



**DOUGLAS COUNTY FAIR BOARD  
THURSDAY, FEBRUARY 20, 2025  
EVENTS CENTER  
AGENDA**

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

**Public Meeting**

**Public Comment**

**Approval of Meeting Minutes**

**Treasurer's Report**

**Consent Agenda**

**Awards-**The committee recommends proceeding with all award orders: buckles, banners, blankets, chairs, duffel bags, and metal signs.

**Executive-** The committee recommended Harmony Equine have an on-site activation in the Kids Corral. The committee recommends short-sleeve shirt options for the Fair Board during the Fair & Rodeo. Scott C is to update the renewal list of directors for the BOCC. The committee recommends March Fair Board be a work session to review the rough draft of the master 2025 Fair & Rodeo schedule.

**Entertainment-** The committee recommends Coast 2 Coast as the 2025 Farm to Table Caterer. The committee recommends Knights of Columbus, Woodhill BBQ, DOPS Sweet Spot, Coffee Truck, Aspen Concessions, Granny's Pantry, Mother Clucker's, Flavor of Tabasco, JLK Kettle Corn, Texas Bayou, Colorado Berliner Haus, and Bebos Mini Donuts as 2025 food vendors. The committee recommends Sarah P and the Dirty Logger, Renegade, Kenya David, Jeff Goodwin, Jared Rogerson, Wirewood Station, Bill and Stephanie Harris, Jeff Alan Band, and the Rough Cuts Band as 2025 midway stage entertainment.

**Guest Services -** The committee discussed the challenges with the credentialling process in 2024 and ways to simplify it. The committee recommends the following: A single person not involved in rodeo operations distributes the VIP Rodeo badges; the VIP and Sponsor badges are combined into the same version; the Vendor and Rodeo Contractor badges are combined into one badge. Eliminate the Red Staff wristband – staff will identify another option. All other credentials will remain the same.

The committee recommends inviting volunteers to the April Guest Services Committee meeting, producing a yearly pin to distribute to volunteers, and adding a listing/volunteer spotlight in the souvenir program.

**Livestock Sale-** The Committee recommends proceeding with Chelsea Camblin as the photographer and IC Threads as the hat provider.

**Administration**—The Fair Board shirt order form will be sent out at the end of February. The committee recommends adding the black jackets for purchase to the order form; extra shirts will be purchased to replenish inventory and all purchases need to be made by check or cash.

**Marketing** - The committee recommends the following marketing initiatives for the 2025 DCF&R: Souvenir program, Outdoor sidewalk decals, Coffee sleeves, 4-H yard signs (Qty. 100, with no date but added website/QR so that signs could be used year-over-year on coroplast material), Road signs, Posters with sponsor logos, Fence Post summer edition ad, 4th of July Parade in Highlands Ranch, Radio, Town of Castle Rock Summer Mailer, Circuit Finals sponsorship, Star lighting wreath, NFR contestant outreach, NWS dinner sponsor, Digital ads on Instagram, Facebook, YouTube and other platforms, CAFS membership, Bitly, Canva & Mailchimp subscriptions. The committee also recommends these new initiatives: Place ads within HOA community locations (newsletters, parks & websites); Social Media Contractor: Branded Maverick (Madelaine Gaskey) will be on-site during the fair's week to capture stories and video footage and improve social media engagement and responsiveness. Solicit bids for a new company to provide graphic design services for the souvenir program.

**Rodeo**- No Meeting

**Show Management** – The Committee will not meet with Superintendents again until May after applications have been approved through the Fair Board.

## **Reports from other groups**

### **Regular Agenda**

#### **Staff Report**

**Ticketing Update**

**Concert Update**

#### **Old Business**

**Fair Board Director Renewals**

**CR Updates**

#### **New Business**

**Committee Recruitment**

**Entertainment Committee Proposal**

**March Meeting Work Session on Master Schedule**

#### **Other Business**

#### **Director Comments**

### **Adjournment**

**Next Meeting: March 20, 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:

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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## **DOUGLAS COUNTY FAIR BOARD**

**THURSDAY, JANUARY 16, 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 January 16, 2025. The meeting was held in the James R. Sullivan Conference Room. The Pledge of Allegiance was recited.

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

*Pat Candelaria  
Scott Candelaria  
Dean Elliott  
Sarah Fischer  
Jennifer Foss  
Tom Harris  
Wes Jacobs  
Scott McHenry  
Phil Riesselman  
Pat Salazar  
Hayden Schmidt  
Pam Spradlin  
Lori Sorenson  
Lora Talbert  
Rob Tkach  
Gary Turner  
Lisa Turner*

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

*Nick Candelaria  
Tori Checkal  
James Jamison  
Ryan Kennedy  
Kyle Moore  
Patti Russell  
Dick Sabulsky  
Jean Sabulsky  
Ted Sorenson  
Chris Spyke  
Danny Talbert  
Monica Wilson*

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

*Marcus Ballinger  
Tristan Hastings*

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

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

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

*John Adams  
Debbie Mills  
Gabriel Ryan*

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

*Matt Coyle  
Deb Dilley  
Josiah Fredericks  
John Holst  
Chayce Lutz  
Kate Wormington*

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

**Approval of Last Meeting Minutes:** Lisa moved to approve. Lori S. seconded. No discussion. All approved.

**Consent Agenda.** Rob moved to approve. Lisa seconded. No discussion. All approved.

**Treasurer's Report:** Wes reported that the 2025 budget sheets have been distributed to the Committee Chairs. The additional funds for rodeo and admin still need to be requested. Zach and Wes worked to reorganize some budget items, putting the right dollars into the correct budgets. This will simplify requests to the Board of County Commissioners and improve the distinction between one-time and ongoing requests. Dean thanked Wes and Zach for the clean-up efforts.

**Reports From Other Groups**

**CSU Extension:** No report

**Fair Foundation:** The foundation is working on the spring fundraising event. A kick-off event will be held at Wide Open Saloon on Feb. 7. All are invited.

**4-H Youth Council:** No report

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

**Concert Update:** Zach reported that efforts continue to secure an artist for the Friday night concert.

**OLD BUSINESS****Competition Rules Update**

Hayden and Dean provided an update on the Rules Committee's review and editing of the 225+ pages of rules for the 2025 Jr. Division and Open Class competitions. The rules committee will have all edits and formatting completed by the end of next week. Fair Board will have the final draft by January 24. The committee would like to call an emergency meeting on January 30 for the Board to approve the rules. Pat pointed out that the meeting would require a quorum. After ensuring the attendance to meet the quorum, Rob motioned to have the Fair Board meet to review the competition rules on January 30. Scott C. seconded. No discussion. All approved.

**Farm-to-Table & Food Vendors**

Sarah reported that bids for catering were being accepted for a breakfast-forward brunch menu for 200 guests. Farm-to-Table will take place on July 27 at 10 a.m.

Additionally, ten applications have been received for food vendor spots. The entertainment committee gives preference to vendors who can come on both weekends. The application is on the website.

**Volunteer Recruitment**

Dean is working on recruiting more committee members, and he asked for any contacts who might be interested.

## NEW BUSINESS

### Junior Division Tag-in

Hayden reported that beef tag-ins begin in March, and working with CSU, the board needs to consider using Electronic Identification (EID) Tags for this year's Jr. Division events. Tags are available but need to be ordered soon. CSU will plan, lead, and manage tag-ins this year. The goal is to create more structure to the process. This year, one Fair Board member and a member of Show Management will be in attendance during all tag-ins to represent Fair Board and answer questions only. Any other involvement by members of the Fair Board would be purely voluntary. CSU will recruit volunteers. There will be eight different tag-ins, and CSU will need help. CSU is building a work plan and documentation for the process.

Danny provided information on EID tags:

The manufacturer codes EID tags. There are two types of EID tags: 840 tags and 900 tags. Starting in November, cattle leaving and returning to the state must have 840 tags. Danny feels the 900 tags are what the Fair should require. Kids with cattle leaving the state must notify CSU if they use the 840 tag. Beef and bison are the only species that are regulated to use EID. Panel tags are used as a safeguard if EID falls off – which is very, very rare. Panel tags would have the EID numbers to help prevent tag switching. The State Fair no longer requires retinal scanning. If an animal's tag is replaced, the owner must legally update the tag number. The EID number is visible on the tag.

Hayden provided more information: Tattooing and photographs can still be done. Swine does not come to the grounds for tag-ins but CSU will determine a process for swine. Currently, swine is tagged by kids. Superintendents do go out to verify ear notches for swine and may be able to assist in the tagging process.

Fair Entry tracks and reports tag numbers. CSU runs everything until the animals arrive at the Fair. Once on the grounds, Show Management takes over. Every animal would be scanned at Fair check-in.

The owner will call CSU to get a new EID if an animal loses a tag. The old number is dead, and duplicate tags are not allowed.

Danny provided estimates on equipment needs: Scanners are \$1000, and EID tags are \$5 each. The cost of tags would come out of CSU's budget. Hayden recommends Fair buy the equipment (scanner and taggers).

The scanned numbers would go into an Excel spreadsheet and then be uploaded into Fair Entry.

Show Management can choose the number set of EID.

Hayden motioned to use EID tags for livestock at the 2025 Fair. Scott seconded. Phil and Wes oppose. Motion approved.

**Special Events for 2025**

Exceptional Rodeo will return. There will be no specialty acts during the rodeo performances.

**NEW BUSINESS****Guest Services**

Gary informed the board that this year, the committee will not be attending the Farmer's Markets to recruit volunteers and is working on new efforts to improve recruitment. Lori presented stuffed animals that would be added to the merchandise sale efforts. The 2025 Fair will be a test year for items geared toward kids.

Gary motioned to approve the stuffed animal. Seconded by Wes. No discussion. All approved.

**Awards**

Pat C. reported that the Awards Committee met with Show Management to discuss rule changes in the horse department that will affect awards. The recommended rule change is to remove showmanship from each division and create a general showmanship division. This would require new awards but would create consistency in the horse department. The horse department would also like to add additional Walk-Trot classes and create an award for those 'introductory' classes. Pat moved to approve the additions of the walk-trot and general showmanship awards. Wes seconded. No discussion. All Approved.

**Other Business**

The list of Associate members was presented for approval. Wes motioned to approve. Rob seconded. No discussion. All approved.

Phil moved to add Patty Russell as an Associate member. Rob seconded. No discussion. All approved.

**Adjournment at 7:40 pm****Next Meeting: February 20, 2025, at 6:30 PM****Rules for Citizen Engagement at Fair Board Meeting**

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

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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.
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**DOUGLAS COUNTY FAIR BOARD**

**THURSDAY, JANUARY 30, 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 January 30, 2025. The meeting was held in the James R. Sullivan Conference Room. The Pledge of Allegiance was recited.

***Board Members Present:***

*John Adams  
Scott Candelaria  
Dean Elliott  
Sarah Fischer  
Jennifer Foss  
Wes Jacobs  
Scott McHenry  
Phil Riesselman  
Pat Salazar  
Hayden Schmidt  
Pam Spradlin  
Lori Sorenson  
Lora Talbert  
Rob Tkach  
Lisa Turner*

***Associate Members Present:***

*Matt Coyle  
Ryan Kennedy  
Kyle Moore  
Danny Talbert*

***Staff Members Present:***

*Zach Burns  
Michelle Mannes*

***Board Members Absent:***

*Pat Candelaria  
Tom Harris  
Debbie Mills  
Gabriel Ryan  
Gary Turner*

***Associate Members Absent:***

*Nick Candelaria  
Tori Checkal  
Deb Dilley  
Josiah Fredericks  
John Holst  
James Jamison  
Chayce Lutz  
Patti Russell  
Dick Sabulsky  
Jean Sabulsky  
Ted Sorenson  
Chris Spyke  
Monica Wilson  
Kate Wormington*



**6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE****Public Meeting****No Public Comment****REGULAR AGENDA****NEW BUSINESS****Competition Rule Approval**

Dean expressed gratitude to the Rules Committee for meeting several times to review all three Competition Rule books: Junior Division, Open Class, and Hometown Rodeo. He reminded the Board that formatting changes would come after the Board approved all books and did not intend to go through the changes line by line. He asked the Board to look at and approve each book separately.

Rob moved to approve the rules as sent out to the Board ahead of the meeting. John seconded. For discussion, Hayden clarified a few larger changes to the rules to include:

**Junior Division**

1. Removing the section stating that State Fair and Aksarben animals could leave early. All animals must stay until the final Sunday of the Fair at the designated release time, excluding Breeding Animals or extenuating circumstances.
2. A suggestion was made to remove a specific release time for animals based on logistics conversations to come regarding the Rodeo release and the new closing time for the overall Fair. The Board agreed to remove the specific time from the Rules and reference the upcoming Exhibitor Packet.
3. A change was made to clarify the use of drench guns: "For animal health and wellness, drenching for hydration purposes and delivery of nutrients and medications, as provided in these rules in Section 2B, will be allowed, using manually operated drench guns which allow the animal to swallow. The use of tubes or stomach pumps is strictly prohibited unless an animal is bloated, and the Superintendent approves, or it is determined necessary by a licensed veterinarian."
4. Discussion was had that an amendment will need to be made to address the new process for EID Tags.

Wes moved to approve the Junior Division Competition Rules as discussed and amended above. Scott C seconded. All approved.

**Open Class**

Wes moved to approve the Open Class Rules as presented. Scott C seconded. Pat Salazar asked to correct dates and class numbers in the Agriculture/Floriculture sections.

Wes moved to approve the Open Class Rules as amended with changes to the dates and classes. Scott C seconded. All approved.

**Hometown Rodeo**

Hayden moved to approve the Hometown Rodeo Rules as presented. Scott C seconded. Lori asked a few clarifying questions and asked for the wording under premiums to match the other rule books. John asked the Board's recommendation for wording under Family team roping. The section was clarified to read, "Family Team Roping contestants shall be family members."

Hayden moved to approve the Hometown Rodeo Rules with the amended changes. Pam seconded. All approved.

Dean reiterated that all formatting issues will be taken care of after this meeting and that the finalized copies will be posted by February 14, 2025. He asked that everyone look at the rules, as he and the Rules Committee will be doing a deep dive into them after this year's Fair to simplify the book and make it better and less cumbersome.

Hayden informed the Board that after the 2025 Fair year, he will be recusing himself as Chair of the Rules Committee. This will make way for a new committee to be formed and would give plenty of time to find a new chair. He also recommended that the Rules Committee be removed as a sub-committee of Show Management and formed into its own committee.

**Adjournment at 7:44 pm**

**Next Meeting: February 20, 2025, at 6:30 PM**

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

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# 55250 - Fair 2025 Operating Budget Fairboard Summary

Line Item. Subledger	Description	Approved BASE Budget	Amended 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	\$0.00	\$0.00	\$7,500.00	100.00 %
433500	Uniforms	\$2,000.00	\$2,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00 %
443570	County Fair Services	\$59,650.00	\$0.00	\$59,650.00	\$205.27	\$0.00	\$59,444.73	99.66 %
444300	Equipment Rental	\$17,200.00	\$49,000.00	\$66,200.00	\$0.00	\$0.00	\$66,200.00	100.00 %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$669.50	\$0.00	\$8,330.50	92.56 %
447850	Fair Awards (447850)	\$27,720.00	\$10,280.00	\$38,000.00	\$0.00	\$33,450.00	\$4,550.00	11.97 %
<b>ADMINISTRATION COMMITTEE TOTAL</b>		<b>\$140,570.00</b>	<b>\$44,280.00</b>	<b>\$184,850.00</b>	<b>\$874.77</b>	<b>\$0.00</b>	<b>\$145,975.23</b>	<b>78.97 %</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	\$203.00	\$0.00	\$13,797.00	98.55 %
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	\$815.00	\$0.00	\$19,985.00	96.08 %
<b>MARKETING COMMITTEE TOTAL</b>		<b>\$86,300.00</b>	<b>(\$7,000.00)</b>	<b>\$79,300.00</b>	<b>\$1,018.00</b>	<b>\$0.00</b>	<b>\$78,282.00</b>	<b>98.72 %</b>
<b>MARKETING - SPONSORSHIP</b>								
433400	Operating Supplies	\$0.00	\$5,300.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00 %
<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	\$0.00	\$2,500.00	100.00 %
<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	\$0.00	\$0.00	\$750.00	100.00 %
443570	County Fair Services	\$500.00	\$0.00	\$500.00	\$1,630.00	\$0.00	(\$1,130.00)	-226.00 %
445300	Travel Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
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>\$1,630.00</b>	<b>\$0.00</b>	<b>\$6,370.00</b>	<b>79.63 %</b>
<b>ENTERTAINMENT COMMITTEE</b>								
433400	Operating Supplies	\$15,000.00	(\$5,000.00)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00 %
443570	County Fair Services	\$109,300.00	\$6,000.00	\$115,300.00	\$0.00	\$0.00	\$115,300.00	100.00 %
<b>ENTERTAINMENT COMMITTEE TOTAL</b>		<b>\$124,300.00</b>	<b>\$1,000.00</b>	<b>\$125,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,300.00</b>	<b>100.00 %</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	\$103.00	\$0.00	\$135,397.00	99.92 %
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	\$0.00	\$4,500.00	100.00 %
447850	Fair Awards (447850)	\$87,700.00	\$48,300.00	\$136,000.00	\$0.00	\$0.00	\$136,000.00	100.00 %

## 55250 - Fair 2025 Operating Budget Fairboard Summary

Line Item. Subledger	Description	Approved BASE Budget	Amended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
	<b>RODEO COMMITTEE TOTAL</b>	<b>\$256,600.00</b>	<b>\$27,400.00</b>	<b>\$284,000.00</b>	<b>\$1,522.77</b>	<b>\$0.00</b>	<b>\$282,477.23</b>	<b>99.46 %</b>
	<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	\$0.00	\$9,000.00	100.00 %
	<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>\$0.00</b>	<b>\$14,000.00</b>	<b>100.00 %</b>
	<b>GUEST SERVICES COMMITTEE</b>							
433400	Operating Supplies	\$2,000.00	\$4,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00 %
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>\$0.00</b>	<b>\$0.00</b>	<b>\$15,500.00</b>	<b>100.00 %</b>
	<b>LIVESTOCK SALE COMMITTEE</b>							
433400	Operating Supplies	\$7,000.00	\$1,300.00	\$8,300.00	\$0.00	\$6,750.00	\$1,550.00	18.67 %
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	\$0.00	\$5,000.00	\$0.00	0.00 %
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>\$625.00</b>	<b>\$20,250.00</b>	<b>\$9,425.00</b>	<b>31.11 %</b>
	<b>SHOW MANAGEMENT COMMITTEE</b>							
433400	Operating Supplies	\$7,000.00	(\$1,500.00)	\$5,500.00	\$425.75	\$2,050.00	\$3,024.25	54.99 %
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	\$0.00	\$3,350.00	(\$850.00)	-34.00 %
447400	Judges	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,500.00	\$3,500.00	23.33 %
	<b>SHOW MANAGEMENT COMMITTEE TOTAL</b>	<b>\$39,750.00</b>	<b>(\$1,500.00)</b>	<b>\$38,250.00</b>	<b>\$1,050.75</b>	<b>\$29,700.00</b>	<b>\$7,499.25</b>	<b>19.61 %</b>
	<b>REVENUE</b>	<b>(\$1,002,900.00)</b>	<b>\$0.00</b>	<b>(\$1,002,900.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,002,900.00)</b>	<b>100.00 %</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>OPERATING BUDGET</b>	<b>\$693,220.00</b>	<b>\$94,080.00</b>	<b>\$787,300.00</b>	<b>\$5,091.29</b>	<b>\$49,950.00</b>	<b>\$692,628.71</b>	<b>87.98 %</b>
	<b>TOTAL PERSONNEL/OPERATIONS</b>	<b>\$885,211.00</b>	<b>\$94,080.00</b>	<b>\$979,291.00</b>	<b>\$5,091.29</b>	<b>\$49,950.00</b>	<b>\$884,619.71</b>	<b>90.33 %</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>\$5,091.29</b>	<b>\$49,950.00</b>	<b>\$1,887,519.71</b>	<b>192.74 %</b>



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

**THURSDAY, JANUARY 16, 2025 AT 5:00 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

**MINUTES**

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

**Budget:** Zach gave the committee an overview of the budget for 2025. The budget currently lives in different areas of the Fair: Administrative, Rodeo, and Show Management. To keep it all together, all awards budget monies will be moved to Administrative. Zach and Michelle reminded the committee of the importance of staying within the budget for all awards, competitions, or recognition.

**Options for New Horse Awards:** The committee discussed options for the Horse Department's Walk/Trot awards. It was decided that the award would be a metal sign for the Champion and a blanket for the Reserve Champion. These classes will not receive a banner.

**Discuss Special Name Tags and Buckles for Years of Service:** Michelle will get quotes from both Sheridan Buckle Company and Ranahan Custom Silver for the name tags. Pat will ask the Board tonight if they are okay with the name tags having a pin rather than a magnet.

**Banner Color and Design:** The Committee would like to move forward with the Graffiti design. Michelle will order these after receiving the committee's final awards list.

**Options for Acrylic Awards:** The Committee wants to move forward with the same metal sign as the Walk/Trot awards for this year's acrylic desktop awards.

**Status of Orders:** Michelle will order all awards after receiving the committee's final awards list. Ribbons have been ordered and should be here within a few months.

**Other:** Racquel with the Fair Foundation has almost finished the *Handbid* software for award donors. As soon as this is done, the website will be posted for donors to pay for their awards.

**Next Meeting:** February 20, 2025



**DOUGLAS COUNTY FAIR BOARD- ADMIN COMMITTEE**

**THURSDAY, FEBRUARY 13, 2025 AT 5:15 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

**MINUTES**

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

*(Note: the meeting was cut short due to a fire alarm)*

**Fair Board Shirts**

The committee reviewed the Roper and Wrangler catalogs and discussed the requests of some Fair Board members to expand the offerings. The requests include adding additional colors, short-sleeved options, and the number of shirts provided to new Fair Board members. The committee recommends adding the black jacket to the order form (available as an additional purchase). Lara will take the request of adding a short sleeve option and clarify the number of shirts provided to new Fair Board members to the Executive Committee. It was decided no new colors would be added.

The committee also recommends replenishing the inventory of shirts kept at the Fairgrounds and only accepting checks or cash for shirt purchases.

**New Member Orientation**

Lara will follow up with Rob T. on whether Douglas County legal approved the guidelines. Once that has been finalized, the committee will begin working on the onboarding process for new Fair Board members.

**Next Meeting:** April 10 at 5:15 PM



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

**THURSDAY, FEBRUARY 13, 2025, AT 5:00 PM**

**EVENTS CENTER CONFERENCE ROOM**

### **MINUTES**

#### **Meeting:**

**Attendance:** Sarah Fischer, Lisa Turner, Scott McHenry, Scott Candelaria, Pat Candelaria, Tom Harris, Tori Thelen, and Zach Burns

**Tom Harris-** Tom spoke to the group about Equine Harmony attending the Fair & Rodeo. The committee recommended that the non-profit collaborate with Scott McHenry on a possible draft horse pull on Sunday, July 27. The committee can secure space for the non-profit to have an on-site activation. The committee will need to review the schedule to secure a 20x20 space for possible animals to accompany the group. Tom confirmed their interest in the K9 demonstrations. The committee recommended K9 in front of the midway stage Thursday-Saturday, 5-6 pm.

**Farm-to-Table Proposals—**The committee reviewed the three Farm-to-Table proposals received: SALT, Coast 2 Coast, and Silver Spoons. The committee will recommend Coast to Coast as the 2025 Caterer. The committee discussed the importance of sourcing local ingredients and proteins for farm-to-table. Tori discussed comments from the BOCC and their request to do something different in 2025. The committee spoke to SALT's agricultural excellence and applauded its past service.

**2025 Bands-** Tori discussed the bands who are available to return for the midway stage for a 2025 performance. Tori connected with several bands that Scott Candelaria recommended. Tori received a quote for a Nashville singer that Gary Turner recommended, and her performer fee exceeded the budget by \$7,000. The committee will work on solidifying the band schedule on the midway stage and recommends Sarah P and the Dirty Logger, Renegade, Jeff Goodwin, Wirewood Station, Kenya David, The Rough Cuts, Jeff Alan Band, and Jared Rogerson and the Rodeo Wreck as 2025 entertainment.

**Food Vendors—**Tori will email the committee her recommendations for food vendors and request that all feedback be emailed by Tuesday. Pat C. requested a lemonade vendor return and appreciates the partnership's giving lemonade tokens to volunteers and 4-H participants. The committee will continue prioritizing food vendors who can participate on

both weekends and have a fair, friendly menu with quick turnover. Tori discussed the importance of professionalism and appealing esthetics. The committee will make their recommendations on the upcoming consent agenda for the February Fair Board. Tori suggested some 10 x 10 tent vendors in the Kids Corral.

**Next Meeting** – Thursday, April 10





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

**THURSDAY, FEBRUARY 13, 2025, AT 6:00 PM**

**KIRK HALL**

**MINUTES**

**Attendance:** Dean Elliott, Pat Candelaria, Scott Candelaria, Zach Burns, Teresa Kutt, Michelle Mannes, Tori Thelen, Wes Jacobs, Rob Tkach, John Adams, Tim Hallmark, Gary Turner, Lora Talbert, Tom Harris, Debbie Mills, Sarah Fischer and Phil Riesselman.

**Staff Review-**

**Review Microsoft Planne—**The meeting was relocated to Kirk Hall, and staff could not connect the planner to a screen. Dean asked that committee chairs be involved in determining what time-sensitive tasks need to be completed within the committees. Zach discussed that the planner will be available to review during all committee meetings.

**Sponsorship Consultant Update-** Debbie spoke about the Sponsorship Collective and let the committee know it is available for anyone who wishes to participate. There are modules, assignments, and weekly calls. It is a time commitment, and the first milestone is next Wednesday.

**Review Director attendance data-** Dean discussed the open director positions and mentioned to Scott C. that the director renewal list needs updating for the BOCC.

**Jr. Livestock Sale-Council Fees-** The committee discussed the beef, pork, and lamb council checkoff fees for the animals sold at the Livestock Sale. The Livestock Sale committee has volunteered to pay this expense out of their budget and does not want to pass the fees onto the sale kids. The fees will be paid through the 6% collected from the sale. The committee discussed drafting a letter to the Pork Council to ask for an exemption since the cost could be significant based on the sale price. Tim recommended that the legal department review the letter, and the committee will be expected to follow their guidance. The committee discussed the proper method of payment for the fees. Dean recommended the discussion continue at the February Fair Board meeting.

**Work Session for Schedule-** March Fair Board meeting- Dean suggested that the March Fair Board meeting serve as a workshop for the Fair Board to review the first draft of the Fair & Rodeo event schedule. The workshop will be a good place to collaborate and review the schedule line by line. We asked if there would be more than one version, and Zach confirmed we would have one master version. Phil raised concerns about the last-minute changes to the schedule. Zach and the team are prepared to work diligently with the committees and have accurate event data in the schedule earlier for 2025.

**Other-** Tom Harris introduced Harmony Equine to the committee. The committee agrees it is a good cause and recommends they have on-site activation space in the Kids Corral. Tom and the entertainment committee introduced a conceptual event for Sunday, July 27. Scott McHenry is working on a possible draft horse pull and would invite Harmony to join. Rob raised concerns about the 4-H Horse show conflicting with the proposed draft pull. Further discussion will occur at Fair Board once there is a solid plan for the event. Pat C. confirmed that Livestock Sale sponsorships will go through the sponsorship committee. Dean applauded Michelle's effort on the CR's. Dean and Zach will prepare pre-reads for future meetings to encourage healthy engagement and discussion. The pre-reads will be emailed to the committee for review before the meeting date. Lora discussed the upcoming shirt options for the Fair Board. The committee recommended that all new directors receive a red, white, and blue shirt in their welcome kit. Every associate and director will receive one shirt annually. Lora said there are only Men's short sleeve shirts available by Roper/Wrangler. Pat asked for a women's short-sleeved shirt option for the non-rodeo events. Sarah offered to find a women's choice to share and will bring a sample to the next Fair Board meeting. Zach discussed the presale for PRCA Rodeo tickets. Teresa notified the committee that the Fair & Rodeo has sold \$22,000 in presale tickets and that the open rate was 53% on 10,000 email addresses. Zach applauded Teresa's effort on the presale campaigns. Dean asked Teresa to email the committee the presale campaign emails. John discussed the concept of season tickets to allow for fan comradery year to year. At this time, Afton is not able to accommodate season ticket selections.

**Next Meeting** – March 13, 2025

Adjourn at 7:11 pm.



**DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE  
MONDAY, FEBRUARY 10, 2025, AT 6:00 PM  
FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM  
MINUTES**

*Attendees: Gary, Lisa, Jean, Lori, Scott, Teresa and Zach*

**2025 VOLUNTEER SHIFTS**

The committee received copies of the volunteer schedule to review, and all changes should be submitted to Teresa by Friday, Feb. 21.

**CREDENTIALS**

The committee discussed the challenges with the credentialing process in 2024 and ways to improve it. The main challenge was the number of different versions of the badges. It became confusing to volunteers and there were very few checkpoints that required a badge for access. Many were left over after the Fair. The committee recommends the following:

- The VIP Rodeo badges are distributed by a single person who is not involved in rodeo operations.
- The VIP and Sponsor badges are combined and not two badges.
- The Vendor and Rodeo Contractor badges are combined into one badge and not two badges.
- Eliminate Red Staff wristband – staff will identify another option.

Gary will discuss the purple wristband for the Mutton Bustin families with John.

**VOLUNTEER ENGAGEMENT**

Jean reported that the next email out to existing volunteers would be a Valentine's message. The committee reviewed a draft. The email will go out on Friday, Feb. 14.

The proposed April volunteer engagement event was discussed, and the committee feels that it would not be a big draw for volunteers. An alternative would be to invite volunteers to the April committee meeting for a meet and greet. Additionally, the committee will pursue the production of a yearly pin for volunteers. The committee would also like to have a volunteer article/listing/spotlight in the souvenir program. Lori and Jean will work on a communication content, plan, and schedule.

**RECRUITING**

- James has reached out to several property management companies to assist with volunteer recruitment.
- Scott dropped off volunteer flyers with Lowe's since the company pays their staff to volunteer.
- Gary has had more interest from Sterling Ranch and continues to cultivate that relationship.

**OTHER BUSINESS**

- The committee agreed to cut the number of gift card giveaways in half to \$500 for 2025 to help pay for the pins.
- The sponsorship committee is attempting to secure giveaways for volunteers from our sponsors.
- Jean will work on identifying volunteers who might be able to serve as a shift lead.

**NEXT MEETING:** April 14 at 6 PM in the Fairgrounds Administrative Office Conference Room



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

**WEDNESDAY, FEBRUARY 5, 2025, AT 6:30 PM**

**EVENTS CENTER CONFERENCE ROOMS**

### **MINUTES**

#### **Meeting**

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

**Update:** All 2024 bills have been paid!

**Budget:** All anticipated expenses have been added to the budget for the year.

**Hats:** The Committee decided to proceed with black and tan hats with embroidery from IC Threads. In 2026, the Committee will consider another vendor option that recently came to their attention. Michelle will order the same quantity from IC Threads as in 2024.

**Competition Rules Updates:** The Committee's recommendations were approved at the last Fair Board meeting. There was some concern about the EID tag process. Rob assured the committee that there would be more to come on additional rules if needed for the process.

**Bid For Catering:** Michelle will send out a request for quotes to Broken Bones BBQ, O'Brien's Café, Salt Craft Meat Market, Coast 2 Coast, and Dickies BBQ. All quotes will be reviewed at the next meeting.

**Photographer:** The Committee recommends moving forward with Chelsea Camblin Photography again for 2025.

**Flowers:** Pat will contact Castle Rock Florist to see if they are willing to sponsor the sale of flowers again in 2025.

**IT Needs:** IT's services last year were perfect. Michelle will ensure they are the same for 2025.

**Packing Plants:** Phil has been in contact with all packing plants, and they are all on board. A new packing plant was suggested. Phil is working to get more information from the plant.

**Volunteers:** Both auctioneers, all ringmen, and most of the clerks have been secured.

**Check-Off Fees:** In 2024, the committee paid check-off fees to the Pork, Lamb, and Beef Boards. The Committee agreed to continue paying these fees out of their budget, using a portion of the 6% commission to cover the fee.

Beef is \$1 per head and is collected with the brand inspection fee. Sheep is \$0.007 per pound and must be paid after the sale when the report is submitted. Pork has the highest fee at \$0.35 per \$100 of the sale price of the animal. Pat and Phil reached out to the Pork Board to see why their fees are the highest of the three. The Board's response was that was what had been determined by the Board of Directors and Department of Agriculture. The Committee does not feel the fee that is being charged is fair to the 4-H kids. They asked Zach to check with the County Attorney about writing a letter to the Pork Board to express the committee's concern with the fee amount.

### **Other Business**

**Next Meeting** – March 5, 2025



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

**MONDAY, FEBRUARY 10, 2025, 5:00 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

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

#### **Rodeo Ticket Campaign**

Teresa provided an update on the Rodeo Ticket Campaign, which launched on Monday, Feb. 10. At the time of the meeting, over \$13,000 in tickets had been sold in seven hours. Two more emails are scheduled to go out over the next 12 days. The emails go out to 10K+ addresses from previous years' ticket sales.

#### **Poster Sketches**

The artist of this year's poster provided two rough sketches for the committee to consider. The unanimous decision was to choose the one most closely aligned with the committee's initial creative direction. Changes will include removing the corn and replacing it with a bucking horse image, adding an element to represent the fine arts, and adding a star and flag on top of the rock. Teresa will provide the committee's direction to the artist and send an updated image via email to the committee for final comments before the artist proceeds to paint.

#### **Budget, Contracts & Marketing Campaign**

Debbie presented the budget with estimated expenses for various marketing initiatives for the committee to consider in 2025.

The committee recommends continuing:

- Souvenir program
- Outdoor sidewalk decals
- Coffee sleeves
- 4-H yard signs (Qty. 100, with no date but added website/QR so that signs could be used year-over-year on coroplast material)
- Road signs (an additional \$1000 added for any new locations)
- Posters with sponsor logos
- Fence Post summer edition ad
- 4<sup>th</sup> of July Parade in Highlands Ranch
- Radio (Increase budget to \$5000)

- Town of Castle Rock Summer Mailer
- Circuit Finals sponsorship
- Starlighting wreath
- NFR contestant outreach
- NWS dinner sponsor
- Digital ads on Instagram, Facebook, YouTube and other platforms
- CAFS membership
- Bitly, Canva & Mailchimp subscriptions

The committee also recommends these new initiatives:

- Place ads within HOA community locations (newsletters, parks & websites)
- Social Media Contractor: Branded Maverick (Madelaine Gaskey) will be on-site during the fair's week to capture stories and video footage and improve social media engagement and responsiveness.
- Solicit bids for a new company to provide graphic design services for the souvenir program

#### **Other Business:**

Pam will send out reminders for souvenir program articles.

**Next meeting: April 14 at 5 PM**



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

**WEDNESDAY, FEBRUARY 5, 2025 AT 5:30 PM**

**EVENTS CENTER CONFERENCE ROOM**

### **MINUTES**

#### **Meeting**

**Attendance:** Ryan Potton, Brittany Sandell, Scott Candelaria, Robin Vogel, Rob Tkach, Sara Warren, Danny Talbert, Noah VanBibber, Angie White, Christy VanBibber, Linda Jefferies, Hayden Schmidt, Michelle Mannes, Zach Burns, Brian Cagianut, Mercedes Glenn, Dawn Arnt, Tori Checkal, Lori Sorenson, Meghan Watts, Kim Surry, Jeff Surry, Lisa Turner, Lindsay Griffith.

#### **Staff Update:**

**CSU:** 4-H Enrollment is going well, with 417 enrolled so far. 129 volunteers, 20 of which are new this year. Youth Council is excited about a big-name judge they have hired for the June Show. The Livestock Education Series is going well. Jacie will be returning soon.

**Superintendent Applications:** Superintendent applications were sent out via email. All applications are due back by March 1. Superintendents will be approved at the March Fair Board meeting.

**Judge Recommendations:** An email was sent out asking for judge recommendations on the provided form. Please ensure you provide contact information with the judges' names; otherwise, we will not be able to contact them. All judge recommendations are due by March 1.

**CR Updates:** The Rules Committee met several times to review recommendations sent to the Fair Board. The Fair Board approved the final rule changes on January 31. The book needs to now be formatted and will be published mid-February. Please keep notes all year long as you go through the rules for updates in 2026. The Rules Committee plans to do a very large review of the book to alleviate repetition and unnecessary portions of the rules. Hayden and Rob reminded the Committee that they are the first place for rule changes or class changes to start before the recommendations go to the Fair Board.



A question was asked whether the Llama shows are still open to kids in other counties. Currently, the rules state that the llama show is an open show. If there is interest this year, logistics for the show would need to be figured out.

The rules pertaining to the use of EID tags for this year for all market species may need one more amendment. Hayden and Rob will soon contact the superintendents for those departments for logistics on EID tags.

**Meeting Structure Reminder:** The Superintendent role has changed slightly in terms of time commitment for the current year. The Role is now from May to September, which means the meeting cadence will reflect this time frame. As a reminder, Superintendents will be approved at the March Fair Board meeting.

**Other**

**Next Meeting:** May 7, 2025