

Archuleta County Fair Board Meeting

Minutes of the Fair Board Meeting – July 14, 2021

- A. The meeting, held at CSU Extension, was called to order by president Kerry Keegan at 6:10pm.
- B. Kerry introduced our guests Bobbie (from Mountain Peaks Rental) and Alexa Martinez (prospective Fair Assistant), and Mary Adkisson of the Livestock committee.
- C. A quorum (8 of 12) members were present: Kerry Keegan, Lesley Mattingly, Carol Kelly, Stetson Keegan, Tonya Steadmon, Sharon Jennings, Lisa Vail, Tim Vail with Kent Jennings after roll call.
- D. Special Item/Open Forum (items not on agenda) – 1)
 - 1.) Kerry is still investigating a temporary Certificate of Occupancy for use of the Pavilion. 2.) The CSU assistant said the Fair should call Jeff Laydon/Pagosa Photography to let him know we would be using a different photographer in 2021. He was usually called by the past Fair Manager to put in an RFQ. Sharon will contact him. 3) Kerry will sign the EMS agreement at a rate of \$125 per hour. 4) Kerry shared that it was Board responsibility to put RFQ/Bid requests in the paper, but not to monitor who received them. 5) Kerry will call the County to use the water truck. 6) Sharon will create the poster required by Rotary that will state Beer Garden proceeds are being split three ways (High School Wrestling Team, Rotary Club, Fair).
- E. Minutes – July 7, 2021 minutes were not available and will be approved at the July 21 meeting. Updated Fair contact list was distributed for correction. Sharon will email an updated version.
- F. Treasurer’s Report: Lesley sent check requests to the County for all Fair bills turned in to-date; to receive checks prior to Fair there is a 10:00am July 15 deadline. The Photographer contract has been received. Kerry has the P-Card issued to the Fair for small purchases. Kent purchased zip-ties, tie wire, and duct tape. Mary shared that the Livestock Committee gets a 10% discount for Tractor Supply purchases just prior to Fair so a list of items needed can be given to her. Sharon reported that the Stimulus Fund program from the Dept. of Agriculture has been postponed, hopefully giving Fair time to apply for funds after Fair. Two locals, Leslie Montroy-embroidery, and Ashley Stretton-screen print, were suggested as sources for T-Shirts.
- G. Committee Reports
 - a. Honorees – Sharon sent invitations to honorees. Waiting for photo of Alvin Schaaf (Terry Schaaf is contacting Jeff Laydon for past picture taken for BoC).
 - b. Royalty – Kerry said that Cindy Caruthers usually does the girls’ hair prior to Fair. Cindy can contact her.
 - c. Rodeo: The invoice for rodeo was turned in to the County. Bill Carey is working on a flyer for website, etc. Bulls, Broncs is 6:00pm Friday, Full Rodeo is Saturday. Parking may still be an issue as there will be lots of trucks pulling horse trailers. Kerry noted ropes, blankets, feed buckets, etc. would be needed for the Kids Rodeo (purchase through Livestock committee from Tractor Supply). First place buckles can be ordered now and sent out to winners after Fair. Wristbands will be sold at several points throughout the fairgrounds; a different colored band for each day.
 - d. Entertainment – Sharon was given the authority to sign the contract for the Tim Sullivan band. Invoices and W-9s submitted to treasurer.
 - e. Parking/Logistics – Tim contacted B.Joslen, owner of property off Mill Creek who charges rent. There is a lot on Highway 84 owned by Mountain Crossing; a liability form needs to be prepared. He is waiting for a call back from the owner of County Road 302. Additional paint for parking lot lines has been ordered. 20-25 traffic cones are being requested from Tim Hatch at Road and Bridge.
 - f. Livestock Committee – Mary told Bobby of the ditch outside the Livestock tent so it can be lined up properly for rain drainage when erected. The 4-H and Royalty distributed Fair posters around town. Kent was asked to add the Alpaca Show - 11:00am on Thursday, August 5th to the Fair Book.
- H. Old Business
 - a. Kids Train – Chris Torres from the Airport will check for repairs needed. Tire inflation was a problem in 2019.
 - b. Fire Marshall scheduled for Wednesday, August 4th to check tents and vendor set-ups. Lesley will confirm with Kelly Robertson. Fire Extinguishers were tested per CSU.

- c. Walkie Talkies – Tim reported that Colorado School of Mines is no longer present at CSU and took their radios when they left. He will check old stock for any working radios but may have to buy this year or get a business sponsor (Terry's Ace Hardware, WalMart). Use of personal cell phones could be used this year. Purchase of new radios must be budgeted for in 2022.
- d. Fair Assistant(s) – Alexa Martinez has agreed to help with Fair functions in the office (update and print Bill of Fair, arrange volunteer lunch (Kerry will coordinate necessary paper goods, drinks, etc. with Alexa and suggested preordering pizza and salad, buying water and soft drinks), print volunteer name tags, parking passes, etc.). Kathy Fulmer and Pat Sadd have volunteered from the local stitching group to help (make phone calls, set up volunteer packets, etc.), but must be contacted. The Volunteer Information meeting is July 27th from 6-8pm in the Exhibit Hall; an agenda needs to be created.
- e. Facility Cleaning/Sanitation RFQ – No response received from 2019's contact. Cleaning is required in the WHEC building and CSU building hourly along with restocking restroom supplies and emptying trash cans.
- f. Sound Technician RFQ – Carl Mori is committed elsewhere so cannot serve. Another contact is being sought. The requires a person on-site from Wednesday through Sunday.
- g. Electrician – Tonya has not heard back from our prior volunteer.
- h. Contract Labor – Ads have been placed 'everywhere', but no responses have been received.
- i. Education Booths – Carol was asked to check with Wings Early Childhood about hosting a table. Emilie from SJBPH asked Fair to hang a banner; Sharon emailed that we could do that and invited her to staff a table with give-aways, handouts, posters, etc. Her contact info will be sent to Cindy Snarr. Tim shared that the San Juan Conservancy District had a 6'x4' trailer with a soil/rainwater demonstration (requires a water hookup) that would make a good education opportunity. This could lead to future fair events with an environmental outreach.
- j. Tent Rental Status – Mountain Rentals tents will be erected Monday, July 26. A 60'x 180' will be used for the Livestock Tent. A 10' x 10' will be shared by the entry gate and handicap gate and moved closer to the front. The information table will be in the Activity Tent, so no individual tent is required. A 30' x 30' is available and could be shared by two vendors. All tents come with roll-up sides
- k. Exhibit Hall – Lisa said judges were lined up, but several superintendents were still needed. It was suggested that a request for Superintendents be added to Sign-Up Genius. The Tuesday and Wednesday prior to Fair people are needed to sign in entries, set up displays, and assist judges. Lisa will work with Shelly Cox to do a dry run of the electronic entry system. The needed hotel room for the Quilt judge will be paid for by the County. Saturday and Sunday, July 31 and August 1 the attic will have to be emptied of all Exhibit Hall display pieces and the hall set up to accept entries. In the future, the high school's shop class may be asked to build light weight shelves. A 'Homemaker of the Year' sponsor has been found. Shelly Cox has volunteered to help with Exhibit Hall issues the week of fair.
- l. Vendors – Kent added the Fire Department info and Food Truck requirements to the website along with the Vendor application. Sharon will contact Debra Filipelli/Face Painter that we can offer her exclusive Face Painting, but not Henna Tattoos as another vendor has already applied to do Henna Tattoos. Food needs to be available in the Arena area for the Friday and Saturday night rodeos and for Sunday's Kids Rodeo. Must ask if any food vendor want to serve food near the Arena stands area. Jason Cox said that he will be available to help with vendor issues the week of Fair.
- m. Miscellaneous Fairground Activities – Ideas such as Tic/Tac/Toe Disc Golf and Hook & Ring were discussed.
- n. Admission Fees – With no direct instruction from the BoC other than their comment that Fair was asked NOT to charge fees in the past, we have agreed to charge NO general gate admission this year. Attendance at both adult rodeos will be charged (-3 Free, 4-17 \$8.00, 18+ \$15.00 for both Rodeos). Volunteers will still be needed to sell Rodeo tickets at the front Entry gate, the back Arena gate, and the front Arena gate, and the 4-H entry area.
- o. Sponsorships – Lisa will send a form to Kent.
- p. Fair Book – Kent said it is mostly done; he has updated all documents and photos received, but is still waiting for the Vendor Contract, Sponsorship Letter, etc. Terry Schaaf is printing some hard paper copies of the Fair Entry form for people who come into the office; otherwise, it is on the website.
- q. Kids Games – Sharon contacted the LDS women's group again and they will report back after their group meeting tonight. Carol was asked to check with Wings Childcare to see if they would be interested.

- r. Fairgrounds Map/Layout – Nothing new
 - s. Advertising Newspaper/Radio – No one has been doing Radio Ads; Kerry will do some verbal ads with Tonya arranging the sessions with KWUF. Lisa has written several articles to go into The Sun (volunteers, open class, 4-H). Robin Young has been adding a paragraph about Fair to her weekly columns in The Sun. Lisa found that it was cheaper to buy new yard signs rather than have the old ones updated with current Fair dates. The permit for the Hot Springs Blvd. Fair banner has been received; the banner is in progress.
 - t. Chuck Wagon Tickets – Sharon requested tickets from Becky Jacobson for Honorees, Royalty, and Fair Board members. Any tickets used will be charged back to the Fair by 4-H.
- I. New Business
- a. Community Service workers – Ten to twenty community service assignees are on the CSU list. It does require that someone be available each day to assign and monitor them, and sign their volunteer time sheets.
 - b. Engine to pull Kids Train – Terry Schaaf said the Mule is in the WHEC building. Contact her when someone is ready to start it up and drive it a bit.
 - c. Post-Fair Thank You letters - Ranches for Brands, Other Donors. This is a reminder that this must be done upon completion of Fair.
 - d. Budget (County expects 50% reimbursement) – We will make every effort to return funds to the County.

The meeting was adjourned at 8:30 pm.

Sharon Jennings
Secretary

Minutes approved July 21, 2021 as corrected (name spelling)

Next Meetings – July 21, 28 **September 8 (Wrap-up)**
2021 Fair Dates: Thursday – Sunday, August 5 – 8, 2021

October 13 (Elections for 2022)