



DOUGLAS COUNTY FAIR BOARD

THURSDAY, MARCH 16, 2023

EVENTS CENTER

AGENDA

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Last Meeting Minutes

Consent Agenda

Admin – No Meeting

Entertainment – No Meeting

Executive

- A sign-up sheet for the Farmer's Markets will be passed around at the Fair Board meeting for each committee to sign up for a day.
- Staff received two quotes for the Farm to Table meal and will present the two bids at Fair Board to move forward with top quote.
- Marketing Committee is reviewing the top two Digital Media Buyer Bids from the IFB that went out earlier this year.
- Scott and Dean have reviewed Director attendance, there is one open Director position. Scott is trying to get ahead of one other Director.
- The Committee reviewed the buckle and key chain award designs for 2023 awards.

Guest Services – No Meeting

Livestock Sale – No Meeting

Marketing – No Meeting

Rodeo – No Meeting

Show Management – No Meeting

Treasurer's Report

Reports From Other Groups

Regular Agenda

Staff Report

Concert, Farm to Table, and Food Vendors

Old Business

Sponsorship Update**Judge Contracts****New Business****Media Buyer****Farmer's Market Attendance****Awareness at Fair****Superintendent Application****Director Comments****Adjournment****Next Meeting: April 20, 2023****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.

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, FEBRUARY 23, 2023**

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

The Douglas County Fair Board meeting was called to order at 6:30pm on February 23, 2023, by Dean Elliott - Chairperson. The meeting was held in Event Center Conference Room. The Pledge of Allegiance was recited.

Board Members Present:

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

Associate Members Present:

*Josiah Fredericks
Kyle Moore
Jean Sabulsky
Dick Sabulsky
Gary Turner
Lisa Turner*

Staff Members Present:

*Sheriff Daren Weekly
Laurie Anderson
Tim Hallmark
Luanne Lee
Stefanie Hawkins
Tori Thelen
Guinevere Nelson*

Other Guests Present:

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

Board Members Absent:

*Pam Spradlin
Gabriel Ryan
Craig Sloan
Ben Alderton
Arlie Gordon*

Associate Members Absent:

*Nick Candelaria
Matt Coyle
Deb Dilley
John Holst
Chayce Lutz
Scott McHenry
Laura Martin
Patti Russell
Jessica Smith
Todd Spencer*

Staff Members Absent:

*Michelle Bartlett
Mercedes Glenn
Clay Gysin*

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

No public comment

Approval of Last Meeting Minutes

Phil at moved to approve the January 202 Fair Board minutes – John seconded. Approved with correction to January attendance Pat Candelaria, Scott Candelaria and Debbie Mills were in attendance. Approved with no further discussion

Treasurer's Report

Wes covered 2023 Fair Budget with more to come from County, as it will be presented to Board of Commissioners in March Meeting

Consent Agenda:

John moved to approve; Hayden seconded – Consent Agenda Approved

Rodeo

- The Committee discussed the PRCA Pro Tour (NFR Playoff Series). The PRCA is providing us with \$15,500, \$8,000 for payout and \$7,500 for the Committee to use at their discretion. If the budget is approved, the Committee recommends using the extra \$7,500 as additional payout as well. The Committee also recommends adding an additional \$500 to that amount from the Fair budget to make an even \$8,000 in additional payout.
- The Committee recommends having the PRCA Youth Camp again for 2023 but adjusting the time from 12-3pm to 12-2pm, as well as not donating the proceeds back to PRCA for 2023.
- The Committee recommends keeping Hospitality the same as 2023 with the possible addition of using a pizza food truck on Thursday night.
- The Committee discussed adding Breakaway Roping to the PRCA rodeos but agreed now is not the time to add that event.

Show Management

- Hayden updated the Committee that Competition Rules have been approved via the changes that were submitted.
- The Committee recommends moving the Western Heritage (Shooting Sports) Competition up one week from Saturday, July 15 to Saturday, July 8.
- Mercedes updated the Committee on poultry restrictions from CSU regarding HPAI and how that may affect Fair if still in place at that time.
- Hayden gave an update on progress in securing judges for 2023.
- Noah reminded everyone that beef weigh-in will be on Saturday, March 4.

Executive

- Staff reported that several first weekend activities for will be returning for 2023 including the BBQ, Competition, Farm to Table Brunch, and Car Show.
- 2022 Director Attendance has been reviewed. There will be one additional Director position open to fill. Lisa and Gary Turner will be recommended as Directors to the Board of County Commissioners at their March meeting.

- A new tentative schedule was proposed.
- It was recommended that all ticket prices be increased by \$2/ticket.
- A request for an Exceptional Rodeo has been received. Committee members and Staff are looking into when and where this can fit in.

Entertainment

- Committee recommends meeting with Wide Open Saloon for Barn Dance – Meeting to occur February 23.
- Committee recommends \$2/ticket increase and the Barn Dance to be included in the general admission fee.
- Committee recommends Thursday 2:00pm Market Place opening for all, this will align with the Fair General Admission opening timeline.
- The Committee held a discussion on Kiefer Hitch and move the pricing to the Rodeo budget.

Livestock Sale

- Committee reviewed and delegated the 2022 sponsor list and connecting to renew sponsorship for the 2023 sale.
- Committee reviewed sale order of auction with Sheep to start for 2023.
- Shipping dates and timing was discussed as reviewing packing plant acceptance dates.

Administration

- Admin Committee discussed Workday and recommended having the Knights of Columbus back participating in food service. The Knights can assist with breakfast burritos for 8am–11am workday service
- Shirt order will go around again, Pam to verify cost if it includes embroidery.

Guest Services

- Recommendation to increase tickets by \$2 across the board. General admission and rodeo tickets included.
- Recommendation for 2 and under free at rodeo as well as general admission.
- Recommendation to include the barn dance with general admission on Saturday.
- Recommendation that each committee signs up for one Farmer's Market between May and July in either Highlands Ranch or Castle Rock.

Marketing

- Committee recommends Fair Board wear the same color shirt for the group photo in spring, 2023.
- The responses for the RFP seeking a media buyer are due by the end of February.
- Committee recommended the committee participate in hospitality sponsorships for Cervi Ranch and Summit ProRodeo as marketing/promotional tool.

Reports from other groups

Fair Foundation

Mark reminded the group about the 10th Anniversary Gala next month; the event is now sold out.

FFA

Bailey reminded & invited Fair Board to the March 31st Oyster Fry, 6:00 PM in Kirk Hall

4-H Youth/Leaders Council

Tori reminded the Board about June Shows 3rd & 4th for Youth Council, they are continuing to work on prep for these shows.

CSU/4H

Guinevere announced current enrollment is at 520 attendees. Reminder beef weigh-in March 4th, 4H Outreach Coordinator to be hired

Douglas County Sheriff's

No Updates

Regular Agenda

Staff Report

First Weekend Updates

Staff reported that several first weekend activities will have Friday Evening Concert, Saturday Fair Parade, BBQ Competition, and Sunday Farm to Table and Car Show. More events to be added but have not confirmed details to date.

Old Business

Review Awards plan – High level

Pat reviewed updates from Awards Committee, the committee is working to resolve issues from 2022 and will work to have consistency for 2023

Fair Board Directors

Approval

Luanne and Tim brought the nomination of Fair Board Directors Lisa Turner and Gary Turner to the Commissioners, which was approved

Commissioner Action

Fair Board Directors to be presented in the Business Meeting which will be held on March 14

Board Members who were delayed in re-approval in 2022

Re-approval of Director Debbie Mills – motioned Pat, seconded Scott

Re-approval of Director Wes Jacobs – motioned Phil, seconded John

Re-approval of Director Pam Spradlin – motioned Pat, seconded Phil

Re-approval of Director Hayden Schmidt – motioned Pat, seconded Scott

New Business

March meeting dates confirmation

Dean motioned for March Executive and Fair Board dates to remain regularly scheduled

All approved

March 9th Executive Meeting

March 16th Fair Board Meeting

2023 Tentative Fair Schedule

Revised 2023 Tentative Public Facing Fair & Rodeo Schedule was presented to Fair Board, requested changes from Executive Committee had been completed. Referencing changes for Market Place to open 2pm on Thursday, Ag/Flora receiving to be Wednesday evening. Pat requested to have a second schedule created to show all details for 4H and guest details. Staff will create a public facing (including subject to change verbiage) and a “working” schedule. John

motioned and Jen seconded. Fair Board Approved the current tentative schedule to be posted to website

Ticket Pricing

A \$2.00 increase on all tickets was recommended from Guest Services Committee, Barn Dance will be included in the ticket for Saturday August 5th. In addition, the Age group 2 and under will be free. John motioned to approve, and Scott seconded. All Fair Board Approved.

Other Business

John presented WPRA 2022 Award for Best Maintained Grounds, Chris Dumas from the Fairgrounds accepted the award

Director Comments

No additional comments

Adjournment 7:34 PM

Next Meeting: March 16, 2023

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DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, MARCH 9th AT 6:30 PM

EVENTS CENTER

AGENDA

Attendance: Dean Elliott, John Adams, Phil Riesselman, Rob Tkach, Wes Jacobs, Pat Candelaria, Lora Talbert, Scott Candelaria, Debbie Mills, Sarah Fischer, Luanne Lee, Tim Hallmark, Michelle Bartlett, and Tori Thelen.

Meeting

Staff review

Items Needing Attention of the Committees: Staff requested committees to coordinate schedules and sign up for farmer's markets at next Fair Board, March 16th.

Farm to Table: Staff discussed two quotes from Salt Craft Meat Market (apprx 14,000) and the Wild Boar (apprx 27,000). Executive supportive of Salt being a prior 4-H/FFA member and a local business to Douglas County. Executive concerned Salt has the resources to cater a large event being a new business. Executive requested more data to be presented at Fair Board before making final decision. Discussion that Commissioner's were very vocal about the food not being provided from a local chef. The proposals were available for the committee to look over.

Digital Media Buyer Bids: Staff discussed bid responses for the digital media buyer RFP. 10 bids were returned. Staff met with Debbie to discuss responses and agreed on top two candidates. Versatility and Legends were invited for final pitch presentations the week of March 13th. Executive discussed importance of brands. Dean wanted to be sure bidder, Legends, had local representation. Staff confirmed they have consultants in Denver area. Discussion that the current Douglas County Fair & Rodeo brand is vital to the new marketing campaign and digital platform. Staff to email Executive Committee the Scope of Work/Criteria from the IFB.

Review Director attendance data: Directors must participate in two committees unless they are in a chair position. Scott is still discussing attendance requirements with one director to determine their place in Fair Board.

Discuss open Director positions: Gary and Lisa are interested in learning more about Fair & Rodeo once officially directors.

Fair Activity Awareness: Dean concerned with cameras and camcorders at fair. Fair Board is being watched and needs to be aware. Dean asked directors to be cautious on their engagements with the public at Fair. Luanne discussed background checks on volunteers and the process it involved. Staff discussed the verbiage to include on volunteer applications to deter convicted felons. Discussion of training videos to add for all involved in Fair. Disclosed judges, entertainment and volunteers are not background checked. Discussion of measures to be put in place to protect our flock. Dean asked directors to be sensitive to the issue.

Committee Chair Attendance at Foundation: The Fair Foundation has requested the committee chairs attend their meetings. Fair Foundation raised approximately \$120,000 at their Gala. Fair Foundation would love support from Fair Board. Gala was a huge success.

Other:

Buckle and keychain design were presented to the committee. Debbie discussed sponsorships were going well for 2023 and contracts are being drafted. Lora mentioned the jacket order sheet will be passed around at Fair Board in March. Rob notified the superintendent meetings are going well. Pam requested list of awards that we do not have sponsors for.

Next Meeting:

April 13th, 2023, as currently planned

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
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	\$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)	\$0.00	\$0.00	(\$330,000.00)	100.00%
344302	Vendor Surcharge	(\$50,000.00)	\$0.00	(\$50,000.00)	\$0.00	\$0.00	(\$50,000.00)	100.00%
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)	\$0.00	\$0.00	(\$240,000.00)	100.00%
344305	Event Commissions	(\$100,000.00)	\$0.00	(\$100,000.00)	\$32,516.28	\$0.00	(\$132,516.28)	132.52%
344401	Catering Fee	(\$80,000.00)	\$0.00	(\$80,000.00)	\$0.00	\$0.00	(\$80,000.00)	100.00%
MISCELLANEOUS REVENUES								
383300	Contrib-Foundation/Estates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
384500	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
PERSONNEL SERVICES								
411100	Personnel Costs (Salary, OT, Benefits, Phone)	\$165,421.00	\$0.00	\$165,421.00	\$0.00	\$0.00	\$165,421.00	100.00%
ADMINISTRATION COMMITTEE								
433400	Operating Supplies	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$8,170.00	\$16,830.00	67.32%
433500	Uniforms	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,800.00	(\$800.00)	-40.00%
443570	County Fair Services	\$58,000.00	\$0.00	\$58,000.00	\$335.08	\$90,071.00	(\$32,406.08)	-55.87%
444300	Equipment Rental	\$17,400.00	\$0.00	\$17,400.00	\$0.00	\$72,745.32	(\$55,345.32)	-318.08%
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	\$1,989.67	\$9,538.00	(\$4,027.67)	-53.70%
ADMINISTRATION COMMITTEE TOTAL					\$2,324.75	\$183,324.32	(\$72,249.07)	-63.71%
MARKETING COMMITTEE								
433400	Operating Supplies	\$4,200.00	\$0.00	\$4,200.00	\$3,075.10	\$3,325.00	(\$2,200.10)	-52.38%
440100	Printing/Copying/Reports	\$20,300.00	\$0.00	\$20,300.00	\$62.00	\$0.00	\$20,238.00	99.69%
440200	Newspaper Notices/Advertising	\$41,000.00	\$0.00	\$41,000.00	\$92.90	\$53,500.00	(\$12,592.90)	-30.71%
443570	County Fair Services	\$12,000.00	\$0.00	\$12,000.00	\$3,304.40	\$11,530.00	(\$2,834.40)	-23.62%
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	\$0.00	\$1,500.00	\$1,400.00	48.28%
447850	Fair Awards (447850)	\$3,200.00	\$0.00	\$3,200.00	\$412.00	\$2,300.00	\$488.00	15.25%
MARKETING COMMITTEE TOTAL					\$6,946.40	\$72,155.00	\$5,998.60	7.05%
ENTERTAINMENT COMMITTEE								
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	\$0.00	\$40,300.00	\$0.00	\$92,550.00	(\$52,250.00)	-129.65%
ENTERTAINMENT COMMITTEE TOTAL					\$0.00	\$92,550.00	(\$37,250.00)	-67.36%

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

Line Item, Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
RODEO COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$81.26	\$0.00	\$1,918.74	95.94 %
443570	County Fair Services	\$85,000.00	\$0.00	\$85,000.00	\$680.31	\$90,175.00	(\$5,855.31)	-6.89 %
444300	Equipment Rental	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$18,040.00	\$1,960.00	9.80 %
445300	Travel Expense (445300)	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00 %
445500	Catered Meal Services	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00 %
447400	Judges	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00 %
447850	Fair Awards (447850)	\$58,500.00	\$0.00	\$58,500.00	\$0.00	\$85,500.00	(\$27,000.00)	-46.15 %
RODEO COMMITTEE TOTAL		\$173,000.00		\$173,000.00	\$761.57	\$193,715.00	(\$21,476.57)	-12.41 %
GUEST SERVICES COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$333.45	\$1,800.00	(\$133.45)	-6.67 %
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	\$0.00	\$500.00	\$9,500.00	95.00 %
GUEST SERVICES COMMITTEE TOTAL		\$15,500.00		\$15,500.00	\$333.45	\$2,300.00	\$12,866.55	83.01 %
LIVESTOCK SALE COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$3,981.00	\$3,019.00	43.13 %
440100	Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00 %
443570	County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$625.00	\$1,400.00	\$475.00	19.00 %
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	\$8,075.00	(\$1,075.00)	-15.36 %
447850	Fair Awards (447850)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	(\$1,400.00)	#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		\$27,300.00	\$625.00	\$14,856.00	\$11,819.00	43.29 %
SHOW MANAGEMENT COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$900.00	\$6,100.00	87.14 %
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	\$0.00	\$2,000.00	100.00 %
447400	Judges	\$14,400.00	\$0.00	\$14,400.00	\$0.00	\$0.00	\$14,400.00	100.00 %
447850	Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$0.00	\$25,300.00	\$2,420.00	8.73 %
SHOW MANAGEMENT COMMITTEE TOTAL		\$52,320.00		\$52,320.00	\$625.00	\$35,000.00	\$16,695.00	31.91 %
FIXED CHARGES (Personnel)		\$165,421.00	\$0.00	\$165,421.00	\$0.00	\$0.00	\$165,421.00	100.00 %
OPERATING BUDGET		\$521,920.00	\$0.00	\$521,920.00	\$11,616.17	\$593,900.32	(\$83,596.49)	-16.02 %
TOTAL PERSONNEL/OPERATIONS		\$687,341.00	\$0.00	\$687,341.00	\$11,616.17	\$593,900.32	\$81,824.51	11.90 %

**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)	\$32,516.28	\$0.00	(\$875,216.28)	103.86%
	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	(\$155,359.00)	\$0.00	(\$155,359.00)	\$44,132.45	\$593,900.32	(\$793,391.77)	510.68%