



**DOUGLAS COUNTY FAIR BOARD
THURSDAY, JUNE 20, 2024
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

Administration

- The Committee discussed ongoing items with no changes.

Executive

- The committee recommends removing two camping spaces and not permitting tent camping during fair.
- No projects will be released prior to 5 pm on Sunday, August 4.
- The Committee requested support manning project release lines on Sunday, August 4 at 4:00 pm.
- Zach proposed a new parking plan for Fair Board Directors and Associates.
- The Committee recommends the Rodeo Clowns have access to the family bleachers during the ProRodeo's and are involved with Mutton Bustin.
- The Committee requested support from Fair Board for load-out on concert night at 10:00 pm.

Entertainment

- The Committee requested support from Fair Board for Farm to Table tear down on Sunday, July 28 at noon.

Guest Services

- The Committee discussed ongoing items with no changes.

Livestock Sale

- The Committee is sourcing additional volunteers for clerking and reconciliation.
- The Committee reviewed all ongoing items.
- The Committee reviewed the Master Schedule and made a few minor changes.

Marketing

- The souvenir program will be printed and delivered by July 5.

Rodeo

- The Rodeo committee recommends Mutton Bustin online registration open July 1 and remains open until full.
- The committee recommends opening Hometown Rodeo registration on July 1 and closing on July 21.

Show Management

- The Committee reviewed their Superintendent Boxes.
- The Committee reviewed and will send in Event Planning Worksheets and changes to the Exhibitor Packet.

Treasurer's Report**Reports From Other Groups****Regular Agenda****Staff Report****Outstanding Items Needing Board Approval****Old Business**

Plea for Volunteers
Farmers Markets
Sign up for Activity Support

New Business

Officer Elections
Review Events and Committee Updates
Mock Sale Schedule
Awards Update

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

Next Meeting: July 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:

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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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 4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
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 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, MAY 23, 2024

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS

MINUTES

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:30 p.m. on May 23, 2024. 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
Scott McHenry
Debbie Mills
Gabe Ryan
Pam Spradlin
Lori Sorenson
Lora Talbert
Rob Tkach
Gary Turner
Lisa Turner*

Associate Members Present:

*Nick Candelaria
Josiah Fredericks
Ryan Kennedy
Kyle Moore
Patti Russell
Dick Sabulsky
Jean Sabulsky
Ted Sorenson
Chris Spyke*

Other Guests Present:

*Marcus Ballinger
Tori Checkal
Mercedes Glenn
Tristin Hastings
Damy Talbert*

Staff Members Present:

*Lauri Anderson
Zach Burns
Sharon Hines
Teresa Kutt*

Board Members Absent:

*Wes Jacobs
Phil Riesselman
Pat Salazar
Hayden Schmidt*

Associate Members Absent:

*Ben Alderton
Matt Coyle
Deb Dilley
John Holst
James Jamison
Chayce Lutz
Monica Wilson
Kate Wormington*

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

Public Comment: No public comment.

Approval of the Last Meeting Minutes: Pat C. moved to approve the April minutes. Pam seconded. There was no discussion. All were Approved.

Consent Agenda: Gary moved to approve the consent agenda. John seconded. Scott and Pat opposed it. Dean remarked that after the fair, there would be a discussion on using the consent agenda procedure at Fair Board Meetings. Motion approved.

Treasurer's Report: Wes was absent. Dean commented that the overall budget for the Fair has increased to \$1.2 million and appreciates the hard work of the Fair Board to grow the Douglas County Fair & Rodeo. He also encouraged the board to visit the website to see the number of events and activities that the Fair has scheduled this year.

Reports From Other Groups

FFA: No representative present.

CSU Extension: From Mercedes Glenn, 4-H Agent:

Goat and sheep tag-ins went well, including the retinal scans.

Avian Flu Update: Biosecurity is important to emphasize, but no specific recommendations have been provided for Fair. The virus has been seen in dairy cows and goats. The only reported incidents in Colorado have been in Weld County. This is a developing situation, and 4-H will respond as necessary.

4-H Youth Council: Tristin reported that 4 scholarships have been awarded. Volunteers are needed for the June Show, specifically for set-up on June 6 and teardown on June 9. Volunteers can just show up.

4-H Foundation: Patti reported 8 scholarships passed and will be working on a grants project.

Fair Foundation: The Cowboy Ball was a success, and Debbie thanked everyone for attending. The Foundation will pay for this year's live-streaming service. Pat C. mentioned that Ghost Town Hoe Down will not take place this year; instead, planning for a Golf event is in the works.

Regular Agenda

Staff Report: Zach reported that the 2025 budget process is underway and asked that the Board start considering budget requests. The budget will be added to the June meeting's agenda.

Old Business

Competition Rules: Rob motioned to amend the 2024 Competition Rules for the Sheep Department to add Sec.1(F): "Fans are allowed for the sheep department subject to the requirements as determined by the Douglas County Fair & Rodeo Management." Pat C.

seconded. Tristin asked why fans were not allowed in the swine barn. Scott said that the swine barn has a cooling system and that the hogs tend to eat the fan's electrical cords. All approved.

Master Plan Townhall Recap: The audience at the Town Hall was comprised of many youth sports advocates. Zach observed that the primary misunderstanding was the timing of the Master Plan. The Commissioners clarified that no sports fields would be removed without a solution. On June 27, Parks & Trails and Historic Preservation will hold a Town Hall for further discussion.

New Business

Dean asked each committee Chair to provide an overview of what is new or changed for the 2024 Douglas County Fair & Rodeo:

Show Management: Rob reported that the poultry show is back. There will be a new show ring, and the Mini-Horse Department will debut this year.

Livestock Sale: Pat C. reported that a new, donated sales ring will be installed, and the layout of the Pavilion for the sale has been rotated. The auction block will now face opposite the hog barn, and staff is working on a cover between the hog barn and the Pavilion for animals to line up under. Steps were added behind the Pavilion to the Buyer's tent, and there will be a bar in the tent this year.

Entertainment: Sarah reported that Farm-to-Table will be inside the Pavilion. The Midway will host more entertainment and food vendors will be consistent over the two weekends.

Marketing & Sponsorships: Jen and Debbie reported that sponsorship revenue has reached \$300,000. Marketplace will have a new layout, with vendor booths in the rear of the Event Center and Open Class, General Projects, and Ag/Flori in the front half. Vendor revenue has increased from \$7,000 to \$20,000 in 2024. The Foundation will pay for live-streaming expenses and hopes to expand next year to include more shows. The Rodeo Clown Reunion is returning to the Douglas County Fair.

Admin: Lora reported that Admin's goal is to improve Work Day and that shirts orders were taken online this year.

Rodeo: John reported that Slack has been extended over three days, Thursday - Saturday.

Guest Services: Gary reported that the Farmer's Market shifts will comprise a mix of Fair Board members, allowing a greater knowledge base to be present each weekend.

Other Business

Debbie motioned to approve Lora Eaton as an Associate board member to assist with the Royalty program. John seconded. No discussion. All approved.

Rob motioned to approve Georganne Kinnunen as an Open Class assistant Superintendent for Quilts for the 2024 Fair. Scott seconded. No discussion. All approved.

Douglas County Fair Entry opens Wednesday, May 29, 2024, and all entries are due Friday, June 14, 2024, at 5:00 pm. NO EXCEPTIONS!

Rob stated that Fair Board policies specify that Officers should be elected or re-elected in June of every even-numbered year. The election will take place at the June meeting, and new terms will begin in October.

Pam provided edits to the Fair's Master Schedule. Pat C. requested that the schedule be sent out in Excel so that Fair Board members can sort and search easily. All committees should have changes collected by the June Fair Board meeting.

Pat C. reported \$7500 in unsponsored awards and encouraged Fair Board members to sponsor Awards. If you have committed to sponsoring an award, please send payment.

Dean mentioned individual schedule assignments for Directors during the Fair were being created.

Adjournment at 7:10 PM.**Next Meeting: June 20, 2024****Rules for Citizen Engagement at Fair Board Meeting**

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DOUGLAS COUNTY FAIR BOARD- ADMINISTRATION COMMITTEE MEETING

THURSDAY, JUNE 13, 2024, AT 5:15 PM

FAIRGROUNDS ADMINISTRATION CONFERENCE ROOM

MINUTES

Attendance: Lora Talbert, Jean Sabulsky, Pam Spradlin in person. Pat Salazar by phone.

Awards: Per Michelle, the Awards Committee prepares all awards, including ribbons.

Flowers: Tori confirmed that she has a sponsor for the flowers in the midway, which the sponsor will plant. Admin may be able to help water the plants during the Fair. Watering cans and carts will be provided. There are a total of 12 planter boxes.

Work Day: Michelle will be handing out Superintendent boxes ahead of the Fair. Golf Cart Keys will be handled by Dean. Shirts and jackets are being handed out at the Fair Board meeting next week. Anything left over can be handed out on Work Day. Lora is going to be available the first weekend at the Fair. She plans to be present at Horse Shows and Exceptional Rodeo. Special needs concerns of the Exceptional participants were discussed and will be taken to the Executive tonight at their meeting.

Examples: Ventilators, walkers, wheelchairs - some motorized, sensory tent.

Discussion was held about a signup sheet that Dean/Executive is handling for Fair tasks. We discussed where we have helped in the past - VIP Event, Farm-To-Table and Livestock Sale

Tori informed us that we might be able to help plant perennials into whiskey barrels before the Farm-to-Table event and keep them watered. 5 halved barrels.

We spent the rest of our meeting sorting and putting name labels on the shirts and jackets. They will be handed out at the next Fair Board Meeting.

Next Meeting – July 11, 2024



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, JUNE 13, AT 6:30 PM

EVENTS CENTER

MINUTES

Attendance: Dean Elliott, Debbie Mills, Phil Riesselman, Wes Jacobs, John Adams, Sarah Fischer, Gary Turner, Pat Candelaria, Scott Candelaria, Michelle Mannes, Tori Thelen, Tim Hallmark, and Zach Burns.

Staff review- The staff had no comment.

Final planning- The Dean discussed the needs of the Fair Board to support Fair & Rodeo events.

Friday Concert- Tim notified the committee of a fully executed contract with Double Wide, the opener. The contract for Chris Jansen requires approval at a BOCC business meeting since it exceeds \$100,000. Tim has verbal approval from both legal teams. There is an executed contract for the production. Since Chris Jansen is flying, DCF&R is to provide the instruments. Tim said that the instruments are pending and have not yet been confirmed. Tim asked for support after the concert during load-out around 10:30 pm. Zach asked about ticketing needs during the concert, and Gary said they should not need extra support. Gary said the real trouble with ticketing is when the weather impacts the scanners' effectiveness.

Saturday support- Michelle requested Fair Board support at the Dog Show, and Llama Show.

Hometown Rodeo- John confirmed that Hometown Rodeo begins with the drill team and royalty crowning and that it begins at 4 p.m. Hay will be delivered on Wednesday. Registration for Hometown will be online through Saddlebrook and open on July 1 for three weeks. John recommends capping the events at roughly the same number as last year.

Farm to Table event- Tori discussed Farm to Table support. Staff needs 3-4 tips certified volunteers to distribute wristbands and check IDs. Tori and Tim requested 6 volunteers to tear down the following Farm to Table. Tear down to begin at 12. The table and chair rentals will be picked up on Monday morning.

Exceptional Rodeo- There was a discussion about the impact of horse carriage rides for special needs on incoming campers and vendors. Tim wanted Laurie's team to be aware to delegate support staff if we need assistance directing traffic. There will be two exceptional rodeos. Set up will begin at noon. Showtimes are at 1:30 p.m. and 3:15 p.m.

Poultry shows- Michelle said the poultry show has not changed and is back to normal in 2024. Data entry will take place on 7/31.

Livestock move-in planning and assignments- Michelle mentioned there is a biosecurity concern among dairy cattle currently. Phil asked about dairy goats, and Michelle confirmed there are no cases among dairy goats. Phil asked Michelle about shavings for the Livestock Sale, and Michelle confirmed it had been handled. Michelle said the sale ring will be delivered on July 9 and set up for the Mock Sale on July 10.

Camping update- Michelle discussed camping and notified the committee that they must eliminate two spots and that tent camping will not be permitted.

VIP/Sponsor activities and participation- Debbie discussed the clown reunion and that there are currently 43 who RSVP'd. Staff ordered red noses to distribute to the Fair Board and attendees. Dean requested clown involvement in mutton busting and that it would be meaningful for those involved with the reunion. John agreed that the clowns could be involved. Debbie asked for Fair Board support to monitor the VIP reception entrances from 5:30 to 7:30. Dean requested the BOCC schedule so the Fair Board knows their presence and commitments. Tim confirmed that the BOCC schedule has been emailed to staff.

Show management- Michelle requested support manning the Events Center doors during the project release on Sunday, August 4. This is a chaotic time due to the Fair closing and premiums and projects becoming available for release. No project will be released until 5 pm. Pat needs a clerk for the livestock sale who has computer skills. Dean asked if the whiskey barrels for the Livestock Sale flowers were stored in the barns. Michelle thought they were in the small animal barn, but this needs to be confirmed.

Fair Parking Review- Zach discussed the new parking plan and distributed a map to the Fair Board. After evaluating the traffic situation, Zach determined the back of the house was unsafe last year. Zach explained that all Fair Board Directors and 5-year Associates will have a named space in the designated lot. All other associate members will be taken care of in an alternate lot. Parking passes will be distributed in packets on Work Day. Golf carts will now be parked near the shop close to the Director's parking. There will also be a few marked 30-minute loading spots for vendors. Scott asked about early arrival for 4-H and Zach said that was not approved. Livestock Sale Buyers will have parking passes mailed to them, and on Friday, August 2, The Lowry Lot will be a permitted lot to support buyers, volunteers, ADA, and other vendors. 4-H will receive one parking pass per family.

Other

Dean discussed tagging the golf carts when they arrive prior to workday. Michelle notified the committee that fair entries were at 1921 and the entry deadline was Friday at 5 pm. This is 700 lower than 2023, but Michelle anticipates several entries to come in.

Dean discussed weights for tents and wanted staff to be prepared for the weather. Dean asked about the upcoming parades, and Scott confirmed they were ready to roll. Dean took ownership of the BOCC cookie jar. Phil asked about the national anthem and recommended the singers follow a dress code. A question arose regarding Fair Board shirt colors. Debbie confirmed the order is denim, red, white, and blue. Scott asked staff about the hay delivery, and Tim confirmed Wednesday would be best. Michelle said that there were still tarps to cover the hay. Michelle will confirm if additional tarps are needed

Next Meeting:

Thursday, July 11



DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE

MONDAY, JUNE 10, 2024 AT 6:00 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Offero update

Gary reported that 212 out of 257 shifts still need to be filled. Lisa G. will send another email to DC staff.

Farmers Markets

Reviewed materials for display at the upcoming farmer's markets. The existing tablecloth and banner will be used. Teresa will gather flyers, volunteer brochures, and other materials for pick-up. A shift sign-up sheet will be distributed at June's Fair Board meeting.

VIP credentials

The credentials will include Sponsor, Rodeo VIP, VIP, and Vendor versions. Teresa will send artwork to Lisa G. to print cards and order lanyards. Volunteers will receive a paper name badge.

Volunteer items

Vests—Volunteers will turn in their vests after each shift. Lisa volunteered to wash vests during the week.

Lanyards and other credentials - in process

Snack/Food plans - ordered

Gift Cards – Teresa will complete in July

Golf Carts: Zack confirmed Guest Services would have 2-six person carts and one for ticketing. Dick mentioned he would not be bringing his cart this year to Fair.

Training

In-person Training: July 20 at 11 a.m. in CSU Conference Room, followed by a site tour.

Online Training (LIVE) will be held on Tuesday, July 16, at 7 PM.

The Training Materials were reviewed, and suggestions were made. Lisa will send training materials from Afton to all ticket volunteers. There will be no prizes at the training.

Signage for Fair

Volunteer training sign for parking lot, volunteer check-in directional, maps laminated for info booths, Mutton Bustin directionals

Next Meeting: 7/8/2024 at 6:00 pm in the Administrative Conference Room



DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING

WEDNESDAY, JUNE 5, 2024, AT 6:30 PM

KIRK HALL

MINUTES

Meeting

Attendance: Lori Sorenson, Sarah Fischer, Kyle Moore, Scott Candelaria, Wes Jacobs, Rob Tkach, Pat Candelaria, Zach Burns, Michelle Mannes, Phil Riesselman, James Jameson, Nick Candelaria.

Volunteers: The Committee discussed the need for volunteer help for the set-up and tear-down of the sale. Scott volunteered to talk to the Guest Services Committee to get those shifts on the schedule. Pat is still looking for a few volunteers to help with clerking duties as well as Saturday reconciliation. Once the clerking volunteers have been secured, Pat will forward the list of shirts that Michelle needs to order.

2025 Budget: The committee discussed no new budget requests for 2025. Wes is still working to send Michelle the explanations of the previously discussed budget requests.

Event Planning Worksheet: Phil turned this in to Michelle at the May meeting. No new additions or changes.

Review of Ongoing Items

Caterer: The Castle Rock Fire Department will need to inspect and certify the trailer that O'Briens is bringing for the Livestock Sale BBQ. Michelle will work with O'Briens to ensure this gets done.

New Sale Ring: The new Sale Ring will be delivered on July 9th and will be set up in time for the mock sale.

Photographer: Michelle will work with the photographer and Lori Sorenson to schedule a site visit and finalize logistics.

Plaques: Plaques have been ordered. Sarah confirmed she will help to add pictures to the plaques again this year. Buyer banners have also been ordered and delivered.

Popcorn & Peanuts: Popcorn has been ordered. Phil will reach out to Cindy Duckworth to see if the 4-H club she was a part of would be interested in manning

the popcorn station again. Pat will reach out to a few potential sponsors regarding peanuts.

Sponsorships: Additional sponsors of Lautenbach, Janice Hrbaty, Potestio, and FirstTier Bank have been secured.

Potestio Giveaway: Wes will document the process of the giveaway and send it to Michelle.

Mock Sale Set Up: Pat and Rob will arrive at the Fairgrounds around 1 p.m. on July 10th to start setting up for the Mock Sale. Pat will send out an invite to all the volunteers that night. Dinner will be served at 6 p.m., and the Mock Sale will follow directly after.

Other: The Committee discussed several minor changes to the Master Fair schedule. Michelle will make the changes before they are presented to the group again at the Fair Board.

Wes will forward Michelle the script for the mandatory sale meeting to ensure all logistics are taken care of for the meeting.

Next Meeting – July 10, 2024, MOCK SALE



DOUGLAS COUNTY FAIR BOARD- MARKETING COMMITTEE MEETING

MONDAY, JUNE 10, 2024, 5:00 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Souvenir Program Update – The designer has the full-proof design in the works and will send revisions and final proof by June 17. The printer deadline for the program is June 19, and the programs will be delivered to the Fairgrounds by July 5. Pam said the program had to be increased to 64 pages from 56 to accommodate all ads. The program will pay for itself again this year. Teresa created a map, an at-a-glance schedule, and a concert page for the program. Sharon and Lisa Turner helped proofread the program.

Sponsorship—Debbie discussed the performance platform being utilized for special sponsor events. Brannan is considering renting the platform for a catered evening for a large group. Debbie suggested that if Brannan does not commit, veterans can use the platform as a goodwill gesture. A few more leads are coming in for sponsorship. It is getting close to the cutoff to honor sponsors on the poster. Debbie discussed the need for 2-4 Fair Board directors or associates to man the entry stairs during the start of the VIP Reception event on August 3.

Clown Reunion—Debbie discussed the Rodeo Clown reunion. Forty-three clowns have registered to attend the event. The clowns will entertain guests in the kid's corral and walk around. They will be offered seating in the family bleachers and the hospitality tent.

Overview of Marketplace—The committee reviewed a map of the vendor marketplace. Teresa will create directions to guide attendees to the Marketplace. Debbie suggested we use the donated stall from HW to sell Fair & Rodeo Merchandise. The Marketplace is projected to bring in approximately \$18,000 in revenue over two weekends. Cynthia noted that their biggest obstacle is the lines when projects are released.

Poster and Souvenir Program distribution—Debbie is doing a final logo check for the poster. The poster will be printed in the next few weeks and distributed by the committee. When the programs arrive, the committee will distribute half, and the remaining half will be handed out at the Fair and Rodeo. Teresa requested high-resolution logos for the poster.

4-H Yard Signs—The committee recommended ordering 100 4-H lives here yard signs for \$499.

Other—Tori mentioned leftover kids' animal t-shirts could be used as giveaways for the 4th of July parade. Patti Russell will also use some for the pie-eating contest. Pat and Cynthia are working on the new Creative Arts window display of the Wilcox building. Teresa requested help from the committee to proofread the schedule while comparing it to what exists on the website. Tom discussed the upcoming Rotary event and possible scholarships for the Royalty program. Debbie confirmed that there will be a group discount of 10% off when 20+ tickets are purchased. Pam asked about the need for Farm to Table, and Tori said there should be a sign-up for support at the Fair Board meeting. Teresa discussed the upcoming Farmers Markets and the publications that will be available to hand out. Staff is creating sidewalk graphics to distribute to some of the County buildings. The goal is also to have them placed downtown and at the outlets. The sidewalk graphics are \$15 each. The committee recommends ordering 50. Teresa suggested involving the sponsors in sharing social graphics on their platforms to engage with their following and market the Fair & Rodeo. Staff will create content to thank sponsors on social media this year; previously, it has not been approved by the PR and Comm. Team.

Next Meeting: Monday, July 8



DOUGLAS COUNTY FAIR BOARD- RODEO COMMITTEE MEETING

WEDNESDAY, JUNE 12, 2024, AT 6:00 PM

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS

MINUTES

Meeting

Mutton Bustin Registration- Mutton Bustin Registration will go live online on July 1 and remain open until complete. Weight and payment will be made in person. Teresa will add an online registration graphic to the content calendar to educate the public on the new online registration.

Hometown Rodeo Registration—Saddlebrook is confirmed to be the online platform for Hometown Rodeo registration. John recommended that registration open online on July 1 and remain open for three weeks. Scott expressed concern for some old-timers who would have trouble registering online. John and the staff will have a kick-off call with Saddlebrook on Thursday. John said that there should be data from last year if staff wanted to email prior participants regarding the new online registration.

Contract Update- All contracts have been executed and POs ordered.

Sponsorship Update- Pendleton Whisky is sponsoring the Thursday ProRodeo, and Monks Construction is sponsoring the Saturday Clown Reunion. Monica asked where the Rodeo Clowns would be to interact and sign autographs. Tori notified the committee that they would be in the kid's corral, sharing a tent with the library and the midway. The clowns will be invited to hang out in the hospitality tent and sit in the family bleachers to view the ProRodeos.

Cervi School Update- John said there were 30 participants at the Cervi school, and the donated lunch went over well. John will bring 10 packs of bottled water to the next camp.

National Anthem Singers- John notified the committee that Deb Dilly had secured all of the national anthem singers. Scott asked John about the Honor Guard for Friday night, and John was unaware. He will ask Deb.

PRCA Youth Camp- The youth camp will remain the same as last year in the warm-up arena.

Exceptional Rodeo- This year's exceptional rodeo will have two sessions: 1:30 p.m. and 3:15 p.m. The set-up will start at noon.

Farmer's Market Sign Up- John reminded the committee to sign up for a Farmer's Market if they could.

Un-sponsored awards—John asked for a list of un-sponsored awards. Tori said that the Awards Committee should keep records of un-sponsored awards and will connect John to Pat C.

Other—Scott asked John when the hay needed to be delivered for Hometown Rodeo. John confirmed the number needed was 22. Scott volunteered to truck the hay.

Next Meeting: July 10, 2024

Comments:



DOUGLAS COUNTY FAIR BOARD- SHOW MANAGEMENT COMMITTEE MEETING

WEDNESDAY, JUNE 5, 2024, AT 5:30 PM

KIRK HALL

MINUTES

Meeting

Attendance: Robin Vogel, Adyson Vogel, Brian Cagianut, Kim Surry, Jeff Surry, Katie Nagel, Dustin Nagel, Scott Candelaria, Angie White, Noah VanBibber, Danny Talbert, Tori Checkal, Alaina Mauck, Dawn Arnt, Sara Warren, Andrea Slattery, Mercedes Glenn, Zach Burns, Michelle Mannes, Hayden Schmidt, Rob Tkach, Lisa Turner.

Staff Update

Fairgrounds: Michelle asked everyone to look at all the updates around the Fairgrounds, mainly the Pavilion.

CSU: Tag-ins have gone well thus far. 54 lambs and 84 hogs were ID'd. Mercedes reminded the group that the June Show is coming up, and Poultry ID Day is this coming Sunday.

Superintendent Boxes: Hayden asked the group to go through their boxes and let Michelle know their missing supplies.

Event Planning Worksheets: Michelle reminded everyone to get their Event Planning Worksheets into her as soon as possible.

Exhibitor Packet: Michelle will send out the current Exhibitor Packet to the group and ask for feedback and changes.

Schedule: The Committee reviewed the schedule and asked each department to contact Michelle with any discrepancies. All changes need to be sent in the next few weeks.

Next Meeting: July 10, 2024

55250 - Fair 2024 Operating Budget Fairboard Summary

Line Item, Subledger	Description	Approved BASE Budget	Amended Budget	2024 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	#DIV/0! %
344200	Facilities Use Fees	\$0.00	\$0.00	\$0.00	(\$1,500.00)	\$0.00	\$1,500.00	#DIV/0! %
344300	Admissions Surcharge	(\$24,000.00)	\$0.00	(\$24,000.00)	\$0.00	\$0.00	(\$24,000.00)	100.00 %
344301	Ticket Surcharge	(\$365,000.00)	\$0.00	(\$365,000.00)	(\$6,745.00)	\$0.00	(\$358,255.00)	98.15 %
344302	Vendor Surcharge	(\$45,000.00)	\$0.00	(\$45,000.00)	(\$15,500.00)	\$0.00	(\$29,500.00)	65.56 %
344303	Participant Surcharge	(\$16,000.00)	\$0.00	(\$16,000.00)	\$0.00	\$0.00	(\$16,000.00)	100.00 %
344304	Event Sponsorships	(\$257,000.00)	\$0.00	(\$257,000.00)	(\$200,450.00)	\$0.00	(\$56,550.00)	22.00 %
344305	Event Commissions	(\$88,800.00)	\$0.00	(\$88,800.00)	(\$34,058.55)	\$0.00	(\$54,741.45)	61.65 %
344401	Catering Fee	(\$101,000.00)	\$0.00	(\$101,000.00)	\$0.00	\$0.00	(\$101,000.00)	100.00 %
MISCELLANEOUS REVENUES								
383300	Contrib-Foundation/Estates	\$0.00	\$0.00	\$0.00	(\$63,000.00)	\$0.00	\$63,000.00	#DIV/0! %
384500	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	(\$393.25)	\$0.00	\$393.25	#DIV/0! %
PERSONNEL SERVICES								
411100	Personnel Costs (Salary, OT, Benefits, Phone)	\$183,446.00	\$0.00	\$183,446.00	\$61,990.20	\$0.00	\$121,455.80	66.21 %
ADMINISTRATION COMMITTEE								
433400	Operating Supplies	\$25,000.00	\$0.00	\$25,000.00	\$2,029.78	\$0.00	\$22,970.22	91.88 %
433500	Uniforms	\$2,000.00	\$0.00	\$2,000.00	\$1,902.74	\$0.00	\$97.26	4.86 %
443570	County Fair Services	\$98,000.00	\$20,000.00	\$118,000.00	\$28,055.91	\$104,031.64	(\$14,087.55)	-11.94 %
444300	Equipment Rental	\$17,200.00	\$50,000.00	\$67,200.00	\$46,033.25	\$15,164.74	\$6,002.01	8.93 %
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	\$19.87	\$0.00	\$1,480.13	98.68 %
445500	Catered Meal Services	\$7,500.00	\$0.00	\$7,500.00	\$3,452.11	\$0.00	\$4,047.89	53.97 %
ADMINISTRATION COMMITTEE TOTAL								
		\$223,200.00	\$81,493.66	\$119,196.38	\$22,509.96	\$119,196.38	\$22,509.96	10.09 %
MARKETING COMMITTEE								
433400	Operating Supplies	\$4,200.00	\$0.00	\$4,200.00	\$5,528.12	\$0.00	(\$1,328.12)	-31.62 %
440100	Printing/Copying/Reports	\$20,300.00	\$0.00	\$20,300.00	\$5,730.85	\$2,775.00	\$11,794.15	58.10 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$10,000.00	\$51,000.00	\$3,400.00	\$4,050.00	(\$6,450.00)	-12.65 %
443570	County Fair Services	\$12,000.00	\$0.00	\$12,000.00	\$3,511.95	\$5,000.00	\$3,488.05	29.07 %
445300	Travel Expense (445300)	\$1,500.00	\$0.00	\$1,500.00	\$862.56	\$0.00	\$637.44	42.50 %
445500	Catered Meal Services	\$2,900.00	\$0.00	\$2,900.00	\$249.05	\$1,500.00	\$1,150.95	39.69 %
447850	Fair Awards (447850)	\$3,200.00	\$0.00	\$3,200.00	\$1,762.00	\$0.00	\$1,438.00	44.94 %
MARKETING COMMITTEE TOTAL								
		\$95,100.00	\$21,044.53	\$63,325.00	\$10,730.47	\$63,325.00	\$10,730.47	11.28 %
ENTERTAINMENT COMMITTEE								
433400	Operating Supplies	\$15,000.00	\$0.00	\$15,000.00	\$1,109.71	\$0.00	\$13,890.29	92.60 %
443570	County Fair Services	\$60,300.00	\$210,000.00	\$270,300.00	\$200,717.62	\$53,689.44	\$15,892.94	5.88 %
ENTERTAINMENT COMMITTEE TOTAL								
		\$75,300.00	\$210,000.00	\$285,300.00	\$201,827.33	\$53,689.44	\$29,783.23	10.44 %
RODEO COMMITTEE								
433400	Operating Supplies	\$6,500.00	\$0.00	\$6,500.00	\$4,539.79	\$400.00	\$1,560.21	24.00 %
443570	County Fair Services	\$85,000.00	\$38,000.00	\$123,000.00	\$127,619.30	\$6,100.00	(\$10,719.30)	-8.71 %

**55250 - Fair 2024 Operating Budget
Fairboard Summary**

Line Item, Subledger	Description	Approved BASE Budget	Amended Budget	2024 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
444300	Equipment Rental	\$21,500.00	\$0.00	\$21,500.00	\$416.12	\$3,636.00	\$17,447.88	81.15 %
445300	Travel Expense (445300)	\$3,500.00	\$0.00	\$3,500.00	\$185.00	\$0.00	\$3,315.00	94.71 %
445500	Catered Meal Services	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$8,500.00	(\$3,000.00)	-54.55 %
447400	Judges	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$4,000.00	(\$500.00)	-14.29 %
447850	Fair Awards (447850)	\$84,500.00	\$50,000.00	\$134,500.00	\$136,000.00	\$0.00	(\$1,500.00)	-1.12 %
	RODDEO COMMITTEE TOTAL			\$298,000.00	\$268,760.21	\$22,636.00	\$6,603.79	2.22 %
	GUEST SERVICES COMMITTEE							
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$1,349.69	\$0.00	\$650.31	32.52 %
433500	Uniforms	\$3,500.00	\$0.00	\$3,500.00	\$5,152.42	\$0.00	(\$1,652.42)	-47.21 %
443570	County Fair Services	\$10,000.00	\$0.00	\$10,000.00	\$300.00	\$0.00	\$9,700.00	97.00 %
	GUEST SERVICES COMMITTEE TOTAL			\$15,500.00	\$6,802.11	\$0.00	\$8,697.89	56.12 %
	LIVESTOCK SALE COMMITTEE							
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$5,727.24	\$2,000.00	(\$727.24)	-10.39 %
440100	Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,800.00	(\$1,800.00)	-180.00 %
443570	County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$625.00	\$3,989.79	(\$2,114.79)	-84.59 %
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	\$0.00	\$8,200.00	(\$1,200.00)	-17.14 %
438500	C.A. Computer - Related	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
474800	Capital Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	LIVESTOCK SALE COMMITTEE TOTAL			\$27,300.00	\$6,352.24	\$16,989.79	\$3,957.97	14.50 %
	SHOW MANAGEMENT COMMITTEE							
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$1,362.85	\$300.00	\$5,337.15	76.25 %
443570	County Fair Services	\$1,200.00	\$5,000.00	\$6,200.00	\$625.00	\$10,064.00	(\$4,489.00)	-72.40 %
445500	Catered Meal Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00 %
447400	Judges	\$18,400.00	\$0.00	\$18,400.00	\$0.00	\$11,690.00	\$6,710.00	36.47 %
447850	Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$19,073.49	\$16,290.80	(\$7,644.29)	-27.58 %
474800	Capital Asset	\$0.00	\$0.00	\$39,121.00	\$35,769.11	\$0.00	\$3,351.89	8.57 %
	SHOW MANAGEMENT COMMITTEE TOTAL			\$100,441.00	\$56,830.45	\$38,344.80	\$5,265.75	5.24 %
	REVENUE	(\$896,800.00)	\$0.00	(\$896,800.00)	(\$321,646.80)	\$0.00	(\$575,153.20)	64.13 %
	FIXED CHARGES (Personnel)	\$183,446.00	\$0.00	\$183,446.00	\$61,990.20	\$0.00	\$121,455.80	66.21 %
	OPERATING BUDGET	\$622,720.00	\$383,000.00	\$1,044,841.00	\$643,110.53	\$314,181.41	\$87,549.06	8.38 %
	TOTAL PERSONNEL/OPERATIONS	\$806,166.00	\$383,000.00	\$1,228,287.00	\$705,100.73	\$314,181.41	\$209,004.86	17.02 %
	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	\$806,166.00	\$383,000.00	\$1,228,287.00	\$705,100.73	\$314,181.41	\$784,158.06	63.84 %