

Archuleta County Fair Board Meeting

Minutes – July 19, 2023

The Fair Board meeting, held at the CSU Extension Building, was called to order at 6:09pm by president Tonya Steadmon. A quorum of members (7 of 11) was present: Tonya Steadmon, Sharon Jennings, Emily Martinez, Bobby McMeens, Monte Williams, Lyn Varrati, Lesley Mattingly, and Fair Coordinator Alexa Martinez. One guest, Faye Troisi/Piecemakers Quilt Guild was present.

Special Items: 1) An email from Josie Snow/Pagosa Springs Public Library invited the Fair and 4-H to a 'Community Resource and Volunteer Fair' on Friday July 28th from 3-5pm to set up a table of information and/or to solicit volunteers. Becky J. was going to try to attend volunteered to have our volunteer sign-up sheet on her table if no board members could attend. 2) Monte texted his efforts to contact Carnivals for a future year, especially the 75th Fair anniversary in 2026. 3) Tonya and Bobby looked at the existing electrical and the spider boxes. Clent Quiller of Quiller Electric was contacted and may be able to help fix existing cables to fit the new electric around the fairgrounds. Two vendors specifically asked for 50 amp. 4) Additional orange plastic fencing may be needed for the perimeter of the Activity tent. Lesley may be able to loan some to Fair. 5) A donation bin will be placed at the front admission gate. 6) Emily will contact County IT with a request for help with some of our computer problems.

A motion to accept the minutes of the July 12 meeting as corrected was made by Lyn Varrati, seconded by Lesley Mattingly, and approved by voice vote.

Total Deposits as of 7-13-2023 are \$22,168. The W-9 for Lynx Temp Fence was received too late to meet the Finance deadline. Sharon will contact them and use the P-Card for payment as the card limit was increased to \$3,000 per Chad Eaton at Finance. Shred BMX asked for their invoice to be mailed as the owner will not be at the Fair; we will mail the day the performers arrive. Several Exhibit Hall Judges have not turned in W-9's so checks could not be issued by Finance. Sharon suggested paying them directly herself and then submitting a combined check request to Finance after Fair. The Invoice for Tylor Brandon Band was received tonight and will be submitted to Finance for a check on August 3. Three checks (one sponsorship \$2000, one vendor space rental fee \$75, and two vendor deposits \$200 each) were received.

Emily met with Elsa White/County Treasurer about using the Square credit card program rather than the current 'point and pay' system which is cumbersome. Emily will set up an account and run a test. If the transaction runs through cleanly to the County they may approve usage at Fair. Both Emily and Alexa currently have the Square which we could use this year. Purchasing a terminal is approximately \$300 which could be included in the 2024 budget. Specific Fair deposit G/L numbers will be provided for the test.

Committee Reports

Rodeo Status: The Tough Enough T-shirts for the Pink Rodeo were screen-printed and are in the workroom. Board members can purchase one for \$20; they are \$25 to the public. Rodeo posters from W/A Rodeos have not been received. Emily spoke with Luke from Mill Creek Ranch who will be donating small bales of hay for the Rodeo.

Livestock Committee: No report

Exhibit Hall: a) Sharon met Faye and did a test run of fairentry.com in preparation for entering the Quilt Guild's quilts at the Library Monday, July 24th from 9am-noon. b) Saturday, July 29 - The Stith Room needs to be opened at 7:30am so the Guild can get situated before the quilters arrive. Additional board members are needed to enter exhibits at the Fair Entry. Fair provides a light Breakfast, Snacks, and Lunch for Guild, Judge, Scribe, and Horse Show judge. c) Tuesday, August 1 – Exhibit Hall Superintendents arrive late in the morning to accept and enter exhibits to fairentry.com. Fair provides Lunch, Snacks, and Dinner (if Fair Entry goes late). d) Wednesday, August 2 – Exhibit Hall Judging Day. Judges arrive by 8:00am for 4-H judging and by 1:00pm for Open Class judging. Superintendents log placements after judging. Fair provides a light Breakfast, Snacks, Lunch. e) Parking Passes were requested for the Quilt Watchers during the Fair. Faye provided a list of those volunteers so name tags can be printed.

Royalty: Committee to determine and order flowers/bouquets; silk flower arrangements are being considered. Jane from City Market may be a good contact. A photo of Lilly was received for the Fair Book. Single photos of Janae and Olivia are being sent by the Photographer. Chuck Wagon tickets, parking pass, and rodeo wristband are in the safe.

Honorees: Sharon will get plants from City Market or Wal-Mart. In lieu of plaques, Kendra and Janet will receive a Gift Certificate, Pat will receive a gift basket. Janet and Bill (Pat's husband) will be given two Chuck Wagon tickets.

Parking: San Juan Rangers, Monte, are meeting Friday, July 28 to set-up the parking lot.

Entertainment/Music: An entry fee will not be charged for Thursday evening's band. A donation bin will be set out.

Entertainment/Other: a) Due to the difficulty in providing a sealed-off area for Shred BMX to perform, an entry fee will not be charged; a donation bin will be set out. b) Emily and Monte have been making calls but have not had success finding a Bounce House for the Kids Games area. c) There have been no volunteer dunkees signing up for the Dunk Tank so we will not have the Tank brought over unless something changes soon. d) Alexa will be in contact with The Bash Magician and if available we will pay his fee using the P-Card, if the balance can be increased to cover it.

Old Business

Website and Fair Book: Kent Jennings is updating these frequently as new forms, flyers, and information are received. All are encouraged to check them out. Any forms, flyers, or other documents can be sent as a document rather than .pdf so he can make changes as needed more easily.

Sign-Up Genius has had some traffic.

Vendor Insurance Waiver has been prepared by the County Attorney for small 'mom and pop' vendors who do not have the required commercial insurance. It is on Dropbox.

The Education tent has about a dozen organizations taking part. The Sheriff and the Fire Department want a table inside, but room for their vehicles outside. After conferring with the lawyer it was agreed that groups like Vets for Vets or political parties are not vendors because they are not selling food or merchandise and therefore should be considered part of the Education area (even if they pay to rent a tent or bring their own tent) and not be required to provide commercial insurance.

Vendors/Food Truck Face-off: Alexa and Emily are still waiting to hear back from a couple of Food Truck vendors. One Food Truck vendor could not provide commercial insurance so the Board agreed that he could not participate as a Fair vendor. A vendor application was given to Black Bart's. The San Juan Mercantile wishes to sell Bubble Tea and packaged Jerky which necessitates commercial insurance.

Two of the Kids Games have been received; the third should arrive before Fair. Precise operating instructions are being created.

Alexa is donating prizes and mini sodas for games.

Lyn's article on Royalty and Honorees along with photographs of Royalty have been submitted to the Pagosa Sun. An article on volunteering is coming out soon. A daily schedule needs to be put in the paper; the board has agreed to ask for a half page instead of a full page to reduce the cost. The after-Fair thank you notice will also be half or quarter page.

Emily is waiting to hear back on Hotel Accommodations for Shred BMX, 4-H Judge/Connie Cecil, The Bash Magician.

The Senior's group hosting the Spanish Fiesta in the Activity tent on Saturday evening, July 29th have been in frequent contact with Tonya. There are numerous details to work out. The MOU has been sent to the County attorney.

Alexa is working on the packets for Sponsors and will email them to pick up packets at the CSU workroom. These packets will include any Rodeo and/or dance tickets due them based on their sponsorship level.

Sharon will forward a draft of the notes for the Volunteer meeting to Tonya who will lead the meeting. Alexa will loan Fair one hundred metal forks for the dinner.

New Business

The CAFS Conference registration should be scheduled as soon as possible. Hopefully two board members will be able to attend in November.

Kent forwarded documents he had pertaining to: Parking Lot layout info, Work schedule, and Activity tent layout to Board officers.

Two applications for Contract Labor were received though the County has only been able to reach one to obtain needed information; one other is being cleared by County.

A list of days and times needed for possible Community Service workers is needed.

It was decided that magnetic name badges for Board members will not be ordered this year. They have been easily lost and can be replaced with the standard paper name tag.

Parking Passes have been printed for the County Commissioners, County Manager, Royalty, Honorees, and Board members.

Sharon requested Chuck Wagon tickets from Becky J...Royalty (6), Honorees (4), and Fair Board (11). An invoice from the 4-H Council will be sent to Fair to cover tickets used.

The first post-Fair board meeting will be Wednesday, August 9th at 6:30pm. Come share results and things learned!

The meeting was adjourned at 7:40pm.

Sharon Jennings/Secretary

Minutes approved August 9, 2023 as written

2023 Board Meetings: August 9 Wrap-Up Sept 13 Oct 11 Elections

2023 Fair Dates: Thursday, August 3 – Sunday, August 6

2023 Pre-Fair Events: 4-H Dog Show July 22; Horse Show & Gymkhana July 29 & 30

2023 Volunteer Dinner and Information Meeting: Wednesday, July 26 at 5:00pm/6:00pm