

Archuleta County Fair Board Meeting

Minutes

July 7, 2021 @ 6:00pm

CSU Extension Building, 344 Highway 84, Pagosa Springs and via Zoom Online

- A. Meeting called to order at 6:15pm by president, Kerry Keegan.
- B. Robin Young of the Colorado State University Extension and Mary Adkisson from the Livestock Committee joined the meeting.
- C. Roll Call (quorum = 11 of 12): Kerry Keegan, Sharon Jennings, Stetson Keegan, Kent Jennings, Jennifer Smith, Tim Vail, Lisa Vail, Carol Kelly, Tonya Steadmon, Lesley Mattingly, Cindy Snarr
- D. Special Item/Open Forum (items not on agenda):
 - 1) Sharon joined the Zoom meeting held by CAFS. Colorado Dept. of Agriculture shared information on stimulus funds being made available, in part, to Colorado County Fairs. An application showing three years of Fair revenues/expenses vs. the loss of revenue due to COVID can be submitted with a few other documents and hopefully we could receive some funds.
 - 2) Kerry met with Commissioners Maez and Warren at a work session regarding use of COVID relief funds; she asked for \$20,000 to \$25,000 which would allow the Fair to offer a free gate admission and provide add-money for two rodeos (admission to the rodeos would be charged). She stressed that we need contract labor to function. During the meeting she heard back from Commissioner Maez and he was not sure if COVID funds could be used by Fair. There was a consensus by past commissioners that the Fair should not charge entry gate admission fees.
 - 3) Cindy will work on calling Ranches for permission to use their brands in our Fair Book, on posters, etc. We do not want to burn bridges by not contacting them.
 - 4) Tonya reported that Rotary called and need a schedule; they are having volunteer issues. Rotary usually has a fund raiser for High School Wrestling, and they proposed that proceeds from the Beer Garden be split between Rotary, the Wrestling Team, and Fair. A motion to agree to split proceeds in three ways as suggested was made by Jennifer Smith, seconded by Cindy Snarr, and approved by voice vote. Rotary needs a poster indicating that Beer Garden funds will be split three ways.
- E. Minutes – A motion to approve the minutes of the June 9, 2021 Board meeting as corrected was made by Jennifer Smith, seconded by Carol Kelly, and approved by voice vote.
- F. Treasurer’s Report – A credit card for small expenditures (\$1000-\$1500) has been requested from the County. Petty cash can be used if under \$2,000. Invoices to be paid in time for Fair must be submitted to the County by Thursday, July 15th. The Procurement Policy Book was given to the president indicating that bids must be solicited and three quotes (or documents stating why three were not received) for costs from \$10,000 to \$50,000 and two quotes for costs under \$10,000. The County Attorney told Kerry that the Fair Board is an independent Board under the County Commissioners and not required to go out to bid. This conflicting information needs to be resolved and it was suggested that Kerry get the facts in writing to protect the Board.
- G. Committee Reports
 - a. Honorees (Sharon): Write-ups are in Fair Book; Lisa ordered and received the plaques.
 - b. Royalty (Cindy): The three young ladies participated in the July 4 Parade. Photos will be taken July 13th by Legit Outdoors. On July 20th they will meet the Board of County Commissioners.
 - c. Rodeo (Stetson): 1) A full Rodeo will be Saturday at noon to include Jr/Sr Barrels and Team Roping. 2) Kids Rodeo entries are due by Saturday, August 7th (forms are available through 4-H at the CSU office). Buckles were not ordered. Prizes were to be buckles for 1st, T-shirts for 2nd, Ribbons for 3rd; new prizes must be determined. 3) The EMS contact, Connie said they will be on-site, but require a signed contract.
 - d. Entertainment (Sharon): 1) The four bands are contacted. 2) Wildman Phil is confirmed. 3) No other entertainment has been confirmed though all were contacted, and we are waiting for responses. 3) The Butterfly Encounter will be asked to come on Friday and Saturday at a cost of \$1,000 per day; they would

bring their own net tent with flowers and butterflies and provide a take-home container with caterpillars, and they will show a video. 4) Our regular Pie Contest coordinator called back and found she cannot attend due to personal situations. Lisa will add a second volunteer slot for a Pie Contest person to Sign-Up Genius.

- e. Parking/Logistics (Tim): 1) Wayne said they are short on volunteers; more signage will be needed. Sharon will send Tim the 2019 inventory of banners and signs to see what is on hand for parking management. 2) Two cases of line paint (12 cans) were found in the CSU attic; more may be needed. 3) He spoke with Steve Crow regarding use of the overflow parking lot(s). 4) The Pavilion must be taped off so no one can use it. Certificate of Occupancy has not been received; the BoC may be able to get a temporary certificate but have not heard on that. 4) The existing hurricane fence cannot be moved. 5) Tim met with Tim Hatch at Road and Bridge, and they are on-board. 6) Under Sheriff Woodman said there is a \$50 p/hour charge for an overnight deputy for a total of 48 hours. This deputy is not responsible for monitoring animals/livestock. They will also park a patrol car overnight and may have a command post trailer to leave on site (brought in before the fence goes up).
- f. Livestock Committee (Mary): 1) Jennifer will work on a Poster for 4-H Promo Day which Becky needs ASAP to have them printed. 2) The Stock Contractor knows to get all stock checked by the Fair Veterinarian. 3) There is a 60' x 180' tent available from Mountain Peak Rentals though it is 20' narrower than usually used. This will go out for bid. There is tent vendor in Albuquerque called Garcia's Tent Rentals. 4) The Bidder's Tent will be placed closer to the north side of the Livestock Tent, so it is easier to traverse if raining. 5) The Horse Show is July 31, the Gymkhana is August 1, the Alpaca Show will be Friday the 6th or Saturday the 7th (Mary will confirm date to Kent) and will review the present schedule for all things Livestock related. 6) Becky has two people who are sponsoring hotel rooms needed by the Livestock Committee. We confirmed that no one on the Fair Board has been assigned to coordinate donations of hotel rooms (usually solicited as 'in-kind' donations).

H. Old Business

- a) Fair Assistant(s) Status – No one currently.
- b) Photographer RFQ – One \$1,500 bid was received from Legit Outdoors and includes two photographers. A motion to accept this bid was made by Cindy Snarr, seconded by Tonya Steadmon, and approved by voice vote. Lea will be asked to decorate the Photo Room in the CSU bldg. with her photos/décor.
- c) Facility Cleaning/Sanitation RFQ – Last year's janitor, Payton, will send in a bid. Work will not include cleaning the porta-potties. Tonya will place a second ad.
- d) Sound Technician RFQ – An ad was placed. Tonya will call Carl Mori, the gentlemen who filled in during the 2020 event. A person will be needed August 4th – 8th.
- e) Electrician – Mike Moore was previously suggested. Tonya will make a call.
- f) Contract Labor – No response received from ads placed. People are needed from Saturday, July 31 through Monday, August 9th.
- g) Education Booths – Cindy will work on this. Suggestions included the Fire Department, Sheriff's Department, Wings Childcare Center.
- h) Tent Rental Status – A written statement that a bid is not required should be requested from the Commissioners and Attorney. It was suggested that a document of indemnity would be needed.
- i) Exhibit Hall – A hotel room for the Quilt Judge is needed. A donation form is on Drop Box. A suggestion to call Charlotte Williams (past Treasurer) for help on this process.
- j) Petting Zoo – Cindy said they are ready-to-roll. Animals need to be at the fairgrounds on August 4th between 8:00am-10:00am for required veterinary check.
- k) Vendors – 1) Have inquiries from Boulder Coffee, Mexican on the Mountain, a Boutique, Henna Tattooist. 2) With a \$200 refundable deposit (if staying until 2:00 on Sunday) vendor fees are \$35 for the weekend or \$50 for the weekend with a Fair-rented tent. 3) The County Attorney has not seen the Fair's vendor contract which needs to be updated to remove the request that food vendors provide menus and pricing. A disclaimer should be included stating other vendors may be selling similar products.

- l) Miscellaneous Fairground Activities – 1) Cindy will check with a group called Poor Boy Racing and invite them to display their old cars at the Fair. She will research holding a Demolition Derby at a future fair and took possession of a book on the details and requirements. 2) Robin will contact Dr. Barb Shaw about coming with her Wacky Science presentations.
- m) Admission Fees – Still waiting to see if COVID funds are going to be received.
- n) Month-to-month Activity Updates – 1) Mowing of the fairgrounds will be taken care of by CSU. 2) Tonya coordinated the loan of two shuttles and four golf carts with Rich at Southwest Ag. She asked for use of a tractor which requires a ‘drag’. Keith or Penny will be asked to drag the arena as needed prior to events.
- o) Sponsorships – Jennifer is working on this. A copy of a general sponsor letter will be emailed to Kent for the website.
- p) Fair Book Updates – A schedule confirmed by the Board and Livestock Committee is needed. A draft introductory greeting was put in the Fair Book.
- q) Kids Games – A member of the LDS church was called; suggestions were made as to how they might operate games on a fee or donation basis. They could bring their own games as well as use the existing free games the Fair has. The Corn Hole game needs to be fixed.
- r) Fairgrounds Map/Layout

H. New Business

- a) Kids Train – Chris or another person from the County will be asked about checking the train for repairs to the tires, etc.
- b) CSU Bulletin Board Display – Sharon will set up once posters, honoree pics, royalty pics, etc. are available.
- c) Bill of Fair – These can be printed once the daily schedules are confirmed.
- d) Volunteers – Lisa updated Sign-Up Genius and will publish this week. She will send the Link to Kent to add to the website.
- e) Volunteer Lunch – Will be determined at a future meeting.
- f) The Fire Marshall will come out to check the tents and vendor set-ups.
- g) Contact Line Locate companies before tent poles are pounded into the ground.
- h) Tim will locate the totes and check out the Walkie Talkies & Batteries.
- i) Parking Passes (Superintendents, Judges, Entertainment, 4-H, Volunteers) will be printed on different colored paper depending on the area/use.
- j) Sharon will order the printer toner (3 black, 1 of each color).

The meeting was adjourned 8:45pm.

Sharon Jennings
Secretary

Minutes approved July 21, 2021 as recorded.

**Next Meetings – July 14, 21, 28 (There will NOT be a Zoom online meeting on July 28th...the County uses the link for their meeting).
September 8 (Wrap-up) October 13 (Elections for 2022)
2021 Fair Dates: Thursday – Sunday, August 5 – 8, 2021**