutes-A motion to approve the June 10 and July 1 Board meeting minutes and the June 25 special Board meeting minutes as a single consent agenda item was made by Kerry Keegan, seconded by Carol Kelly, and approved by unanimous voice vote. Approved minutes will be forwarded to the County Administrative Assistant for County website posting and to Kent for Fair website posting.

Budget and Financials-The Fair budget will be used for necessary operational expenses and capital improvement expenses. Jason has communicated with Scott Wall and Larry Walton at the County.

Committee Reports-

- a) Budget: At a future Board meeting the budget committee will schedule a time shortly after Fair to go over expenses.
- b) Logistics and Parking: Tim Vail will be point-of-contact to find out which entrance the Livestock committee determines is best to use for trailer entrance (Hwy 84 or Mill Creek Rd). This will help determine where 4-H parents, volunteers, and invited buyer will park. Orange temporary fencing may be necessary. Gates need to be staffed and open two hours prior to each show.
- c) Entertainment: A second notice of Fair cancellation will be sent to any entertainment contacts to ensure they know Fair is cancelled.

Old Business-

- a) Advertising: Jason (with Shelly's help) will prepare an article for The Pagosa Sun. It was suggested that in The Preview edition a notice about hosting of taking part in watch parties be included.
- b) Signage: Tonya reported that it was decided with Livestock committee to table the purchase of the 'Small Animal Barn' and 'Horseshoe Pitching' banners until prior to the 2021 Fair. Lisa is having Design-A-Sign create and send proofs for three 'No Public Access' banners for entrance areas. Each will be about 2' x 6' and cost about \$75.
- c) Tent Rental: The livestock tent should be ready for set-up by July 21<sup>st</sup>.
- d) Wood Chips: On order.
- e) Sound Technician: Tonya is coordinating with Jeff Heintzleman on the needs.
- f) Audio-Visual Equipment: Jason reported that fiber optic cable had been pulled to the Livestock and WHEC buildings. Equipment purchases are moving forward. He is working with private contractors and the County. The full cost will be between \$30,000-\$35,000. He is working on receiving money from COVID funds for additional A-V equipment.
- g) Entry Gate Volunteers: At least one Fair Board member and possibly another volunteer or two will staff each shift at the entry gate on Thursday and Friday only. Sign-Up Genius could be used if instructions and time slots are specific so only needed volunteers can sign up.

- h) Bathroom and common area sanitation: This function has been outsourced so a contract needs to be drafted; if the cost is within budget there will be no need for additional Board approval. Though the days needed and facilities to be cleaned are less, the cleaning frequency will be higher.

**ACTION: Draft Contract**

- i) Animal Waste Dumpster: Tonya is waiting for confirmation from Solid Waste Management.
- j) Honorees: Sharon to contact Super Volunteer and Super Superintendent to postpone recognition event until 2021.
- k) Website and Social Media: Kent updated the Fair website to add a donation link and is working to format the Show schedule, Livestock Auction details, and link buttons for live streaming. Facebook will be used to give as much attention to the youth as possible. Information about restaurant or at-home watch parties, to encourage auction bidding and add-ons, will be included with social distancing parameters noted. A suggestion was made to offer some type of small incentive for those hosting an event.
- l) Creative Auction Ideas: A drive-in theatre type of event (like Parelli holds) with a big screen for livestreaming events was suggested. Tonya and Kerry will check into feasibility.
- m) Electrical: Mike Moore will be working on set-up per the schedule.

**New Business**

- a) Meals for Livestock Committee and Fair Board: Tonya will get a count of the approximate number of meals needed for Thursday and Friday (two meals a day for two days for the number of staffers on site). Existing funds budgeted and not being used this year from the Volunteer Luncheon and Judges lunches can be used to pay for catering of meals. Water and soft drinks will be purchased as well.
- b)

The next meeting will be at 6:00pm Wednesday, July 22 at the CSU building and online via Zoom conferencing.

This meeting was adjourned at 6:59pm.

Sharon Jennings

Recording Secretary

Approved July 22, 2020 as recorded