

**Archuleta County Fair
Minutes of the Board of Directors Meeting
November 13, 2019**

Jason Cox called the meeting to order at 6:00pm.

Present were: Jason Cox, Sharon Jennings, Kerry Keegan, Debbie Condrey, Tonya Steadmon, Lisa Vail, Tim Vail, Shelly Cox, Carol Kelly, Cindy Snarr, Robin Young, Terry Schaaf. (Quorum present)

Special Item: Robin Young stated that Terry Schaaf will step down as Fair Board Manager. Robin spoke with Scott Wall, County Administrator, and they've determined that a contract employee can be hired after the position is published, applications received, and interviews completed. Terry was recognized as doing a remarkable job and noted the Fair had grown over the last 9-10 years. Terry will assist and train the new person; the position is expected to be part-time with 8-10 hours per month until May and then up to 20 hours and full time in July and August. A Board training event, facilitated by Robin Young, is being planned. Robin said it is a good time for this transition along with the facility changes being brought about under the Western Heritage/Hott Family Trust project.

A motion to approve the minutes as recorded from the October 9, 2019 meeting was made by Debbie Condrey, seconded by Carol Kelly, and approved by unanimous voice vote.

Budget & Financial: Terry distributed the Fair's Yearly Budget as of November 13, 2019. We were approximately \$1,600 under budget. The dates for the 2020 Fair were given to the County.

COMMITTEES—

Livestock: a) Terry said four new members have joined the Livestock Committee. She also gave an overview of their last meeting. b) As a committee of the Fair, they have been invited to join the Board for the annual Christmas holiday dinner and gift exchange at Ramon's Mexican Restaurant in December. c) The Fair Board will need to select a member of the Executive Board to attend the Livestock meetings as she will no longer be eligible to attend.

Bylaws: Jason reviewed the changes made by the Bylaw sub-committee. Most changes dealt with language clarifications. Sharon will update the Bylaw document in Drop Box so the Board can review. Changes will be voted upon at the meeting in January 2020.

Rodeo: Kerry updated the Request for Proposal document making date changes and removing the Kid's Rodeo. She will forward a copy to Terry for review and then it will go to the County lawyer; upon their approval it will be forwarded to Kent Jennings to be put onto the Fair website. It will be open for bids in December. The committee will meet to vet the RFPs on January 6th at CSU Extension at 5:00pm. Board approvals will take place at the January Board meeting. The maximum Rodeo budget is \$7,000 for two rodeos (Bulls/Broncs/Bares and Ranch) which should be specified under 'General Rodeo Requirements' in the RFP.

Entertainment: A committee meeting will be held Wednesday, January 8 at CSU Extension to line up presenters, music, karaoke, etc.

OLD BUSINESS—

a) New Fair Logo: Shelly reported this was put on hold for now due to the cost. The purpose was to remove the Ferris Wheel and make other appropriate updates. Kerry said she would check with a new contact that does business for her company. It was suggested that old/western style buildings be used in the logo somehow.

b) Hott Trust Representative: A Board member is needed to represent the interests of the Fair Board at future meetings. It was suggested that the Fair Board president be the official liaison with a proxy/backup to serve should the need arise. A motion to appoint Jason Cox as the official liaison and to appoint Debbie Condrey as backup was made by Sharon, seconded by Kerry, and approved by a unanimous voice vote.

c) 2020 Fair Theme: This will be the 69th Annual Archuleta County Fair. There was discussion as to whether the theme should be exclusive to only one year's Fair or a continuing overall theme with sub-themes yearly. A motion to select "A Timeless Tradition" for this year's Fair was made by Tonya Steadmon, seconded by Lisa Vail, and approved by unanimous voice vote.

d) Christmas Holiday Party: This is an all-family event and will be held December 10th beginning at 6:00pm at Ramon's Mexican Restaurant. Terry will confirm the new date with the restaurant.

e) 2020 Fair Dates: Thursday, July 30 through Sunday, August 2

Any new ideas for the Fair should be emailed to Terry.

f) Honorees: 1) Fair Dedication (this is a Fair-fan who has passed away). There were no new names to be added to the ongoing list at this time. A motion to select Sue Ashcraft as this year's honoree was made by Robin Young, seconded by Cindy Snarr, and approved by unanimous voice vote. 2) Super Volunteer--A motion to select Kathy Fulmer (she has volunteered for years in both the office and Exhibit Hall) was made by Robin Young, seconded by Kerry Keegan, and approved by unanimous voice vote. 3) Super Superintendent—A motion to select Alvin Schaaf (he has been the Beef Superintendent for years in addition to providing all-night security for the animals) was made by Tonya Steadmon, seconded by Cindy Snarr, and approved by unanimous voice vote. Discussion: There is no conflict of interest with Alvin being on the Board of County Commissioners as it is not an elected role. 4) Terry will add a brief description and timeline (if known) to her historical spreadsheet for each person so that in future years we will have that information documented.

g) Royalty: Debbie will set the dates needed for the program by the January meeting.

NEW BUSINESS—

a) Document updates: All forms need to be reviewed and updated for the current year.

1) Vendor forms: Debbie and Jason

2) Rodeo: Kerry

3) Education Booth (promote education through service organizations): Cindy

4) Volunteers: Tim and Lisa

5) Daily Fair Schedule: Kent

b) Board Training: To be set after the Fair Manager has been hired; probably be in January 2020.

c) Board reappointments: A motion to reappoint Cindy Snarr, Sharon Jennings, Kent Jennings, and Kerry Keegan for a second term (2020 – 2022) was made by Shelly Cox, seconded by Debbie Condrey, and approved by unanimous voice vote. It was suggested the Joe Yoklavich who volunteered this past year be contacted for his interest in being on the Board.

The next meeting will be Wednesday, January 8th at 6:00pm. The meeting was adjourned at 7:30 pm.

Meeting Dates for the 2020 Fair:

January 8	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 January 8, 2020 as recorded.