

Archuleta County Fair Board Meeting Minutes June 14, 2023

The meeting was called to order at 6:01pm by president Tonya Steadmon. Board members present: Tonya Steadmon, Emily Martinez, Sharon Jennings, Becky Ziminsky, Jane Davison, Bobby McMeens, and Alexa Martinez. A quorum 6/10 present. Monte Williams/Prospective member was introduced as a guest.

Special Item/Open Forum (items not on agenda):

- 1) Emily spoke with Andrea Anderson regarding Jerry Hilsabeck of Boulder Café as a Snow Cone vendor. It was suggested that they be offered a spot in the Rodeos near the grandstand area.
- 2) Alexa has contacted Oasis who sent in a vendor application, but hasn't submitted the insurance certificate, deposit, or space rental fee.
- 3) Water will not be available in the middle of Vendor Row. Food trucks will probably be placed in front of the grandstands to access water and electricity.
- 4) The Activity Tent (130'x80') will be moved south to where VIP parking used to be. To be able to charge for dances, a fence of T-posts and orange plastic will be placed installed. A smaller tent will be used for the Education Tent since it will not be shared with Vendors this year.
- 5) A motion to have Jane purchase a pack of six attendance clickers to count fairgoers at the front entrance and other venues (Shred BMX activity, Dance activity, Adventure Zone, etc.) was made by Sharon Jennings, seconded by Emily Martinez, and approved by voice vote. Jane has donated the clickers to Fair.
- 6) Alexa will get Sign-up Genius activated as soon as possible. Additional volunteers will be needed to take money for the Friday Dance, Saturday Dance, Shred BMX exhibition as well as to staff and monitor the Midway-type games in the Kids area. An article soliciting volunteers should be placed in the Pagosa Sun.
- 7) After reviewing his application, a motion to approve Monte Williams' application to the Board and submit it to the BoCC for final approval was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote.
- 8) Sharon will write a general article about Fair, with specific information soliciting exhibit entries, for The Sun.
- 9) The Board needs to compare the list of known Sponsors, Vendors, Education Organizations and, as necessary, confirm with each group that requires space, tents, etc.

A motion to approve the Minutes of the May 10, 2023 meeting as recorded was made by Jane Davison, seconded by Becky Ziminsky, and approved by voice vote.

Sharon reported deposits to date totaled \$17,198 in all categories. Invoices presented for payment: Jorgenson Music for April and May Dance events for DJ/Lights \$1,000, Sharon Jennings for Office Supplies/Envelopes 8.06 and Postage Stamps/3 books 37.80 totaling \$45.86, Pagosa Springs Medical Center/EMS for Rodeo standby services \$1,875, Tres Rios Silver for Kid's Rodeo Buckles \$1,875.00 (paid by County P-Card), W/A Rodeo for Rodeo Contractor \$20,000, Goodman's Department Store for Royalty Clothing \$595.52. A motion to approve the Treasurer's report and bills submitted was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote. Sharon reminded the board all invoices with W-9 forms need to be turned in to the Fair Treasurer by July 10th to code and submit to County Finance by July 13th for checks to be issued on July 20th (prior to Fair). Late Invoices or Check Requests presented to County Finance by July 27th checks will be issued on August 3rd. A Check Request for Cash Box cash and Exhibit Hall premiums will be submitted. Invoices from Pagosa Sun (March DJ/Dance advertising) and Sheriff's Department (Security for DJ/Dance) have not been received. Thirty-one sponsor thank-you letters were mailed. Jason Cox was paid this year for the 2023 WIX website renewal but mentioned to a prior board member that he had not received payment for five or six prior years. The Board has not received a bill for those prior years. Tonya has been in contact with Elsa White/County Treasurer about a credit card system to replace the 'point and pay' system.

Committee Reports

Rodeo: 1) Regular tickets to Friday and Saturday rodeos are \$10 each. 2) There are 34 available Rodeo Boxes for Friday's TETWP Rodeo; two or three other boxes are not usable. A box of six seats will cost \$240.00 and would

include admission bands and other incentives. Two rodeo boxes were sponsored and paid for by an anonymous donor. There will be a special entrance to the Friday night rodeo on a wagon provided by Elk Heart Outfitters 3) The pink inflatable stick-horses (150) have been received and will be sold for \$5.00 each. Adults can pay \$5.00 for entry to the Adult wooden Stick-Horse race. Other items being purchased for sale are pink hair accessories at \$5.00, bandanas, Can Koozies. Leslie Montroy is making shirts at cost (she is donating her time/labor). Two Hairdressers are being sought to cut volunteer's hair or shave beards for the cause. The winner is the person(s) who obtains the most votes for a head shave or beard shave at a cost of \$1 per vote paid by the voter. Willing volunteers so far are Jason Webb and Tylor Brandon. Mary Helminski/County Admin sent out a search request for volunteers. A Fair/PSMC TETWP meeting will be held Friday, June 23. 4) Lifetime Memberships program (two tickets per rodeo) could be offered to certain long-time Fair/Livestock/4-H supporters/mentors in 2024 to Register, Jake Montroy, Bramwell, Troy Ross. 5) Tonya will contact Richard DeClark to prep the arena. 6) Rodeo posters are needed from the Rodeo Contractor who has been phoned and contacted by email.

Entertainment/Music: A motion for Emily to ask Brooks Linder of Brooks-i to play Thursday from 6:30-9:30pm for \$200 was made by Sharon Jennings, seconded by Becky Ziminsky, and approved by voice vote. Emily will ask him for his invoice and W-9.

Entertainment/Other: a) Karaoke will not take place this year. b) Two Volunteers are needed each night to sit in the Dunk Tank for periodic times and throws which will have a set cost. c) A motion to proceed with planning and finding a minimum of five food trucks for a Food Truck Face-off was made by Jane Davison, seconded by Bobby McMeens, and approved by voice vote. Emily and Alexa are doing the planning...a one-ounce sample can be purchased for a cost to be determined. The food trucks will be required to be an on-site food vendor at Fair; not just come in for the Face-Off. Alexa and Jane will be handing out forms. d) Shane Lucero is expected to set up the Corn Hole tournament; half of the entry fees will go the winner and half will go toward a local scholarship. e) The Foam Machine is broken and may not be available. f) A motion to ask Shred BMX to return was made by Bobby McMeens, seconded by Emily Martinez, and approved by voice vote. Their price increased \$2,500 a day for three shows a day on Friday and Saturday. A fenced off space needs to be set up so a fee can be charged for entry. g) A motion to contact The Adventure Bounce Houses, let them charge their fees with the Fair given a percentage of their proceeds was made by Bobby McMeens, seconded by Becky Ziminsky, and approved by voice vote. They will be asked about their electrical needs or they will bring their own generator. It was suggested that a separate area be available for children under five years. Signage will be made "Jump activities are at your own risk" and "Parents asked to stay to supervise their children". They would have to set up Wednesday evening and operate Thursday-Sunday.

Exhibit Hall: 1) The Fair Entry program for 4-H entries will be available June 15-July 7; the Fair Entry program for Open Class should be open June 15-August 1 for the public. 2) Lisa Vail will meet with Faye Troisi/Fair's Quilt Guild Rep from Peacemakers Quilt Guild and board members on June 26th at 2:00 at CSU to answer questions and provide basic training. 3) Kathy Keys/Pagosa Baking is willing to judge Open Class Foods/Baked Goods as well as 4-H Cake Decorating. 4) Sharon contacted the prior year's Exhibit Hall judges and will mail/email contracts to those who responded affirmatively; Becky Z, Jane D, Alexa M will be cc'd. Judge updates were made to Dropbox.

Honorees: Sharon received their interview responses and will do write-ups for Fair Book. Pat Sadd/Super Volunteer lives out of state and cannot be at Fair; husband Bill Sadd will accept her award and drive the Kids Train Saturday.

Royalty: Tonya reported that Princess Lily is ill and cannot take part in Fair. She will be our Honorary Princess for 2023. Her clothing and crown were shipped to her so the family can take a photo and send it to us. A motion to keep her as the Princess for the 2024 Royalty Court was made by Emily Martinez, seconded by Sharon Jennings, and approved by voice vote. Lesley Montroy is sewing the sashes for the young ladies. Alexa will forward the Royalty introduction paragraphs to Sharon for the Fair Book write-up. The Royalty will be riding in the parade with Bridget and Lesley. Waivers will be required for Royalty to participate in the parade. The crowns, banners, and some decorations are in a bin in the large Zircon and will be pulled by Tonya on June 26th.

Livestock Committee: No report

Old Business

Wayne of the San Juan Rangers will be contacted to help set up the parking on Tuesday and/or Wednesday, August 1 and 2 plus help monitor the lot Thursday-Sunday. Their ability to help hinges of their group's volunteers.

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Jane volunteered to contact lodging establishments for accommodations for the Rodeo Contractor, Quilt Judge and Scribe (2 people/double room one night Fri July 28), and Wildman Phil (4 people/ three nights Th,Fri,Sat August 3-5). The May DJ/Dance "Country Hoe Down" was enjoyed; attendance was low; ticket sales did not cover all expenses. The applications for new Board members, Jane Davison and Becky Ziminsky were approved by the BoCC. Tonya plans to write up a Memorandum of Understanding for use of the Activity Tent for the Senior Center event on July 29th. There were some issues with the terms of use. Tonya will be measuring areas for them on June 26. The stage consists of nine floor sections and two stair sections with an overall measurement of 12'x24'.

New Business

- 1) Emily volunteered to create the Fair Poster.
- 2) 4-H Promotion Day is Wed. July 12. The Fair poster and the Auction cards need to be ready no later than Friday, July 7th so they can organize them for distribution to businesses in town.
- 3) Alexa shared a sample Yard Sign updated using duct tape and CriCut lettering which we agreed looked good. They can be posted on lawns starting the first week of July.
- 4) Kent Jennings has done some Website updates and needs final Sponsor names, write-ups, and data for the Daily Schedule. A copy of the current schedule was emailed to Alexa for further additions as activities are known.
- 5) Tonya is writing up the newspaper ad for Contract Labor and submitting it in late June for publication. Interviews will be set for early July. Daniel of the County and Richard DeClark were mentioned as possible electricians to help with Fair's electrical needs. Janitorial Service from Wednesday, August 2 – Monday, August 7 is also needed. These could be paid from the contract labor budget. An advertisement will be put in the paper by Tonya.
- 6) A list of days and times for Community Service Workers will be determined and given to Terry Schaaf/CSU.
- 7) Tonya reported the Fair did not receive a grant as funding was exhausted. The Tourism Board agreed to help with advertising for the Fair.
- 8) Budget work for 2024 has been postponed.
- 9) Alexa is making contact for six loads of Wood Chips.
- 10) Conservationist of the Year-Tim Vail said the plaque will be ordered and presented on Saturday during Chuckwagon dinner by the San Juan Conservation District. This will be added to the Daily Schedule.
- 11) Activities on Monthly Fair Coordinator To-Do List have been included in the agendas, but an updated copy will be emailed to board members.
- 12) Kids Games-Alexa hopes to obtain sponsorships to purchase Kids Games with the sponsor's name imprinted on it. Some games will be free and some will have a cost (10 tickets for a set price). Becky Ziminsky/Pinnacle Realty Group is sponsoring one game with a \$350 donation. Sharon plans to set up a Balloon Pop and an Apple Basket Toss. Alexa plans to buy a Ring Toss game. A suggestion to let the kids paint rocks and create Archie the Snake was made. The games that Kelly Robertson of the Fire Department has are not available for Fair use.
- 13) Tonya will ask Southwest Ag for five Golf Carts and two Shuttles. They offer this to Fair at no charge as a sponsorship and in return they are offered space to display their farm equipment.
- 14) Articles and updates for the Fair Book should be finished in early July with some copies left at the CSU Office.
- 15) Alexa's sister, Ashley, may help with flower arrangements for Royalty and Honorees.
- 16) Agritek Fencing is no longer in business in Pagosa. The closest company is in Albuquerque, New Mexico. Fencing will not be rented by Fair so the chain-link panels between the handicap parking lot and the tents will be replaced with rope and T-posts. The handicap signage can be hung from the ropes. There needs to be signs made for the back parking area "No Parking Beyond This Point".

The next board meeting will be Wednesday, July 5 at 6:00pm in the CSU building with meetings each Wednesday in July unless not needed. A workday to assembly volunteer packets (T-shirts, Name Tags, Assignment sheet) will be scheduled before the Volunteer dinner and meeting on July 26th.

Sharon Jennings
Secretary
Archuleta County Fair

Minutes approved July 5, 2023 as corrected.