



**DOUGLAS COUNTY FAIR BOARD  
THURSDAY, JUNE 15, 2023  
MULTI-PURPOSE BARN SOUTH  
AGENDA**

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

**Public Meeting**

**Public Comment**

**Approval of Last Meeting Minutes**

**Consent Agenda**

**Admin:**

- Shirt and Jackets are with the embroider July they will be completed
- Working on a list of Need and Want photos
- Fair Board Contact List needed to be sent to Pam for name tags to be printed

**Entertainment:**

- Reviewed TIPS Certification and more assistance from Fair Board Members
- Support needs by 1<sup>st</sup> weekend event has been shared
- Market Place, vendor liaison will need to be hired out

**Executive**

- Stefanie requested that more Fair Board Directors become TIPS certified to help with First Weekend events
- Committee reviewed First Weekend activities and support needed
- Committee discussed the need for volunteers and how to get those volunteers signed up
- Committee discussed a request for animal chiropractic care at the Fair. Rob will bring a position statement to the Fair Board

**Guest Services:**

- 64 crucial volunteer shifts remaining that need to be filled
- Gary and staff working on updates to the Volunteer Orientation PowerPoint and packets
- Snacks, aprons, and other miscellaneous guest services items have been ordered
- Orientation to be July 8<sup>th</sup> and July 11<sup>th</sup>

**Livestock Sale:**

- Mock Sale on July 12<sup>th</sup>
- Fair Entry Mock Sale has been completed
- Reviewed Livestock Sale Pavilion Signage
- Livestock Sale Brochure ready to print

**Marketing:**

- Debbie and staff to inventory current sponsor banners to evaluate what we need
- Committee requested bodies available for Barn Dance production set-up and arrival to help improve experience from 2022
- Souvenir program is near completion, will be submitted to print June 21<sup>st</sup>
- Douglas County Fair & Rodeo road signs to be installed by Versatility at CORE, Murdoch's, Cherokee Ranch, Fairgrounds, and the Weins Ranch

**Rodeo:**

- All but one agreement has been signed
- Todd Wingert from Dairy Queen will be purchasing buckles to donate to the Fair to be given to each Mutton Bustin rider
- Tom Harris, Arlie Gordon, Gary Turner, and Scott McHenry all volunteered to help with Mutton Bustin registration
- All National Anthem singers have been secured for the year through Deb Dilley
- John, Hayden, and Scott inventoried all Hometown Rodeo supplies

**Show Management:**

- Panel/Pen discussion with Beef, Goat, Sheep, and Swine departments

**Treasurer's Report****Reports from other groups****Regular Agenda****Staff Report****TIPS Certification****Entertainment Support Needed****Old Business****Plea for Volunteers****Farmers Markets****Sign up for Activity Support****New Business****Safety Plan for Fair****Position Statement****Other Business**

## Director Comments

### Adjournment

### Next Meeting: July 20, 2023

#### Rules for Citizen Engagement at Fair Board 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, MAY 18, 2023**

**JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOM**

**MINUTES**

**Board Members Present:**

*John Adams  
Dean Elliott  
Sarah Fischer  
Jennifer Foss  
Tom Harris  
Wesley Jacobs  
Debbie Mills  
Phil Riesselman  
Gabe Ryan  
Pat Salazar  
Pam Spradlin  
Lora Talbert  
Gary Turner  
Lisa Turner*

**Associate Members Present:**

*Nick Candelaria  
Josiah Fredericks  
Arlie Gordon  
Scott McHenry  
Jean Sabulsky  
Dick Sabulsky  
James Jamison  
Chris Spyke  
Lori Sorenson  
Ted Sorenson*

**Staff Members Present:**

*Laurie Anderson  
Tim Hallmark*

*Stefanie Hawkins  
Tori Thelen  
Mercedes Glenn  
Clay Gysin*

**Other Guests Present:**

*Bailey Fisher  
Tori Checkal  
Mark Moore  
Richella Dumas  
Chris Dumas*

**Board Members Absent:**

*Pat Candelaria  
Scott Candelaria  
Hayden Schmidt  
Rob Tkach*

**Associate Members Absent:**

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

**Staff Members Absent:**

*Michelle Bartlett  
Sherriff Darren Weekly*

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

**Public Meeting**

**Public Comment:** None

**Name badges for 2023, sign up being passed around**

**Approval of Last Meeting Minutes** – John moved. Phil Seconded. No discussion. All approved.

**Treasurer's Report** – Wes reviewed and notified the Fair Board that \$20,000 coming from Fair Foundation, \$82,861 is current spend.

**Consent Agenda** – Gary moved. John seconded. No discussion. All approved.

**Executive:**

Proposed dates for volunteer orientations are July 8th at 10:00 am and 1:00 pm and Tuesday, July 12th at 6:00 pm.

Reviewed Processor commitments and mock sale date July 16<sup>th</sup> 6:00 pm

Sponsor VIP Event has been changed to include sponsors \$2,500 and up on Saturday Night August 5<sup>th</sup> from 5:00 pm – 8:00 pm. Will work with Country PR/Communications to spread the word so more presence at event.

Need Potestio connection to review new location request for this year.

Entertainment will share a list of duties for Fair Board participation between events.

Fair Entry will be open June 1<sup>st</sup> – June 16<sup>th</sup>

Reviewed photo backdrop to be placed in Large Animal Barn and back of Pavilion

Request for a safety and reporting meeting to be held at the June Fair Board Meeting

**Show Management:**

No May Meeting

**Rodeo:**

All contracts have been signed or sent out for signature.

Stars and Stripes Drill Team will be helping with Grand Entry this year.

The Committee recommends moving forward with large rosette ribbons instead of buckles for the Mutton Bustin Champion.

The Committee will be providing lunch at the May 26 Cervi Camp.

PRCA Youth Camp is all set to go for this year.

**Marketing:**

Souvenir program set to go to the designer by June 1<sup>st</sup>. Pam to contact previous ad purchasers.

Versatility underway in creating digital marketing campaigns. Versatility asked to be consistent with using the traditional logo on all graphics.

Sponsorship inventory available: bubble tower banners, and steer wrestling at \$2,500.

Committee to distribute coffee sleeves and pocket schedules.

Sheriff Weekly working on contacts for road signs to be placed to promote the 2023 Fair & Rodeo.

**Guest Services:**

Offero shifts are filling up nicely. There are four remaining maintenance shifts. Douglas County contracted out janitorial services for the 2023 Fair & Rodeo. The heaviest needs for volunteers are Friday evening for the concert as well as Saturday, August 5<sup>th</sup>.

Communications were sent to DCSD counselors and activity directors to recruit volunteers. Lisa is working with James on a homeschool newsletter.

Farmer's Market schedule is completed. Gary recommends guest services are present at all Farmer's Markets to assist other committees and get them started. Staff to discuss if cash banks can be utilized by committees to sell Fair & Rodeo merchandise.

Volunteer orientation discussion. Proposed dates July 8<sup>th</sup> and 11<sup>th</sup>.  
Debbie discussed the need to discuss animal welfare at the volunteer orientations.  
Recommended Ty attend to share about animal welfare, care, and treatment.

**Livestock Sale:**

Mock Sale on July 12<sup>th</sup> details reviewed for set up needs  
Sale Night August 4<sup>th</sup> was reviewed and needs for volunteers  
Livestock Sponsorships were discussed on who has been contacted for returning along with needs for more.  
Fair Entry Mock Sale Set Up on May 26<sup>th</sup>  
Current Committee Contact List  
Livestock Sale Save the Date Mailer will be sent end of week May 25<sup>th</sup>

**Entertainment:**

Food Truck and Entertainment support needed for check-in. Will have a one-sheeter for this support help, which will have the knowledge of expectations.  
Reviewed BBQ Competition/Farm to Table and Sunday Sips support needs day of event, which will need to utilize Fair Foundation and TIPS Certified Fair Board Members. 6 alone for Farm to Table needed.  
Set up for Farm to Table will have a sheet that will list duties that will need assistance and timing.  
Sunday Sips – 2<sup>nd</sup> Event under the tent was reviewed and will include food and drink samplings. The committee will work on local vendors for the food portion. Currently have Wine, Whiskey and Beer covered. Debbie provided that she had wooden yard games for this event.  
Market Place, vendor liaison was reviewed and will work with County Staff Volunteers to see if this is an area that can be covered with someone with building knowledge.

**Admin:**

Shirt and Jackets have been sent to embroider, the 2<sup>nd</sup> order was placed for new Associates and Commissioners. 1<sup>st</sup> order should be returned mid-June.  
Media details requested from County on do's and don'ts for volunteer photographers, which will cover, Barns/Open Class/4-H and food details for this years Fair & Rodeo. It has been stated nothing for Rodeo will be needed to be captured from these individuals.  
New Director Orientation was completed by Lora. Pam will work on all new member name badges.

**Reports from other groups**

**Fair Foundation:** No comment.

**FFA:** Bailey discussed that the year for FFA is ending, and they have elected new officers for the new year. Bailey is stepping down to pursue her college education. Multiple placed gold in the recent FFA contest. Bailey won the competition and will go to the Nationals in Indianapolis.

**Youth Council:** June show coming up. Hogs will show at 5 pm Friday and Cattle, Goat, and Sheep groups will show on Saturday. Tori- Notified Fair Board youth council elections were taking place next month and she is stepping down to pursue her career in Law Enforcement.

**CSU:** Mercedes discussed how busy the CSU extension office has been since May 1. The horticulture agent is doing demo gardens and master gardeners are there three times weekly. JC is working on a community history project with historical ranches and farms. JC will attend CALF Saturday and has 7 livestock judges attending the conference June 20<sup>th</sup>-22<sup>nd</sup>. Shoot practice is in full swing. Horse camp, ID days, and Buckle Series are all wrapping up. The State Fair announced it will be hosting a terminal market poultry show. Mercedes thanked Fair Board for their support at the 201 event.

**DCSO:** LT Anderson discussed the recent security meeting and noted they will be expanding commanders and evening operations. Met with vendors and staffed for shifts at upcoming Fair & Rodeo.

## Regular Agenda

### Staff Report

**Douglas Partnership Committee:** Dean and Tim presented a brief overview of plans for the 2023 Fair & Rodeo.

**T-shirt:** Fair Board to take one complimentary rodeo T-shirt displayed on tables near food.

**Security:** Tim notified that Jason (security) will attend June Fair Board to discuss the security plan for the 2023 Fair & Rodeo.

**Ticket Sales Update -** Staff provided an updated ticket sales report for review.

**Farmer's Market-** Staff provided Farmer's Market Schedule for committee sign up.

**Farm to Table-** Stefanie and the entertainment committee to send a sheet out with needs for support on Farm to Table set-up and event responsibilities. Stefanie thanked SALT for providing Fair Board dinner at the May meeting.

**Livestock banners-** Stefanie discussed purchasing three backdrops to be placed in the pavilion, marketplace as well as the large animal barn.

### Old Business

### New Business

**Superintendent Approval** – two Goat superintendents voted on Alex and Kate Cerullo, Sarah moved to approve, John seconded. No discussion, all approved

### Other Business

**Sponsorships:** Dean requested for a list of all 2023 Sponsors to be provided at the next Executive meeting to recognize sponsors. Dean applauded Debbie and the committee for a job well done. Douglas County is creating a reputable Fair & Rodeo and sponsors are seeking us out because they want to be involved.

**Code of Conduct** – Code of Conduct printed for all Fair Board. Staff to collect signed pages before the end of the meeting.

**Tentative Schedule** – Tentative schedule reviewed. Debbie updated and corrected the Youth Rodeo Camp date and time.

Pam Spradlin – Encouraged Fair Board to introduce themselves to new faces in the room. Fair Board introductions took place.

**Director Comments**

**Adjournment** – 7:05 pm.

**Next Meeting: June 15, 2023**

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

**TUESDAY, JUNE 6, 2023, AT 5:00 PM**

**FAIRGROUNDS ADMINISTRATION CONFERENCE ROOM**

**MINUTES**

**Meeting:**

**Attendance:** Lora Talbert, Pat Salazar, Pam Spradlin, Stefanie Hawkins

**Shirt and Jacket Order**

Items are with embroider, will be back in July

**Photographer**

Staff will work on list for photo needs for 2023 Fair, timeline and items that need to be captured

**Workday Set Up Volunteers**

Flower "planting" Table and chair set up in Kirk Hall

**Additional Items:**

Event Planning Worksheet needs to be collected and submitted to Staff

Fair Board Volunteer Waivers to be shared in July Fair Board Meeting as well as at Work Day.

**Next Meeting** – July 13, 2023



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

**THURSDAY June 8, 2023, AT 5:30 PM**

**JAMES R SULLIVAN CONFERENCE ROOM**

**MINUTES**

**Meeting:**

**Attendance:** Sarah Fischer, Pat Candelaria, Scott Candelaria, Chris Spyke, Lisa Turner, Stefanie Hawkins

**Farmers Market Reminder**

10am – 2pm June 18<sup>th</sup> Highlands Ranch

**Check-In Process Support**

Entertainment & Food Truck Check-In one-sheeter is being created that gives a breakdown on scope of service, so Guest Services and Committee can keep track that the acts are doing as listed—reminder on Barn Dance Entertainer and equipment to have 1 point of contact.

**TIPS Certification**

Reviewed classes for TIPS Certification – would like to have 10 participate

**Budget Review**

Looking into decreasing service dates to items so the ability to purchase entrance archway

**Market Place**

Reviewed Market Place and the need for vendor liaison. Work with Debbie on a point of contact

**Additional Items:**

**Next Meeting** – July 12, 2023, 5:00pm



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

**THURSDAY, JUNE 8, 2023 AT 6:30 PM**

**EVENTS CENTER**

**MINUTES**

**Attendance:** Dean Elliott, Wes Jacobs, Phil Riesselman, Pat Candelaria, Lora Talbert, Scott Candelaria, Rob Tkach, John Adams, Sarah Fischer, Gary Turner, Clay Gysin, Tim Hallmark, Michelle Bartlett, Stefanie Hawkins

**Meeting:**

**Staff review**

**Items needing attention of the committees**

Michelle requested support on CSU Extension office behalf, looking for a cowboy/cowgirl for June 28<sup>th</sup> Cloverbud Camp

**TIPS certification**

Stefanie spoke on the need for additional volunteers to be TIPS Certified for ID check at events during Fair. Stefanie will share list of dates with Fair Board next week to sign up so a locked-in date can be secured to schedule an in-person class.

**Updated contact information for all Directors/Associates**

Dean discussed the importance of getting these completed and turned in

**Fair day sheets/event set-up sheets turned in to staff**

Clay spoke about the need to have turned in the Event Set Up Sheets so his team is able to accommodate all requests for set up at each event. All committees are to have completed for their events. Admin to share the sheet along with what was done in 2022 for example

**Final planning**

**Parade activities**

Dean requested the attendance of the Executive Committee at Highlands Ranch 4<sup>th</sup> of July parade.

Fair parade is planned as 2022, more details to come

### **Saturday support**

Stefanie reviewed Saturday events and volunteer needs

- BBQ - 2 needed with TIPS Certification
- Farm to Table Set Up – 3 needed for finalization on set up

### **Hometown Rodeo**

John looking for an alternative route to enter for stock contractor

4:00 PM Support needed

### **Farm to Table event**

Stefanie reviewed support needs and timing

- 9:00 am – 10 needed for support
- 10:30 am – split the 10 into separate groups for Check – In and ID Wristband duties

- 1:30 pm – 10 needed for flip of event into Sunday Sips & Samples

### **Secondary event**

Sunday Sips & Samples – 5:00 pm – 8:00 pm

- 1:30 pm– 10 needed from the flip of Farm to Table
- 4:30 pm 4 needed with TIPS certification for Admission and ID Check

### **Exceptional Rodeo**

Set with Rodeo committee

### **Poultry shows**

Michelle said no changes to operating as they have been planning.

### **Livestock move in planning and assignments**

#### **Wetting down shavings, etc.**

Move-in Sunday – reminder no security and superintendents assign Friday locations.

Hours are to be followed as stated in the Exhibitor packet

The layout of the panels for sheep will be done to size the barn correctly. The number of sheep and beef are up this year.

### **Camping update**

1<sup>st</sup> come 1<sup>st</sup> serve on camping, which opens July 3<sup>rd</sup> through July 14<sup>th</sup>

### **VIP/Sponsor activities and participation**

Tim spoke on VIP Event 8/5, inviting over 100 guests; this year the invite will go out to sponsors at \$2,500 and above.

## **Other**

### **Show Management**

600 entries to date.

Rob brought a request to Executive from a family to bring a Chiropractor on-site during Fair for Therapeutic purposes to their animals. The Executive Committee discussed proposing a position statement to bring to Fair Board next week for review.

### **Awards**

Pat reviewed the awards list not currently sponsored. She was at 4-H Leadership and spoke about the potential idea of handing out awards at

Achievement Night, so not to have awards not picked up and not put to use. Leaders will bring the idea to their councils.

**Admin**

Laura will not be at Fair Board and requested to have a reminder on tickets to be claimed by July 14<sup>th</sup> or they will be returned back into sale.

**Guest Services**

Tim spoke about the need for additional volunteers and the need for volunteers outside of County employees. Gary is pushing at Farmer Markets. Dean will ask Fair Board to ask friends and family coworkers and each have 5 people support.

Rob asked about reaching out to CSU for Alumni list to send. Pat suggested putting it on 4-H Thursday blast.

Michelle and Tim shared that at the CSU Extension Office, August 1<sup>st</sup> will have no State Representative.

**Next Meeting:**

July 13, 2023

**Comments:**



## **DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE MEETING**

**MONDAY, JUNE 5th, 2023, AT 6:00 PM**

**ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

- Tori discussed remaining Offero shifts and crucial shifts. Out of 124 there are 56 crucial ticket taking shifts remaining. Conversation about contacting the Mormon church for volunteers. A blurb was sent out in the first Friday Seniors Council Newsletter to recruit volunteers. Ongoing communications being sent to those who are Offero members not yet signed up for shifts.
- Committee discussed feedback from the first Farmer's Market. Dick suggested getting to the Farmer's Market earlier to set-up and be ready to go one hour ahead. Tori discussed merchandise and POS is still to be determined by County IT. Gary discussed visuals and props to attract people at the Farmer's Market booth. Dick discussed the banner would bring people to the booth. Tori to print 4 photos concerning 4-H, Rodeo and Fair to frame for Farmer's Market table. Dick suggesting adding Castle Rock location to pocket schedules in 2023. Two additional Highlands Ranch and 5 Castle Rock Farmer's Markets.
- Lisa said there was no real feedback or response from the school district and homeschool program, but the information is out there. Committee to brainstorm how to fill these crucial shifts.
- Committee discussed items needed for volunteers. Aprons, fans, and snacks have been ordered. Tori to purchase gifts cards and refrigerated snacks closer to Fair & Rodeo. Discussion of one \$50 gift card being won in combination with the smaller amounts for volunteer appreciation. There are plenty green shirts in inventory from 2022.
- Gary working on updating PowerPoint for orientation. Tori planning orientation packet meeting to put together packets and capture all necessary documents and items for upcoming orientation. Volunteer survey discussed and sending one via Offero pending the Fair & Rodeo to capture feedback from 2023 volunteers. Gary discussed that National Western offers a Webex and Q&A online for volunteers. Recommendation that we

implement this in the spring for 2024. Gary suggested having a volunteer recruitment booth to provide information on current volunteer experiences to engage for next year's Fair & Rodeo. Radio ads and sign research for recruitment efforts discussed. We want to be a Fair that people want to be involved in. We want to value and appreciate our volunteers.

**Next Meeting:** July, 10th 2023



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

**MONDAY, JUNE 5th, 2023, AT 5:00 PM**

**ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

- Pam needs the updated list of Fair Board Director and Associate information. Michelle is currently capturing this data to give Pam for the souvenir program. The group photo was passed around the committee. There was a consensus to use the professional group shot versus the silly. Sponsor ads are being finalized. Articles complete. \$10,187 in ad buy compared to 2022 at \$4025. Pam and Debbie are looking for some fun filler ideas for the final pages to equal 56 pages. 3,000 programs will be distributed and 5,000 will be placed on the Fairgrounds. Sozo Chiropractor is including 4 golden tickets to incorporate into the souvenir program to give away a wellness prize. Debbie to place programs in old wagons or wheel barrels around the Fairgrounds. Debbie and Pam are considering highlighting the Fair Foundation for back cover to recognize their support. The distribution list is pending and will be notified to all committee members as soon as it is completed.
- Versatility campaigns are running smoothly without issue and the content calendar is current through June. Additional marketing graphics can be requested for the June or July Content Calendar. Open Class/Creative Arts to coordinate a possible request for a social media post. Jennifer discussed the newly placed Freeway sign in Larkspur and said it is simple and visible. Debbie discussed the 5 road signs that are to be installed by Versatility at CORE, Murdoch's, Cherokee Ranch, Fairgrounds, and the Weins Ranch.
- Pat with Open Class said there have been 100 save the dates distributed. They are looking to reach more than local places and people. Plan to have 1,100 flyers to be distributed. Pat and Cynthia are trying to think outside the box to solicitate to more people. The downtown window has been updated and looks great. Committee agreed Pat and Cynthia are doing a great job marketing the programs. Cynthia discussed a newsletter was distributed to certain subdivisions to highlight creative arts.
- Debbie discussed the remaining sponsorship opportunities. There are still a handful of perspective sponsors reaching out with interest to support the 2023 Fair & Rodeo. Scott



talked to Tom Weins about sponsoring a livestock sale sign. Weins Ranch is considering sponsoring the 2023 pancake breakfast. Scott said that Buds bar is collecting money to donate to the Fair & Rodeo from local patrons who visit the bar.

- Debbie requested help to inventory current sponsor banners to evaluate what we need.
- Jennifer discussed the importance of staff or Fair Board being available for the production set-up and arrival of the barn dance band. Jennifer noted that last year it was unorganized and unprofessional and was a bad experience for Wide Open Saloon, whom sponsors the Barn Dance and provides all resources.
- Debbie discussed committee efforts on social media. Debbie discussed utilizing more creative videos and would you rather questions on the platforms. She received great feedback from CALF and has been contacted to continue to do more at their location.
- Tori discussed the \$414 left in operating supplies. Tori asked committee for ideas to utilize the remaining budget. Scott discussed embroidery invoice to be paid for Hayden and his shirts. Debbie discussed additional signage to attract people to go into the marketplace. Debbie is getting measurements and a quote for a triangular sign to be hung outside the events center. Cynthia requested flags that says ag & flora and open class to be placed outside the doors near the old west town. Pam to provide Debbie quotes for the tear drop flags.
- Gary asked for feedback on the Farmer's Market that Debbie lead. Debbie said the horse was a great draw for families to come visit. It was a positive experience and great turnout. There was great conversation and interest in attending the Fair & Rodeo.
- Tom Harris discussed the upcoming Rotary visits with the Royalty court in June and July. Scott discussed parade entry and standard banner size for creative arts to market their programs on the floats at the Highlands Ranch and Castle Rock Parades.

**Next Meeting:** July 10th, 2023



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

**WEDNESDAY, JUNE 7, 2023 AT 6:30 PM**

**JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS**

**MINUTES**

**Attendance:** Gary Turner, Deb Dilley, Debbie Mills, Laura Martin, Hayden Schmidt, Michelle Mannes, John Adams, Tom Harris, Scott Candelaria, Scott McHenry, Arlie Gordon.

**Meeting**

**Contract Updates:** Michelle updated that all but one agreement has been signed. She is working with the Mutton Bustin' contractor to get the final agreement signed.

**Contact List:** Michelle asked that everyone please send their contact information in ASAP.

**Un-sponsored Awards:** Michelle updated the committee that two \$100 Buckles still need sponsoring for Hometown Rodeo.

**Cowhide Race** – The Candelaria Family volunteered to sponsor.

**Goat Tying (20 & Over)** - Laura Martin volunteered to sponsor.

**Mutton Bustin Buckles Update:** John reported that Dairy Queen has purchased and sponsored buckles for Mutton Bustin. This year, Todd purchased 50 buckles from the Pro Rodeo Hall of Fame for Mutton Busters. He will purchase enough buckles for the next few years and donate them to the Fair in the next few years. Scott asked that John let the Awards Committee know of the plan too. The overall Mutton Bustin winner will still get a ribbon.

**Mutton Bustin Registration help:** John asked the committee for two volunteers per performance to help with Mutton Bustin registration. Tom Harris, Arlie Gordon, Gary Turner, and Scott McHenry volunteered to help.

**Sponsorship Update:** Debbie reported \$169,000 in sponsorship directly related to the rodeo had been secured for 2023. All rodeo event sponsorships are now full.

**National Anthem Singer Update:** Deb Dilley updated the committee that all National Anthem singers have been secured. Ginger Allen, a voice coach in Castle Rock, has several people lined up but will not have names and contact information until mid-July. A few will be repeat performers.

**Cervi School Update:** John updated that the Cervi School went really well, with 50 participants. Debbie reminded the committee that the Fair will no longer be sponsoring the fall school.

**PRCA Youth Camp:** Debbie is waiting on the final advertisement from PRCA to market the Youth Camp. Rocky Mountain Heating and Air has agreed to be the sponsor for this year.

**Exceptional Rodeo:** Debbie reported that Adam Daurio is taking care of everything other than a few volunteers that the committee will provide. Roper has agreed to be the sponsor.

**Inventory and Inspect Hometown Rodeo Equipment:** Scott, John, and Hayden will inventory all Hometown Rodeo supplies after the meeting.

**Ticket Sales:** John reported that 2,600 tickets were sold in total.

Gary will pick up the Farmer's Market supplies from the office this Friday and will bring them to the Farmer's Market on Sunday. Deb Dilley and Laura Martin will be there to help as well.

**Next Meeting: July 5, 2023**

**Comments:**

**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
<b>CHARGES FOR SERVICES</b>								
211400	A/P General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
344200	Facilities Use Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
344300	Admissions Surcharge	(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	\$0.00	(\$25,000.00)	100.00 %
344301	Ticket Surcharge	(\$330,000.00)	\$0.00	(\$330,000.00)	(\$21,645.30)	\$0.00	(\$308,354.70)	93.44 %
344302	Vendor Surcharge	(\$50,000.00)	\$0.00	(\$50,000.00)	(\$3,490.00)	\$0.00	(\$46,510.00)	93.02 %
344303	Participant Surcharge	(\$17,700.00)	\$0.00	(\$17,700.00)	\$0.00	\$0.00	(\$17,700.00)	100.00 %
344304	Event Sponsorships	(\$240,000.00)	\$0.00	(\$240,000.00)	(\$47,350.72)	\$0.00	(\$192,649.28)	80.27 %
344305	Event Commissions	(\$100,000.00)	\$0.00	(\$100,000.00)	(\$32,916.28)	\$0.00	(\$67,083.72)	67.08 %
344401	Catering Fee	(\$80,000.00)	\$0.00	(\$80,000.00)	\$0.00	\$0.00	(\$80,000.00)	100.00 %
<b>MISCELLANEOUS REVENUES</b>								
383300	Contrib-Foundation/Estates	\$0.00	\$0.00	\$0.00	(\$20,000.00)	\$0.00	\$20,000.00	#DIV/0! %
384500	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
<b>PERSONNEL SERVICES</b>								
411100	Personnel Costs (Salary, OT, Benefits, Phone)	\$165,421.00	\$0.00	\$165,421.00	\$57,673.29	\$0.00	\$107,747.71	65.14 %
<b>ADMINISTRATION COMMITTEE</b>								
433400	Operating Supplies	\$25,000.00	\$0.00	\$25,000.00	\$2,311.56	\$4,561.96	\$18,126.48	72.51 %
433500	Uniforms	\$2,000.00	\$0.00	\$2,000.00	\$3,457.25	\$350.00	(\$1,807.25)	-90.36 %
443570	County Fair Services	\$58,000.00	\$40,000.00	\$98,000.00	\$24,402.77	\$97,370.07	(\$23,772.84)	-24.26 %
444300	Equipment Rental	\$17,400.00	\$0.00	\$17,400.00	\$0.00	\$75,035.32	(\$57,635.32)	-331.24 %
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	\$3,543.99	\$7,738.00	(\$3,781.99)	-50.43 %
<b>ADMINISTRATION COMMITTEE TOTAL</b>				<b>\$153,400.00</b>	<b>\$33,715.57</b>	<b>\$185,055.35</b>	<b>(\$65,370.92)</b>	<b>-42.61 %</b>
<b>MARKETING COMMITTEE</b>								
433400	Operating Supplies	\$4,200.00	\$0.00	\$4,200.00	\$3,785.48	\$0.00	\$414.52	9.87 %
440100	Printing/Copying/Reports	\$20,300.00	\$0.00	\$20,300.00	\$2,205.13	\$5,659.35	\$12,435.52	61.26 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$0.00	\$41,000.00	\$21,181.21	\$3,500.00	\$16,318.79	39.80 %
443570	County Fair Services	\$12,000.00	\$0.00	\$12,000.00	\$8,999.40	\$0.00	\$3,000.60	25.01 %
445300	Travel Expense (445300)	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00 %
445500	Catered Meal Services	\$2,900.00	\$0.00	\$2,900.00	\$479.22	\$1,800.00	\$620.78	21.41 %
447850	Fair Awards (447850)	\$3,200.00	\$0.00	\$3,200.00	\$549.55	\$1,425.00	\$1,225.45	38.30 %
<b>MARKETING COMMITTEE TOTAL</b>				<b>\$85,100.00</b>	<b>\$37,199.99</b>	<b>\$12,384.35</b>	<b>\$35,515.66</b>	<b>41.73 %</b>
<b>ENTERTAINMENT COMMITTEE</b>								
433400	Operating Supplies	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00 %
443570	County Fair Services	\$40,300.00	\$280,000.00	\$320,300.00	\$13,516.00	\$288,651.00	\$18,133.00	5.66 %
<b>ENTERTAINMENT COMMITTEE TOTAL</b>				<b>\$335,300.00</b>	<b>\$13,516.00</b>	<b>\$288,651.00</b>	<b>\$33,133.00</b>	<b>9.88 %</b>

**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
<b>RODEO COMMITTEE</b>								
433400	Operating Supplies	\$2,000.00	\$4,500.00	\$6,500.00	\$81.26	\$3,500.00	\$2,918.74	44.90 %
443570	County Fair Services	\$85,000.00	\$38,000.00	\$123,000.00	\$2,380.31	\$103,405.00	\$17,214.69	14.00 %
444300	Equipment Rental	\$20,000.00	\$3,500.00	\$23,500.00	\$0.00	\$18,040.00	\$5,460.00	23.23 %
445300	Travel Expense (445300)	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$500.00	\$3,000.00	85.71 %
445500	Catered Meal Services	\$3,500.00	\$2,000.00	\$5,500.00	\$0.00	\$7,000.00	(\$1,500.00)	-27.27 %
447400	Judges	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$6,500.00	(\$3,000.00)	-85.71 %
447850	Fair Awards (447850)	\$58,500.00	\$26,000.00	\$84,500.00	\$340.65	\$101,500.00	(\$17,340.65)	-20.52 %
<b>RODEO COMMITTEE TOTAL</b>				<b>\$250,000.00</b>	<b>\$2,802.22</b>	<b>\$240,445.00</b>	<b>\$6,752.78</b>	<b>2.70 %</b>
<b>GUEST SERVICES COMMITTEE</b>								
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$1,435.17	\$2,000.00	(\$1,435.17)	-71.76 %
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	\$1,342.90	\$0.00	\$8,657.10	86.57 %
<b>GUEST SERVICES COMMITTEE TOTAL</b>				<b>\$15,500.00</b>	<b>\$2,778.07</b>	<b>\$2,000.00</b>	<b>\$10,721.93</b>	<b>69.17 %</b>
<b>LIVESTOCK SALE COMMITTEE</b>								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$2,627.00	\$2,406.70	\$1,966.30	28.09 %
440100	Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$71.40	\$1,075.00	(\$146.40)	-14.64 %
443570	County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$1,509.00	\$1,600.00	(\$609.00)	-24.36 %
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	\$7,875.00	\$200.00	(\$1,075.00)	-15.36 %
447850	Fair Awards (447850)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
438500	C.A. Computer - Related	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00 %
<b>LIVESTOCK SALE COMMITTEE TOTAL</b>				<b>\$34,800.00</b>	<b>\$12,082.40</b>	<b>\$5,281.70</b>	<b>\$17,435.90</b>	<b>50.10 %</b>
<b>SHOW MANAGEMENT COMMITTEE</b>								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$1,114.60	\$900.00	\$4,985.40	71.22 %
443570	County Fair Services	\$1,200.00	\$0.00	\$1,200.00	\$625.00	\$8,800.00	(\$8,225.00)	-685.42 %
445500	Catered Meal Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00 %
447400	Judges	\$14,400.00	\$4,000.00	\$18,400.00	\$0.00	\$15,000.00	\$3,400.00	18.48 %
447850	Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$20,924.10	\$11,130.38	(\$4,334.48)	-15.64 %
474800	Capital Asset	\$0.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$0.00	0.00 %
<b>SHOW MANAGEMENT COMMITTEE TOTAL</b>				<b>\$126,320.00</b>	<b>\$22,663.70</b>	<b>\$106,830.38</b>	<b>(\$3,174.08)</b>	<b>-2.51 %</b>
<b>FIXED CHARGES (Personnel)</b>		<b>\$165,421.00</b>	<b>\$0.00</b>	<b>\$165,421.00</b>	<b>\$57,673.29</b>	<b>\$0.00</b>	<b>\$107,747.71</b>	<b>65.14 %</b>
<b>OPERATING BUDGET</b>		<b>\$519,920.00</b>	<b>\$478,500.00</b>	<b>\$998,420.00</b>	<b>\$124,757.95</b>	<b>\$840,647.78</b>	<b>\$35,014.27</b>	<b>3.51 %</b>
<b>TOTAL PERSONNEL/OPERATIONS</b>		<b>\$685,341.00</b>	<b>\$478,500.00</b>	<b>\$1,163,841.00</b>	<b>\$182,431.24</b>	<b>\$840,647.78</b>	<b>\$142,761.98</b>	<b>12.27 %</b>

**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)	(\$125,402.30)	\$0.00	(\$717,297.70)	85.12 %
6/14/2023	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	(\$157,359.00)	\$478,500.00	\$321,141.00	\$57,028.94	\$840,647.78	(\$574,535.72)	-178.90 %