

Archuleta County Fair Board Meeting

Minutes for July 10, 2024 6:00pm

The meeting, held in-person at the CSU Extension Building, 344 Highway 84, Pagosa Springs, CO was called to order at 5:59pm by president Emily Martinez. A quorum (7/8) was present: Sharon Jennings, Tabitha Hart, Jane Davison, Janae Sutherland, Emily Martinez, Becky Ziminsky, Bobby McMeens, and Fair Coordinator Tonya Steadmon. Visitors present: Veronica Medina/Board of County Commissioners and Jeff Laydon/Fair Photographer. Emily introduced the guests and welcomed everyone.

Special Item/Open Forum –

- 1) Workday: July 19th available Board members are asked to meet at 8:30am to do a walk-around and clean-up of the three overflow parking lots across Mill Creek Road in preparation of County mowing the lots the next week.
- 2) Publicity: The two Televisions were received and County maintenance installed the hanging brackets in the breezeway by the east Exhibit Hall door. Jeff will put random historical photos on a drive to be run in a loop on the TVs.
- 3) Photographer: Jeff needs a detailed daily schedule of Fair events and a parking pass. He will come and go throughout Fair to take pictures of activities and fairgoers.
- 4) Workday: July 26th Board members are needed to help set up fencing, assist Spanish Fiesta with set-up, and ensure the Exhibit Hall is ready for Quilt Entry.
- 5) Publicity: A promotional video of Board members wearing the inflatable costumes and using the crosswalk at the corner by the old courthouse is being planned. Tonya will ask Jeff to take a few photos (this corner is right by his business).
- 6) Publicity: Yard signs were updated and available to post on private property for the week or two prior to Fair.
- 7) Veronica will contact Mountain Express Transit (MET) to offer Friday and Saturday rides from regular pick-up locations to the Fairgrounds for an 11:00am drop-off and a final 5:00pm pick-up from the fairgrounds.
- 8) The SUN Preview covers for July 25 and August 1 are being reserved for Fair; one day is for Royalty. Emily will draft an article on Royalty and Honorees. Tabitha will draft articles for Volunteers and for the Tough Enough Pink Rodeo events. A Radio ad was suggested to advertise the Ricochet concert. A previous radio ad cost \$70.
- 9) Fun Fairies is coming back as a vendor. A motion to allow her and her husband (who sells ice cream via bike) to share a tent at a single vendor price was made by Bobby McMeens, seconded by Tabitha Hart, and approved by voice vote. He will be required to provide the necessary food forms and insurance as any other food vendor.
- 10) Battle of the Badges flyer is available and will be distributed to the various emergency services departments.
- 11) July 26th volunteers, Contract labor, and Board members are needed to assist the Spanish Fiesta is setting up beginning at 9:00am and again between 3:00 and 5:00pm.
- 12) Tuesday, July 23rd help is needed to install lighting in tents. Randy Betts will be contacted about using his lift.
- 13) Three Contract Laborers were hired three for Fair by County HR for prior to, during, and after Fair.
- 14) Cleaning supplies were ordered for the County cleaning crew. A daily schedule of work will be created.

A motion to approve the minutes of the June 26 and the July 3 meetings was made by Jane Davison, seconded by Becky Ziminsky, and approved by voice vote.

Jane deposited \$65 from a vendor. She submitted check requests to County Finance for two Exhibit Hall Judges and one for Petty Cash. July 11th is the deadline for submitting invoices or check requests for payment to receive checks August 1st.

Committee Reports

Entertainment/Music-Four rooms for Ricochet band members were donated by The Springs Resort; their names are needed for check-in. Concert tickets are up for sale and will be promoted on social media and radio. Emily will create a Facebook post. The Arena will be set up on July 31; volunteers and Board members are needed to help put up partitions, etc. Tonya will check with the Livestock committee on use of a water truck to spray the arena and for someone to rake it afterwards. Emily and Tonya will review the band's contract rider specifics. Coolers with water and soft drinks will be at the back of the stage. Board members will loan extra coolers to the Fair for the concerts. Each band member will receive two food vouchers which they can use at any food truck. The vouchers will be collected and turned in to the Fair Treasurer who will reimburse the food vendor for vouchers submitted.

Entertainment/Other-1) The Adventure Zone Bounce Houses need a minimum 65' x 150' space. They will be south of the fence installed for upper parking. 2) Wood for the new Horseshoe backboards has been included on the in-kind quote from Studs Lumber though this work will not be finished before the 2024 Fair. 3) The Game Wheel will have a prize picture added for each available prize. Fairgoers will be asked a question (like 'Let's Make a Deal') and get a spin of the wheel...winning whatever gift the wheel lands on. Ten Prizes donated: VS Red/Black Tote, Tan Tote, three mini-Crock Pots, Scrapbook, Photo Album, Dinnerware Set, Pitcher and Glasses, Long-Horn Welcome Sign.

Exhibit Hall & Quilt Program-The Exhibit Hall Daily Activity Calendar is updated and on Dropbox. Jane will coordinate the Quilt Judge Breakfast & Lunch. Quilt Entry is Friday July 26. 4-H members needing extra service hours will be available to wipe down chairs and tables for the Exhibit Hall. Exhibit Hall chairs are not allowed to be moved out of the Exhibit Hall.

Honorees-Terry Schaaf reviewed obituaries for the past year or so and listed three names for our Honorable Mentions: Ronald Gustafson, Chuck Betts, Robert M. Case.

Livestock Committee-Royalty was asked to ensure the person(s) who bid highest on the Auction cake receive free slices of the cake; last year they did not receive cake. It was suggested that the Cake Baker be asked to provide a matching mini-cake just for the highest bidder. After the big cake is auctioned Saturday, the cake is cut into squares and slices are sold.

Rodeos-1) Plans are moving along though posters for the rodeos have not been provided by the Rodeo Contractor to the Fair board yet. 2) On Saturday, an Honor Guard will present a Flag-folding ceremony. 3) The Giddy-Up Cup bra decorating contest was discussed. Each entry may be tagged with a card 'in honor of' or 'in memory of'. Permission will be received from each entry that the bra be kept for the 2025 Fair.

Royalty-Jeff said the Royalty photographs have been ordered; Fair will put them in the frames and hang. He provided a zip drive of photos for use on the website. 4-H/Fair Promotion Day went smoothly. Tabitha chaperoned three 4-H and three Royalty hanging Fair posters and Auction Notices around town. Becky Jacobson coordinated about one hundred 4-H members in the effort. Because Janae will not be available to help with Royalty on Thursday, August 1, Tabitha will help coordinate activities that day. Janae and Tonya will work on the daily Royalty schedule on Monday, July 15. On Tuesday, July 16th at 1:30 Janae and Tabitha or Tonya along with the Royalty Court will meet the Board of County Commissioners where they will be given parking passes and tickets. BoCC staff will take pictures of the "meet and greet". On Thursday, August 1st, about 4:00pm, Royalty will inflate the plastic Pink Ponies for Friday's Tough Enough race event.

Old Business

The company received their Mechanical Bull deposit. A motion to set the prices as \$3 for a photo, \$5 for youth, and \$10 for adults (16+) was made by Tabitha Hart, seconded by Janae Sutherland, and approved by voice vote. Cowboy hats and other attire could be available to wear while riding or taking pictures (disinfectant spray between wearings). A new business in Pagosa Springs, Bucked Off Boutique, has a mechanical bull and we will check into renting it from them for the 2025 Fair.

Jane, Sharon, Becky Z, Tabitha, and Tonya have completed crowd Control Training.

Volunteer help is needed everywhere. Any specific areas should be noted and Contract Labor and/or Volunteers need to be assigned to specific tasks. Contract Labor should not be used for volunteer tasks.

Parking Passes will be printed and color-coded. Light Purple-All Entertainers (bands, etc.), Audio Technician...Drive past General Parking east of Arena/Pavilion and park behind the Activity Tent. Light Blue-All Board members, Volunteers, Vendors, Judges and Superintendents, Honorees...Drive into the Specialty Parking lot near the Exhibit Hall. Lime Green-4-H Members and Family...Drive past General Parking east of Arena/Pavilion. Hot Pink-VIP Auction (Saturday Only)...Park in VIP just north of the Handicap parking area on Saturday only.

Two Light Towers from Southwest Ag have been reserved if Fair can bring pickup trucks with hitches to Gem Village and drive them to the fairgrounds on July 29th. They must be filled with fuel before returning to Southwest Ag. These are for the Overflow parking lot area and 4-H parking. Six light towers and one balloon light tower are reserved from all sources for Fair. Volunteers and/or Board members will build Stands for the Solar lights.

New Business

Kent Jennings has been updating the Grounds layout map with locations of activities, food vendors, merchandise vendors, educational exhibitors, etc.

Sharon will purchase Horseshoe Pitch Prizes; one Gift Certificate from Colorado Roadhouse may be available.

The Pie Eating Contest should be held on both Friday and Saturday. A volunteer coordinator and assistant needs to be found. Sharon will purchase supplies (instant pudding), buy prizes, print certificates, and get the ribbons. Tonya will add to Sign-Up Genius to solicit volunteers.

Emily will Emcee the Volunteer Meeting. The agenda from last year, on Dropbox, needs to be updated and printed along with the Emcee's talking points.

The supply box for the Admissions/Information Tent is in the Zircon or Fair Closet and needs to be pulled out and updated to include Daily Schedules, Calculators, Pens, Dog Policy, Maps. The Sponsor Business Card display will be in this tent.

A Workday will be July 17th at 4:30pm for two or three board members to put together Sponsor incentive packets.

The next meeting is Wednesday, July 17, 6:00pm – CSU Extension Building. Tonight's meeting was adjourned at 7:18pm.

2024 Fair Meeting Dates: July 17 Aug 14 Sept 11 Oct 9 Nov 13

2024 Fair Volunteer Dinner/Meeting: Wednesday, July 24

2024 Fair Dates: Thursday – Sunday, August 1 – 4

2024 4-H Dog Show: At La Plata County Fair

2024 Quilt Entry & Registration: Friday, July 26 10-2pm Exhibit Hall / **Judging:** Saturday, July 27 Stith Room,

2024 4-H and Open Class Horse Show: Saturday, July 27

2024 Gymkhana: Sunday, July 28