

Archuleta County Fair Board

Meeting Agenda

Wednesday, January 8, 2025 @ 6:00pm

In person meeting at the CSU Extension Building, 344 Highway 84, Pagosa Springs

- A. Call meeting to order
- B. Welcome and Introduction of Guests
- C. Roll Call (quorum = x / x)
- D. Special Item/Open Forum (items not on agenda)
- E. Minutes – November 13, 2024
- F. Treasurer’s Report
- G. Committee Reports
 - Entertainment/Music
 - Entertainment/Other:
 - Exhibit Hall & Quilt Program
 - Honorees
 - Livestock Liaison
 - Rodeos
 - Royalty
- H. Old Business
 - Budget Status
 - Board Oversight Status
 - Task Lists progress
 - Carnival by Sun Valley Rides June 19-22
 - Sponsor Banner procedure approval
- I. New Business
 - Advertising: Plan ad/bid write-ups for Photographer, Rodeo Contractor, Tents, Contract Labor, Sound
 - Banner: Take to Design-A-Sign to change dates (or Fair to change using CriCut machine)
 - Banner-Hot Springs Blvd: Complete & Submit Town Application (Town website) to be hung the week before Fair
 - Board Member: Vote on new member(s)
 - Budget: Finalize funding available for Events/Functions: Bands, Electrician, Sound, Janitor, Kids Rodeo, Contract Labor, Exhibit Hall, etc.
 - CAFS Dues: Pay Online (Service Fee) or Mail Check
 - Contracts Update: Vendor, Exhibit Hall Judges, Rodeo Contractor, Photographer, Sound Tech, Tent Supplier (Email County Attorney f/approval before sending and/or upon receipt from contractors or suppliers)
 - County Website: Provide list of Board Members (with Titles & Phone Numbers) to Admin. Assistant
 - Electrician: Contact & schedule on-site walk-around to go over requirements for electrical needs
 - Entertainment (Music): Begin contacting groups; upon agreement ask for \$, Contract/Invoice, W-9
 - Honorees: Select & Notify Super Superintendent, Super Volunteer, Dedications. Obtain Pictures & Bio for Fair Book
 - Inventory: T-shirts, Ribbons, Wristbands
 - Access to Dropbox files through County
- J. Next Meeting February 12, 2025.

2025 Fair Meeting Dates: January 8 February 12 March 12 April 9 May 14 June 11 July 2, 9, 16
August 13 September 10 October 8

2025 Fair Dates: Thursday, July 31 – Sunday, August 3

2025 Quilt Registration & Entry: Friday, July 25; 10:00am – 2:00pm in Exhibit Hall (East entrance)

Quilt Judging: Saturday, July 26

2025 4-H and Open Class Horse Show: Saturday, July

2025 Gymkhana: Sunday, July

2025 Volunteers Dinner and Meeting: Wednesday, July 23