

**Archuleta County Fair
Board Meeting
July 22, 2020**

The meeting was held at 6:00pm July 22, 2020 by online Zoom video conferencing and in-person at the CSU Extension building. Members present: Jason Cox, Carol Kelly, Sharon Jennings, Kent Jennings, Tim Vail, Lisa Vail, Shelly Cox, Lesley Mattingly, and coordinator Tonya Steadmon. Guests present: Misti Smyth/Livestock Committee, Becky Jacobson/4-H Coordinator.

Jason called the meeting to order at 6:03pm. There were no special items presented.

Minutes-A motion to approve the July 15 Board meeting minutes was made by Tim Vail, seconded by Carol Kelly, and approved by unanimous voice vote. Approved minutes will be forwarded to the County Administrative Assistant for County website posting and to Kent for Fair website posting.

Budget and Financials-A motion to approve the following invoices was made by Sharon, seconded by Lesley, and approved by unanimous voice vote:

DB Technologies and JayCo Locating Service	- Optical fiber installation	\$10,918.25
Design-A-Sign	- No Public Admittance signs	\$ 70.00
The Pagosa Sun	- Advertising Articles	\$ 27.00

Committee Reports-

- a) Budget: A work session was scheduled for Wednesday, August 12th at 6:00 at the CSU building and via Zoom online.
- b) Logistics and Parking: If necessary, a map for parents can be created showing where to drop off animals and where to park with orange temporary fencing erected to direct them. Entry will be off Mill Creek Rd (Hwy 84 gate will be closed). Tim will hang the No Public Admittance signs on Friday.

Old Business-

- a) Advertising: Shelly has the picture for the cover of The Preview and will finish the article. The KWUF radio ad came out on July 22 and will run five times.
- b) Sound Technician: Misti said Jeff Heintzleman, who is bringing his own equipment, has the schedule, but needs to talk with Jason about the live-feed. Eric will bring the other electronic equipment and camera from the Livestock committee.
- c) Audio-Visual Equipment: Jason reported that a quick turn-around is expected and everything should be good to go! Obtaining COVID funds may be a long process.
- d) Entry Gate Volunteers: There will be two parents and at least one board member during each shift to staff the entry gate and check admittance wristbands, obtain any missing liability waivers, and pass out Will Call bands on Thursday and Friday.
 - a. Thursday, July 30 6:45am-10:00am Tim and Lisa Vail
 - b. Thursday, July 30 2:45pm-7:00pm Kent and Sharon Jennings
 - c. Friday, July 31 7:00am-9:00am Tim and Lisa Vial
 - d. Friday, July 31 9:00am-12:00noon Carol Kelly
 - e. Friday, July 31 3:00pm-9:00pm Jason and Shelly Cox

- e) Bathroom and common area sanitation: A motion to approve the contact for Peyton Shahan to clean the WHEC building restrooms four to five times daily was made by Sharon, seconded by Carol, and approved by unanimous voice vote.
- f) Website and Social Media:

New Business

- a) Meals for Livestock Committee and Fair Board: Tonya will get a count of the approximate number of meals needed for Thursday and Friday (two meals a day for two days for the number of staffers on site). Existing funds budgeted and not being used this year from the Volunteer Luncheon and Judges lunches can be used to pay for catering of meals. Water and soft drinks will be purchased as well.
- b)

The next meeting will be scheduled as a wrap-up meeting in September at the CSU building and online via Zoom conferencing.

This meeting was adjourned at 6:59pm.

Sharon Jennings

Recording Secretary

Approved October 14, 2020 as recorded