



## **DOUGLAS COUNTY FAIR BOARD**

**THURSDAY, APRIL 17, 2025**

### **EVENTS CENTER**

### **AGENDA**

**6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE**

#### **Public Meeting**

##### **Public Comment**

##### **Approval of Minutes**

##### **Consent Agenda**

##### **Executive-**

- The concert ticket sales and announcement will go live on April 16.
- All awards have been ordered.
- Supplemental fair budget requests will be put in front of the BOCC at a Business Meeting on April 22.
- The committee recommends Fair Board Director presence at Exhibit Day on July 19.
- The committee recommends Fair Board Director presence at the Ag and Flora display during fair.

##### **Entertainment-**

- The committee recommends The Cake Company for Farm-to-Table favors.
- The Draft Horse Pull will be in the Outdoor Arena on Sunday, July 27, at 2 pm. Scott McHenry is currently working on sponsors for the event. The committee recommends that the DCFG staff will assist in load-in.

##### **Guest Services**

- The committee met with volunteers to provide an overview of the 2025 DC Fair & Rodeo and ask for feedback on the volunteer experience.

##### **Livestock Sale**

- The Committee met with Cowboys After Hours and recommends placing their tent behind the Buyer BBQ tent for the night of the sale only.
- The Committee reviewed all supply lists and vendor statuses for the year – everything is on track.
- The Committee reviewed all forms for sale and will make recommended changes for printing at the May Committee meeting.

##### **Administration**

- Fair Board shirts have been ordered.
- The committee recommends having a Fair History table in Kirk Hall during Fair.

##### **Marketing**

- The committee recommends the presented Marketplace Floorplan. The Marketplace is complete and on a waitlist.

- The committee recommends the poster design with the added background be utilized for this year's Fair.
- The committee recommends using Spaulding Printing for the design and layout of the souvenir program.

**Rodeo- No meeting****Show Management**

- The newly structured committee met for the first time to go over introductions and expectations.
- The Committee recommends making Frank Silici an Associate Member of the Fair Board under the Show Management Committee.

**Treasurer's Report****Reports from other groups****Regular Agenda****Staff Report**

**Update on First Weekend activities**

**Update on items needing Director input**

**Committee Reports**

**Marketing**

**Rodeo**

**Show Management**

**Entertainment**

**Awards**

**Guest Services**

**Junior Livestock Sale**

**Administration**

**Old Business**

**Exceptional Rodeo**

**Poultry update**

**Review Schedule**

**New Business**

**Director Applications Open**

**Other Business****Director Comments****Adjournment**

**Next Meeting: May 15, 2025**

**Rules for Citizen Engagement at Fair Board Meeting**

In order to have orderly, efficient, civil, and productive board meetings, the following rules apply to all citizens that have a desire to address the Board:

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**Mission Statement:** The Douglas County Fair and Rodeo is the premier annual community event in Douglas County bringing together the best of Rural Heritage, Agriculture, Western Sports, Youth and Adult Exhibits and quality Entertainment.



## **DOUGLAS COUNTY FAIR BOARD**

**THURSDAY, MARCH 20, 2025**

**DOUGLAS COUNTY FAIRGROUNDS – JAMES R. SULLIVAN EVENTS CENTER  
CONFERENCE ROOM**

### **MINUTES**

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:30 p.m. on March 20, 2025. The meeting was held in the James R. Sullivan Conference Room. The Pledge of Allegiance was recited.

#### ***Board Members Present:***

*John Adams  
Pat Candelaria  
Scott Candelaria  
Dean Elliott  
Sarah Fischer  
Tom Harris  
Wes Jacobs  
Scott McHenry  
Debbie Mills  
Pat Salazar  
Hayden Schmidt  
Pam Spradlin  
Lori Sorenson  
Lora Talbert  
Rob Tkach  
Gary Turner  
Lisa Turner*

#### ***Associate Members Present:***

*Tori Checkal  
Linda Jefferies  
Ryan Kennedy  
Patti Russell  
Dick Sabulsky  
Jean Sabulsky  
Ted Sorenson  
Chris Spyke  
Danny Talbert  
Monica Wilson*

#### ***Other Guests Present:***

*Marcus Ballinger  
Mercedes Glenn  
Tristan Hastings*

#### ***Staff Members Present:***

*Laurie Anderson  
Zach Burns  
Tim Hallmark  
Sharon Hines  
Teresa Kutt  
Michelle Mannes  
Tori Thelen*

#### ***Board Members Absent:***

*Jennifer Foss  
Phil Riesselman*

#### ***Associate Members Absent:***

*Clay Adams  
Nick Candelaria  
Matt Coyle  
Deb Dilley  
Josiah Fredericks  
Lauren Heaton  
John Holst  
James Jamison  
Chayce Lutz  
Kyle Moore  
Garrett Northrop  
Ty Quintana  
Gabriel Ryan  
Cynthia Tkach  
Kate Wormington  
Matt Wormington*

**6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE****Public Meeting****No Public Comment**

**Approval of Last Meeting Minutes:** Pat C. moved to approve. Gary seconded. No further discussion. All approved.

Dean mentioned that time will be added to the agenda for committee updates beginning in April.

**Treasurer's Report:** Wes reported that revenue is currently at \$80,000 and expenses at are at \$184,000 for the year. The supplemental request will go to the BOCC in April.

**Consent Agenda.** Lori moved to approve. Rob Tkach seconded. No further discussion. All approved.

**REGULAR AGENDA****Staff Report:**

**Concert Update:** Zach reported that Dustin Lynch verbally accepted to perform at the Friday night concert.

**OLD BUSINESS****Show Management Rules Update**

The rule update includes that breeding sheep exhibitors must only upload information to the 4-H online portal and not required to attend in person on ID day. Wes motioned to approve. Pat C. seconded. All approve. There was no discussion.

**Approval of Superintendents**

Hayden motioned to approve the list of superintendents in the meeting packet. Lisa seconded. All approved. No discussion.

**PRCA Honor**

The PRCA has recognized John, Debbie and Scott's long service to the PRCA with gold membership cards.

**Buckles**

Dean reminded the board that this meeting was the deadline to order a 2025 DCF&R buckle. A mock-up was provided.

**NEW BUSINESS****2025 Schedule Review****Pre-fair Activities**

Some of the days of the week do not align with the date, which Teresa will address.

John: Mutton Bustin registration will be open online from July 1 to July 7. Hometown registration will open on July 8 and close on July 15 at 6 p.m.

**Friday, July 25:**

Line 65: Make consistent throughout the schedule

**Sat., July 26:**

Line 112: Mutton Bustin Check-in is 1:00 – 1:30 PM. Changes to be made throughout the schedule.

**Sun., July 27:**

Line 165: Show ring set-up ends at 7 PM.

**Monday, July 28:**

Hayden proposes load-in for livestock animals begin on Monday. This will help avoid overwhelming vets, traffic, and animals on Tuesday. The challenge would be the exhibitors of horses and livestock, with the horse shows taking place on Monday. Pat C. emphasized the need for early communication with 4-H families. Wes strongly believes, with respect to fairness, that all animals need to arrive on the same day. Sarah suggests that all animals be checked on Monday and all weigh-ins for all species occur on Tuesday. Danny believes splitting check-ins (Monday) and weigh-ins (Tuesday) would benefit the superintendents and the flow of the process. Scott reminded the group to adjust the schedule of DCSO deputies and that he would be on the grounds to serve as a contact. Rob expressed concern about requiring horse kids and families to go home after the horse shows and return to check in livestock animals later Monday evening. Michelle agreed with Danny that splitting the process would help with the administrative side. Pat C. motioned to move check-in to Monday, with an exception only for Exhibitors showing horses on Monday to check in livestock animals on Tuesday. Rob seconded. Lori S. and Wes oppose. Motion approved.

**Tuesday, July 29:**

Pat. C. motioned to move the weigh-in to Tuesday for all livestock animals. The time for weigh-ins will be determined later. Rob seconded. No opposed. All approved.

All ultrasound activities on the schedule for Tuesday will be moved to Friday morning.

**Wednesday, July 30:**

Exceptional Rodeo Set-up update location to Indoor Arena. Add Exceptional Rodeo time to schedule, 10:30-1:00 PM.

**Thursday, July 31:**

Line 266-267, change end time to 8 PM

**Friday, August 1:**

Line 296. Change the end time to 8:30 AM in the Pavilion.

Line 323: Change start time to noon. Line 327: End time 1:30 PM.

Line 356: Add LSS to the name.

Line 357: Add Rodeo to pre-show.

**Sunday, August 3:**

Line 478. The LSS committee will verify the info after the meeting.

Dean raised concerns about when the barns will close, and the animals will be released. With several vendors, stock contractors, and 4-H families trying to leave the grounds simultaneously, he asked how best to coordinate the exits. The fair will remain open until 6 PM on Sunday. Lauri suggests bigger panels be used to keep the public and vehicles out of the area around the barns. People panels are not heavy enough. Zach confirmed that was possible and that staff would be prepared. Wes motioned to close the barns at 3 PM. Pat C. seconded.

After further discussion, Wes motioned to release the animals at 4:00 PM. Scott seconded. Hayden questioned why there is a need for an hour between barn closures and animal release—the barns cannot be cleaned until the animals have been released. After further discussion, Hayden made a new motion, seconded by Lori S., to release the animals at 3:30 PM. The motion was approved.

**Adjournment at 7:58 pm**

**Next Meeting: April 17, 2025, at 6:30 PM**

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**DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING**

**THURSDAY, APRIL 10, 2025, AT 6:00 PM**

**KIRK HALL**

**MINUTES**

**Attendance:** Dean Elliott, Scott Candelaria, Zach Burns, Teresa Kutt, Michelle Mannes, Tori Thelen, Rob Tkach, Hayden Schmidt, Tim Hallmark, Gary Turner, Lora Talbert, Sarah Fischer and Phil Riesselman.

**Staff Review**—Tim and Zach discussed the concert contract and continue working with the artist's legal team to finalize it. The artist cannot be announced until April 16 due to conflicts with Red Rock Amphitheater. Red Rocks has a 90-day policy if the artist plays at their venue. Tickets will go live on April 16.

**Online Portal Utilization-** Dean asked the committee who has engaged with the shared drive for the staff and Fair Board. Zach will resend the link to those who have not tested the environment. Dean confirmed that the link will serve as a communication tool.

**Awards Status Update**—Dean discussed the status of the awards. Michelle confirmed that all awards have been ordered, including 25 director buckles. Sarah F. commented on the design of the banners and was pleased with it.

**Judge Commitment Update-** Dean asked Hayden for a judge update. Hayden said they have signed agreements, verbal commitments, and are working through the open judging positions. Michelle is working on connecting with prospective judges. Michelle confirmed a question from the last Executive Committee meeting that there are 75 total judges needed for all Show Management competitions. Hayden discussed the nature of the business with the committee and that judges can sometimes sign contracts last minute.

**General Projects/Exhibit Hall/Master Gardner update**—Tori updated the committee on the Marketplace. Vendor booths are currently full, with a waitlist of 25+ vendors. General projects and Master Gardner planning are underway and on track. Dean requested the director's presence at the Ag and Flora displays during the fair. The restructuring of Show Management and Frank's role will help improve communication.

**Special Event Update fka "Exceptional Rodeo"**- Teresa updated the committee on planning the special needs rodeo. Teresa and Debbie met with Developmental Pathways



and Commissioner Layden to discuss the vision for the event. Layden would like to highlight community partners and include an opening ceremony. The event will move to the Indoor Arena due to heat concerns and take place in the morning of Wednesday, July 30. There will be stations and more structure involved. There will be a need to rely on local partners who support special needs in the community. Teresa and Debbie are attending a similar event at the NWSS on Monday, April 14 to observe and get inspiration for the event. Some sponsors have volunteered staff to assist with the event. Teresa said that Douglas County Royalty will also be involved in volunteer needs. Dean encouraged Fair Board Director's presence at the event.

**Farm-to-Table Update-** Tori updated the committee on Farm-to-Table changes. The BoCC has requested that the event be relocated to the grass field under a tent and that local vendors be highlighted in a second tent. The vendor tent will have a Farmer's Market feel and include several Douglas County artisanal vendors and local entrepreneurs. Food additions will be added to the current menu and a full bar and tray passing for mimosas and Bloody Mary options. A supplemental request will be submitted for the additional expenses. The tickets will remain \$75 for 200 people. The committee discussed feedback on the Pavilion and felt people enjoyed the new location. The mugginess concerns were discussed, and staff said they are working on swamp cooler options to keep the space comfortable. Hayden expressed worries about the supplemental request not being approved. Tim said they are not worried about the financial support from the BoCC. Zach noted that ticket sales for the event are more important than ever, given the additional expenses.

**April Meeting Format-** Dean notified the committee that April is Volunteer Appreciate Month. He asked the committee chairs to have a short presentation of their committee reports to share at the Fair Board Meeting on Thursday, April 17.

**Other-** Phil asked when the comments were due for the Master Plan Update and Tim confirmed the following day. Phil asked how Kirk Hall would be set up this year. Tori confirmed that it will remain an agricultural education center for families. There will be tables and chairs for families to get shade and eat. The historic and county vendors will move back to the Marketplace in 2025. Dean discussed Work Day and the organization of the superintendent boxes. Hayden confirmed that the superintendents will still need to assess their supplies. Wes asked when the supplemental fair requests would be official. Tim confirmed that they will go in front of the BoCC at a business meeting on April 22. Gary notified the committee that they invited volunteers to the next Guest Services meeting for Volunteer Appreciation Month. Gary shared that he is pleased with the number of shifts filled for volunteers and is anticipating the Sterling Ranch volunteers to begin signing up after the communication went out on Sunday. Jacie requested that Fair Board directors participate in Exhibit Day as judge's assistants and that they contact her directly to sign up. Exhibit Day is on Saturday, July 19. Hayden requested Jacie to create a signup to pass

around and more information. Scott said that judging could be a conflict of interest due to their involvement in Fair & Rodeo. Michelle clarified Jacie's request and that assisting would not be a conflict of interest.

**Next Meeting** – May, 8, 2025



## **DOUGLAS COUNTY FAIR BOARD- ENTERTAINMENT COMMITTEE MEETING**

**THURSDAY, APRIL 10, 2025, AT 5:00 PM**

**KIRK HALL**

**MINUTES**

### **Meeting:**

**Attendance:** Sarah Fischer, Lisa Turner, Scott McHenry, Scott Candelaria, James Jamison, Tori Thelen, and Zach Burns

**Farm to Table-** The BoCC has requested that the Farm-to-Table brunch be relocated to the grass under a white tent. Tori received a quote from Mountain View Tent for \$10,800. There will be an additional white vendor tent leading into the main tent. There were other requests to add to the current brunch menu. Hot coffee will be added to the cold brew bar, and there will be tray passing of mimosas and bloody marys in addition to the bar. There will be N/A drinks in troughs for guests to grab. The staff is looking into a swamp cooler option to keep the tent cool. Tori asked the committee to brainstorm suggestions for artisan and local vendors to participate. There will be no fee for the vendor space. The event is a good marketing tool to generate awareness and networking for local businesses. The committee discussed that they were surprised the event is moving with the positive feedback received from having it in the pavilion. James posed the concern for good traffic for vendors and that there needs to be good signage for traffic flow. Tori explained that gates would open at 9:30 am so guests could browse before entering the main dining tent. Scott C. asked if the setup needs would be similar, and the staff confirmed. Scott mentioned several Fair Board members may have lapsed TIPS certifications for checking ids. There was concern for the added expenses of the tents and caterer changes. Tori reassured the committee that a supplemental request would be put in front of the BoCC and that the F2T changes were at their discretion. Scott recommended that DCF&R sell their merchandise at the event. Tori will collaborate with Guest Services for planning. Sarah asked if the Farm to Table attendees have general admission into the fair. Zach confirmed yes. Zach and Tori will work with Lisa G. to see if the ticket can be scanned twice for entry or if another alternative can be found.

**Cupcakes CR Cake Company or Nothing Bundt Cakes**—Sarah recommended getting individually wrapped cupcakes from the local bakery, the Cake Company, for the guests. Last year, the committee ordered Nothing Bundt Cakes. The cupcakes cost more, but they

highlight a well-loved Castle Rock business. The committee agreed that investing the money and supporting a local bakery was more suitable for the event.

**Draft Horse Pull**—Scott McHenry updated the committee on the Draft Horse Pull planning. Scott is attending a sale in Adams County to network with people this weekend. He has not secured sponsors yet, but he is working on it. Scott has the schedule and basic mechanics worked out. The committee was asked to brainstorm and work on sponsorship connections. James has a few small sponsor perspectives that he will share with Scott to get the ball rolling. The committee discussed the success of the previous Draft Horse Pull event in the Indoor Arena pre-covid. After the event's return, more data will be shared with potential sponsors moving forward. Scott asked Zach about the first-weekend attendance numbers. The committee encouraged Scott to talk to Debbie or the Fair Foundation for support or connections. The event will begin at 2 pm on Sunday, July 27, in the Outdoor Arena. Zach said that the ops team will be available to help coordinate load-in, and the committee will need to work with Lori on marking out parking.

**Budget**—The committee discussed the current budget and recommended keeping a \$2,500 slush fund to cover unexpected costs during the Fair and Rodeo. Zach is confident that the BoCC will approve a supplemental request to accommodate the Farm-to-Table changes. Scott C asked if the directory is current and updated with all Fair Board phone numbers. Tori confirmed it will be uploaded to the shared drive that everyone can access and will print a hard copy for Scott C.

**Next Meeting** – Thursday, May 8



## **DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING**

**WEDNESDAY, APRIL 2, 2025, AT 6:30 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

**Attendance:** Cynthia Tkach, Sarah Fischer, Lori Sorenson, Rob Tkach, Ted Sorenson, James Jamison, Caitlin Gappa, Rob Gappa, Nick Candelaria, Zach Burns, Wes Jacobs, Phil Riesselman, Michelle Mannes, Pat Candelaria, Kyle Moore.

#### **Meeting:**

Budget – Wes reviewed expenses and anticipated expenditures. The Committee is on track for the year.

Pavilion Updates—To reduce glare in the photo area, a new logo sign has been acquired. Two more fans are being added to increase circulation.

Brochure Updates – The Committee reviewed the brochure sent to buyers and agreed to change some verbiage to make the brochure match the information on the Bill of Sale.

Save the Date Postcards – The Committee would like to send these out by May 1.

Review All Forms—The Committee will review all forms by the May meeting to ensure they are ordered in time.

Supplies to Order – Pat will inventory all sale supply boxes by April 11.

Update on Volunteers – Pat will email all previous volunteers to remind them of the Mock Sale on July 16 and ensure everyone has a Livestock Sale polo or button-up shirt.

Cowboys After Hours – Michelle, Pat, Zach, and Phil had a great meeting with Cowboys After Hours regarding their involvement in the sale this year. They are very excited and are trying to raise their consortium value over the next few years.

Check-Off Fee Status -

Vendor Status—Hats, banners, and plaques have all been ordered. Less popcorn and the same number of peanuts will be ordered. Pat will check in on the flower donation. Phil is all set with trucking for the year.

Sponsors—The Committee will contact the Sale Sign Sponsors to inquire about their interest and then let Debbie know when contracts can be sent.

Other Business

The Fence Post ad will go out in mid-July.

**Next Meeting** – May 7, 2025



**DOUGLAS COUNTY FAIR BOARD- ADMIN COMMITTEE**

**THURSDAY, APRIL 10, 2025, AT 5:15 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

**MINUTES**

Attendees: Pam, Lora, Pat S., Linda J. and Teresa

**Fair Board Shirts**

Teresa reported that all shirts have been ordered and Roper shirts have been delivered.

**Orientation for New Members**

The committee is waiting on the final version of the Policies & Guidelines, Director Job Responsibilities. Pam will follow up with Rob and/or Dean.

**IAFE Awards**

Teresa provided a basic overview of the IAFE awards site and will send the link to the committee to review and identify award categories that the DCF&R can enter this year. The committee will work with Debbie and staff to collaborate on the process.

**Flower Planting in Midway**

The committee will help plant flowers in the midway in early/mid-June. Teresa will water them through the summer.

**History Display**

The committee discussed creating a history display for Fair possibly in Kirk Hall. Teresa will check with Tori on space availability. Pam proposed doing an article to the named buildings on the Fairgrounds and use that to inspire history table.

**Downtown Windows**

Pat may need assistance updating the windows near the Miller building, she will connect with Debbie on timing.

**Meeting Time**

Due to the earlier time of Executive Committee, the Admin Committee is moving their meeting to 5:15 pm on third Thursday of the month. Location TBD.

**Next Meeting:** May 15 at 5:15 PM



## **DOUGLAS COUNTY FAIR BOARD- MARKETING COMMITTEE MEETING**

**MONDAY, APRIL 14, 2025, 5:00 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

**Attendees: Debbie, Jennifer, Pam, Pat S., Scott, Linda, Patty, Teresa, and Zach**

#### **Poster**

The 2025 poster design was presented to the committee. Teresa provided an alternative version with a colorful background; it was the preferred choice over the original version that did not include a background. The committee discussed options for the original watercolor painting and what should be done with it. Allowing the Fair Foundation to auction it off is the recommendation.

#### **Road Signs**

The location of road signs was discussed. Debbie has secured the CORE property on Hwy 85, the Sprucery Garden Center on Parker Road, Franktown Vet Clinic (banner), Mary Jane Ogle's property on I-25. Other locations that will be approached for permission are: Hess Rd, Lincoln/Chambers, land near DC High School, Roxborough Park.

- Scott will reach out the new property owner in Franktown.
- Jennifer will reach out to Kyle Scott.
- Teresa will ask Gary for a contact at Sterling Ranch.

Jennifer recommends that the design be more vibrant this year.

#### **Souvenir Program**

Pam presented the status of the souvenir program:

- Fair Board Photo will be taken before Fair Board Meeting on April 17 at 6 PM in the Events Center on the bleachers. Fair Board members are asked to wear a denim shirt or jacket for the photo.
- Partner articles have been requested and are due April 30.
- Pam will utilize the summer intern to assist in the Souvenir program production, specifically requesting and tracking sponsor ads.
- The book will go to the printer by July 4.



- The graphic design quotes: ranging from \$6,000-\$17,000, the quotes are much higher than last year's \$4900. Pam requested 6 quotes, two designers declined. Spradlin Printing has offered to complete the project for \$5,000. The committee recommends using Spradlin Printing.

### **Rodeo Shirt**

Debbie presented a rodeo shirt design. Suggestions were made for the design and pricing will be requested.

### **Marketplace Vendors and Layout**

The committee reviewed the vendors and layout of the Marketplace. There will be a bar inside of the Marketing place but no concessionaires. Zach explained that, to ensure a good variety of vendors, factors such as the types of products offered, the uniqueness of those products, their popularity with the public, and the need to avoid duplicating similar items need to be considered. The committee recommends to proposed layout and vendor list.

**Next meeting: May 12 at 5**



## **DOUGLAS COUNTY FAIR BOARD- SHOW MANAGEMENT COMMITTEE MEETING**

**WEDNESDAY, APRIL 2, 2025 AT 5:30 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

#### **Meeting**

**Attendance:** Zach Burns, Danny Talbert, Linda Jefferies, Lori Sorenson, Tori Checkal, Michelle Mannes, Hayden Schmidt, Lisa Turner, Pat Salazar, Jacie Rex, Mercedes Glenn, Frank Silici, John Murgel, Rob Tkach.

**Mission for New Show Management Structure:** Hayden explained that the mission for the Directors, Associates, Staff, and Volunteers on the Committee is to support the completion of day-to-day tasks related to Show Management. This committee is broad in scope, encompassing three main components: 4-H Junior Division Competitions, Creative Arts, and Agriculture & Floriculture. Each area requires extensive planning, and this new structure is intended to provide support and bring all the components together in a more cohesive manner.

**Roles & Responsibilities:** This meeting serves as an initial step for Committee involvement, with more engagement planned throughout the year in preparation for the 2026 Fair. Hayden encouraged Committee members to share their areas of interest and the aspects of the Fair they would like to be involved in.

**Future Meeting Structure:** This group will meet regularly from October through April. From May through September, meetings will include this group as well as the approved Superintendents.

#### **Other**

Frank expressed appreciation for the new structure, stating that he believes it will provide significant support to his area. He also shared that, historically, he has not received feedback from the Fair Board regarding the agriculture and floriculture exhibits during or after the Fair.

Based on Frank's many years of involvement with the Fair, a recommendation was made to appoint Frank Silici as an Associate Member of the Fair Board.

Jacie asked the Committee to consider having Fair Board representation at Exhibit Day on July 19. She also inquired about the possibility of a Fair Board Director helping to judge the CloverBud Primary Fair on the same day. Hayden will bring both requests to the Executive Committee and the Fair Board to seek volunteers.

**Next Meeting:** May 7, 2025



**DOUGLAS COUNTY FAIR BOARD- AWARDS COMMITTEE MEETING**

**THURSDAY, MARCH 20, 2025 AT 5:00 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

**MINUTES**

**Meeting**

**Attendance:** Pat Candelaria, Nick Candelaria, Zach Burns, Michelle Mannes, Scott Candelaria, Sarah Fischer, Dean Elliott.

**Status on orders:** All orders have been placed, and we are awaiting proofs to confirm accuracy.

**Status on sponsors:** Everything is up and running on Handbid and going well. The Committee wants to send a second reminder letter to those who have not yet paid for their sponsorship. The Committee hopes to send a reminder email on April 16 for the "100 days out from the Fair".

**Review Budget:** No changes to the budget.

**Review open items from Pat Salazar:** Pat asked the Committee to review the Ag & Floriculture awards for consistency with the Creative Arts awards. The Committee recommends keeping the two department's awards separate due to different meanings behind the awards.

**Status on actions from the last meeting:** Dean met with Michelle to decide what totes are needed to sort awards by department. Michelle will order the totes.

Pat will add three separate sponsorship opportunities to Handbid to cover the banner costs.

**Meeting with Poultry Superintendents:** The Committee will meet with the Poultry Superintendents to discuss their current awards and what is needed moving forward.

**Pick date for ribbons sorting and award labeling:** The Committee will meet on the evening of June 27 to sort awards per department.

**Next Meeting:** April 17, 2025

**55250 - Fair 2025 Operating Budget  
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	Ammended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
<b>ADMINISTRATION COMMITTEE</b>								
433400	Operating Supplies	\$25,000.00	(\$17,500.00)	\$7,500.00	\$456.14	\$0.00	\$7,043.86	93.92 %
433500	Uniforms	\$2,000.00	\$2,500.00	\$4,500.00	\$50.26	\$0.00	\$4,449.74	98.88 %
443570	County Fair Services	\$59,650.00	\$0.00	\$59,650.00	\$33,041.45	\$32,836.18	(\$6,227.63)	-10.44 %
444300	Equipment Rental	\$17,200.00	\$49,000.00	\$66,200.00	\$10,432.75	\$0.00	\$55,767.25	84.24 %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$2,065.16	\$0.00	\$6,934.84	77.05 %
447850	Fair Awards (447850)	\$27,720.00	\$10,280.00	\$38,000.00	\$5,848.55	\$29,500.00	\$2,651.45	6.98 %
<b>ADMINISTRATION COMMITTEE TOTAL</b>		<b>\$140,570.00</b>	<b>\$44,280.00</b>	<b>\$184,850.00</b>	<b>\$46,045.76</b>	<b>\$32,836.18</b>	<b>\$67,968.06</b>	<b>36.77 %</b>
<b>MARKETING COMMITTEE</b>								
433400	Operating Supplies	\$4,200.00	(\$3,700.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
440100	Printing/Copying/Reports	\$20,300.00	(\$6,300.00)	\$14,000.00	\$302.90	\$0.00	\$13,697.10	97.84 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$3,000.00	\$44,000.00	\$0.00	\$0.00	\$44,000.00	100.00 %
443570	County Fair Services	\$20,800.00	\$0.00	\$20,800.00	\$2,485.00	\$0.00	\$18,315.00	88.05 %
<b>MARKETING COMMITTEE TOTAL</b>		<b>\$86,300.00</b>	<b>(\$7,000.00)</b>	<b>\$79,300.00</b>	<b>\$2,787.90</b>	<b>\$0.00</b>	<b>\$76,512.10</b>	<b>96.48 %</b>
<b>MARKETING - SPONSORSHIP</b>								
433400	Operating Supplies	\$0.00	\$5,300.00	\$5,300.00	\$50.26	\$0.00	\$5,249.74	99.05 %
<b>MARKETING - SPONSORSHIP TOTAL</b>		<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$5,300.00</b>				
<b>MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL</b>								
440200	Newspaper Notices/Advertising	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$115,710.00	(\$113,210.00)	-4528.40 %
<b>MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL</b>		<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>				
<b>MARKETING - ROYALTY</b>								
433400	Operating Supplies	\$0.00	\$750.00	\$750.00	\$364.00	\$0.00	\$386.00	51.47 %
443570	County Fair Services	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
445300	Travel Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$641.32	\$1,858.68	74.35 %
445500	Catered Meal Services	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00 %
447850	Fair Awards	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
<b>MARKETING - ROYALTY TOTAL</b>		<b>\$4,750.00</b>	<b>\$3,250.00</b>	<b>\$8,000.00</b>	<b>\$364.00</b>	<b>\$641.32</b>	<b>\$6,994.68</b>	<b>87.43 %</b>
<b>ENTERTAINMENT COMMITTEE</b>								
433400	Operating Supplies	\$15,000.00	(\$5,000.00)	\$10,000.00	\$870.43	\$4,300.00	\$4,829.57	48.30 %
443570	County Fair Services	\$109,300.00	\$6,000.00	\$115,300.00	\$0.00	\$115,710.00	(\$410.00)	-0.36 %
<b>ENTERTAINMENT COMMITTEE TOTAL</b>		<b>\$124,300.00</b>	<b>\$1,000.00</b>	<b>\$125,300.00</b>	<b>\$870.43</b>	<b>\$120,010.00</b>	<b>\$4,419.57</b>	<b>3.53 %</b>
<b>ENTERTAINMENT COMMITTEE (CONCERT)</b>								
443570	County Fair Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
<b>ENTERTAINMENT COMMITTEE (CONCERT) TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>RODEO COMMITTEE</b>								
433400	Operating Supplies	\$6,500.00	\$1,000.00	\$7,500.00	\$1,419.77	\$0.00	\$6,080.23	81.07 %
443570	County Fair Services	\$135,500.00	\$0.00	\$135,500.00	\$130,790.70	\$18,761.00	(\$14,051.70)	-10.37 %
444300	Equipment Rental	\$21,500.00	(\$21,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
445300	Travel Expense (445300)	\$2,500.00	(\$2,000.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
447400	Judges	\$2,900.00	\$1,600.00	\$4,500.00	\$0.00	\$6,000.00	(\$1,500.00)	-33.33 %
447850	Fair Awards (447850)	\$87,700.00	\$48,300.00	\$136,000.00	\$0.00	\$0.00	\$136,000.00	100.00 %
<b>RODEO COMMITTEE TOTAL</b>		<b>\$256,600.00</b>	<b>\$27,400.00</b>	<b>\$284,000.00</b>	<b>\$132,210.47</b>	<b>\$24,761.00</b>	<b>\$127,028.53</b>	<b>44.73 %</b>

**55250 - Fair 2025 Operating Budget  
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	Ammended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining	
<b>RODEO - HOSPITALITY</b>									
433400	Operating Supplies	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00	%
444300	Equipment Rental	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00	%
445500	Catered Meal Services	\$2,650.00	\$6,350.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00	%
<b>RODEO - HOSPITALITY TOTAL</b>		<b>\$2,650.00</b>	<b>\$11,350.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>	<b>\$5,000.00</b>	<b>35.71</b>	<b>%</b>
<b>GUEST SERVICES COMMITTEE</b>									
433400	Operating Supplies	\$2,000.00	\$4,000.00	\$6,000.00	\$1,159.98	\$0.00	\$4,840.02	80.67	%
433500	Uniforms	\$3,500.00	\$5,000.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00	%
443570	County Fair Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00	%
<b>GUEST SERVICES COMMITTEE TOTAL</b>		<b>\$6,500.00</b>	<b>\$9,000.00</b>	<b>\$15,500.00</b>	<b>\$1,159.98</b>	<b>\$0.00</b>	<b>\$14,340.02</b>	<b>92.52</b>	<b>%</b>
<b>LIVESTOCK SALE COMMITTEE</b>									
433400	Operating Supplies	\$7,000.00	\$1,300.00	\$8,300.00	\$3,580.64	\$2,650.00	\$2,069.36	24.93	%
440100	Printing/Copying/Reports	\$1,000.00	\$2,000.00	\$3,000.00	\$0.00	\$4,500.00	(\$1,500.00)	-50.00	%
443570	County Fair Services	\$5,000.00	\$0.00	\$5,000.00	\$625.00	\$4,000.00	\$375.00	7.50	%
444300	Equipment Rental	\$9,800.00	(\$4,800.00)	\$5,000.00	\$499.00	\$4,491.00	\$10.00	0.20	%
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00	%
<b>LIVESTOCK SALE COMMITTEE TOTAL</b>		<b>\$31,800.00</b>	<b>(\$1,500.00)</b>	<b>\$30,300.00</b>	<b>\$4,704.64</b>	<b>\$15,641.00</b>	<b>\$9,954.36</b>	<b>32.85</b>	<b>%</b>
<b>SHOW MANAGEMENT COMMITTEE</b>									
433400	Operating Supplies	\$7,000.00	(\$1,500.00)	\$5,500.00	\$1,222.57	\$1,377.79	\$2,899.64	52.72	%
443570	County Fair Services	\$15,250.00	\$0.00	\$15,250.00	\$625.00	\$12,800.00	\$1,825.00	11.97	%
445500	Catered Meal Services	\$2,500.00	\$0.00	\$2,500.00	\$32.97	\$3,350.00	(\$882.97)	-35.32	%
447400	Judges	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,200.00	\$3,800.00	25.33	%
<b>SHOW MANAGEMENT COMMITTEE TOTAL</b>		<b>\$39,750.00</b>	<b>(\$1,500.00)</b>	<b>\$38,250.00</b>	<b>\$1,880.54</b>	<b>\$28,727.79</b>	<b>\$7,641.67</b>	<b>19.98</b>	<b>%</b>
	<b>REVENUE</b>	<b>(\$1,002,900.00)</b>	<b>\$0.00</b>	<b>(\$1,002,900.00)</b>	<b>\$125,107.40</b>	<b>\$0.00</b>	<b>(\$1,128,007.40)</b>	<b>112.47</b>	<b>%</b>
	<b>FIXED CHARGES (Personnel)</b>	<b>\$191,991.00</b>	<b>\$0.00</b>	<b>\$191,991.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$191,991.00</b>	<b>100.00</b>	<b>%</b>
	<b>OPERATING BUDGET</b>	<b>\$693,220.00</b>	<b>\$94,080.00</b>	<b>\$787,300.00</b>	<b>\$189,659.72</b>	<b>\$221,975.97</b>	<b>\$211,898.73</b>	<b>26.91</b>	<b>%</b>
	<b>TOTAL PERSONNEL/OPERATIONS</b>	<b>\$885,211.00</b>	<b>\$94,080.00</b>	<b>\$979,291.00</b>	<b>\$189,659.72</b>	<b>\$221,975.97</b>	<b>\$403,889.73</b>	<b>41.24</b>	<b>%</b>
	<b>GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)</b>	<b>\$885,211.00</b>	<b>\$94,080.00</b>	<b>\$979,291.00</b>	<b>\$189,659.72</b>	<b>\$221,975.97</b>	<b>\$1,531,897.13</b>	<b>156.43</b>	<b>%</b>