

## **Archuleta County Fair Board Minutes for November 13, 2024**

The meeting was called to order at 6:00pm by president Emily Martinez at the CSU Extension building in Pagosa Springs. Board members and a guest, Christeen Coriz, were welcomed. A quorum of Board members (5 of 7) was present: Tabitha Hart, Emily Martinez, Jane Davison, Sharon Jennings, Bobby McMeens, and Fair Coordinator Tonya Steadmon.

Tonya related several upcoming issues: 1) Due to ADA compliance requirements, the County will be taking over the Fair website. It is required to be completed by July 2025. 2) Skijoring will take place January 18-19, 2025. They may wish to rent Fair fencing and borrow safety cones. 3) A motion to decommission the Fair Kids Train was made by Jane Davison, seconded by Emily Martinez, and approved by voice vote. Discussion: New State requirements for permitting and third-party inspection will be costly. Single train cars may be set around the grounds for children's photo opportunities, auctioned off, donated, or tossed if damaged.

A motion to approve the minutes of the October 9, 2024 board meeting as written was made by Jane Davison, seconded by Tabitha Hart, and approved by voice vote.

Jane reported one deposit made of \$73.63. During the Livestock Committee's audit, a deposit of \$3,500 was transferred over to the Fair back in March or April. Jane and Tonya attended the County budget review meeting and went over the Fair's requested budget which includes the Fair Coordinator salary and hiring three contract workers during Fair for the heaving lifting and moving of fence panels, tables, chairs, etc.

### **Committee Reports**

Entertainment/Music: 1) Brett Hendrix of Fort Collins will be contacted to perform with his band for the Saturday night Fair dance at a cost of \$3,000. His contract will be forwarded to the County Attorney for review before signing. He requires two hotel rooms for one night. 2) Bo DePena will be asked to perform on Friday night at a cost of \$3,000. He has a good local following and draws a good crowd. Emily will contact him. 3) Tonya will contact Natalie Carpenter to arrange for Jorgenson Music (Brad Sumpter) to provide audio services for the Fair. A motion to contact each of these groups was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote.

Entertainment/Other: 1) A motion to contact Sun Valley Rides to provide a summer June 19-22, 2025 carnival on the fairgrounds was made by Tabitha Hart, seconded by Bobby McMeens, and approved by voice vote. There are no upfront fees to the Fair. Fair would receive 15% of ticket sales based on sales up to \$50,000 and 20% based on sales over \$50,000. Sun Valley Rides would provide advertising, portable toilets. Fair would sell advance tickets. The County Attorney will review the contract before it is signed and returned to the company. 2) Shane Lucero has confirmed producing the Corn Hole Tournament on Thursday evening, July 31, 2025. He is willing to work with the Fair board to host a fundraiser at his business with the Fair receiving a percentage of profits. 3) A motion for Tonya to contact Wildman Phil Desert Animal Productions and ask if they will accept \$4,000 (a discounted price from \$5,000) for Friday and Saturday shows was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote. 4) The Adventure Zone has been confirmed to bring their inflatables, but not the pool event due to cost. It was suggested that a tent with water misters be brought in near this event to allow participants to cool off. 5) The Bubble Tower event will not be contracted as it is costly. 6) A motion to contract with a Hypnotist for a one-day Saturday event at a cost of \$1,200 plus two nights' accommodation before and after his performance(s) was made by Jane Davison, seconded by Tabitha Hart, and approved by voice vote. 7) Emily will reach out to AJ Anaya of Shred BMX to see if reduced pricing could be arranged for shows on Friday and Saturday. This was a fun, popular event to watch, but Fair could not charge any type of admission because there was no way to isolate the event from the crowd watching.

Exhibit Hall/Quilt Program: Jane said nothing new to report at this time. Purchasing a new type of tablecloth/skirt, a one-piece cover that stretches over the tabletop and table legs, was discussed.

Honorees: Several suggestions from the Livestock Committee have been presented. Since we have recognized them for the last two years, it was suggested that volunteers from the Fair itself be included. Bring suggestions to the January meeting for a vote.

Rodeos: Tonya will review the existing proposal and requirements from the County before submitting it to the County Attorney for approval to publish for bids.

Royalty: Tabitha is updating the flyer to be distributed to the local schools and submit to the newspaper. A debriefing session with 2024 Royalty and their parents was suggested for input on the workload of Royalty during the year and at Fair. They spend most of their time in the Pavillion helping with animal events that they are often not available to do walk-arounds to greet vendors and educational exhibitors. It should be stressed that applicants do not have to be in 4-H to participate in the Royalty program. Tonya noted that most Fairs she learned about through CAFS

only have two members of the Royalty Court, one Queen and one Princess with a Lady in Waiting. Most obtain sponsorships to pay for special clothing needed. The Larimer County Fair website will be checked to see how their Royalty program operates. A meeting with Becky Jacobson, Tabitha, and Emily should be held to go over requirements, Fair and other yearly event schedules (including Fair Promotion Day).

#### Old Business

Tonya reported on the CAFS Conference which she felt was a very worthwhile event. She especially enjoyed networking with personnel from other Fairs. She made connections with several Vendors and obtained a lot of information about Volunteers and other areas within the Fair.

A committee will meet November 15<sup>th</sup> from 9:00-12:00noon to review the Board Oversight and Assignment spreadsheet. Another gathering will be needed to finalize the work prior to bringing suggested changes to the Board for approval.

A plan to hold a Holiday Social at Ramon's Mexican Restaurant will be planned for December 11<sup>th</sup> at 6:00pm. This is a buy-your-own meal event and all board members and families along with CSU staff are invited to attend. A \$20 gift exchange (one per family) will be shared for those wishing to participate. Tonya will contact the restaurant to reserve a room. Tabitha will create an invitation to share with everyone. Tonya will check with the County to inquire about an option of attending the County holiday event in place of a separate dinner.

#### New Business

Tonya will confirm with Terry Schaaf permission for all Fair and Fair event dates and ensure they are added to the CSU and WHEC calendars. Dates include the June Carnival, pre-Fair events (Horseshow and Quilt entry & judging), week prior to Fair for tent and activity set-up, Fair days, after Fair tear-down/clean-up.

A draft Sponsor Banner Procedure is being finalized and will be emailed to the Board for review.

Drafts of Sponsor, Education Exhibitor, Vendor/Food, Vendor/Non-Food, and Ranch Brand forms/letters are being finalized. The Vendor-Merchandise category is being changed back to Vendor/Non-Food due to confusion about what that term meant. The statement "in the Pagosa Sun Newspaper" on the Ranch Brand form will be removed; brand images are not shown in the paper. Additional information about the 2026 Brand identification project will be discussed and finalized. Further updates will be moved to a committee work session and then returned to the Board for approval. A suggestion was made to check Greeley Fair's website for document details and comparison. A motion to change the refundable security deposit from \$200 to \$100 was made by Emily Martinez, seconded by Jane Davison, and approved by voice vote. No other Fairs charge that much. A motion to increase the cost of space rent for food vendors to \$85.00 was made by Jane Davison, seconded by Tabitha Hart, and approved by voice vote. This fee is still much less than what is charged by other Fairs or events for food vendors. Any vendors or educational exhibitors will continue to pay for tent rental and electricity access. A motion to request that Food and Non-Food vendors stay until 2:00pm Sunday afternoon and vacate the fairgrounds no later than 4:00pm Sunday afternoon was made by Sharon Jennings, seconded by Tabitha Hart, and approved by voice vote. The decision on how to incorporate the Education Exhibitors among the Non-Food Vendors to increase public activity and access to all displays is ongoing.

The next Fair board meeting will be Wednesday, January 8, 2025, beginning at 6:00pm. There will not be a board meeting in December.

Sharon Jennings/Secretary

Minutes approved January 8, 2025 as written.