

# Archuleta County Fair Board Meeting

## Agenda

**Wednesday, February 8, 2023 @ 6:00pm**

CSU Extension Building, 344 Highway 84, Pagosa Springs

- A. Call to order
- B. Welcome and Introduction of Guests: Jodi Scarpa/PSMC, Alvin Schaaf/Livestock Committee
- C. Roll Call (quorum = x / x)
- D. Special Item/Open Forum (items not on agenda)
- E. Minutes: Approve January 11, 2023
- F. Treasurer's Report: 1) Approve Invoices: Go Daddy \$19.99, WIX \$300, Marketplace Banner \$\_\_\_\_\_, Design-a-Sign Banner update \$210.00, 2) Set Meet&Greet with Chad Eaton/Fin. Director, 3) Contracts review by County Attorney
- G. Committee Reports:
  - Honorees – Select Super Volunteer
  - Royalty – 1) Poster/Flyer 2) Approve&Vote on selection process (written appl & in-person interview) 3) Handbook update
  - Rodeo – Committee contract review; Bid Solicitation Ad
  - Entertainment (Music) – 1) San Juan Mountain Boys-Saturday Chuck Wagon, 2) Out on Work Release, 3) Bo dePena
  - Entertainment (Other) – Picasso & Vino, Adventure Zone, Pie Eating, Horseshoes
  - Livestock Committee Liaison –
- H. Old Business:
  - 1. 'Tough Enough to Wear Pink?' Update
  - 2. Board Member Application – On Website; Copies at CSU; Notification on Facebook
  - 3. Board Member Solicitation – Ad in Newspaper
  - 4. Board Member Requirements – Use Bylaws, Board Responsibilities Sign-up, etc. for details
  - 5. Board Member Fair Activity Responsibility Sign-up log
  - 6. Mission Statement – Reading of revisions; Vote
  - 7. Bylaws 2<sup>nd</sup> reading, Vote; Signed copy to BoCC
  - 8. MOU status
  - 9. Fundraisers – Fair and joint Fair/Livestock
  - 10. Application from Town for Hot Springs Blvd placement of Fair Banner
  - 11. Inventory – Ribbons, Wristbands, T-Shirts (Volunteers, Board, Royalty, Mutton Busting, Superintendents)
  - 12. Banners & Signs – 1) Hot Springs Banner delivered to Design-A-Sign, 2) Order Marketplace Banner 4'x1.5' or 10'x2' Burgundy or ?; Cost = \$ , 3) Inventory of Banners in Stock, 4) Modify old banner ourselves?
  - 13. Buckle – 2022 Recipient identified and arrangements made for pick-up at CSU
  - 14. Sponsorship Letter/Form – Updated; Posted on Website & available at CSU for pick-up
  - 15. Post Office Box Decision –
- I. New Business:
  - 1. Board Training opportunity by Robin Young
  - 2. Budget Meeting – Set Work Session Date; Spending for Specific Events-Bands, Electrician, Sound, Photographer, Janitor, Kids Games, Exhibit Hall, Contract/Seasonal Workers, etc.
  - 3. Update All Forms – Ranch Brand, Kids Rodeo (.pub available), Vendor (Include costs for renting floor fans, tables, racks, chairs, electricity, water)
  - 4. Order Ribbons, Plaques, Name Plates from Regalia or other Vendor (combine order for possible discount)
  - 5. Order Belt Buckles: Kids Rodeo for 1<sup>st</sup> place only; select less expensive buckles. Combine with 4-H order by March 1. Find Buckle sponsors. Ideas: 2<sup>nd</sup> Place – Smaller prizes and ribbons, 3<sup>rd</sup> Place - participation ribbons
  - 6. Order Wristbands if needed
  - 7. Review and Update Judge's Contract (ready for March mailing)
  - 8. Advertise/Solicit Bids for Photographer, Rodeo Contractor, Janitor, etc.
  - 9. Update and email Visitor Guide write-up to Terri House at The Pagosa Sun by February 17
  - 10. Update and email Calendar of Event details to Terri House at The Pagosa Sun by February 17
  - 11. Website Update: Remove Charley Lyons (moved), add Sponsorship Form
  - 12. Contact EMS with Fair dates now to get on their schedule.
  - 13. Contact WHEC Event Center coordinator/Pavilion to add pre-Fair set-up and post-Fair clean-up dates to their schedule.
  - 14. Bill of Fair: Display a QR code so fairgoers can view on phone, but still print some daily
  - 15. Pagosa Springs SUN contacts: Shari Pierce for Advertisements; Terri House for Articles
  - 16. WiFi Extender or ? for the CSU workroom to ensure access to Internet and Board files (Gabe/County IT)

Next Regular Meeting: March 8 @ 6:00pm

Work Session: