

# Archuleta County Fair Board Meeting

## Minutes

April 12, 2023

The meeting, held at the CSU Extension, was called to order at 5:33pm by president, Tonya Steadmon. She introduced and welcomed Jodi Scarpa/PSMC, Lyn Varrati/Fair Board member, Jane Davison/prospective Board member, Alvin Schaaf/Livestock Committee liaison. Lisa Webb of W/A Rodeos (Rodeo Contractor) was not able to attend. A quorum (5 of 8) board members were present: Sharon Jennings, Bobby McMeens, Tonya Steadmon, Emily Martinez, Lyn Varrati and Alexa Martinez/Fair Coordinator. Members Bridget Mattingly and Lesley Mattingly were absent due to illness or work schedules.

The order of the agenda was changed to allow the report on the Tough Enough to Wear Pink event to be presented prior to other Board business. See Committee Reports/Rodeo section.

### Special Items:

- 1) Board member applications from Jane Davison and Becky Ziminsky were reviewed by the Board. A motion to accept these applicants and forward their applications to the BoCC for final approval was made by Emily Martinez, seconded by Sharon Jennings, and approved by unanimous voice vote.
- 2) Having a mini or pee-wee princess royalty contest was suggested.
- 3) In response to the Photographer Request for Proposal advertised, four written proposals were received:
  - In Focus Photo / Justin Treptow
  - Legit Outdoors / Lea Legitt
  - North Creek Photography / Jenny Heckmann
  - PS Photography / Payton Shahan

Each proposal was read and reviewed as to photography history, review of submitted samples of previous work, adherence to and thoroughness in completing the RFP specifications, and contract pricing value for the Fair's needs. A motion to award the 2023 Photography contract to North Creek Photography was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. Sharon will email an award acceptance letter to North Creek Photography and status letter/non-award letter to all other applicants.

**Minutes:** A motion to approve the February 17 Work Session notes, the March 8 Board Meeting minutes, and the March 19 Special Meeting minutes as written was made by Bobby McMeens, seconded by Tonya Steadmon, and approved by unanimous voice vote.

### Treasurer's Report:

- 1) Deposits through March 31 were \$9,552.00. Most Sponsorship solicitation letters have been mailed. Hotel accommodation sponsor requests were hand-delivered by Tonya.
- 2) A motion to reverse prior approval of a WIX bill and approve a \$300.00 payment to Jason Cox for that charge was made by Tonya Steadmon, seconded by Bobby McMeens, and approved by unanimous voice vote. Discussion: Sharon contacted WIX after finding out they charged Jason Cox's credit card account instead of the County P-Card as provided when the WIX account was updated online. WIX offered to cancel the payment and set up a new account for the Fair but could not assure her that the cost would be the same. Sharon will give a check request to County Finance payable to Jason Cox.
- 3) Tonya, Sharon, and Lesley met with the new County Finance Director, Chad Ethan on March 15<sup>th</sup> and gave him a copy of the Fair's 2023 Budget, a copy of the 2022 Grant Award and Sharon's letter to the Dept. of Agriculture. She emailed him a spreadsheet showing the expenses paid with Grant funds in 2022. He said the County needs to set up a project through Finance for any future grant funds received. At his suggestion, Sharon emailed Jenifer Gurr with the DOA asking for any available grant opportunities. Jenifer replied she did not have knowledge of any grant funding opportunities for Fairs but had one that might be of interest to the CSU relating to agricultural projects. Sharon forwarded that to Robin Young and Terry Schaaf at CSU. At our request to receive monthly deposit and expense reports from the County so Fair can reconcile with them more frequently, Chad suggested we email that request to him. He stated that the \$95,000 figure added was not an actual expense; it was put into the budget to cover Fair's expense overage; Fair's 2022 Budget allowance was \$46,000.

## Committee Reports

**Livestock Liaison/Alvin Schaaf**-It was reported that Cherie Ford suggested the MOU be changed to show that the Livestock Committee be responsible for 75% of the Judge's fees with the Fair responsible for 25%. A final draft of the MOU with the Fair's input has not been submitted to the Livestock Committee yet as our work is ongoing. Alvin noted that they were okay with Legit Outdoors as photographer.

**Rodeo**- 1) The Rodeo Contractor will be given a 2-Way Radio for ease of contact with Board members. 2) Jodi, Tonya, and Alexa met once and will meet again on April 21 with new committee members, Jill House and Lyn Varrati; Jodi will contact Amanda Sanders. Lisa Scott will act as an advisor and resource but is unable to be on the committee. Angela will work with the subcommittee to design a logo for Fair's rodeo event using the new Fair logo and other artwork in pink. Hayley Buckingham from Goodman's Department Store would like to have a booth set up at this rodeo to sell other pink merchandise with proceeds to be shared with the hospital as the designated cancer awareness organization for the TETWP? Campaign. A suggestion to use pink chalk on the bulls that night was made. 3) Sharon mailed and emailed an RFP award acceptance letter to Lisa Webb of W/A Rodeos. RFP status notice of non-award were emailed to C&L Productions, Mountain Valley Rodeo, TA Rodeo, and Whitley Buckers.

**Royalty**-The Royalty poster was finished, delivered to Pagosa schools, and emailed to Becky Jacobson. Interviews are May 3<sup>rd</sup>. The 2023 Handbook needs to be finalized after suggested clarifications are made. It can be printed or emailed to the new court.

**Entertainment/Music**-Emily has been in contact with Float Like a Buffalo for Friday night's band. Auctioning off dance partners during Friday's dance (or at another event) for Saturday night's dance as a fundraiser was suggested. Also, a suggestion to have an Open Mic Night on Thursday was made.

**Entertainment/Other**-1) High Altitude Ax Throwing is interested in putting together a special trailer and will be sent a vendor application; a Participation Waiver would be required; a fee would be charged. Their Boutique may also have pink hair extensions for sale. 2) Shane Lucero is interested in offering a Corn Hole Tournament with a fee charged and proceeds split with Fair. 3) Stilt Walkers are available at a cost of \$150.00 per person per hour. Performances could be scheduled twice a day on Friday and Saturday. There would be no opportunity of charging a fee for their performances as they would be walking the fairgrounds. A decision on them has not been made. 4) Emily contacted the Adventure Zone Bounce House and their charge would be \$7,000; the Fair would charge for individual tickets and keep the proceeds. The question was whether enough participants would take part to make that cost feasible. For an additional fee, they could bring games for kids. 5) Sharon will email Wildman Phil Exotic Animals to see if they are interested. 6) Picasso & Vino asked if they could sell wine at their painting area. We don't want any conflicts with Rotary Beer Garden so may ensure Picasso is in the Activity with the Beer Garden. Karen needs to be contacted with our decision. 7) Adult games or contests, like a Scavenger Hunt or Sign Search should be planned. Some type of games could be done in the Activity Tent. The Hook and Ring games should be installed. Instead of Cow Plop try a Chicken Drop grid game (can't say Bingo).

**Exhibit Hall**- 1) The Board has determined that two board members and/or trained volunteers need to be assigned to duty to cover all aspects of the Exhibit Hall and Quilt program (Stith Room). 2) Janet Kubelka, past Quilt Guild liaison, was contacted and provided Sharon with the new Guild contacts for 2023. Faye Troisi was emailed just to touch bases; her assistant is Wanita Martin.

**Parking/Logistics**-Nothing new to report currently.

**Fairgrounds Layout**-Members of the Board and Mountain Peak Rentals will walk the grounds to determine if the Activity Tent can be safely moved to a location away from the front of the grandstand entrance.

## Old Business

Pagosa Mountain Rotary will split proceeds of the Beer Garden with the Fair on a 50/50 basis. Their Dunk Tank is available. It would be used only at specific times. The suggested ticket price was \$5.00 for three dunk attempts. Different community groups would have to be identified, asked to come on one particular day/time, and agree to volunteer.

Bylaws were approved by the BoCC. Copy is on Dropbox under Governing Documents and on Fair website under 'About the Fair'.

Foam Frenzy is foam bubbles blown by a fan into a specific area; a 'foam pit'. This would be an intermittent activity. It can be cold and wet; towels need to be on hand. A Participation Waiver would be required.

Regalia Order: Fourth Place Ribbons do not need to be purchased. Will need ribbons for two Super Volunteer, one Super Superintendent, and three Royalty.

Jicarilla Royalty/Little Beaver: Tonya spoke with Joy Vicente who said they were interested in coming. They invited our Royalty

to come to their event in May. It was suggested that their Queen sing the National Anthem along with our Queen at the Rodeos.

The March DJ/Dance fundraiser was fun for all who attended though attendance was lower than needed to make a profit. Spring Break vacations could have cost us attendees. The poster was put on the Fair website; it was put on social media and an ad was placed in The Pagosa Sun and in The Preview. Sheriff security was on hand for only one hour; their invoice should be \$50.00. The DJ cost was \$500.00 and was paid to them in cash using ticket proceeds. An invoice for the newspaper ads will cost \$190.00. The County credit card program was used by one person; there is a \$2.00 fee per card transaction which the County will not waive.

The April 14 DJ/Dance Fundraiser theme is Neon Nights. B-Rad the DJ will provide music and lights, Pagosa Mountain Rotary will staff a beer bar, Mountain Peak Rentals will provide popcorn bar, market lights, bar tables, black tablecloths. Emily confirmed the hours needed with Roxanne at the Sheriff's office. Due to a CSU event, we will not be able to access the Exhibit Hall until 7:00pm Thursday and until 4:00pm Friday.

The BoCC notified us of the approval of the application for Lyn Varrati.

### **New Business**

Sharon will contact Becky Jacobson, Terry Schaaf, Cherie Ford, and Alvin Schaaf about using 3.5"x8" Rate Cards printed on donated cardstock rather than ordering Animal Tent Cards which cost over \$350.00 last year for the 300 printed. If acceptable, Fair will pay for them; if not, the Livestock Committee will be asked to pay for them.

Tonya will invite Don Weber-Ironworks (River Ranch or Running Iron Ranch) to bring his iron works trailer for a live demonstration. He would need about a 7'x20' space for his trailer, awning, generator, propane and must be set away from other vendors due to the high heat with perimeter fencing for protection from the hot forge. No Vendor Fee would be charged; this would be a great event for Western Heritage and great for education. He may hammer out horse picks for kids.

Tonya is working on final plans for the May Fundraiser DJ/Dance including advertising, reserving CSU hall, CSU Authorization Letter, Liquor License. The DJ and theme need to be confirmed.

Tonya contacted seven carnivals; they were already booked (three years in advance for some) or have not responded to emails. The Mattingly's have a wagon which could be used as a substitute for the Kids Train but the Board determined it would be too hard to ensure it and the rider's safety; it could not be pulled by horses due to the danger of run-aways. It was suggested that it be used to bring Royalty or Jicarilla into the rodeo(s) and/or to carry cancer survivors into the arena prior to the Friday night rodeo as part of the TETWP event.

Kids Train-Peter Vecvanags volunteered to look at the train to see if it can be repaired before Fair.

Sharon forwarded the CAFS Scholarship Application to Terry and Robin at CSU.

Wolf Creek Gun asked about selling beef jerky from their vendor tent. Sharon contacted San Juan Basin Public Health/Food Safety who said no license would be required if the jerky was shelf stable, pre-packaged, and sealed; edible samples cannot be given out. Emerald Fox Boutique, a merchandise vendor, informed us they didn't have liability insurance. Todd Weaver, County Attorney, was contacted and though he had no objections to small 'Mom and Pop' vendors not having insurance he noted a waiver would be appropriate and that special event insurance was not expensive; he suggested the Board decide on how to proceed. A motion that non-food vendors must either obtain insurance or sign a liability waiver was made by Emily Martinez, seconded by Lyn Varrati, and approved by voice vote. Mr. Weaver said he could assist in adapting a current waiver to fit this circumstance.

A template for a spreadsheet to log Board member volunteer hours has been created in Dropbox. Each board member can use it to log and save hours using their own name. This information is collected for the BoCC annual report. Time at or travel to/from regular board meetings should not be included in this log.

Sharon reviewed minutes from the prior year along with other discussions and notes made and created a spreadsheet of ideas & suggestions for improving Fair that have been brought up over time. It will be saved to Dropbox. This allows us to review items that might need to be acted on by the board.

The next regular meeting is Wednesday, May 10 at 6:00pm at the CSU Extension building.

The meeting was adjourned at 7:56pm.

Sharon Jennings  
Secretary

Minutes approved May 10, 2023 as corrected.

**2023 Board Meetings: May 10 June 14 July 5,12,19,26 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**