

**Archuleta County Fair Board Meeting**  
**Minutes**  
**Wednesday February 9, 2022**

The meeting was called to order at 6:04pm at the CSU Building by Kerry Keegan, president. Guests Emily Martinez and Jackie McClelland were introduced; both are interested in joining the Fair Board; applications will be provided for them. Members in attendance: Kerry Keegan, Sharon Jennings, Tonya Steadmon, Bobby McMeens, Lisa Vail, Tim Vail, Alexa Martinez, Cindy Snarr, Kent Jennings, Jennifer Smith. A quorum was present (9 of 10).

**Special Items (not on agenda)-**

- a) CSU asked that the CPR Closet (Exhibit Hall) be cleared of Fair and/or 4-H supplies. Kent, Sharon, Tim, and Lisa will schedule a few hours to remove our items.
- b) Robin Young (CSU) will include a Fair write-up in her weekly Pagosa Sun column soliciting Board Members and/or Fair Volunteers. Kerry and Alexa will work together to produce an appropriate paragraph or two and get it to Robin.
- c) A January 27 Pagosa Sun article on the County's purchase of the Hughes Pavilion, and Fairground development agreement was passed. Kerry said JR Ford may update electric to the Pavilion; the County has no funds to do the work.
- d) Alexa researched a yahoo.com email account she found for the Fair which is not to be used. She suggested that all emails sent from the new Fair Gmail account include the name of the person drafting the email.
- e) Education Booth: Tim said the Women Ranchers group is interested in doing a demo at Fair. Other groups suggested were Jerry Archuleta with the water erosion display, Anthony from CPW outreach, and Durango Nature Center suggested by Emily. All need to be contacted.
- f) Placing the Activity Tent and the Market Tent closer together was discussed; fairgoers can easily access both.
- g) Emily Martinez will check with her church, Lutheran School, on running the Kids Games tent.
- h) Alexa can use the existing Drop Box account; buying a new version is not necessary. The password was given to the Board members. Sub folders can be made for each area of Fair so documents can be dropped in.
- i) Instead of a separate Volunteer Lunch, a meal combined with the Volunteer Meeting starting at 6:00pm.
- j) Tonya will contact Southwest Ag.

**Minutes-**A motion to approve the November 10, 2021 and January 12, 2022 minutes as corrected (spelling of first name to Bobby, and to clarify that one computer was purchased in 2021 and two were purchased in 2022) was made by Tonya Steadmon, seconded by Jennifer Smith, and approved by unanimous Board vote.

**Treasurer's Report-**Tonya requested an updated budget from the County and is waiting to find out if they have QuickBooks which the Fair can access. A meeting between the County (LeeAnn) and the Fair (Kerry and Tim) about the 501(c)5 transition is pending a call from Mary Helminski.

**Committee Reports-**

1) Entertainment-Musicians: a) PowerDriveUSA-Board needs to listen to their music online. b) San Juan Mountain Boys will be asked to play for the Chuck Wagon Dinner c) Out on Work Release may be asked d) Jeffrey Alan Band's playlist was repetitive. e) A band from Albuquerque may be considered (name not recalled). Having a band for each evening of Fair was suggested. By the end of May, the main entertainment needs to be selected so it can be advertised and put on the Fair Poster.

Entertainment-Other: a) Sharon requested funds for prizes for the Horseshoe pitching and funds to buy storage bins for craft supplies. A motion to allow a total of \$250 for purchasing these items was made by Tim Vail, seconded by Cindy Snarr, and approved by unanimous Board vote. b) Bringing in an Old West Shoot Out was discussed.

2) Honorees: After discussion, a motion to select Michael Moore as the Super Volunteer for 2022 was made by Bobby McMeens, seconded by Cindy Snarr, and approved by unanimous Board vote. Harry Cole and Emma Shock, who both passed away in 2021, will be added to the Fair Dedication list. Contact information is needed for all.

3) Royalty: Cindy will contact Becky Jacobson on creating the flyer which should be delivered to all schools including homeschool groups and social media. 4-H girls are already asking about the program. Interviews should be scheduled for the end of March.

4) Parking/Logistics: Bobby noted that the old captain's quarters from the RD Hott Ranch was expected to be the next structure moved onto the Fairgrounds south of the existing Gomez building. This will not be available for use during the 2022 Fair but could affect parking.

5) Rodeo: Contracts need to be updated. A solicitation for bids needs to be put in the paper. Having the Mini Bulls and Broncs for Thursday is not a sure thing. Friday will be the Bulls, Broncs, Bares event. Saturday will be a general Rodeo. Sunday will be the Kids Rodeo. Rodeo event admission fees will apply to all Rodeos except the Kids Rodeo.

6) Livestock Committee: Mary Adkisson's email needs to be confirmed as she sometimes does not get our emailed meeting notices. The Committee needs to know that the Horse Show wishes to be a part of the Round Robin event. Due to the number of youths in the program, there could be two full days of showings according to Jennifer. Kerry spoke with Mary and Cherie at the County about the Livestock Committee and how they would function if the Fair went to a 501(c)5 organization. The separation between Fair and Livestock Committee must be defined. The Fair does not fund the Livestock Committee.

#### Old Business –

- a. Past Honoree and Royalty pictures were hung in the Exhibit Hall. Name plates are needed for some.
- b. 501(c)5 organization planning is still in progress and meetings must be held with the County.
- c. The Board Responsibility spreadsheet was passed, and members began signing up to oversee a particular section.
- d. Lisa submitted a request to Parks & Rec for the Hot Springs Blvd Banner Permit. A bill was received.
- e. A Budget meeting will be scheduled once Tonya hears from Leeann at the County.
- f. Tonya is working to update various financial spreadsheets with current data.
- g. Kids Train repair is being worked on. A decision was made that train drivers must have a valid Driver License and be instructed they cannot drink alcohol before or during their driving times. Include in Volunteer meeting instructions.
- h. Kent has updated the Home Page and Fair dates on the website. He contacted Lea Legit but has not received a link to the pictures yet.
  - i. Lisa took the Fair Banner to Design-A-Sign for revision.
  - j. Cindy will contact Leslie for prices on new Shirts (no yellow, orange, or brown) for Board members.
  - k. Alexa and Lisa will coordinate the order for Regalia order.
  - l. Kerry will check with 4-H on combining an order for the Belt Buckles. Molly's Customs to purchase.
  - m. Wristbands for Rodeo events may need to be purchased, but the stock in the workroom needs to be checked first. Rodeo event admission fees will apply. Fair Entry gate admission will not be charged.
  - n. Buying twenty 6-foot tables using some Stimulus fund money was discussed. They could be used inside the Exhibit Hall and older tables put inside and outside the Market Tent. Several picnic tables should also be considered.
    - o. The Board will contact Michael Moore to see how he is doing. He will be asked about his status before anyone else is asked to serve as electrician. If a Fair fundraiser is conducted for Mike, Jason Cox is willing to have a part in it. Kerry will contact JR Ford about the existing electrical problems as part of his onsite work with WHEC.
    - p. Any contact needed with Sunnyside Meats would be a 4-H or Livestock Committee function, not Fair. This item will be removed from the Fair's monthly activity calendar.

#### New Business –

- a) Cindy and Jennifer will update and mail the Ranch Brand letters by the end of March/first of April. The due date should be changed to March or April on the monthly activity calendar.
- b) Tim noted that permission from one landowner to park on their property was given in perpetuity. A second site, which was going to be part of a concrete depot/gravel pit, was mentioned, but the current owner is not known; Tim will check County records.
- c) Tonya had been told previously that it was not necessary to get a Land Use Permit for signs on Mill Creek Road as it is County property. To be removed from the Fair's monthly activity calendar.

- d) Advertisements must be put into the Pagosa Sun soon for Janitor, Tent Rental, Photographer (Fair, Dog Show, Horse Show, Exhibit Hall). If there are two requests to do the work, then we must put the position out to bid otherwise we can contact the prior vendor to do the work again. Lea Legit will be contacted as Photographer for 2022. Everyone felt she did an excellent job with the animals and every other aspect of the Fair. A motion to ask Lea Legit of Legit Outdoors to serve as Fair Photographer for 2022 was made by Cindy Snarr, seconded by Kent Jennings, and approved by unanimous Board vote. Kent will ask Lea. A motion to retain Mountain Peak Rentals to supply tents for the Fairgrounds was made by Cindy Snarr, seconded by Tim Vail, and approved by unanimous Board vote. Bobby McMeens and Alexa Martinez recused themselves from discussion and vote. Tonya will speak with the janitor for the CSU building who had said she would have done it in 2021 and ask her to put in a bid. A solicitation should be put in the paper (or on the volunteer list to ask for bids).
- e) Lisa will handle mailing contracts and/or letters to the Judges for the Exhibit Hall.
- f) Jennifer will contact United Rentals in Durango about the possibility of six light towers, and a skid steer with bucket and forks. She suggested United Rentals be allowed to bring equipment to the Fairgrounds for display; they could put an ad in our Fair Book, and Rodeo tickets could be supplied to them. Equipment should be here the week before Fair to move shavings, tables, etc. (have it here through Monday and they could pick the skid steer up Tuesday). Bobby will contact Pine Valley rentals for two light towers as usual. The County will be contacted to provide two units as well.
- g) Tonya will order the same length of fencing as usual so it can be used around the petting zoo instead of the VIP parking.
- h) We will not use a mass mailout to residents of County; it seemed more costly than useful in obtaining volunteers. This will be removed from the monthly activity calendar.
- i) Jennifer will create the 2022 Fair Poster. Ideas and pictures can be sent to her. If she can, she or Kerry will modify the Logo to remove the Ferris wheel. Robin Young had suggested adding notice about the 'grand opening' for the Hughes Pavilion. It was suggested that and adding other historical references should wait until the other old buildings are installed and usable by Fair.
- j) Kent will take care of arranging for the printing of 500 copies of the Fair Book. This is about half what used to be printed. It will be available online as well.

The meeting was adjourned at 7:45pm. The next board meeting is Wednesday, March 9 at 6:00pm in the CSU Building.

Sharon Jennings     Minutes approved as corrected (Durango Nature Center, and spelling of Cherie) March 9, 2022  
Secretary  
Archuleta County Fair Board

2022 Fair Board Meetings: **March 9 April 13 May 11 June 8 July 6, 13, 20, 27 September 14**  
**2022 Fair Dates: Thursday – Sunday, August 4 - 7, 2022**  
**Overall Theme “A Timeless Tradition”**