

# Archuleta County Fair Board Meeting

## Minutes

Wednesday, February 8, 2023

The meeting, held at the CSU Extension Building, was called to order at 6:03 pm by president, Tonya Steadmon. Natalie Carpenter and Alvin Schaaf were welcomed. A quorum of board members (6 of 8 with one non-voting) was reached. Present were Tonya Steadmon, Emily Martinez, Bobby McMeens, Bridget Mattingly, Sharon Jennings, and Alexa Martinez. Cindy Snarr and Lesley Mattingly had excused absences.

**Special Item:** Natalie Carpenter offered to help Fair with Fundraiser(s) by providing DJ services, lights, and sound along with Brad Sumpter at a cost of \$500.00 per event. A series of three dances was discussed: one on March 17, one April 14, and one May 19 with different themes and types of music. The idea was to help 'keep the Fair free' by subsidizing expenses. A dance with a cover charge and bringing in a non-profit group to provide beer or drinks was discussed. Emily will contact Roxanne at the Sheriff's office about providing security which costs \$50 per hour; Fair is to go through Terry Schaaf at CSU to set up an agreement with the Sheriff's office. Tonya will contact Ken Rogers of the Mountain Rotary about obtaining liquor licenses and hosting a bar at each event. Tonya will check with Terry Schaaf at CSU about rental of the Exhibit Hall. A motion to proceed with planning event(s) by checking on dates with CSU, approving the costs, and developing plans was made by Emily Martinez, seconded by Bobby McMeens, and approved by voice vote.

**Minutes:** A motion to approve the minutes of the January 11, 2023 board meeting as presented was made by Bobby McMeens, seconded by Bridget Mattingly, and approved by voice vote.

**Livestock Committee Liaison:** Alvin was asked about the 2022 photographer and he said she was okay for most livestock activities. The MOU that is being updated was reviewed with Alvin. Because the Fair's budget was reduced, he was asked if the Livestock Committee would agree to change the cost split for the Livestock Judges' fees to 75 LC/25 Fair and to split the photographer cost 50/50. Now that the Pavilion is useable, the Buyer's Tent should no longer be needed and the Fair will not be able to pay for it. He said the Veterinarian usually donates their time. Four Hotel Rooms are needed for the Poultry Judge, Rabbit Judge, Auctioneer (Saturday night), and Livestock; The Fair board, with help from Livestock Committee, should solicit donated accommodations. Fair asked for help from the 4-H youth to set up/take down tables/chairs for Chuck Wagon dinner.

**Treasurer's Report:** A \$19.99 payment to Go Daddy (domain name), a \$300.00 payment to WIX (website publisher), and a \$210 invoice from Design-A-Sign (update banner dates) were presented and approved. Tonya will set up a meet and greet with Chad Eaton, the new County Finance Director. He will be asked to find out where the \$44,000 Grant money was applied in 2021 as it doesn't appear on the County budget online. Either Sharon or Lesley will go with her. Robin Young informed the board that all contracts must go through the County attorney before being signed by the Fair Board President. Hilton Hotels (currently known as Pagosa Lodge) will offer corporate rates to Fair if we provide them a specific number of rooms, but we will first try to obtain donated accommodations. The more rooms we get donated the lower Fair's out-of-pocket costs will be for Exhibit Hall Quilt Judge (1), Livestock judges (2), Auctioneer (2), Wildman Phil (2), Band (1), Rodeo contractor (2), etc. and keep additional costs from being added to their contracts. Emily said she has already received approval for accommodations from Clint and Monica Alley for their B&B for our Saturday night band leader, Tylor Brandon.

### Committee Reports:

**Honorees** – A motion to select Pat Sadd and Janet Kubelka as 2023 Super Volunteers was made by Sharon Jennings, seconded by Bobby McMeens, and approved by voice vote. Discussion: Ribbons, flowers, and a gift certificate rather than wooden plaques were suggested. A ribbon from Regalia is about \$6.00 and flowers from City Market might be cheaper than Angela's Flowers. Bridget will contact Alley House and Sharon will contact Riff Raff Brewing to solicit gift certificates (\$50 if possible).

**Royalty** – Bridget has agreed to act as the coordinator. Three young ladies will make up the Court. Three separate age-appropriate questionnaires will be used. A motion to approve the selection process for Royalty as being a written application and in-person interview was made by Sharon Jennings, seconded by Emily Martinez, and approved by voice vote. Kent downloaded 2022 Royalty photos to Dropbox for use on the 2023 poster. Bridget will need some assistance with the poster and interview questions. Name Tags are not needed for Royalty.

**Rodeo** – Tonya is working on the update of the Rodeo contact and will send the RFP to the County attorney for review as required. Emily shared that Joaquin Tucson did not think a Roping event was a big audience draw though the Women's P.R.A. might bring in people. A Wild Horse Race (teams of three) after the Saturday noon rodeo or a Bullfighter event with the Bares/Broncs/Bulls on Friday could work. Liability releases are required for all rodeo riders; some events may have a higher risk of liability so we must be covered. Fair must solicit written bids since at least two contactors are interested this year.

**Entertainment (Music)** – Sharon will contact San Juan Mountain Boys to play during the Chuck Wagon dinner on Saturday. Other bands suggested, Bo dePena, Ron and Susan Duo, Out on Work Release, Float Like A Buffalo, will be discussed once plans are known for Thursday and Friday.

**Entertainment (Other)** – Due to time constraints, discussions on Picasso & Vino, Adventure Zone, Pie Eating, Horseshoes, etc. will be moved to a future work session or meeting.

**Exhibit Hall** – A contract from the Quilt Judge was received which Sharon will email to the County attorney as required. It is due back to the Judge by March 15. A hotel room for this Judge (who usually comes from Pueblo CO) will be solicited by the Fair board to eliminate this cost.

#### **Old Business:**

Sharon spoke with Jodi Scarpa of PSMC about the Tough Enough to Wear Pink event. PSMC will buy the required \$250 of TETWP merchandise. Sharon will send in the application. Sharon suggested Fair split their proceeds from a 50/50 drawing during the rodeo with TETWP but Jodi understood the financial confines the Fair operates under and said it would not be necessary. Checks made out specifically to TETWP could be accepted and sent to them (without going through Fair). The Bayfield Bells agreed to attend dressed in western attire and could help with the 50/50 drawing in the grandstands. Kent put a link for the new County Board Member Application on the main page of the Fair website and under Docs/Forms. Mary Helminski, BoCC Executive Assistant, emailed that the BoCC approved applications from Bobby McMeens and Alexa Martinez. An ad soliciting board members was placed in the Pagosa Sun newspaper. A motion to approve an application from Lyn Varrati after it was reviewed by the board, was made by Emily Martinez, seconded by Bobby McMeens, and approved by voice vote. Tonya will deliver it to the BoCC. Lyn will be invited to the next meeting. Sharon is creating a board member guidelines document which will be given to all members and added to the Fair website. She will update the Board oversight and responsibilities document and present at the next meeting for sign-ups. After reading, a motion to accept the finalized Fair Mission statement was made by Sharon Jennings, seconded by Bridget Mattingly, and approved by voice vote. This will be added to the Objectives in the Bylaws. A motion to approve this addition to the Bylaws was made by Sharon Jennings, seconded by Emily Martinez, and approved by voice vote. Tonya will sign and submit a copy of the Bylaws to the BoCC for their review and approval. The Fair/Livestock MOU update is still in progress.

In addition to the DJ/Dance series additional fundraisers were discussed including 1) Auctioning off a Saturday Dance using Cowboys/Cowgirls from the Friday rodeo, 2) a Baby or Beard Contest, 3) Carnival at the Fairgrounds on July 4<sup>th</sup> or some other date. The Town was contacted and they will not allow the carnival to take place in town.

Tonya submitted the Town Application to reserve the week before Fair for placement of the Hot Springs Blvd banner. The cost is \$50 for the week.

Sharon completed the Inventory of Ribbons, Wristbands, T-Shirts (except Superintendent and older blue Volunteer shirts). The Hot Springs Banner was delivered to Design-A-Sign to have 2023 dates added. A decision on buying a Marketplace banner (approximately 4' x 1.5') was postponed while we check into a cost from Vista Print which may be cheaper. Inventory of Banners in Stock is still to be done. Next year we will try to update banner dates ourselves to save money.

The recipient of the 2022 Kid's Rodeo buckle was Wyatt Hoover and he has picked up the buckle.

Emily, Alexa, and Tonya printed and mailed hundreds of Sponsorship forms. Sharon updated the form for website usage; Kent posted the form to the Fair website.

A decision was made not to rent a Post Office Box for the upcoming year. Fair will continue to use the CSU P.O. Box 370.

#### **New Business:**

Tonya will work Robin Young about scheduling a training session for the Fair board.

A Work Session to confirm spending for specific events was set for Friday February 17 at 5:00pm in the CSU Workroom. Fair forms are in the process of being updated (Vendor agreement, Kid's Rodeo Entry, etc.); when complete they will be presented and voted on during a regular board meeting.

Wristbands and Plaques will not be needed. Based on the inventory taken, some ribbons and name plates have to be ordered. An order for 1<sup>st</sup> place Kid's Rodeo Belt Buckles will be combined with 4-H's order after looking into less expensive options. Buckle Sponsors should be solicited to pay for/share the cost of a buckle. 2<sup>nd</sup> Place prizes will be checked into. Once the RFPs for Photographer, Rodeo Contractor, and Janitor are complete, ads will be placed in the paper and a link to the forms put on the website.

The Visitor Guide Calendar detail and Visitor Guide descriptive write-up will be completed and emailed by Sharon to Terri House at The Pagosa Sun by the February 17 deadline.

Kent updated the Fair website to add the online version of the Sponsorship form and removed Charley Lyons as a resource.

Tonya contacted Connie/EMS to confirm Fair dates. EMS would like to do a CPR demo and have an ambulance on display.

The WHEC Event Center coordinator/Pavilion will be contacted and given the full date range needed for Fair set-up and post-Fair clean-up, July 24 through August 9 and the Horse Show date.

Kent will be asked to add a QR code so the Bill of Fair can be accessed from cell phones. Paper copies will be available at the front gate and/or information table.

Tonya emailed Terri House at the Pagosa Springs SUN to discuss the ads and articles and pricing.

A WiFi Extender is not available for the CSU workroom.

The meeting was adjourned at 8:18 pm. The next regular meeting is Wednesday, March 8<sup>th</sup> at 6:00pm at CSU.

Sharon Jennings/Secretary

Minutes approved March 8, 2023 as written.