



**DOUGLAS COUNTY FAIR BOARD
THURSDAY, DECEMBER 13, 2023
EVENTS CENTER
AGENDA**

PLEASE NOTE THE EARLY START TIME AS THIS BRIEF MEETING WILL BE FOLLOWED BY THE HOLIDAY EVENT

6:00 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Last Meeting Minutes

Treasurer's Report

Consent Agenda – Committee Minutes

Show Management

- Judge recommendation concerns to be turned in by Friday, December 15.
- Hayden recommends the Fair Board have a work session specifically on the schedule.
- The committee reviewed the recommendations for the change of the Competition Rule.
- The committee did a walk-through of the Pavilion and new updates for the 2024 Fair.

Reports from other groups

Regular Agenda

Staff Report

Old Business

New Business

Any items needing approval before the January Board meeting

Other Business

Director Comments

Adjournment

Next Meeting: January 18, 2024

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:

1. Citizen comments will be heard during the public comment section at the board meeting.
 2. All citizen comments must be addressed to the Board. Directing comments to staff or other members of the public is not permitted during Board meetings.
 3. Public comment section is limited to ten minutes collectively.
 4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
 5. Citizens will be asked to use a microphone so that Board members and the audience can hear their comments.
 6. Clapping, cheering, booing and the like are not permitted at Board meetings.
 7. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violation citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules, they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.
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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, NOVEMBER 16, 2023

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOM

MINUTES

Dean Elliott- Chairperson called the Douglas County Fair Board meeting to order at 6:31 p.m. on November 16, 2023. The meeting was held in the James R. Sullivan Events Center Conference Rooms. The Pledge of Allegiance was recited.

Board Members Present:

*John Adams
Pat Candelaria
Scott Candelaria
Dean Elliott
Sarah Fischer
Jennifer Foss
Tom Harris
Wesley Jacobs
Debbie Mills
Dr. Phil Riesselman
Pat Salazar
Hayden Schmidt
Pam Spradlin
Lora Talbert
Rob Tkach
Gary Turner
Lisa Turner*

Associate Members Present:

*Nick Candelaria
James Jamison
Scott McHenry
Dick Sabulsky
Jean Sabulsky
Lori Sorenson
Ted Sorenson*

Other Guests Present:

*Tori Checkal
Tristin Hastings
Marcus Ballinger
Guinevere Nelson*

Staff Members Present:

*Laurie Anderson
Zach Burns
Tim Hallmark
Teresa Kutt
Tori Thelen*

Board Members Absent:

*Arlie Gordon Jr
Gabriel Ryan*

Associate Members Absent:

*Ben Alderton
Matt Coyle
Deb Dilley
Josiah Fredericks
John Holst
Chayce Lutz
Laura Martin
Kyle Moore
Patti Russell
Todd Spencer
Chris Spyke*

6:31 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE**Public Meeting**

Public Comment: No public comment.

Approval of Last Meeting Minutes and Actions: Dean motioned to approve minutes and actions from October meeting. Gary seconded. No discussion. All Approved.

Treasurer's Report: Wes briefly provided an overview of the 2023 Fair & Rodeo expenses and revenue. The numbers are nearly final for the 2023 Fair & Rodeo, only a \$50,000 difference between operating budget and actuals.

Consent Agenda: No discussion. All Approved. Gary moved to approve; Lisa seconded.

Reports From Other Groups

FFA: No representative present.

4-H Youth Council: Youth Council representatives Tristin Hastings and Marcus Ballinger, reported that 4-H will be hosting a Holiday Dance on Dec.1. Youth Council is working on providing recommendations to Awards Committee at January's 4-H meeting.

CSU Extension/4-H: Enrollment now open until March 1 for 2024 program. Enrollment for Master Gardener Apprenticeship underway.

Fair Foundation: Ghost Town Hoe Down was a success with 200 people in attendance.

Regular Agenda

Staff Report: Zach reported a new ticketing provider, Afton Ticketing, has been selected to replace Ticketmaster. Fees will be lower, on-site support will be provided the first three days of fair in 2024, our account manager at Afton is a Fair specialist and will provide advice on best practices. Online sales and scanning will remain similar to Ticketmaster.

The staff has been working with the Livestock Sale committee on transforming the Pavilion, tasks include replacing bleachers, reorientating auction block, concrete steps to behind pavilion, upgrades to audio, fans, and TVs. Changes were made possible from savings on the purchase of the panels. Board thanked staff for their efforts.

Old Business: Quorum was missed in October.

Approval of Associate Members

Admin: None

Guest Services: Dick and Jean Sabulsky

Marketing: None

Rodeo: Matt Coyle, Josiah Fredericks, Chayce Lutz, Scott McHenry, Monica Derringer, Kate Wormington, Deb Dilley, Ryan Kennedy

Entertainment: Chris Spyke, James Jamison

Livestock Sale: James Jamison, Ted Sorenson, Chris Spyke, Nick Candelaria, John Holst

Show Management: None

Dean asked the Committee Chairs to provide the full list to staff

2024 Committee Reports and Goals

Guest Services:

Gary reported that Guest Services goals include:

- Work to improve ticketing process including adding pop up tents at grandstands
- Hand stamps need to change from Friday and Saturday
- Expanded volunteer recruitment
- Create a web-based volunteer training

Marketing:

Debbie reported that marketing would work on discovering new ways to market the Fair and Rodeo, new design of the poster in January and refresh on branding to build consistency.

Rodeo:

John reported that Rodeo has reviewed the 2023 rodeo and identified some improvements including updating rules for Hometown Rodeo.

Admin:

Lora invited the board to the Holiday Party on Dec. 14 at the Event Center, please RSVP to Pam. Goals for 2024: Improve shirt order and distribution, support other committees, and help with Awards inventory and organization. Also, there are two jackets missing from inventory, if you mistakenly took an extra men's jacket (XL or Large) -- please return to Admin.

Livestock Sale:

Phil reported the pavilion updates will be a priority to improve buyer experience and may take a year to perfect new layout. Schedule Buyers Dinner earlier. Emphasis on a professional, intimate, and inviting buyer experience. Processor options are being researched -- drivers are a challenge. Pat and Kyle are working on improvements of Fair Entry software.

Entertainment:

Sarah emphasized the pursuit of new acts and more acts.

Awards:

Pat reported that the committee met with Open Class to standardize awards. Sarah presented to 4-H Youth Council to work on recommendations for awards for 2024. Committee cannot justify increase expense of awards with fewer sponsors defraying costs. An email campaign

will be created to encourage existing sponsors to pay online (with a 3% fee). Two emails will be sent followed by a letter. A separate webpage will be created to take non-designated, smaller donations for Open Class, departments, general and new sponsors. Those dollars will then be assigned to different awards.

Hayden emphasized past sponsors need to be contacted and cultivated with 'thank you notes' to maintain involvement.

Scott C. asked how much was Awards short last year in sponsorship dollars? Pat answered \$6000 but Kiana Creek covered the shortage.

Goal is to get all awards sponsored.

Tristan with the 4-H Youth Council suggested that an email be sent to all clubs in county with materials to help solicit sponsors. Hayden noted sponsorships are easier to obtain when youth solicit sponsorship dollars than committee members. Hayden and Debbie encourage 4-H youth to work with Marketing Committee to create materials and track asks to avoid multiple requests going to the same sponsor. Scott requested a list of sponsors that are already supporting fair. Hayden appreciates initiative of 4-H youth leaders.

Show Management and Livestock Sale Goals

Phil reported the committee's goals for 2024 will focus on Sale Night including improving buyer experience, entry, and parking.

Hayden presented the list of new judges to be approved by board. Goal to have fresh judges each year. List compiled with input from Superintendents. Judges will be added to existing pool and then vetted by committee for conflict of interest and excused as needed. Phil suggests judges that can judge multiple species as a back-up for no show judges. Dean motioned to approve; Lisa seconded. No discussion. All approved.

Rules are being finalized and will be presented at January meeting. Met with CSU and Horse Department to review equine rules and new mini horses department recommendation.

Other Business

Logo Discussion

Debbie presented options to tweak the existing F&R logo that incorporated the same theme and components including the Horse, Oval, Color and Font. The horse has been part of the logo since the 80s. The refresh is needed due to the increase in digital needs in marketing, the challenges with embroidering the existing logo and lack of consistency over the years. A simplified, cleaner logo is the goal. Hayden spoke of his challenges with the logo at an embroiderer recently. The board provided recommendation for some additional changes to the logo and those changes will be presented at December meeting.

Adjournment at 7:39 PM.

Next Meeting: December 14, 2023

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**55250 - Fair 2023 Operating Budget
Fairboard Summary**

Line Item, Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
CHARGES FOR SERVICES								
211400	A/P General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	%
344200	Facilities Use Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	%
344300	Admissions Surcharge	(\$25,000.00)	\$0.00	(\$25,000.00)	(\$12,828.00)	\$0.00	(\$12,172.00)	48.69 %
344301	Ticket Surcharge	(\$330,000.00)	\$0.00	(\$330,000.00)	(\$352,645.81)	\$0.00	\$22,645.81	-6.86 %
344302	Vendor Surcharge	(\$50,000.00)	\$0.00	(\$50,000.00)	(\$29,361.04)	\$0.00	(\$20,638.96)	41.28 %
344303	Participant Surcharge	(\$17,700.00)	\$0.00	(\$17,700.00)	(\$8,761.80)	\$0.00	(\$8,938.20)	50.50 %
344304	Event Sponsorships	(\$240,000.00)	\$0.00	(\$240,000.00)	(\$241,360.88)	\$0.00	\$1,360.88	-0.57 %
344305	Event Commissions	(\$100,000.00)	\$0.00	(\$100,000.00)	(\$88,747.88)	\$0.00	(\$11,252.12)	11.25 %
344401	Catering Fee	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$93,101.71)	\$0.00	\$13,101.71	-16.38 %
MISCELLANEOUS REVENUES								
383300	Contrib-Foundation/Estates	\$0.00	\$0.00	\$0.00	(\$45,000.00)	\$0.00	\$45,000.00	%
384500	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$1,631.06	\$0.00	(\$1,631.06)	%
PERSONNEL SERVICES								
411100	Personnel Costs (Salary, OT, Benefits, Phone)	\$165,421.00	\$0.00	\$165,421.00	\$191,169.12	\$0.00	(\$25,748.12)	-15.57 %
ADMINISTRATION COMMITTEE								
433400	Operating Supplies	\$25,000.00	\$0.00	\$25,000.00	\$8,265.35	\$0.00	\$16,734.65	66.94 %
433500	Uniforms	\$2,000.00	\$0.00	\$2,000.00	\$6,099.55	\$0.00	(\$4,099.55)	-204.98 %
443570	County Fair Services	\$58,000.00	\$40,000.00	\$98,000.00	\$97,669.03	\$150.00	\$180.97	0.18 %
444300	Equipment Rental	\$17,400.00	\$0.00	\$17,400.00	\$67,251.47	\$0.00	(\$49,851.47)	-286.50 %
444500	Software/Hardware Supp/Maintenance	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00 %
445200	Metro Area Meeting Expense	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00 %
445500	Catered Meal Services	\$7,500.00	\$0.00	\$7,500.00	\$7,238.02	\$700.00	(\$438.02)	-5.84 %
ADMINISTRATION COMMITTEE TOTAL					\$186,523.42	\$850.00	(\$33,973.42)	-22.15 %
MARKETING COMMITTEE								
433400	Operating Supplies	\$4,200.00	\$0.00	\$4,200.00	\$7,820.63	\$0.00	(\$3,620.63)	-86.21 %
440100	Printing/Copying/Reports	\$20,300.00	\$0.00	\$20,300.00	\$9,243.34	\$0.00	\$11,056.66	54.47 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$0.00	\$41,000.00	\$62,994.08	\$0.00	(\$21,994.08)	-53.64 %
443570	County Fair Services	\$12,000.00	\$0.00	\$12,000.00	\$19,193.25	\$100.00	(\$7,293.25)	-60.78 %
445300	Travel Expense (445300)	\$1,500.00	\$0.00	\$1,500.00	\$2,644.76	\$0.00	(\$1,144.76)	-76.32 %
445500	Catered Meal Services	\$2,900.00	\$0.00	\$2,900.00	\$1,926.22	\$0.00	\$973.78	33.58 %
447850	Fair Awards (447850)	\$3,200.00	\$0.00	\$3,200.00	\$1,737.55	\$0.00	\$1,462.45	45.70 %
MARKETING COMMITTEE TOTAL					\$85,100.00	\$100.00	(\$20,559.83)	-24.16 %
ENTERTAINMENT COMMITTEE								
433400	Operating Supplies	\$15,000.00	\$0.00	\$15,000.00	\$10,213.57	\$0.00	\$4,786.43	31.91 %
443570	County Fair Services	\$40,300.00	\$280,000.00	\$320,300.00	\$241,898.40	\$0.00	\$78,401.60	24.48 %
ENTERTAINMENT COMMITTEE TOTAL					\$335,300.00	\$0.00	\$83,188.03	24.81 %

**55250 - Fair 2023 Operating Budget
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
RODEO COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$4,500.00	\$6,500.00	\$9,811.37	\$0.00	(\$3,311.37)	-50.94 %
443570	County Fair Services	\$85,000.00	\$38,000.00	\$123,000.00	\$103,465.31	\$0.00	\$19,534.69	15.88 %
444300	Equipment Rental	\$18,000.00	\$3,500.00	\$21,500.00	\$18,040.00	\$0.00	\$3,460.00	16.09 %
445300	Travel Expense (445300)	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00 %
445500	Catered Meal Services	\$3,500.00	\$2,000.00	\$5,500.00	\$8,434.53	\$0.00	(\$2,934.53)	-53.36 %
447400	Judges	\$2,000.00	\$1,500.00	\$3,500.00	\$3,600.00	\$0.00	(\$100.00)	-2.86 %
447850	Fair Awards (447850)	\$58,500.00	\$26,000.00	\$84,500.00	\$99,040.65	\$0.00	(\$14,540.65)	-17.21 %
RODEO COMMITTEE TOTAL		\$248,000.00		\$248,000.00	\$242,391.86	\$0.00	\$5,608.14	2.26 %
GUEST SERVICES COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$4,772.08	\$1,500.00	(\$4,272.08)	-213.60 %
433500	Uniforms	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00 %
443570	County Fair Services	\$10,000.00	\$0.00	\$10,000.00	\$3,954.72	\$0.00	\$6,045.28	60.45 %
GUEST SERVICES COMMITTEE TOTAL		\$15,500.00		\$15,500.00	\$8,726.80	\$1,500.00	\$5,273.20	34.02 %
LIVESTOCK SALE COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$6,891.99	\$0.00	\$108.01	1.54 %
440100	Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$2,816.40	\$30.00	(\$1,846.40)	-184.64 %
443570	County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$4,774.00	\$0.00	(\$2,274.00)	-90.96 %
444300	Equipment Rental	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	100.00 %
445500	Catered Meal Services	\$7,000.00	\$0.00	\$7,000.00	\$8,113.83	\$0.00	(\$1,113.83)	-15.91 %
438500	C.A. Computer - Related	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00 %
474800	Capital Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LIVESTOCK SALE COMMITTEE TOTAL		\$34,800.00		\$34,800.00	\$22,596.22	\$30.00	\$12,173.78	34.98 %
SHOW MANAGEMENT COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$2,945.04	\$0.00	\$4,054.96	57.93 %
443570	County Fair Services	\$1,200.00	\$0.00	\$1,200.00	\$8,989.00	\$0.00	(\$7,789.00)	-649.08 %
445500	Catered Meal Services	\$2,000.00	\$0.00	\$2,000.00	\$1,752.81	\$0.00	\$247.19	12.36 %
447400	Judges	\$14,400.00	\$4,000.00	\$18,400.00	\$11,199.92	\$300.00	\$6,900.08	37.50 %
447850	Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$33,635.89	\$0.00	(\$5,915.89)	-21.34 %
474800	Capital Asset	\$0.00	\$70,000.00	\$70,000.00	\$47,992.52	\$0.00	\$22,007.48	31.44 %
SHOW MANAGEMENT COMMITTEE TOTAL		\$126,320.00		\$126,320.00	\$106,515.18	\$300.00	\$19,504.82	15.44 %
FIXED CHARGES (Personnel)		\$165,421.00	\$0.00	\$165,421.00	\$191,169.12	\$0.00	(\$25,748.12)	-15.57 %
OPERATING BUDGET		\$519,920.00	\$478,500.00	\$998,420.00	\$924,425.28	\$2,780.00	\$71,214.72	7.13 %
TOTAL PERSONNEL/OPERATIONS		\$685,341.00	\$478,500.00	\$1,163,841.00	\$1,115,594.40	\$2,780.00	\$45,466.60	3.91 %

**55250 - Fair 2023 Operating Budget
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
	REVENUE	(\$842,700.00)	\$0.00	(\$842,700.00)	(\$870,176.06)	\$0.00	\$27,476.06	-3.26 %
12/13/2023	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	(\$157,359.00)	\$478,500.00	\$321,141.00	\$245,418.34	\$2,780.00	(\$17,990.54)	5.60 %



DOUGLAS COUNTY FAIR BOARD- SHOW MANAGEMENT COMMITTEE MEETING

WEDNESDAY, DECEMBER 6, 2023 AT 5:30 PM

MULTI-PURPOSE BARN SOUTH

MINUTES

Meeting

Attendance: Angie White, Shari VanBibber, Noah VanBibber, Sara Warren, Jenn Summervill, Tyler Summervill, Jolene Cagianut, Brian Cagianut, Ryan Potton, Hayden Schmidt, Michelle Mannes, Dustin Nagel, Kattie Nagel, Tori Checkal, Keith Mauck.

Staff Update

Fairgrounds – The Fair Board and County Staff are working hard on updates to the Pavilion for the Livestock Sale and Shows during Fair. The group walked down to the Pavilion to discuss and see the changes.

CSU – No representative present.

Competition Rule Updates – Hayden discussed the submitted rule changes from each department. These included but are not limited to: clarifying wording in the General Rules section, recommending judge names not be released, adding a family animal to the Beef Department, adding Dairy Cattle classes, creating a class for leased breeding ewes, adding a lightweight swine class, adding a rule that you cannot scratch from the champion drive, adding CloverBuds to the Goat Milkout and Costume Contest, etc.

Judge Recommendations – Hayden asked the group to provide any feedback on judges by end of day on Friday, December 15.

Schedule Recommendations – Hayden explained that he would like Fair Board to have a schedule work session to go through the schedule day by day to ensure there are no conflicts. No one in the group had any additional comment.

Other

Next Meeting: January 3, 2024

Comments: