

Archuleta County Fair Board Meeting

Agenda – July 19, 2023 @ 6:00pm

In-person meeting at the CSU Extension Building, 344 Highway 84, Pagosa Springs.

- A. Call meeting to order
- B. Roll Call (quorum = x / x)
- C. Welcome and Introduction of Guests:
- D. Special Items (items not on agenda):
- E. Minutes: July 12
- F. Treasurer's Report
 - 1) Deposits; 2.) Approve Invoices/Check Requests. a) Approval to mail Shred BMX check, Approval to pay Lynx Temp Fence via P-Card (No W-9 received; too late for check prior to Fair).
4-H Council invoice to come for Chuck Wagon tickets used (2 p/Royalty, 2 p/Honoree, 1 p/Fair Board member).
 - 3) P-Card limit increased approved to \$3,000.
- G. Committee Reports
 - 1) Rodeo Status: TETWP? Event, Rodeo Posters
 - 2) Livestock Committee
 - 3) Exhibit Hall: a) Quilt Guild invite to help w/Fair Entry program at Library July 24 9-noon. b) Continental Breakfast, Lunch, Dinner (if working late), snacks Saturday July 28 for Quilt Judges. c) Continental Breakfast, Snacks Tuesday August 1 for Superintendents. d) Continental Breakfast, Snacks, Lunch Wednesday August 2 for Superintendents and Judges.
 - 4) Royalty: Order Flowers (Angela's). Make packets-Chuck Wagon Tickets, Fair Book, Parking Pass. Gift for Lily.
 - 5) Honorees: Flower/Plant (City Market?); Gift Certificate, Gift Basket for Pat. Chuck Wagon Ticket, Fair Book, Parking Pass
 - 4) Parking: San Juan Rangers-July 28 set-up
 - 6) Entertainment/Music:
 - 7) Entertainment/Other:
- H. Old Business
 - 1) Website / Fair Book Status
 - 2) Sign-Up Genius update
 - 3) Vendor: Insurance Waiver
 - 4) Education Tent status
 - 5) Food Truck Face Off
 - 6) Kids Games
 - 7) Advertising and Articles
 - 10) Hotel Accommodations Update: Shred BMX, 4-H Judge/Connie Cecil, The Bash Magician
 - 11) Spanish Fiesta
 - 12) Sponsor Packets
 - 13) Volunteer Dinner plans, MC notes
 - New Business
 - 1) CAFS Conference Registration
 - 2) Parking Lot layout info, work schedule, activity tent layout sent to Board
 - 3) Contract Labor Selections
 - 4) Community Service Workers to Terry S.
 - 5) Name badges for new Board members
 - 6) Parking Passes for Judges, Royalty, Honorees
 - 7) Request Chuck Wagon Tickets from Becky J: Royalty, Honorees, Fair Board Member
- I. Next Meeting: Wednesday, July 26 @ 6:30pm after Volunteer Dinner/Meeting

2023 Board Meetings: July 26 August 9 Wrap-Up Sept 13 Oct 11 Elections

2023 Fair Dates: Thursday, August 3 – Sunday, August 6

2023 Pre-Fair Events: 4-H Dog Show July 22; Horse Show & Gymkhana July 29 & 30

2023 Volunteer Dinner/Meeting: Wednesday, July 26 at 5:00pm