

Archuleta County Fair Board

Meeting Agenda

Wednesday, January 10, 2024 at 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 / x)

D. Special Item/Open Forum (items not on agenda)

E. Minutes: Approval - October 11, 2023, November 8, 2023

F. Treasurer's Report:

- 1) Approve Invoices: a) \$17.10 to Sharon Jennings-USPS Return Wolf Creek Ski banner at their request. Can Fair use lift tickets in exchange? b) \$249.44 P-Card charge for CAFS lodging, \$82.19 for 4 meals, \$40.00 Fuel. c) CAFS Dues for 2024. d) Purchase of Laminating machine
- 2) New County Purchase Card for County Fair at Finance
- 3) Final Invoice/W-9 submission date/time is Thursday July 11 at noon for Checks by Aug. 1.

G. Committee Reports

- 1) Bylaws Review:
- 2) Entertainment/Music: Begin contacting groups; upon agreement ask for \$, Contract/Invoice, W-9
- 3) Entertainment/Other: a) Contact Frazier Carnival (if not for 2024, for 75th anniversary in 2026?)
- 4) Exhibit Hall/Stith Room & Quilt Program: Faye Troisi/Piecemakers. Schedule planning meeting
- 5) Grounds Layout:
- 6) Honorees: Honorees: Ideas/Vote-Super Superintendent, Super Volunteer, Dedications
- 7) Livestock Committee:
- 8) Parking Lots:
- 9) Rodeos:
- 10) Royalty: Deliver Fair posters July 10th (per Becky J)

H. Old Business

Reschedule Social

Board Member Applications

Schedule Workday: a) Exhibit Hall cleanup/organization, fix shelves; b) Inventory ribbons, T-Shirts

Meeting dates/time, Fair dates, and event dates confirmed with CSU.

Written response to Spanish Fiesta regarding use of tent one week after Fair

I. New Business

- 1) Advertising: Plan Request for Quote ad/bid write-ups, if required, for Photographer, Rodeo Contractor, Janitor, Tent Supplier, Sound Technician
- 2) Advertising: Plan Ad for Contract Labor
- 3) Advertising: Write article regarding entries for Exhibit Hall and Quilts
- 3) Banner: Submit Application (Town website) to hang on Hot Springs Blvd (week before Fair)
- 4) Budget: Finalize funding available for individual Events/Functions: Bands, Electrician, Sound, Janitor, Kids Rodeo, Contract Labor, Exhibit Hall, etc.
- 5) CAFS Dues: Pay Online (Service Fee) or Mail Check
- 6) Contracts Update: Vendor, Exhibit Hall Judges, Rodeo Contractor, Photographer, Sound Tech (Email County Attorney f/approval before sending contracts and/or upon receipt of contract from contractors)
- 7) County Website: Provide list of Board Members (with Titles & Phone Numbers) to Admin. Assistant
- 8) Daily Schedule, Monthly To-Do Calendar, Board Assignments Review
- 9) Electrician: Contact. Set up on-site walk-around to go over requirements for electrical needs.
- 10) Exhibitors Handbook Review (Fair Book)
- 11) Fair Manager position
- 12) Forms Updates: Sponsorship, Education/Non-Profits, Ranch Brands
- 13) Fair Poster must be ready before July 1st per Becky J.

J. Next Meeting: February 14, 2024 at 6:00pm

2024 Fair Board Meetings: Jan. 10 Feb.14 Mar. 13 Apr 10 May 8 June 12 July 11, 18, 25 Aug. 14 Sept. 11 Oct. 9

2024 Fair Dates: Thursday – Sunday, August 1 – 4

2024 4-H Dog Show: Saturday July 20 (Open to the public)

2024 Quilt Registration/Entry and Judging: Saturday July 27

2024 4-H and Open Class Horse Show: Saturday July 27 and Sunday, July 28