

# Archuleta County Fair Board

## Meeting Minutes – September 13, 2023

The Fair Board meeting, held at the CSU Extension Building, was called to order at 6:02pm by president Tonya Steadmon. A quorum of members (6 of 11) was present: Emily Martinez, Monte Williams, Sharon Jennings, Jane Davison, Becky Ziminsky, Tonya Steadmon. One guest, Kris Herman, was present, welcomed, and given the County Application for board membership to complete.

### Special Items:

Jane shared public interest events coming up: On October 7 is the P.S. Rotary 'Jewels and Jeans Barn Dance' at the CSU Exhibit Hall to benefit Rotary projects, and on September 30 is the Runway for Rise Fashion Gala to benefit Rise Above Violence. All are invited to buy tickets and attend these events which benefit non-profit organizations in town.

A motion to accept the minutes of the August 9 wrap-up meeting as written was made by Jane Davison, seconded by Becky Ziminsky, and approved by voice vote.

### Treasurer's Report

a) Total Deposits as of 8/30/2023 were \$52,542.03. b) The following invoices and/or check requests are to be paid: PSMC Foundation \$3,214.50 for Pink Rodeo proceeds (sales and donations); Pagosa Springs SUN \$450.00 for printing of Fair Thank You list in paper; Archuleta County Solid Waste \$1,650.00 for dumpster rental; San Juan Rangers \$1,488.00 for monitoring and directing of parking lot; Archuleta County 4-H Council \$419.45 for ½ Judge fee and Chuck Wagon tickets; KWUF Radio \$330.00 for advertising spots. A motion to pay these bills and accept the report as presented was made by Tonya Steadmon, seconded by Jane Davison, and approved by voice vote. c) Sharon noted that a charge for over \$6,000 was put directly to Fair's G/L account from County though we have not received a copy of an invoice. She suggested contacting Robin Young, who is a county representative on the Rodeo Grounds committee, to see if they would be willing to pay a portion of this expense as it will/could be used by other users of the fair/rodeo grounds. d) Sharon will work on the comparison between the County's G/L detail and the Fair's G/L detail. There are some items that will have to be reclassified into the correct G/L category. Several "test" deposits were made by Emily to confirm Square deposits and she said these were used to pay for Rodeo tickets so the deposit is valid into Fair's account.

Sharon reported that the board officers met and worked up a draft budget for 2024. A copy of the draft was passed for review. She submitted it to the County Finance department by the September 8 deadline. A motion to approve the draft Budget was made by Jane Davison, seconded by Monte Williams, and approved by voice vote.

**Committee Report Wrap-Ups** – No additional wrap-up reviews presented.

**Old Business** – No additional wrap-up comments presented.

### New Business

The 2024 budget Narrative was reviewed and suggestions were made to update it. The Mission Statement, 2023 Accomplishments and Challenges along with 2024 Goals were categorized. Sharon will update the form and submit to County Finance by the September 29 deadline. A copy of that submission is attached to these minutes.

The October 11 meeting will be election of officers for 2024. Sharon will email all board members asking if they wish to be reappointed for the upcoming year or if they wish to step down from the board.

Updating of the Festival.net website will be postponed until new officers are elected.

The invitation to Mark Bergon/Horseshoe Pitch to attend a board meeting in early 2024 will be postponed until later in the year.

Jane will contact Alexa Martinez to begin creation of a project plan.

Sharon submitted the Fair Thank You ad for the Pagosa SUN on September 10<sup>th</sup> for its next publication.

A Workday will be scheduled later this year or early 2024 to declutter, clean, and reorganize the Exhibit Hall closet. Sharon will contact CSU for best dates.

Tonya will work on a way to award a Lifetime of free rodeo entrances to Fair benefactors and determine how to administer this.

All online forms, Food Vendor, Merchandise Vendor, Education organizations will be updated as early in 2024 as possible. The Livestock Committee MOU needs to be updated to address dumpster and ice costs.

Ads to solicit Request for Quotes for Janitorial Service, Rodeo Contractor, and Photographer will be placed early in 2024.

A suggestion to try a Facebook Live Q & A session was discussed and included on a future agenda.

The Holiday Social will be planned in October or November. All board members, CSU staff, livestock committee liaison and families will be invited. This is a pay-your-own way event.

The next board meeting will be Wednesday, October 11<sup>th</sup> at 6:00pm.

The meeting was adjourned at .57pm.

Sharon Jennings/Secretary

Minutes approved October 11, 2023 as written.

**2023 Board Meetings (second Wednesday):**    **October 11**    **November 8**    **December-Social/No Board meeting**