

# **Archuleta County Fair**

## **Board Meeting Minutes - Wednesday, September 14, 2022**

The meeting was called to order by interim vice president Emily Martinez at 6:08 pm at the CSU Extension building. Board members present: Sharon Jennings, Tim Vail, Lisa Vail, Tonya Steadmon, Emily Martinez, Cindy Snarr, Bobby McMeens, and Fair Coordinator Alexa Martinez (non-voting member). A quorum, 7 of 10, was present. Kerry Keegan, Kent Jennings, and Stetson Keegan notified the secretary they were not able to attend this meeting.

Special Items-With their three-year term ending at the end of October 2022, Tim Vail and Lisa Vail submitted written letters of their intention not to request reappointment as Fair Board members for 2023. Both expressed their intent to help in their respective areas in 2023 to assist with a smooth transition.

Minutes-A motion to approve the minutes of the July 27, 2022 regular meeting as corrected, the August 16, 2022 work session notes as written, the August 25, 2022 special meeting minutes as corrected was made by Tonya Steadmon, seconded by Tim Vail, and approved by voice vote.

Treasurer's Report-Sharon presented invoices received from Terry's Ace Hardware \$132.96, The Pagosa Springs SUN \$731.25, Archuleta County Solid Waste \$450.00, and Archuleta County Solid Waste \$225.00. A motion to approve these four invoices was made by Emily Martinez, seconded by Lisa Vail, and approved by voice vote. Tim noted that the San Juan Mounted Patrol usually submit an invoice for their services. An invoice has not been received for 2022. They did not submit one for 2021 either.

An invoice for the Thank You notice in the Pagosa Sun has not been received but is expected after month end. Sharon contacted County Finance and found out that the missing Pagosa Springs Medical Center check for \$500.00 had been received directly by the County. The pledged sponsorship from First Southwest Bank has not been received nor has any confirmation been given to Fair by the County or the Bank.

Sharon received a call from Kerry who found a box of Fair supplies and some of the missing gift cards. Kerry will leave them in the Fair safe next time she is in town. Instead of holding cards for the 2023 Fair, the Board agreed the best option was to buy out the balances on the cards by personal checks written to Archuleta County Fair so County Finance could reconcile the P-Card purchases; several were interested in buying the cards. It was agreed that the card activation fees would not be charged to those buying the cards as they were doing a service to the Fair by paying for the cards so the financial records can be rectified before end of the year.

A copy of the Revenue and Expenses spreadsheet as of September 14<sup>th</sup> was distributed. Expenses to-date were \$140,073.65 and Revenues to-date were \$25,840.59.

The date for a meeting between County Finance and the Fair Treasurer has not been set.

Of the two-dozen sponsorship and vendor thank-you letters mailed, five were returned due to invalid mailing addresses; physical addresses rather than Post Office box numbers were supplied. Sharon will find PO box numbers and mail or hand deliver them. Forms used in 2023 need to specify "mailing" address or ask for both if receipts or thank-you letters are needed.

### Committee Reports-Final Wrap-Up

Exhibit Hall-Lisa received positive feedback on the exhibit hall. She estimates there were about 25% more entries than last year; there were not as many beer and wine entries. The new display racks need cardboard or plexiglass sheets to keep display items from falling through. One photography exhibitor is still missing one of her framed pictures.

Parking-Tim suggested the overflow parking area off Mill Creek Road be prepared prior to Fair with roped off lines for parking to ensure full use of all parking spaces. Tim and Kent took charge and quickly set up the lot for use.

Grounds/Logistics-1) Benches should be placed along the waiting line for Chuck Wagon dinner as it was a long wait for those having to stand. 2) Contact Southwest Ag to see if additional golf carts are available; if not, the ones we are able to get need to be used to the fullest. A suggestion was made to contact the local golf course to see if a cart

can be borrowed, if needed. 3) Alexa researched and found that the Buyer's tent had been paid for by the Fair in years past. It was decided that the 4-H/Livestock Committee be asked to forgo use of a tent under the Pavilion in 2023.

Rodeos-1) Because interest in producing the rodeos has been expressed by more than one group, Fair will need to solicit bids through newspaper ads and social media contacts early in 2023. It is necessary that the Board meet with prospective rodeo contractors in person early in the year to review the contract for specifics. 2) The Ranch Rodeo was discussed and a suggestion made to see if it is feasible to bring that back for 2023 (Calcutta).

Royalty-Cindy will send a written wrap-up for the records.

#### Old Business-

The Arena & Grandstand Clean-Up was completed by several members of the Fair Board as required by WHEC.

Other: 1) The Memorandum of Understanding between the Fair and the Livestock Committee will be discussed in a 2023 business meeting. It was noted that in the past, 4-H had helped in other areas of the Fair and not just for the Chuck Wagon dinner. 2) A Fair fundraiser needs to be discussed early in 2023. 3) Charging a small fee for main gate admission or a one-time/all weekend fee or a family fee needs to be discussed in 2023.

#### New Business-

Mary Helminski/County Executive Assistant, emailed requesting the Fair Board give the Board of County Commissioners (BoCC) a review of the 2022 Fair and discuss the Board member appointment process during a Tuesday morning work session in October. She advised that our 2021 Bylaws had never been approved by the BoCC and noted that Board applications had not been received from several current members. Sharon forwarded the new application to Alexa, Emily, Cindy, and Bobby. If they are continuing on the Board in 2023, this form needs to be completed, approved by the Fair Board, and then submitted to the BoCC for final approval. Sharon let Mary know a review of the most recent Bylaws will be postponed until the November meeting once new officers are in place. Board approved Bylaws will then be submitted to the BoCC for approval and signature. A signed copy will be forwarded to the County administrative assistant to be posted on the Fair page of the County website. The Board selected October 11 at 11:00am as the date to attend the BoCC work session.

Tonya, Sharon, and Emily attended the ongoing Rodeo Grounds construction work meeting along with members of CSU, WHEC, Livestock Committee, and 4-H. Numerous questions were raised by attendees and answers provided by Matt Ford. Fair explained that the new electrical outlets in the Pavilion do not match the spider box hookups that Fair has so Fair rented and paid for spider boxes and extension cords for the Pavilion. We supplied 2023 Fair dates (August 3-6) to them, but need to also reserve the week prior (Saturday, July 29 or Sunday, July 30-August 2) to Fair for set-up and a day after Fair (Monday, August 7) for clean-up as we now need to ask them for permission to reserve the rodeo grounds for Fair activities since WHEC will begin scheduling other events to use the property. Pagosa Springs Medical Center (Jodi Scarpa) will visit the October or November Fair Board meeting to discuss a cancer-prevention event during a 2023 Fair Rodeo Event; they prefer doing this at a Friday night rodeo rather than a day rodeo.

The next regular board meeting will be Wednesday, October 12 at 6:00pm at the CSU Extension building. This is the meeting where all current board members will declare their intent to remain on the Board for 2023 or submit their intent not to be reappointed (verbal or written notice). Officers for the 2023 Fair year (November 2022 through October 2023) will be nominated and an election held.

The meeting was adjourned at 7:45pm.

Sharon Jennings

Recording Secretary

Minutes approved October 12, 2022 as corrected

\* Suggestions noted throughout these minutes will be carried over to a 2023 Fair Board business meeting