

Archuleta County Fair Board Meeting

Minutes

June 9, 2021

- A. The meeting, held on-site at the CSU building and online via Zoom, was called to order at 6:08pm by president Kerry Keegan.
- B. Kerry welcomed and introduced Elsa White who is the Archuleta County Treasurer and is also in the local Rotary.
- C. A quorum of members (8/12) was present: Kerry Keegan, Tonya Steadmon, Lisa Vail, Tim Vail, Stetson Keegan, Cindy Snarr, Sharon Jennings, Lesley Mattingly, Kent Jennings, Jennifer Smith
- D. Special Item/Open Forum-
- Rotary: Kerry and Becky Jacobson will speak with the Rotary Club on June 15th.
- Advertising: 1) Jennifer will send Kent sponsorship ads for the Fair Book...usually business cards. 2) Shelly Cox has a notebook regarding radio ads (due mid-June) and Pagosa Sun ads (due mid-July). 3) The Pagosa Sun (Teri House) needs to be recognized as a sponsor in the Fair Book and Website; they are given four all-weekend wristbands and rodeo tickets. Lisa will email Kent the Pagosa Sun logo. 4) Lisa needs a Kids Rodeo or general Fair photo in early July for The Preview. 5) Articles for The Sun can be submitted three to four weeks prior to Fair; an article about the need for Volunteers, an article about any 4-H seniors, write-ups for the Honorees, etc.
- Fair Book: 1) The daily schedule and the letter to residents/visitors, for Fair Book and Bill of Fair, needs to be updated. 2) Kent needs a list of 2020 Thank-you Supporters, Add-On Donors, Jr. Livestock Buyers. 3) Flyers for the various rodeos need to be given to Kent for the Fair Book and website. Kerry will contact Rob about a new Bulls/Broncs flyer.
- Concrete Barriers: Need to find out who put the Concrete barriers and fencing along the regular admissions entrance driveway and get them moved (or figure a work around).
- Pole Barn: A suggestion to erect a pole barn in place of the Activity tent was made. Sliding doors/sides could be added in the future. Cindy has a contact and will request a quote for building this. This will be put on the 2022 budget.
- E. A motion to accept the minutes of the May 12, 2021 meeting was made by Tim Vail, seconded by Cindy Snarr, and approved by voice note.
- F. Treasurer's Report – No report
- G. Committee Reports
- Honorees-Sharon will get the interviews written up and to Kent for the Fair Book. Lisa has the names and will order the plaques from Regalia.
 - Royalty-Cindy said interviews were conducted by Cindy, Sharon, and Carol Kelly, and selections were made: Queen: Madeline Baker, Princess: Cheyenne Bechhold, Junior Princess: Katie Baker. Cindy will contact the Town and is working on getting an entry into the 4th of July Parade. Crowns, sashes, clothing, etc. must be ordered. Cindy will get the names to Lisa so plaque name tags can be ordered. If plans to recognize past royalty continue, we may order little ribbons to present; could be postponed to 75th fair.
 - Rodeo-Stetson needs a list of 2020 Rodeo sponsors; Jennifer may have a list and Kent may have it on the website so they will forward details to Stetson. Added money sponsorships may not be needed if sufficient COVID funds come through. The Kids Rodeo will start at 10:00am Sunday; there will be no walk-ups accepted and entrants will be capped at 25-30 participants. First place buckles will be provided for those aged sixteen and up. Stetson will contact EMS to be on-site Sunday. He feels there is parking for seventy-five horse trailers on the fairgrounds but will check with Tractor Supply on using part of their parking lot. It is possible the overflow lot on Mill Creek could be used if graded. We may opt for a regular Rodeo instead of the Barrel Race or Roping events.
 - Entertainment-Sharon was given two band ideas to keep for future year consideration: PowerDriveUSA Variety Band and Tyler Gummersal; she contacted both to let them know our slate was full for 2021. This year's bands have all confirmed. Picasso and Vino is coming back; have not heard back from Pie Eating or Wildman Phil. Neither phone number for Mark Bergon, who organizes the Horseshoe Tournament, is

valid. Kerry will check with Madeline (his daughter) and get a new number to Sharon; Mason Carpenter may also be a contact.

- e. Parking/Logistics-Kent drew up a line layout for the public parking areas.
- f. Livestock Committee: Mary reported in that judges are confirmed. There is still concern about trying to use multiple small tents for livestock and the auction area. Kerry spoke with Charlie about a huge tent, but it is in Texas, and we would have to pay to get it to Pagosa along with rentals costs, labor to erect it, etc. so will probably be too expensive. She shared this with Mary outside of the meeting. Mary needs to be asked about hotels for judges.

H. Old Business

- a. Fair Assistant(s)-There was no response to the ad for an assistant to work in the office. A request for one or two part-time assistants to make phone calls, print copies, etc. will be put on Sign-Up Genius by Lisa; she obtained access from Terry Schaaf to modify the site as needed. Lisa and Sharon will meet to review the existing tasks/volunteers needed/times so the site can be updated as needed.
- b. Photographer RFQ-There has been no response to the ad.
- c. Facility Cleaning/Sanitation RFQ-There has been no response to the ad.
- d. Activity Tent / Education Booths – Contacts need to be made. The Board needs a Coordinator to make contacts. Ideas: Bees – Keith Bruno (Audubon Rockies SW), The Butterfly Encounter
- e. 4-H Promotion Day
- f. Exhibit Hall-A Regalia order has been placed. Lisa said that Homemaker of the Year ribbons were included. She is working on the judge's letter. Some judges are shared with 4-H, and she needs Becky Jacobson's input.
- g. Night Security/Animal Safety-Matt Ford will be the on-site livestock night security person.
- h. Kids Rodeo – Covered under Committee Reports/Kids Rodeo. Stetson will work with Becky Jacobson.
- i. Petting Zoo – Cindy said there were snakes, ducks, turkey, cows (check with Charlotte Williams), and goats on the roster. It was not clear who takes care of night security for the petting zoo critters; Livestock security will be asked.
- j. Vendor – Kerry recommended looking at the Fairs and Festivals website to find vendors who may come to Pagosa (and possibly for entertainment ideas). She visited with County Commissioner Warren Brown and heard COVID funds may be available for the Fair; she will attend a County work session for details. We may be able to reduce or eliminate Vendor fees (and possibly Fair general admission fees for fairgoers). If no funds are available, we will use the lowered fees as discussed at a prior meeting of \$35 for the weekend without a Fair-supplied tent/\$50 for the weekend with a Fair-supplied tent. A full deposit of \$200.00 would be required and then partially refunded if they stay through 2:00pm Sunday. Lesley is working to update the vendor contract once fees are determined. She will send one to Jessica Jones who does Henna Tattoos and to Bob and Lynn who want to come with their food booth. Sharon asked if The Butterfly Encounter would be considered a vendor or an education group; could be both.
- k. Fair Logo Status – Postponed to 2022 planning
- l. Wristbands for Rodeos – If COVID funds are received the only wristbands needed would be for the Friday and Saturday rodeos.
- m. Activities – Contract needs to be sent to the Henna Tattoo vendor. Old Crows Gallery was suggested as a Face Painting contact. Tug-O-War challengers are needed, and groups must be contacted to come. Free Hook and Ring sites can be added to several locations throughout the fairgrounds to give fairgoers an activity as they walk around. Corn Hole (with light-up bags) and a possible lawn mower race were suggested.
- n. Admission Fee on Sunday – Sunday will become a free admission day whether COVID funds for free general admission are available or not.
- o. Photographer RFQ – Duplicate of section b above
- p. Facility Cleaning/Sanitation RFQ - Duplicate of section c above
- q. Month-to-month Activity Updates -
 - i. Southwest Ag – Kerry

- ii. Wood Chips – Tonya confirmed they would be donated.
- iii. Horseshoe Pitching – Sharon will contact Mark Bergon once a number is found for him.
- iv. At Your Disposal – Tonya has contacted them, and they will drop off the Trash Bins
- v. Sheriff's Office – Tim spoke with UnderSheriff Woodman.
- vi. Road and Bridge – Tim left a voice message for Mr. Hatch.
- vii. Security (Sheriff and San Juan Mounted Patrol) – Tim contacted Wayne at San Juan Mounted Patrol and the Under Sheriff Woodman. The lights we borrow are arranged and security will be here for the Fair (which the Fair pays for).
- viii. Solid Waste – Arrangements made per Tonya.
- ix. Maintenance – Kerry will contact Chris Torres at the Airport who provides a brush hog. Lesley will contact Chris who works for the BOC/Jail/Sheriff now or Matt Archuleta to find out who works for County Maintenance about the large ladders we borrow.
- r. Ranch Brand letters Status – Jennifer will get the sponsorship form to Kent to add to the website.
- s. Sponsorship letter – General – Jennifer will get the sponsorship form to Kent to add to the website.

I. New Business

- a. Contract Labor – An ad was placed in the Pagosa Sun showing a \$12 per hour rate.
- b. Electrician – Tonya will contact Mike Moore
- c. Sound Technician – An ad will be placed in the Pagosa Sun.
- d. 4-H Stories for Fair Book – Becky Jacobson needs to be contacted for articles to go in the Pagosa Sun and the Fair Book.
- e. Kids Games – A sponsor to coordinate and operate Kids Games is needed; they can charge a fee for each game or put out a donation jar. Tonya will contact Annie and Meggie; Seeds of Learning is not available. Kerry will ask Elsa White for suggestions as well as checking with Carol Kelly from Wings Childcare. Suggestion for games included Roping fake steers and an apple basket toss.
- f. Drop Box – Terry Schaaf added 1) Background forms, 2) Fair 2019 info, 3) Board Members: Appointment Application, Liability Release
- g. Landowner Letters for parking permission – Tonya has the request letter and will make contacts.
- h. Land Use Permit from the County for Mill Creek signs may not be needed per Tonya as they were not necessary last year.
- i. Letter to Judges / Contracts to Judges – Lisa will send letters to the standard judges used in the Exhibit Hall. Becky or Shelly Cox should be contacted about contracts.
- j. Fencing order – Tonya ordered the fencing, and it is coming Monday, August 2nd. The Sheriff's trailer must be pulled in prior to the fence being erected.
- k. Kerry spoke with Ken Rogers from the Rotary; their set-up will be in the same location in the Activity tent.
- l. Tim was able to access the existing map of the Fairgrounds, but it needs to be updated.

J. Next Meeting – **July 7, 2021**

Sharon Jennings/Secretary

Approved as corrected July 7, 2021

2021 Fair Board Meetings: July 14, 21, 28 September 8 October 13

2021 Fair Dates: Thursday – Sunday, August 5 – 8, 2021