

Archuleta County Fair
Minutes of the Board of Directors Meeting
January 8, 2020

1. Jason Cox welcomed everyone and called the meeting to order at 6:04pm.
2. A sign-in sheet was passed. Present were: Jason Cox, Sharon Jennings, Robin Young, Kerry Keegan, Debbie Condrey, Tonya Steadmon, Lisa Vail, Tim Vail, Shelly Cox, Carol Kelly, Terry Schaaf. (Quorum present)
3. No Special Item presented.
4. A motion to approve the minutes as recorded from the November 13, 2019 meeting was made by Tonya Steadmon, seconded by Carol Kelly, and approved by unanimous voice vote.
5. Budget & Financials: Terry stated that the 2020 budget had been approved.
6. COMMITTEES—
 - A. Livestock:** Terry stated that no meeting had been held yet.
 - B. Entertainment:** Sharon reported a meeting was held January 8 and reviewed the basics. Laser Tag will be eliminated; Wildman Phil, Wacky Science Fun, Pie Eating Contest, and Horseshoe Pitching will be retained. For Thursday evening, vinyl record music or a DJ was suggested. Bands were recommended for other days. Strong advertising and website presence for a Rodeo and Concert will be needed to boost Friday evening attendance. Pagosa Playhouse will be contacted about hosting a kid's game area as a fundraiser. Carnival booth games run by non-profit groups, Mud tug-of-war or derby, and other events discussed. The next meeting will be held Wednesday, February 12 at 5:00pm at the CSU Extension office.
7. OLD BUSINESS—
 - A. Theme 2020:** "A Timeless Tradition" can be a recurring theme kept for multiple years.
 - B. Fair 2020:** 1) Dates are Thursday, July 30 – Sunday, August 2.
2) New Ideas: a) Contact Colorado Parks and Wildlife (CPW) to see if they would bring their Fishing Demonstration trailer under the Education Tent. b) Contact SOCO Motel about the Ax Throwing event they have.
 - C. Board Responsibilities:** The main person under each event should track/follow-up to ensure that all sub-items under each primary category are covered. The spreadsheet showing those delegated and the function will be reviewed and updated at an ad-hoc meeting on Thursday, January 16th at 5:00pm at CSU Extension building. All should review the existing responsibilities before the meeting. Shelly will bring in pizza.
 - D. Fair Honorees:** Sharon will begin notifying the honorees and conduct interviews.
 - E. Royalty:** Debbie will get the flyer template from Terry, update it, and work with Becky to get it distributed. Tentative Interview dates will be given to CSU to ensure the facility is available.
 - F. Rodeo:** Kerry revised the dates on the Request for Proposal and it was submitted to the County attorney. The Friday evening Bulls/Broncs/Bares event will be advertised in conjunction with the Jeffrey Alan Band concert. Tonya will create a Facebook voting page to get input on moving the Kid's Rodeo start time to 10:00am on Sunday. An earlier start ensures food vendors are still on site so kids and parents involved can have a meal.
 - G. Bylaws:** Printed copies of the proposed Bylaw changes were distributed and Sharon will email the same to all Board members. Changes will be voted on at the February Board meeting.

8. NEW BUSINESS—

A. 4-H Story: Kent will include two 4-H stories, each written by one of our graduating 4-H members, in the 2020 Fair Book.

B. Application for Hot Springs Blvd Banner: Shelly and Tim will work together to complete and submit an application to the Town of Pagosa to secure a time and spot to have our Fair banner flown above the street. Existing banner needs to be sent out to have the dates changed.

C. Newspaper 'Preview' Cover: Teri House at The Pagosa Sun was contacted January 3, 2020 by email that the Fair would like to have the front page of The Preview on Thursday, July 30.

D. Fair Manager Job Description: A Request for Proposal advertisement will be in The Pagosa Sun starting Thursday, January 9. Bids will be private and cannot be shared outside of the Fair Board members who make up the selection committee.

E. File Share Platform: Jason reported that Drop Box, as it was, is gone. He's researched other file sharing platforms, found GoogleDrive to be too expansive for our needs, and suggested we go to the premium version of DropBox which has the capability to restore should the need arise. A motion to spend up to \$200 to register the Fair with the premium edition of Drop Box was made by Debbie Condrey, seconded by Kerry Keegan, and approved by voice vote. After discussion that an ad-hoc committee be created, it was decided that Sharon and Terry will coordinate the effort of rebuilding required DropBox folders and by following up with Board member to ensure needed folders and documents and reloaded/recreated.

F. Form Updates: Dates and other details on specific documents that need to be posted for outside use need to be updated. Kent will post these to the Website.

1. Vendor form will be updated by Debbie and Jason.

2. Sponsorship form will be updated by Kerry and be modified to combine the Fair and the Rodeo onto one form.

3. Ranch Brand form will be updated. Letters go out in February. Betty Shahan has worked on the clerical side in the past.

G. Fair Banners: Existing dated banners need to be taken to Design-A-Sign to have current dates added.

H. Honoree Pictures and Biographies: Sharon will write up the biographies and direct the Super Volunteer and Super Superintendent to have photos taken by Pagosa Photography for inclusion in the Fair Book.

I. Inventory: Shelly and Lisa will take an inventory of the current stock of T-Shirts (Volunteer, Board, Superintendent, Royalty), Ribbons, and Wristbands so that replenishment orders can be placed in the next couple of months.

J. Belt Buckles: Notify Becky Jacobsen of quantity changes needed; she'll be ordering soon.

K. Judge's Contract: Shelly will revise.

L. Photographer RFP: An advertisement needs to be placed for a Fair Photographer so we can use them to take the Honoree photographs.

M. Sunnyside Meats: The new Livestock Committee Representative will be Jason Cox. The Rep. needs to contact Sunnyside Meats to ensure slots are available for commercial processing of the sold 4-H livestock. Also, the Livestock committee will work to find a security person to stay overnight at the Fair to check on the animals housed.

N. Electrician: A qualified electrician needs to be found. This is a volunteer position, but we do supply an all-weekend Fair wristband and tickets to the Chuck Wagon dinner. Jason will coordinate a search and contact those who assisted last year

O. Ranch Brands: Someone is needed to organize the Ranch Brands program. Betty Shahan will be asked again to prepare and mail the letters.

P. Volunteers: It was suggested that two volunteers be contacted and asked to come in during the months of March, April, or May to begin making calls to solicit Fair volunteers. A basic/generic version of Sign-Up Genius needs to be set-up and ready for use.

Q. CSU Activity: Robin reported on upcoming Extension events (Beef Symposium, Cottage Food Industries, Financial Management Strategies) and distributed informative flyers to be posted at local businesses. She will email copies to the Board as well.

The next meeting will be Wednesday, February 12th at 6:00pm. The meeting was adjourned.

Meeting Dates for the 2020 Fair:

| | | | | | |
|-------------|----------|---------|--------|---------|--------|
| February 12 | March 11 | April 8 | May 13 | June 10 | July 8 |
| July 15 | July 22 | July 29 | | | |

Fair Dates: July 30, 31 and August 1, 2

Sharon Jennings/Recording Secretary
Approved February 12, 2020 as written