

Archuleta County Fair Board Meeting Minutes July 21, 2021

- A. The meeting was called to order at 6:18pm by Kerry Keegan at the CSU Extension building.
- B. Guests, Bobbie McMeens and Alexa Martinez, were welcomed.
- C. Roll Call (quorum present) – Sharon Jennings, Kent Jennings, Tim Vail, Lisa Vail, Cindy Snarr, Tonya Steadmon, Jennifer Smith, Kerry Keegan.
- D. Special Item/Open Forum (not on agenda) – 1) Amy Rivera of Rotary asked if Senior Rings could be presented to the Pagosa Springs High School Wrestling Team during an event at the Fair. When and where will be decided, possibly prior to the dance Saturday evening. Wrestling supporters will be invited to set up a pop-up tent at no cost if they want to hold a bake sale/merchandise sale as a fund raiser. 2) Tim will confirm the days and hours for the Sheriff Department's Security detail as requested per July 21 email. 3) Jennifer will forward a copy of the final Fair flyer to Sharon who will send it on to Jamie Jones at the County at their request. 4) Tonya received confirmation from the 811 Dig people. Private line locate company needs to be found; 'Let's Find It' is one vendor. 5) Kerry shared an email from Scott Wall from the County that the Fair Board is not a County function or governed by the County Procurement Policy but it was suggested we obtain quotes for purchases over \$2,500. 6) The Fair Board laptop will be used by Alexa. It needs access to the CSU workroom printer. 7) Anyone with a small trailer or RV who would like to allow Fair to use it over Fair days would be appreciated (allow someone to stay over or at least take a break and nap). 8) Sharon shared that she has been sidelined by an unexpected health issue and will not be able to spend all weekend at the fairgrounds. 9) A temporary Certificate of Occupancy has been extended to the Fair. Becky Jacobson said that the Fire Department and Electric have signed off on the use. The Pavilion will be used to house all livestock and small animals. 10) The south end of the WHEC building will have wood chips added along with picnic tables and can be used as additional seating for the Chuck Wagon dinner or just for Fairgoers to have a place to sit. 11) The Activity Tent will be moved to where the Livestock tent used to be. Becky and/or Mary will be asked about the location of the Buyer's VIP tent. VIP parking will be in the expanded parking area just east of the Exhibit Hall (near Handicap Parking/Purple Pass parking). 12) Petting Zoo will have baby Highlanders (cow). 13) Gas must be purchased prior to the Saturday before Fair. 14) Kent will email Becky for 4-H Auction and ChuckWagon information. Separate website links are needed.
- E. Minutes – A motion to approve the minutes of July 7, 2021 as recorded was made by Cindy Snarr, seconded by Tonya Steadmon, and approved by voice vote. A motion to approve the minutes of July 14, 2021 as corrected (name spelling) was made by Cindy Snarr, seconded by Tonya Steadmon, and approved by voice vote.
- F. Treasurer's Report – Check requests for submitted bills were sent to the County. Lesley is working to get contracts to vendors. It was reported that unless it is a food vendor, liability insurance is not needed.
- G. Committee Reports
 - a. Honorees – Sharon will mail out parking pass and Chuck Wagon dinner tickets to honorees. Photos for Alvin Schaaf, Kathy Fulmer, and Susan Ashcraft were framed and hung on CSU bulletin board.
 - b. Royalty – Cindy said they had a good visit with the BoCC. Royalty will present cake prior to auction and it will auctioned off. Royalty will then cut and sell a slice for \$1.00. They will help pass ribbons out at the Gymkhana. Royalty photos were framed and hung on the CSU bulletin board.
 - c. Rodeo – 1) The Rodeo contractor has flyers that they are distributing through their network. Jennifer is working on flyers for Fair advertisement. Call-In registrations will be taken for the Friday and Saturday rodeos; there is no online form. Everyone pays for the Friday and Saturday rodeos, even 4-H. A special for purchasing tickets for both rodeos was determined: \$25 adults, \$12 Youth (gold or silver wristbands for buyers of both rodeos), Toddlers-Free. Yellow wristbands will be given to Friday ticket buyers; Purple wristbands will be given to Saturday ticket buyers. Fair may offer a discount to 4-H youth...TBD. 2) Kids Rodeo registration forms can be dropped off at CSU; final registration done by 8:00am Sunday morning.

- d. Entertainment – Sharon reported little details on Pie Eating; no one knows the process. She will email Sharon Fearon to see if any more details can be given. Cindy volunteered to call motels for rooms required by contract.
- e. Parking/Logistics – A walk around of the grounds was scheduled for Thursday July 22 at noon (Tim, Bobbie, Kent, Becky, Terry, Tonya and anyone else interested should come.
- f. Livestock Committee – All 4-H parking will be behind the Pavilion only.

H. Old Business

- a. Kids Train – Repair status is unknown. Alexa will contact Chris. Gas is needed for the Mule.
- b. Walkie Talkies & Batteries – Tim found an application that allows a cell phone to be used as a walkie-talkie. This is a WiFi App called Voxer and would have to be downloaded and tested. Old stock to be checked; needed for Board and each entry table or fair-sponsored event area.
- c. Fair Assistant – Alexa Martinez was welcomed as the Fair Board assistant. She will come Friday afternoon, July 23 to help with volunteer packet set-up along with volunteers Kathy Fulmer and Pat Sadd. Pat will come in Thursday, July 22 to make calls for volunteers using the 2019 volunteer list. Kathy will come Friday, July 23 to make calls. Alexa will pre-order sandwiches from Subway; Chips, Sodas, etc. will be purchased from the store. Stock of paper goods will be checked or purchased. Sharon will update the Volunteer meeting agenda for Tuesday, July 27th.
- d. Facility Cleaning/Sanitation RFQ – No response was received from newspaper ads. One person is interested in the position but doesn't know how to bid it. A suggestion was made to have them serve as contract labor and get paid that way. The WHEC and Exhibit Hall bathrooms need to be cleaned and checked for stock levels multiple times a day and once Fair closes for the day. General cleaning of buildings should only be needed once a day and after Fair closes for the day.
- e. Sound Technician – Brad Sumpter called Sharon who (after contacting Jason Cox) gave him answers to his questions. Brad will submit a bid online.
- f. Electrician – Mike Moore has volunteered to help but will need assistance. He will need to start on Tuesday before Fair. He will be given Rodeo and/or Chuck Wagon tickets as a thank-you.
- g. Contract Labor – No response has been received from newspaper ads. Tonya will ask LeaAnn at the County for the hourly rate.
- h. Education Booths – CSU will be given Cindy Snarr's contact information. SJCD may not have the soil/water demo available, but would like an education table. If labor is not available to install T-posts for the peg boards (to keep them from blowing over during high winds) then only tables will be provided. Kent added Education Booth Space Contract to the website (under More tab).
- i. Exhibit Hall – Lisa will be focusing on Exhibit Hall duties. She has one new Superintendent; Judges are in order. Kent added an Exhibit Entry link to the website on Main Menu. It was suggested that the County be asked to provide County employees on a Friday and perhaps get the Attic emptied to the Hall then.
- j. Vendors – Kerry and Alexa will accumulate a list of all existing vendors and work to determine the best location for each. Food trucks are still needed to serve out of the Arena areas on Friday (starting at noon), Saturday evening, and Sunday (until 2:00pm). Kerry will give Cindy Vendor agreements. Kent added the Vendor Booth Space Agreement and Fire Marshall Food Vendor requirements to the website (main menu/More/Docs and Forms/Vendor Contract).
- k. Sponsorships – It was suggested that Alexa make calls to those who have previously paid to hang their banners and ask if they'd like to send in a sponsorship donation this year. Some banners are in the "Nest" at the Arena.
- l. Kids Games – Sharon heard from the LDS church contact, and they cannot assist this year. Waiting to hear from Wings Childcare. Possibly some Community Service workers could staff.
- m. Community Service Worker task list – Need to know what jobs need doing.
- n. Beer Garden Flyer completed by Sharon and approved by Kenny Rogers from Rotary; twelve laminated posters needed (copies are made and in the Work room).

I. New Business

- a. Final Fair Requirements: 1) Per Becky, Chuck Wagon tickets will be sold on Saturday, August 7th, at the Information Booth in the Activity Tent (from 3:00-6:00). 2) A 4-wheel drive County truck with trailer or a personal 4-wheel drive truck with trailer is needed to haul tables, chairs, peg boards, fencing, etc. to locations around fairgrounds. A skid steer is needed from the County
- b. Last Minute Assignments – 1) Tim will work on a final map of the grounds showing tent and vendor locations. One will be updated to show Shuttle route; one will be updated to show Kids Train route. 2) Everyone needs to keep track of all donors (monetary, service, goods), community resources, etc. so we can include them in the newspaper thank-you notice after Fair. To be reviewed by everyone before submission; think hard...don't want to leave anyone out.

The meeting was adjourned at 8:31pm.

Sharon Jennings
Secretary

Minutes approved July 28, 2021 as corrected.

Next Meetings 2021 – **September 8 (Wrap-up)** **October 13 (Elections for 2022)** **November 10**
(No meeting in December...reserve for a Fair Board and Family gathering)

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

Ask hardworking friends to come up Saturday morning for a few hours, July 31 and any other day, August 2-4!