



## **DOUGLAS COUNTY FAIR BOARD**

**THURSDAY, MAY 22, 2025**

**EVENTS CENTER**

### **AGENDA**

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

**Public Meeting**

**Public Comment**

**Approval of Last Meeting Minutes**

**Consent Agenda**

**Awards – No April Meeting**

#### **Executive**

- John shared that the rodeo purse will increase to \$191,000 in 2025. The per-event amount will be \$23,875 compared to \$17,000 in 2024. The BOCC has committed to increasing the purse by \$25,000 annually over the next four years. The top 35 rodeos receive increased media funds from the Cowboy Channel.
- The Fair & Rodeo intern starts on Monday, May 19.
- The Unbridled Rodeo will take place in the Indoor Arena on Wednesday, July 30, from 10 am-1 pm, with an opening ceremony. Ribbons will be handed out at each of the 10-12 stations. Developmental Pathways is handling all registration and invitations. Several volunteers are assisting with the event. Debbie encourages Directors to stop by and support the event.
- Gary confirmed volunteer training dates. An online session will be held on July 18 at 7 pm, and an in-person session will be held on July 19 in Kirk Hall.

#### **Entertainment**

- The committee recommends that the draft horse pull be fully funded by mid-June to move forward
- Farm-to-Table Director support sign-up will be released in June
- Food vendor and Kids Corral floor plans are set for 2025.
- The committee recommends the Car Show load-in to begin at 10:15 am.

#### **Guest Services**

- The committee recommends improvements to the info booths, including graphics, lights, ceiling fans, and sunshades. The committee recommends adding lights and patriotic décor to the Guest Services Golf Carts to increase visibility and safety at night.
- The committee recommends purchasing a dark khaki and white mesh baseball hat for the merchandise booth and name tags to identify Team Leads at the gates.

#### **Livestock Sale**

- All vendors for the Livestock Sale are set for the year.
- The committee recommends ordering Junior Livestock Sale branded pens.

- The Committee recommends ordering a plaque to recognize Castle Rock Florist for their floral donations to be placed on the wooden barrels.

**Administration**

- No meeting (new meeting time 5:15 PM before Fair Board meetings)

**Marketing**

- The committee recommends these confirmed locations for road signs: Lone Creek Farms at Hwy-83/Cobblestone, Wiens Ranch, CORE, Mary Jane Ogle-owned property, and Highlands Ranch. The signs will be installed in late June.

**Rodeo**

- Hometown Rodeo has three current sponsors- Buds Bar, ESI, and Knights of Columbus.

**Show Management – Superintendent Meeting**

- The Superintendents were briefed on the schedule changes. Concerns were raised regarding the new check-in and weigh-in schedules.
- The Superintendents will work on Event Planning Worksheets for their Departments through June.
- Lori Sorenson will be working closely with Superintendents this year to initiate a process and program for onboarding, incentives, and retentions for Superintendents.

**Treasurer's Report****Reports From Other Groups****Regular Agenda****Committee Reports****Staff Report****Old Business****Discussion on Animal Receiving Date – Schmidt****Draft Horse Expo – Fischer/McHenry****Mock Sale Planning – Riesselman/Candelaria****New Business****Facility Update Presentation – Burns****Douglas County Day – Burns****Sponsorship Update – Mills****June Fair Board Date Change**

**Other Business****Director Comments****Adjournment****Next Meeting: June 26, 2025****Rules for Citizen Engagement at Fair Board Meeting**

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

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

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**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, APRIL 17, 2025**

**DOUGLAS COUNTY FAIRGROUNDS – JAMES R. SULLIVAN EVENTS CENTER  
CONFERENCE ROOM**

### **MINUTES**

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:30 p.m. on April 17, 2025. The meeting was held in the James R. Sullivan 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  
Wes Jacobs  
Scott McHenry  
Debbie Mills  
Phil Riesselman  
Pat Salazar  
Hayden Schmidt  
Pam Spradlin  
Lori Sorenson  
Lora Talbert  
Gary Turner  
Lisa Turner*

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

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

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

*Marcus Ballinger  
Sofia Foss  
Mercedes Glenn  
Tristan Hastings  
Addison Staninger  
Kim Staninger*

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

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

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

*Scott McHenry  
Lora Talbert  
Rob Tkach*

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

*Clay Adams  
Matt Coyle  
Deb Dilley  
Josiah Fredericks  
Lauren Heaton  
John Holst  
Linda Jefferies  
Chayce Lutz  
Garrett Northrop  
Ty Quintana  
Gabriel Ryan  
Chris Spyke  
Cynthia Tkach  
Monica Wilson  
Kate Wormington  
Matt Wormington*

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

Debbie introduced Douglas County Fair & Rodeo Princess Sofia Foss and Princess Attendant Addie Staninger who spoke about an upcoming food drive with the Parker Taskforce and invited the Fair Board to bring canned goods to the office.

**Approval of Last Meeting Minutes:** Scott C. moved to approve. Gary seconded. A correction to the Marketing minutes Spaulding Printing should be Spradlin Printing. No further discussion. All approved.

**Treasurer's Report:** Wes reported that revenue is currently at \$145,000 and expenses at are at \$189,659 for the year. The supplemental request will go to the BOCC next week.

**Consent Agenda.** John moved to approve. Gary seconded. Hayden asked that the second point under Show Management be pulled and moved to New Business on the meeting agenda. Correction under marketing item change from Spaulding Printing to Spradlin Printing. No further discussion. All approved.

**REPORTS FROM OTHER GROUPS**

**4-H Foundation:** Patti reported that the foundation has received applications for scholarships and interviews will begin by the end of April.

**CSU/4-H:** Mercedes announced that 4-H youth will sell items in the Farm-to-Table vendor tent. All purchases must be made with cash or a check. Exhibit Day judges are needed, and Fair Board members are encouraged to volunteer.

**Youth Council:** The youth are preparing for the June 6-7 Shows, and volunteers are needed for set-up on July 5. Sponsors are still needed,, and the council would appreciate any leads.

**FFA:** Sarah invited the Fair Board to the April 25 FFA Banquet. RSVPs are required. SALT will provide catering.

**DCSO:** Laurie and Zach had a kick-off meeting to discuss the 2025 DCF&R.

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

**Farm-to-Table:** Tori reported that Farm-to-Table will be moved back to the grass field under the tent. A second tent will host a vendor market for attendees.

**COMMITTEE REPORTS**

**Marketing:** Debbie presented the poster art for 2025.

**Rodeo:** No April meeting but Debbie, Gabe and Matt C. attended the Association of Rodeo Committees Conference in Ft. Worth, TX.

**Show Management:** The committee is implementing a new structure to their meetings. Next month they will finalize judges and contracts.

**Entertainment:** For Farm-to-Table the committee is looking for local artisans to set up tables in the vendor area. Draft Horse show is looking for sponsors. All food vendors have been booked.

**Awards:** All proofs of awards have been reviewed and approved.

**Guest Services:** Volunteers were invited to the April Committee meeting for updates. All scanning will be done at the gates, and wristbands will be used to gain access to the arena. Forty percent of the volunteer shifts have been filled.

**Livestock Sale:** Fans are being installed to assist with air circulation. Cowboys After Hours will have a 10x10 tent behind the Pavilion for the group's use. All vendors are contracted.

**Admin:** Fair Board Shirts have been ordered. The committee is working on collecting items to include in a New Member packet. The committee will work with Debbie and staff to assist with the IAFE award process. Midway flower planting will take place in early June. The Admin Committee will create a historical tabletop display for Kirk Hall during the Fair that tells the history of the named places in the Fairgrounds – it will coincide with an article in the program. Pat S. is working on updating the downtown window. The Admin Committee will change its meeting time to 5:15 PM on the third Thursday of the month.

## **OLD BUSINESS**

**Accessible Rodeo:** Debbie, Teresa, and Developmental Pathways have been working to solidify the plan for the Accessible Rodeo. The new name is to be determined. The event will occur inside the Indoor Arena and comprise an opening ceremony and different activities to serve the IDD community.

### **Poultry Update**

Show Management continues to monitor the avian flu in Colorado, as well as recommendations from the State Vet's office. Currently, there are no concerns.

### **Other**

Phil asked about the schedule and if there had been any updates since the March meeting. The staff replied that they were not aware of any. Teresa has updated the website.

Dean reminded everyone that it is 99 days to Fair.

Dean also mentioned that the BOCC will proclaim on April 22, recognizing volunteers. He will follow up with an invitation to attend the meeting.

## **NEW BUSINESS**

Hayden motioned, seconded by John, to appoint Frank Silici as Associate Fair Board member. No further discussion. All approved.

**Adjournment at 6:57 pm**

**Next Meeting: May 15, 2025, at 6:30 PM**

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

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

**THURSDAY, MAY 15, AT 6:00 PM**

**EVENTS CENTER**

**MINUTES**

**Attendance:** Dean Elliott, Debbie Mills, Phil Riesselman, Rob Tkach, Sarah Fischer, Lora Talbert, Wes Jacobs, Gary Turner, Pat Candelaria, Scott Candelaria, Hayden Schmidt (on phone), Tori Thelen, Teresa Kutt, Tim Hallmark, and Zach Burns.

**Staff review**

Items needing attention from the committees- Zach notified the committee that Emily, Fair & Rodeo Intern, will start on Monday, May 19, and will be with the County until the Fair & Rodeo concludes. The intern will report to Zach but will be involved in all areas of the Fair & Rodeo. Dean wants to be sure the Fair Board makes her feel welcome.

**Volunteer Training Dates**—Gary confirmed an online volunteer training session on July 18 at 7 p.m. and an in-person session on July 19 in Kirk Hall. The in-person session will include a grounds tour. There will be additional training for golf cart shuttle volunteers, and the date and time are TBD. Volunteers will receive four general admission passes this year. Currently, 52% of the shifts are complete. Dean asked Gary if he feels good about the progress being 71 days from the Fair. Gary said they were ahead of where they were last year, and he is still anticipating Sterling Ranch residents and Lowe's employees to sign up.

**Mock Sale**—Pat confirmed the Mock Sale will be held on July 16 at 6 p.m. in the Pavilion. They will provide pizza for dinner. Pat said they would test the option to complete add-ons online this year. Douglas County IT will attend the Mock Sale. Dean said the process should be smooth without changes this year.

**Processor Commitments**—Phil discussed the meat processing commitments. All are scheduled and on track. Phil will not have any numbers until closer to the deadline. Dean asked if there were concerns with the unknowns, and Pat explained that it was the



nature of the business, and they had to deal with the unknowns every year. Phil said one of the three plants will always be available to the buyers.

**Farm to Table Director Responsibilities**—Sarah notified the committee that a sign-up will be available in June for Farm to Table support, including set up, tear down, and TIPS-certified ID checks. Dean volunteered to assist with the ID checks and greeting attendees. Scott recommended that all certified directors check the expiration dates on their certificates. Staff suggested that Peak Beverage could be used as well. The ID checks will occur as they enter the tent and not at the bar.

**Sponsor Hospitality Event**—Debbie confirmed the VIP Sponsor Appreciation event, “Ride for the Brand”, is on Saturday, August 2, at 6:30 pm on the performance platform. An intentional VIP entrance near the petting zoo will route attendees to the platform. Gary volunteered to help staff the stairs within guest services to monitor who comes and goes during the event. The sponsors will have VIP badges and lanyards.

**Work Day Expectations**—Lora said shirts will be distributed before Work Day. The admin committee will continue to hand out tickets for breakfast burritos. Superintendent boxes will be available for pickup at Work Day. Pat asked when they could pick up their keys and packets, and Zach suggested the July Fair Board meeting. Lora discussed that the admin committee will display a table in Kirk Hall during the Fair & Rodeo, displaying historic articles and awards. The table will also have souvenir programs for attendees to take.

**Unbridled Rodeo**—Debbie confirmed the Unbridled Rodeo will take place on Wednesday, July 30, from 10-1 in the Indoor Arena. Developmental Pathways is coordinating the event and sending out invitations. The event will begin with an opening ceremony. There will be 10-12 stations inside, including roping, mechanical bull, and leather work. Wrangler has donated branded bandanas for the participants. Potestio will have equipment inside for photo opportunities. The American Heritage organization will provide volunteers, as well as Blazing Saddles. There will be ribbons handed out at the stations. Debbie encouraged all directors to stop by if they are on the grounds.

**Facility Improvements**—Zach discussed upcoming projects at the Fairgrounds. New shade sails will be installed over the benches in Heritage Plaza. The Fair Foundation is splitting the cost of phase one with Douglas County. There will be two additional phases of shade sails in the future. Kirk Hall will be painted white with green trim to freshen up the building and make it stand out. Lights will be strung in the midway trees, and light towers will be added to brighten the playground area at night. The BoCC approved the construction of a VIP Party Deck. The deck will be built in the coming months and will be completed for the 2025 Fair & Rodeo. The deck will be an opportunity to explore VIP experience and serve as a “sky box” for a private viewing of the ProRodeo. The deck will hold 40-50 people. Tickets will be available for \$75-100. The Douglas County Rotary will be the naming rights sponsor. Ticket sales will allow the County to break even on the project.

within six years. Rob suggested the deck would be a good opportunity for group ticket sales. There will be a cash bar and light refreshments served. Pat asked how the seating would be. Zach explained there will be rows of chairs at the front and cocktail tables for mingling.

**PRCA Purse**—John notified the committee that the BoCC is adding funds to the purse for the PRCA Rodeo prize money. The per-event total will now be \$23,875 in 2025, up from \$17,000 in 2024. The BoCC has committed to increasing the purse by \$25,000 annually over the next four years. Wes asked if this would need to be added as a budget request. Zach explained that the purse money increase will be attributed to ticket price increases. With the increasing purse money, the quality of livestock will be a priority, and Summit Pro costs will increase. John hopes that Douglas County Fair & Rodeo will be in the top 35 after this year, and the committee will receive double the amount of funds from the Cowboy Channel. With the increased purse money, DCF&R will surpass Dodge City, Kansas. John shared that were 2,590 tickets sold thus far and that the ticket sales are ahead of 2024.

**Douglas County Employee Appreciation**—Zach discussed the Fair & Rodeo Staff Day for Douglas County. The BoCC will invite all employees and their families to the Douglas County Fair & Rodeo on Wednesday, July 30, from 4 to 10 p.m. Douglas County admin will assist with all RSVPs and dispersal of wristbands at check-in. The event will be tracked in the fair budget but paid for by Douglas County. There are 1,500 employees, and Zach said that historically, 30% of the employees take advantage of the tickets. Gary said that the employee day will boost vendor sales. John suggested chute tours if possible. Rob noted there is a Hog Show on Wednesday that the staff families can attend. Zach said the BoCC will address the Douglas County staff in the grandstands at 6 pm. The staff will also receive a \$10 dining credit per person. Wednesday is not historically a high-impact day, but we will keep an eye on the RSVP's to reevaluate the impact on staff and parking.

**Other**—Hayden addressed the committee regarding the change in the animal check-in schedule. Superintendents have given overwhelming feedback that Monday, July 28, the new schedule change will not work for animal check-in. Hayden felt the problems outweighed the solutions at this time, and the change will need to be reevaluated next year. Hayden requested committee support to have animal check-in remain on Tuesday, July 29, as previously scheduled. Hayden would like to refocus all efforts on fair planning and thanked the committee for their flexibility and understanding. The committee agreed to the recommended check-in date of Tuesday, July 29. Dean asked what communications were sent regarding the change. Hayden explained that the 4-H office emailed all exhibitors, and the Show Management Committee emailed the superintendents. Phil asked if reversing the course would impact anything on the schedule, and Hayden confirmed that it would not. Pat C. said the goat kids will be the only ones upset, and Hayden said the committee will work with the goat department to find solutions.

Dean discussed the tentative Draft Horse Pull. Scott McHenry has worked through logistics with Rob. The event will begin at 2 pm. Scott will set a meeting with staff to work through the load-in and set up logistics. The event has no sponsors, and Scott will work with Debbie to find opportunities. The Entertainment Committee gave Scott a deadline of mid-June to fund the event fully so that it could be published in the schedule.

**Next Meeting:**

Thursday, June 12



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

**THURSDAY, MAY 15, 2025, AT 5:00 PM**

**EVENTS CENTER CONFERENCE ROOM**

**MINUTES**

**Meeting:**

**Attendance:** Sarah Fischer, Lisa Turner, Scott McHenry, Scott Candelaria, James Jamison, Chris Spyke, Tori Thelen, and Zach Burns

**Entertainment Floor Plans/Farm to Table Vendors**—The committee reviewed the kids' corral and food vendor floor plans. Lisa asked if there would be signage in the midway with the food truck's hours of operation. Staff can accommodate, but Zach said a carnival and other attractions would need to be included. Lisa was concerned about the people on the grounds for 4-H shows who may walk by the closed trucks. Chris asked to identify what food vendors are trailers versus tents and trucks to help alleviate load-in obstacles. Tori confirmed that the load-in will be staggered again this year. Zach asked for clarification on the Black Hills Energy Trailer. Tori confirmed the trailer was a part of the sponsorship, and they will hand out materials from the trailers on Friday from 4-9. Staff will provide sandwich boards for the Kids Corral vendors to provide consistency within signage. Scott asked what roping dummies would be used and told the committee that the Fair Foundation has two. The Car Show load-in was discussed. With Farm to Table moving to the grass field, the Car Show start time will be delayed until general opening at 11 am. The cars will load in at 10:15 am, utilizing the gate near the pavilion. James asked if the food vendor would need to source power from the info booth this year, and Tori confirmed no. Tori confirmed there were two remaining vendor spaces available for Farm to Table. Castle Rock Florist is tentative and will let the committee know if they can staff the space during the event. Tori asked the committee to find a local florist to recommend for the event, as having local flowers to purchase at the market is a priority. Scott discussed that the TIPS-certified directors must check their certification expiration dates for the event. Tori suggested we could utilize Peak Beverage employees to check wristband IDs. Tori confirmed with Sarah to complete the order with the Cake Company for pick up on Sunday, July 27.

**Draft Horse Pull Updates**—Scott McHenry updated the committee on the Draft Horse Pull planning. At the time of the meeting, there were no confirmed sponsors for the event.

The committee recommends a deadline in mid-June for the event to be fully funded so that it can be planned. The schedule for the program goes to printing in mid-June, and all events need to be finalized. Scott will work with Debbie and the Fair Foundation to find sponsorship opportunities. The bare minimum cost would be \$4,000, but Scott has requested \$9,000. The money covers prizes, labor, and equipment. Scott is to set a meeting with Clay to discuss operations and logistics. Rob hopes that the trial will conclude around 1 pm. Scott hopes to recruit some 4-H kids to help set up the event. The event will begin at 2 pm in the Outdoor Arena. Parking will be in the West lot. The event will open with an obstacle course and include 3 to 4 events. There will not be a rail class since it takes too long. Rob has concerns about sound being split between the Indoor and Outdoor Arena. Staff recommends that Scott find an independent sound for the event announcers. Scott asked about waivers and liability. Zach said it would be like the participants of Hometown Rodeo, and waivers could be provided. Zach will investigate insurance requirements if applicable. Scott will limit the event to 10 teams. The event will be engaging and educational. The committee supports having additional entertainment for the attendees paying for general admission on Sunday. Scott asked for the Fair & Rodeo logo on swag to give away at the event.

**Next Meeting – Thursday, June 12**



**DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE  
MONDAY, MAY 12, 2025, AT 6:00 PM  
FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM  
MINUTES**

*Attendees: Gary, Lisa T., Jean, Lori, James, Teresa, and Zach*

**2025 VOLUNTEER SHIFTS**

The committee reviewed the volunteer sign-ups. It is doubtful that we will secure a sponsor to staff first aid shifts this year, but Cintas will provide First Aid supplies. James suggested contacting the Civil Air Patrol or the Boy Scouts to provide basic first aid services; Gary will discuss options with Lisa G.

Gary has followed up with Lowe's and Sterling Ranch and will do so again. Gary will create a recruitment plan and contact Debbie M. for any sponsor-related connections for volunteers.

**INFO BOOTH IMPROVEMENTS & GOLF CART**

The committee discussed ways to improve the appearance and functionality of the information booths. Teresa presented mock-ups for consideration. The committee recommends the design and the addition of lights, fans, and sun shade. Gary will work on a setup/inventory sheet for the info booths for Work Day.

This is the first year we will have green-shirt volunteers driving golf carts. The committee recommends improving the visibility of the Guest Services Golf Carts, including additional lights, a flashing warning light on top, and some patriotic-themed décor to distinguish the carts. At the June Guest Services meeting, there will be a discussion on training and logistics of the golf cart process. Gary will organize a golf cart training before the Fair for volunteer drivers.

Additionally, it is recommended that a Guest Services group chat be created to keep committee members informed during the Fair.

Jean reminded the committee that there were challenges last year with trucks, trailers, and fire trucks going into the lower parking lot via the CSU road, and many were trapped. Zach made a note to remind the traffic contractor of that. Signage can be placed at that entrance.

**MERCHANDISE HAT**

The committee reviewed baseball hat choices and recommends dark khaki and white mesh to sell in the merchandise booth.

**CREDENTIAL SHEET**

The committee reviewed the credential info sheet for the gates. Gary requested that his phone number be added to the back side along with the Security # and volunteer command. Additionally, the committee recommends the blue lanyard for this year's badges.

**GRANDSTAND SIGNS**

The fairgrounds team has ordered signs to improve wayfinding into the arena for ticketed events. The signs will be installed this spring.

**MERCHANDISE SALE BOOTH**

The committee discussed the merchandise booth, the location is confirmed to be inside the Marketplace. The staff is considering hiring someone to work the booth and manage the marketplace vendors. Credit cards will be accepted, and Teresa will ask about a Venmo option.

Lori proposed an idea to get “cigarette girl boxes” to sell stuffed animals out of during the livestock sale. Gary suggests we have signage and samples at the information booths to direct people to Marketplace. Lori requested help from the committee with tying bandanas on the stuffed animals – it was agreed that the committee could do that during the June committee meeting.

**TEAM LEADS**

The committee worked with Lisa G. to identify team leads for the gates during our concert and rodeo nights. The committee recommends a name tag identifying the individual as a TEAM LEAD.

**OTHER BUSINESS**

Gary requests that the committee members take the online training on ticket scanning.

Zach mentioned that the VIP experience for BOCC guests will be improved. Will Call will be in the ticket trailer at the Main Gate. The BOCC VIPs (20 per night for the VIP platform on rodeo nights) will pick up badges and be welcomed to the Fair. The entry to the VIP area will be improved.

**NEXT MEETING:** June 9 at 6 PM



**DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING  
WEDNESDAY, MAY 7, 2025, AT 6:30 PM  
KIRK HALL  
MINUTES**

**Meeting**

**Attendance:** James Jamison, Pat Candelaria, Phil Riesselman, Zach Burns, Lori Sorenson, Michelle Mannes, Ted Sorenson, Cynthia Tkach, Sarah Fischer, Rob Tkach.

**Budget:** No new updates.

**Brochure Updates:** All changes have been submitted for updates.

**Save the Date Postcards:** Sent to the post office to be mailed out last week.

**Supplies to Order:** Pat will inventory everything on Friday, May 16.

**Check-Off Fee Status:** Cindy and Dean have sent the letters out, but there is no new update.

**Vendor Status:** All vendors are set for the year to include Dickey's BBQ, Chelsea Camblin Photography, Awards with More, Staats, Castle Rock Florist, and IC Threads.

**Mock Sale:** 7/16/25—Set-up is at 5:30 p.m., dinner is at 6:00 p.m., and the Mock Sale will follow. IT will arrive at the Fairgrounds around lunchtime to ensure all equipment is ready. Pizza will be provided for dinner.

**Review Sponsor List:** The following sponsors have been contacted/and or will be reached out to this week to ensure a renewal of their sponsorship: Brannan, Castle Rock Florist, FirstTier Bank, HEI Civil, Janice Hrbaty, Lautenbach Insurance, Kiana Creek Ranch, Maureen Frank, SiteOne (formerly Pioneer), Potestio Brothers Equipment, Spradlin Printing, Viking, Waymaker, Westside Towing.

**Other Business:** Michelle will source options to reserve the Commissioner Chairs during the Livestock Sale.

-Michelle will source quotes for Junior Livestock Sale branded pens.

-The Committee recommends ordering centerpieces from Castle Rock Florist for the Buyer BBQ Tent.

-The Committee recommends ordering a plaque to recognize Castle Rock Florist for their floral donations to be placed on the wooden barrels. Michelle will look into options.

-Staff assured the committee that they would have transportation for their committee needs Friday through Sunday. Any additional needs should be discussed with the Administrative Committee.

**Next Meeting – June 4, 2025**





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

**MONDAY, MONDAY 12, 2025, 5:00 PM**

**FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM**

### **MINUTES**

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

#### **Program Production Update**

Pam provided an update on the production of the souvenir program. Pam and Patty are proofing the articles that have been received. Many articles are past due, and Pam is sending reminders to the authors. Pam thanked Pat S. for completing historical research for this year's issue. Special thanks to Dean, who provided an article on volunteers when Guest Services could not. There will be a list of 2024 volunteers along with Dean's volunteer article. Pat S. will provide the volunteer lists for Open Class/Ag Flori, and Teresa will provide the list of green shirts. Outreach to advertisers will begin with the updated advertising form. The team will first tackle paid advertisers, followed by sponsored ads. Debbie volunteered to write an article on the Unbridled Rodeo and PRCA Youth Camp.

#### **Road Signs**

Debbie has reached out to the installer and has tentatively scheduled the installation for the end of June, with removal a week or two after Aug. 3. Confirmed locations: Lone Creek Farms at 83/Cobblestone, Wiens Ranch, CORE, Mary Jane Ogle property at I-25/Happy Canyon, Highlands Ranch. A request has been made to Sterling Ranch – it will need to go through their design review committee. Teresa will ask the county about the Larkspur Digital Billboard. Banner locations are being pursued.

The committee provided input on the sign design, and Teresa will send revised designs via email.

#### **Marketing Plan**

The committee reviewed the marketing schedule and identified areas to assist.

**Next meeting: June 9 at 5 pm**



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

**WEDNESDAY, MAY 14, 2025, AT 5:30 PM**

**EVENTS CENTER CONFERENCE ROOM**

### **MINUTES**

#### **Meeting**

**PRCA Rodeo Added Money-** John notified the committee that the BoCC wants to increase the prize money for the ProRodeos. The purse will now total \$191,000. The prize is now \$23,875 per event compared to \$17,000 in 2024. John exclaimed that the Douglas County Fair & Rodeo will be the weekend's highest-paid event. With the increased purse, the DCF&R surpasses Dodge City, KS. The BoCC has committed to an additional \$25,000 annually for four years. The committee's long-term goal is to be in the top ten in the next 10 years. The increased purse will put DCF&R in the top 40 and potentially top 35 in 2026. John explained that the top 35 receive over \$30,000 in media money from the Cowboy Channel.

**Advance Ticket Sales—**John updated the committee on ticket sales. Douglas County Fair & Rodeo has sold 2,350 tickets compared to 906 in May 2024. The tickets sold are for full value. Other than group tickets, there will be no sales or discounted tickets. (20+)

**ARC Convention—**Gabe and Debbie attended the ARC Convention in Fort Worth. Gabe summarized the event. The theme was sponsor relations. The convention spoke to communication strategies and the Western experience. Many rodeos discussed the struggles with volunteer recruitment and retention. Gabe said the convention applies to all committees and recommends attending.

**Cervi Lunch—**The Rodeo Committee donated lunch for the recent Cervi camp. The lunch is a good networking and marketing tool for recruiting talent for the DCF&R.

**Sponsor Update-** Debbie mentioned the three Hometown Rodeo Sponsors, ESI, Bud's Bar, and the Knights of Columbus. More PRCA sponsors have expressed interest and the DCF&R gained Ag Truck Trader, Silencer Central and Tito's Vodka.

**Party Deck Update-** Zach shared with the committee that the BoCC has approved the construction of a party deck overlooking the arena for a VIP experience. Douglas County Rotary will be the naming rights sponsor for the Party Deck. The deck will host 40-50 people and be complete before opening day. Tickets will sell for \$75-100, including a cash bar and light refreshments. John will work with the staff to address any lighting concerns for the rodeos. DCF&R hopes to evaluate if premium seating is of interest to our attendees.

**Other-** Tom shared that he has 12 tickets to the Saturday, June 28 performance at the Greely Stampede and two concert tickets for July 5 at 8 pm. Anyone interested will need to contact Tom Harris. Debbie shared that the Denver Broncos filmed a Mutton Bustin promo video in the Outdoor Arena to share on social media. The video will stream on Facebook on the evening of May 14.

**Next Meeting: June 11, 2025**

**Comments:**



**DOUGLAS COUNTY FAIR BOARD**  
**SHOW MANAGEMENT SUPERINTENDENT MEETING**  
**WEDNESDAY, MAY 7, 2025 AT 5:30 PM**  
**KIRK HALL**  
**MINUTES**

**Meeting**

**Attendance:** Linda Jefferies, Tori Checkal, Robin Vogel, Pat Salazar, Ryan Potton, Brian Cagianut, Lori Sorenson, Katy Dane, Dustin Nagel, Sue Weinroth, Lisa Turner, Frank Silici, Michelle Mannes, Hayden Schmidt, Mercedes Glenn, Sara Warren, Brittany Sandell, Rochelle Weigel, Christy VanBibber, Danny Talbert, Noah VanBibber, Zach Burns, Angie White, Robin Brown, Jacie Rex, Sunny Arbogast, Meghan Watts, Rob Tkach, Oscar Ridgeway, Megan Guntermann, Justin Griffith, Nick Trujillo, Kim Surry, Jeff Surry, Andrea Slattery.

**Welcome and Introductions:** Hayden asked everyone to go around the room and introduce themselves and what area of the Fair they are a part of.

**Committee Updates**

**Open Class:** Pat Salazar passed around a flyer and reminded everyone that the 4-H kids can enter their projects in the Open Class departments. Creative Arts is also looking for volunteers. Frank encouraged all superintendents to enter the Ag & Flori entries this year and check out their display in the Events Center.

**General Projects:** Jacie updated the committee on the General Projects area in the Events Center, which will have updated décor this year. Sixteen judges have been hired for Exhibit Day. Shooting Sports practices are underway with 87 kids signed up for Archery this year. She encouraged everyone to support the General Projects kids by visiting the Events Center during the Fair.

**Junior Division:** Mercedes updated the committee that MQA finished over the weekend with 60 Douglas County kids in attendance. Most ID days are finished except for Sheep, Goat, Poultry, and Rabbits. She will email the Superintendents a list of the current IDs for them to review.

Hayden informed the committee that the judges' process is going well. The same photographer from last year, Chelsea Camblin, will be returning this year and will photograph the first weekend shows as well. The livestream agreement is in progress, and we hope all shows will also be live-streamed.

**Schedule Updates:**

Hayden informed the Superintendents that a few events on the first weekend had changed venues, allowing the show ring to be set up on Friday, Workday.

Dog Agility will occur on Friday, July 25, at 8:00 am.

Hayden reviewed the schedule changes for the new Monday Check-In and Tuesday Weigh-In schedule. The Superintendents shared their concerns and frustrations with the new schedule. A few concerns included the short notice to families this close to Fair, vet checks for the animals coming in on Tuesday, and effects on the kids showing in the Horse Show. Hayden expressed that there will be more meetings to discuss specific times and specific details for each department after this meeting. Many Superintendents expressed their frustrations and desire for the schedule to remain the same as in past years, due to the time constraints being so close to Fair.

**Superintendent Updates:** Hayden introduced Lori Sorenson as a part of the Show Management Committee. Lori will be working on a program specifically for the Superintendents for onboarding purposes, incentives, and retention. She welcomed any feedback from the Superintendents and let them know that she would be shadowing them a lot during Fair to learn their roles, what they need, and how the Fair Board can better support them during Fair. Lori will also help document changes and suggestions during the Fair to ensure everything is discussed in wrap-up meetings afterward. Superintendents will have their own parking area cordoned off near H Gate to ensure they have parking during the Fair.

**Individual Meeting Requests:** Individual Superintendent meetings are an option for anyone who feels they need to discuss individual department needs. Please get in touch with Hayden or Rob if you want to schedule an individual Superintendent meeting.

**Other:** Michelle will send 2024 Event Planning Worksheets for each department to update for the June meeting.

**Next Meeting:** June 4, 2025



# 55250 - Fair 2025 Operating Budget Fairboard Summary

Line Item, Subledger	Description	Approved BASE Budget	Amended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
<b>ADMINISTRATION COMMITTEE</b>								
433400	Operating Supplies	\$25,000.00	(\$17,500.00)	\$7,500.00	\$1,270.80	\$0.00	\$6,229.20	83.06 %
433500	Uniforms	\$2,000.00	\$2,500.00	\$4,500.00	\$1,066.71	\$0.00	\$3,433.29	76.30 %
443570	County Fair Services	\$59,650.00	\$86,920.00	\$146,570.00	\$33,041.45	\$145,379.17	(\$31,850.62)	-21.73 %
443600	Other Professional Services	\$100,000.00	(\$100,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
444300	Equipment Rental	\$17,200.00	\$49,000.00	\$66,200.00	\$0.00	\$46,041.79	\$20,158.21	30.45 %
444500	Software/Hardware Supp/Maintenance	\$2,000.00	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
445200	Metro Area Meeting Expense	\$1,500.00	(\$1,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$2,885.12	\$0.00	\$6,114.88	67.94 %
447850	Fair Awards (447850)	\$27,720.00	\$10,280.00	\$38,000.00	\$10,913.45	\$29,500.00	(\$2,413.45)	-6.35 %
<b>ADMINISTRATION COMMITTEE TOTAL</b>		<b>\$244,070.00</b>	<b>\$27,700.00</b>	<b>\$271,770.00</b>	<b>\$49,177.53</b>	<b>\$220,920.96</b>	<b>\$1,671.51</b>	<b>0.62 %</b>
<b>MARKETING COMMITTEE</b>								
433400	Operating Supplies	\$4,200.00	(\$3,700.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
440100	Printing/Copying/Reports	\$20,300.00	(\$6,300.00)	\$14,000.00	\$1,579.90	\$0.00	\$12,420.10	88.72 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$3,000.00	\$44,000.00	\$340.74	\$0.00	\$43,659.26	99.23 %
443570	County Fair Services	\$20,800.00	\$0.00	\$20,800.00	\$3,570.00	\$0.00	\$17,230.00	82.84 %
<b>MARKETING COMMITTEE TOTAL</b>		<b>\$86,300.00</b>	<b>(\$7,000.00)</b>	<b>\$79,300.00</b>	<b>\$5,490.64</b>	<b>\$0.00</b>	<b>\$73,809.36</b>	<b>93.08 %</b>
<b>MARKETING - SPONSORSHIP</b>								
433400	Operating Supplies	\$0.00	\$5,300.00	\$5,300.00	\$1,293.92	\$0.00	\$4,006.08	75.59 %
<b>MARKETING - SPONSORSHIP TOTAL</b>		<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$5,300.00</b>	<b>\$1,293.92</b>	<b>\$0.00</b>	<b>\$4,006.08</b>	<b>75.59 %</b>
<b>MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL</b>								
440200	Newspaper Notices/Advertising	\$0.00	\$2,500.00	\$2,500.00	\$1,000.00	\$450.00	\$1,050.00	42.00 %
<b>MARKETING - EXTERNAL EVENT SPONSORSHIP TOTAL</b>		<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,000.00</b>	<b>\$450.00</b>	<b>\$1,050.00</b>	
<b>MARKETING - ROYALTY</b>								
433400	Operating Supplies	\$0.00	\$750.00	\$750.00	\$364.00	\$0.00	\$386.00	51.47 %
443570	County Fair Services	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
445300	Travel Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$641.32	\$1,858.68	74.35 %
445500	Catered Meal Services	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00 %
447850	Fair Awards	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00 %
<b>MARKETING - ROYALTY TOTAL</b>		<b>\$4,750.00</b>	<b>\$3,250.00</b>	<b>\$8,000.00</b>	<b>\$364.00</b>	<b>\$641.32</b>	<b>\$6,994.68</b>	<b>87.43 %</b>
<b>ENTERTAINMENT COMMITTEE</b>								
433400	Operating Supplies	\$15,000.00	(\$5,000.00)	\$10,000.00	\$3,923.13	\$5,901.72	\$175.15	1.75 %
443570	County Fair Services	\$109,300.00	\$6,000.00	\$115,300.00	\$6,275.00	\$122,735.00	(\$13,710.00)	-11.89 %
<b>ENTERTAINMENT COMMITTEE TOTAL</b>		<b>\$124,300.00</b>	<b>\$1,000.00</b>	<b>\$125,300.00</b>	<b>\$10,198.13</b>	<b>\$128,636.72</b>	<b>(\$13,534.85)</b>	<b>-10.80 %</b>
<b>ENTERTAINMENT COMMITTEE (CONCERT)</b>								
443570	County Fair Services	\$0.00	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	100.00 %
<b>ENTERTAINMENT COMMITTEE (CONCERT) TOTAL</b>		<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>100.00 %</b>
<b>RODEO COMMITTEE</b>								
433400	Operating Supplies	\$6,500.00	\$1,000.00	\$7,500.00	\$1,419.77	\$0.00	\$6,080.23	81.07 %
443570	County Fair Services	\$35,500.00	\$122,500.00	\$158,000.00	\$928.00	\$145,283.70	\$11,788.30	7.46 %
444300	Equipment Rental	\$21,500.00	(\$21,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %



# 55250 - Fair 2025 Operating Budget Fairboard Summary

Line Item. Subledger	Description	Approved BASE Budget	Amended Budget	2025 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
445300	Travel Expense (445300)	\$2,500.00	(\$2,000.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
447400	Judges	\$2,900.00	\$1,600.00	\$4,500.00	\$0.00	\$6,000.00	(\$1,500.00)	-33.33 %
447850	Fair Awards (447850)	\$87,700.00	\$48,300.00	\$136,000.00	\$0.00	\$191,000.00	(\$55,000.00)	-40.44 %
	<b>RODEO COMMITTEE TOTAL</b>	<b>\$156,600.00</b>	<b>\$149,900.00</b>	<b>\$306,500.00</b>	<b>\$2,347.77</b>	<b>\$342,283.70</b>	<b>(\$38,131.47)</b>	<b>-12.44 %</b>
	<b>RODEO - HOSPITALITY</b>							
433400	Operating Supplies	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00 %
444300	Equipment Rental	\$0.00	\$4,500.00	\$4,500.00	\$404.00	\$3,636.00	\$460.00	10.22 %
445500	Catered Meal Services	\$2,650.00	\$6,350.00	\$9,000.00	\$0.00	\$5,900.00	\$3,100.00	34.44 %
	<b>RODEO - HOSPITALITY TOTAL</b>	<b>\$2,650.00</b>	<b>\$11,350.00</b>	<b>\$14,000.00</b>	<b>\$404.00</b>	<b>\$9,536.00</b>	<b>\$4,060.00</b>	<b>29.00 %</b>
	<b>GUEST SERVICES COMMITTEE</b>							
433400	Operating Supplies	\$2,000.00	\$4,000.00	\$6,000.00	\$2,171.34	\$0.00	\$3,828.66	63.81 %
433500	Uniforms	\$3,500.00	\$5,000.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00 %
443570	County Fair Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00 %
	<b>GUEST SERVICES COMMITTEE TOTAL</b>	<b>\$6,500.00</b>	<b>\$9,000.00</b>	<b>\$15,500.00</b>	<b>\$2,171.34</b>	<b>\$0.00</b>	<b>\$13,328.66</b>	<b>85.99 %</b>
	<b>LIVESTOCK SALE COMMITTEE</b>							
433400	Operating Supplies	\$7,000.00	\$1,300.00	\$8,300.00	\$3,841.47	\$2,600.00	\$1,858.53	22.39 %
440100	Printing/Copying/Reports	\$1,000.00	\$2,000.00	\$3,000.00	\$0.00	\$4,500.00	(\$1,500.00)	-50.00 %
443570	County Fair Services	\$5,000.00	\$0.00	\$5,000.00	\$625.00	\$6,000.00	(\$1,625.00)	-32.50 %
444300	Equipment Rental	\$9,800.00	(\$4,800.00)	\$5,000.00	\$499.00	\$4,491.00	\$10.00	0.20 %
445500	Catered Meal Services	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,200.00	(\$200.00)	-2.22 %
	<b>LIVESTOCK SALE COMMITTEE TOTAL</b>	<b>\$31,800.00</b>	<b>(\$1,500.00)</b>	<b>\$30,300.00</b>	<b>\$4,965.47</b>	<b>\$26,791.00</b>	<b>(\$1,456.47)</b>	<b>-4.81 %</b>
	<b>SHOW MANAGEMENT COMMITTEE</b>							
433400	Operating Supplies	\$7,000.00	(\$1,500.00)	\$5,500.00	\$1,222.57	\$1,377.79	\$2,899.64	52.72 %
443570	County Fair Services	\$15,250.00	\$0.00	\$15,250.00	\$625.00	\$17,400.00	(\$2,775.00)	-18.20 %
445500	Catered Meal Services	\$2,500.00	\$0.00	\$2,500.00	\$32.97	\$3,350.00	(\$882.97)	-35.32 %
447400	Judges	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$12,600.00	\$2,400.00	16.00 %
	<b>SHOW MANAGEMENT COMMITTEE TOTAL</b>	<b>\$39,750.00</b>	<b>(\$1,500.00)</b>	<b>\$38,250.00</b>	<b>\$1,880.54</b>	<b>\$34,727.79</b>	<b>\$1,641.67</b>	<b>4.29 %</b>
	<b>REVENUE</b>	<b>(\$1,002,900.00)</b>	<b>\$0.00</b>	<b>(\$1,002,900.00)</b>	<b>(\$146,509.20)</b>	<b>\$0.00</b>	<b>(\$856,390.80)</b>	<b>85.39 %</b>
	<b>FIXED CHARGES (Personnel)</b>	<b>\$191,991.00</b>	<b>\$1,030.00</b>	<b>\$193,021.00</b>	<b>\$48,201.92</b>	<b>\$0.00</b>	<b>\$144,819.08</b>	<b>75.03 %</b>
	<b>OPERATING BUDGET</b>	<b>\$696,720.00</b>	<b>\$450,000.00</b>	<b>\$1,146,720.00</b>	<b>\$79,293.34</b>	<b>\$763,987.49</b>	<b>\$303,439.17</b>	<b>26.46 %</b>
	<b>TOTAL PERSONNEL/OPERATIONS</b>	<b>\$888,711.00</b>	<b>\$451,030.00</b>	<b>\$1,339,741.00</b>	<b>\$127,495.26</b>	<b>\$763,987.49</b>	<b>\$448,258.25</b>	<b>33.46 %</b>
	<b>GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)</b>	<b>\$888,711.00</b>	<b>\$451,030.00</b>	<b>\$1,339,741.00</b>	<b>\$127,495.26</b>	<b>\$763,987.49</b>	<b>\$1,304,649.05</b>	<b>97.38 %</b>