



DOUGLAS COUNTY FAIR BOARD
THURSDAY, OCTOBER 19, 2023
JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS
AGENDA

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Last Meeting Minutes

Treasurer's Report

Consent Agenda – Committee Minutes

Administrative: No October meeting.

Guest Services: No October meeting.

Entertainment: No October meeting.

Marketing: No October meeting.

Rodeo

- John notified the committee that this was the 19th time the award had been presented. John discussed previous Remuda Rodeo winners. John discussed what a privilege it is to win the award. Polaris Razor and a bronze are given to the Remuda award winner. John also discussed being nominated for all three PRCA Mountain State Circuit Awards- Most Improved, Best Grounds, and Large Rodeo of the Year.
- Debbie recommended Kate Wormington and Monica Dearing as Rodeo associates to present to the Fair Board. The committee also recommends Ryan Kennedy as an associate member. The committee discussed and recommended that Laura Martin will not be up for renewal as an associate member.
- John discussed renewing several of the subcontractors for Rodeo 2024. The committee recommends that Summit Stock and Reita Creek scoreboard contracts be renewed. In September 2024, a new RFP for subcontractors for the Fair & Rodeo in 2025 will go out. Hometown Rodeo contractors Tyler Jolly and Payson Peterson were also recommended for renewal for 2024. The committee recommends the vet, Littleton Equine, be renewed as the rodeo veterinarian in 2024.

Executive

- The committee discussed budget items requested for 2024 and what they might need to ask Fair Foundation to include the Exceptional Rodeo.

- The committee recommends updating the Fair Board policies regarding electing Committee Chairs from “bi-annually” to every two years.
- The committee recommends updating the Fair Board Policies regarding the Plan of Work that is due every year to reflect the use of the task worksheet used by Committee Chairs and Staff.
- Tori reminded the committee that the Volunteer Appreciation Event will be on October 17 in Kirk Hall.
- John informed the committee that the Douglas County Fair & Rodeo has won the 2023 Remuda Award for the most consistent pen of bucking stock. This is a huge achievement for our rodeo!

Show Management

- Competition Rule changes and Judge Recommendations are due by October 13.
- The committee discussed superintendent survey results and thoughts on potential schedule changes.

Livestock Sale

- The committee would like to recommend a 6% late fee on any payments not received within 30 days.
- The committee recommends sending out buyer thank-you lists within two weeks after the sale with only the amount the animal sold for.
- The committee is contacting several vendors for quotes for 2024 Livestock Sale services.

Reports From Other Groups**Regular Agenda****Staff Report****Site Assessment****Old Business****2024 Fair Initiatives (Top 5 list)****Honorary Lifetime Member Recognition****New Business****Competition Rules Update****Associate Member Approval****Other Business****Director Comments**

Adjournment**Next Meeting: November 16, 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, SEPTEMBER 21, 2023
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 September 21, 2023. 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
Tom Harris
Wesley Jacobs
Debbie Mills
Dr. Phil Riesselman
Pat Salazar
Hayden Schmidt
Pam Spradlin
Lora Talbert
Rob Tkach
Gary Turner
Lisa Turner

Associate Members Present:

Nick Candelaria
Dick Sabulsky
Jean Sabulsky
Lori Sorenson
Ted Sorenson

Other Guests Present:

Tori Checkal
Mercedes Glenn

Staff Members Present:

Laurie Anderson
Zach Burns
Clay Gysin
Teresa Kutt
Michelle Mannes
Tori Thelen

Board Members Absent:

Jennifer Foss
Arlie Gordon Jr
Gabriel Ryan

Associate Members Absent:

Ben Alderton
Matt Coyle
Deb Dilley
Josiah Fredericks
James Jamison
John Holst
Chayce Lutz
Laura Martin
Scott McHenry
Kyle Moore
Patti Russell
Todd Spencer
Chris Spyke

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

Public Comment: No public comment.

Approval of Last Meeting Minutes: Gary moved to approve the September minutes. Scott seconded. All approved.

Treasurer's Report: Wes briefly overviewed the 2023 Fair & Rodeo expenses and revenue. These numbers are very close to the end budget for the 2023 Fair & Rodeo, with a few things to still come in the remainder of the year. Wes also reviewed the 2024 Fair & Rodeo budget requests. Several requests are one-time only and will need to be requested again for 2024 including Rodeo purse money, additional Farm to Table Expenses, and some Marketing expenses.

Consent Agenda: Hayden motioned for the item regarding Mutton Bustin in Guest Services to be removed. Sarah seconded. No discussion. All but Scott Candelaria approved.

Entertainment

- The committee felt the bubble show, tower, and magician were not a valuable investment and will not ask to return in 2024
- Zach discussed the changes the BOCC requested for Farm to Table 2024. The BOCC has requested a traditional brunch menu and an earlier start time. Farm to Table also needs to be a net 0 event
- Sarah to delegate tasks to the committee to begin researching and receiving quotes for new entertainment in 2024

Guest Services

- The committee received positive feedback from volunteers about the culture and friendliness of the Fair & Rodeo
- The committee felt Offero was easy to use for users and a survey for volunteer feedback was emailed
- The committee discussed the opportunity to offer a virtual orientation in 2024 and to schedule the volunteer orientation closer to the Fair & Rodeo
- Rodeo recommended that the guest services committee own Mutton' Bustin moving forward

Marketing

- The committee felt Versatility did not meet the goals presented in scope and recommended the bid go out again for 2024
- The 2024 poster was discussed, and the committee to present ideas at the November meeting
- The committee would like the sponsorship brochure ready by January 1

- The 2023 souvenir program was profitable due to higher advertising prices and scaling back the page count in the book

Rodeo

- The committee received positive feedback about the rodeos, including the Exceptional Rodeo.
- The committee will investigate online entry options for Hometown Rodeo.
- The committee tabled the discussion of renewing contractors for the October meeting.

Livestock Sale

- The committee reviewed the pros and cons of the Livestock Sale.
- The committee recommended having IT Staff on call on Saturday after the sale to help with any reconciliation concerns.
- The committee wants quotes for hats, catering, and photographers.

Show Management

- No September meeting. The committee asked each Superintendent to fill out a survey to be discussed at the October meeting.

Executive

- The committee discussed pros and cons of the 2023 Fair & Rodeo.
- Reports from other groups

Reports From Other Groups

FFA: No representative present.

4-H Youth Council: Tori reported that no meeting was held this month, however, there will be new representatives attending the meetings moving forward.

CSU Extension/4-H: Mercedes let the Fair Board know that the CSU Extension Office is busy planning several educational programs for 2024.

Fair Foundation: No representative present.

Regular Agenda

Staff Report: Zach gave an update that the volunteer appreciation event has been rescheduled due to an unforeseen Commissioner scheduling conflict. The new date will be October 17. He asked that the Board help get the word out to all volunteers about the change and asked all Committee Chairs to resend the email to their committees with the new date.

Michelle reported that the staff is working on wrapping things up after Fair.

Old Business:

2023 Fair Debrief: Dean provided and read aloud a list of Fair wrap-up items sent to him from all Fair Board Directors. The most common themes were:

- Many improvements can be made at Sale night for our buyers to feel more appreciated, including better parking, gate security, a separate tent for the Buyer BBQ, etc.
- Parking for patrons, 4-H Families, Rodeo Contestants, etc.
- Online orientation for volunteers
- Drone show was well received
- Communication during the weather emergency was great
- Fairgrounds were clean and inviting
- More intentional signage throughout the grounds

Dean asked the Board to go back to their committees and to identify 4-5 priorities for the board to work on for 2024.

New Business

Confirm Committee meeting days and Coordinator assignments: Zach clarified all Coordinator Committee assignments and days of meetings as follows:

Michelle: First Wednesday of the month: Show Management at 5:30 pm and Livestock Sale at 6:30 pm

Teresa: Second Monday of the month: Marketing at 5:00 pm and Guest Services at 6:00 pm

Tori: Second Wednesday of the month: Entertainment at 5:30 pm and Rodeo at 6:30 pm

Second Thursday of the month: Admin at 5:15 pm and Executive at 6:30 pm

Third Thursday of the month: Fair Board at 6:30 pm

Michelle will send out an updated list of all Fair Board Directors and their contact information to the Board.

Volunteer Appreciation, emails, etc.

Dean let the Board know about an email he received regarding a censure of Commissioner Lora Thomas. This has no bearing on the Fair Board, but if anyone would like further information, they are welcome to contact him. He also clarified that Commissioner Teal is the Commissioner liaison to the Fair Board.

Other Business: Dean let the Board know that he met with Arlie Gordon recently. Arlie will be stepping down as a Fair Board Director at the end of his term this year. Arlie has 37 years of service on the board. John motioned to have Arlie become an honorary lifetime director on the board. Pam seconded. Dean clarified that an honorary member is a non-voting member. All approved.

Director Comments: Scott let the Fair Board know that Michelle Stainbrook, one of the Fair Sponsors, who owned the Stagecoach Bar in Franktown, had passed away.

Adjournment at 7:38 PM.

Next Meeting: October 19, 2023

Rules for Citizen Engagement at Fair Board Meeting

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**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)	(\$12,828.00)	\$0.00	(\$12,172.00)	48.69 %
344301	Ticket Surcharge	(\$330,000.00)	\$0.00	(\$330,000.00)	(\$352,645.81)	\$0.00	\$22,645.81	-6.86 %
344302	Vendor Surcharge	(\$50,000.00)	\$0.00	(\$50,000.00)	(\$29,361.04)	\$0.00	(\$20,638.96)	41.28 %
344303	Participant Surcharge	(\$17,700.00)	\$0.00	(\$17,700.00)	(\$8,761.80)	\$0.00	(\$8,938.20)	50.50 %
344304	Event Sponsorships	(\$240,000.00)	\$0.00	(\$240,000.00)	(\$238,610.88)	\$0.00	(\$1,389.12)	0.58 %
344305	Event Commissions	(\$100,000.00)	\$0.00	(\$100,000.00)	(\$88,747.88)	\$0.00	(\$11,252.12)	11.25 %
344401	Catering Fee	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$93,101.71)	\$0.00	\$13,101.71	-16.38 %
MISCELLANEOUS REVENUES								
383300	Contrib-Foundation/Estates	\$0.00	\$0.00	\$0.00	(\$45,000.00)	\$0.00	\$45,000.00	#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	\$191,169.12	\$0.00	(\$25,748.12)	-15.57 %
ADMINISTRATION COMMITTEE								
433400	Operating Supplies	\$25,000.00	\$0.00	\$25,000.00	\$8,265.35	\$0.00	\$16,734.65	66.94 %
433500	Uniforms	\$2,000.00	\$0.00	\$2,000.00	\$6,054.55	\$0.00	(\$4,054.55)	-202.73 %
443570	County Fair Services	\$58,000.00	\$40,000.00	\$98,000.00	\$97,669.03	\$150.00	\$180.97	0.18 %
444300	Equipment Rental	\$17,400.00	\$0.00	\$17,400.00	\$67,251.47	\$0.00	(\$49,851.47)	-286.50 %
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	\$6,135.23	\$1,900.00	(\$535.23)	-7.14 %
ADMINISTRATION COMMITTEE TOTAL								
				\$153,400.00	\$185,375.63	\$2,050.00	(\$34,025.63)	-22.18 %
MARKETING COMMITTEE								
433400	Operating Supplies	\$4,200.00	\$0.00	\$4,200.00	\$7,820.63	\$0.00	(\$3,620.63)	-86.21 %
440100	Printing/Copying/Reports	\$20,300.00	\$0.00	\$20,300.00	\$9,243.34	\$0.00	\$11,056.66	54.47 %
440200	Newspaper Notices/Advertising	\$41,000.00	\$0.00	\$41,000.00	\$62,994.08	\$0.00	(\$21,994.08)	-53.64 %
443570	County Fair Services	\$12,000.00	\$0.00	\$12,000.00	\$17,872.55	\$100.00	(\$5,972.55)	-49.77 %
445300	Travel Expense (445300)	\$1,500.00	\$0.00	\$1,500.00	\$2,378.44	\$0.00	(\$878.44)	-58.56 %
445500	Catered Meal Services	\$2,900.00	\$0.00	\$2,900.00	\$1,926.22	\$0.00	\$973.78	33.58 %
447850	Fair Awards (447850)	\$3,200.00	\$0.00	\$3,200.00	\$1,737.55	\$0.00	\$1,462.45	45.70 %
MARKETING COMMITTEE TOTAL								
				\$85,100.00	\$103,972.81	\$100.00	(\$18,972.81)	-22.29 %
ENTERTAINMENT COMMITTEE								
433400	Operating Supplies	\$15,000.00	\$0.00	\$15,000.00	\$10,213.57	\$0.00	\$4,786.43	31.91 %
443570	County Fair Services	\$40,300.00	\$280,000.00	\$320,300.00	\$241,898.40	\$0.00	\$78,401.60	24.48 %

**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
ENTERTAINMENT COMMITTEE TOTAL				\$335,300.00	\$252,111.97	\$0.00	\$83,188.03	24.81 %
RODEO COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$4,500.00	\$6,500.00	\$9,811.37	\$0.00	(\$3,311.37)	-50.94 %
443570	County Fair Services	\$85,000.00	\$38,000.00	\$123,000.00	\$107,017.81	\$0.00	\$15,982.19	12.99 %
444300	Equipment Rental	\$18,000.00	\$3,500.00	\$21,500.00	\$18,040.00	\$0.00	\$3,460.00	16.09 %
445300	Travel Expense (445300)	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00 %
445500	Catered Meal Services	\$3,500.00	\$2,000.00	\$5,500.00	\$8,434.53	\$0.00	(\$2,934.53)	-53.36 %
447400	Judges	\$2,000.00	\$1,500.00	\$3,500.00	\$7,602.50	\$0.00	(\$4,102.50)	-117.21 %
447850	Fair Awards (447850)	\$58,500.00	\$26,000.00	\$84,500.00	\$99,040.65	\$0.00	(\$14,540.65)	-17.21 %
RODEO COMMITTEE TOTAL				\$248,000.00	\$249,946.86	\$0.00	(\$1,946.86)	-0.79 %
GUEST SERVICES COMMITTEE								
433400	Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$4,772.08	\$1,500.00	(\$4,272.08)	-213.60 %
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	\$3,954.72	\$0.00	\$6,045.28	60.45 %
GUEST SERVICES COMMITTEE TOTAL				\$15,500.00	\$8,726.80	\$1,500.00	\$5,273.20	34.02 %
LIVESTOCK SALE COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$6,891.99	\$0.00	\$108.01	1.54 %
440100	Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$2,816.40	\$30.00	(\$1,846.40)	-184.64 %
443570	County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$4,584.97	\$0.00	(\$2,084.97)	-83.40 %
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	\$8,113.83	\$0.00	(\$1,113.83)	-15.91 %
438500	C.A. Computer - Related	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00 %
LIVESTOCK SALE COMMITTEE TOTAL				\$34,800.00	\$22,407.19	\$30.00	\$12,362.81	35.53 %
SHOW MANAGEMENT COMMITTEE								
433400	Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$2,945.04	\$0.00	\$4,054.96	57.93 %
443570	County Fair Services	\$1,200.00	\$0.00	\$1,200.00	\$8,989.00	\$0.00	(\$7,789.00)	-649.08 %
445500	Catered Meal Services	\$2,000.00	\$0.00	\$2,000.00	\$1,752.81	\$0.00	\$247.19	12.36 %
447400	Judges	\$14,400.00	\$4,000.00	\$18,400.00	\$11,199.92	\$300.00	\$6,900.08	37.50 %
447850	Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$33,635.89	\$0.00	(\$5,915.89)	-21.34 %
474800	Capital Asset	\$0.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$0.00	0.00 %
SHOW MANAGEMENT COMMITTEE TOTAL				\$126,320.00	\$58,522.66	\$70,300.00	(\$2,502.66)	-1.98 %
FIXED CHARGES (Personnel)		\$165,421.00	\$0.00	\$165,421.00	\$191,169.12	\$0.00	(\$25,748.12)	-15.57 %
OPERATING BUDGET		\$519,920.00	\$478,500.00	\$998,420.00	\$881,063.92	\$73,980.00	\$43,376.08	4.34 %

**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
	TOTAL PERSONNEL/OPERATIONS	\$685,341.00	\$478,500.00	\$1,163,841.00	\$1,072,233.04	\$73,980.00	\$17,627.96	1.51 %
	REVENUE	(\$842,700.00)	\$0.00	(\$842,700.00)	(\$869,057.12)	\$0.00	\$26,357.12	-3.13 %
10/18/2023	GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)	(\$157,359.00)	\$478,500.00	\$321,141.00	\$203,175.92	\$73,980.00	\$8,729.16	2.72 %



DOUGLAS COUNTY FAIR BOARD- RODEO COMMITTEE MEETING

WEDNESDAY, OCTOBER 11, 2023, AT 6:30 PM

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS

MINUTES

Meeting

Attendance: Ryan Kennedy, Matt Coyle, Debbie Mills, John Adams, Zach Burns, Tori Thelen, Gabe Ryan, and Tom Harris

Remuda Award- John notified the committee that this was the 19th time the award had been presented. John discussed previous Remuda Rodeo winners. John discussed what a privilege it is to win the award. Polaris Razor and a bronze are given to the Remuda award winner. John also discussed being nominated for all three PRCA Mountain State Circuit Awards- Most Improved, Best Grounds, and Large Rodeo of the Year.

Renewal of PRCA rodeo subcontractors- John discussed renewing several of the subcontractors for Rodeo 2024. The committee recommends that Summit stock and Rita Creek scoreboard contracts be renewed. In September 2024, a new RFP for subcontractors for the Fair & Rodeo in 2025 will go out. Hometown Rodeo contractors, Tyler Jolly and Payson Peterson were also recommended for renewal for 2024. The committee recommends the vet, Littleton Equine, be renewed as the rodeo veterinarian in 2024.

Clean up Monday after the Fair- John discussed Monday evening being a clean-up day after the Fair & Rodeo. John mentioned only a few directors attended and they were primarily volunteers. John requested everyone involved with the Rodeo committee to contribute to clean up on Monday because it is a lot of work and hard to accomplish with few people.

Hometown Rodeo- John discussed stipulating in events that contestants must keep forward progress. Gabe discussed that it is difficult to recite rules when contestants ask questions. Gabe recommended posting a copy of the rules near the arena. John preferred for the committee members to direct all rule questions to him. John will then refer them to the rule.

Associate Nominations- Debbie recommends Kate Wormington and Monica Dearing as Rodeo associates to present to the Fair Board. The committee also recommends that Ryan Kennedy be an associate member to the Fair Board. Matt Coyle, Josiah Fredericks, Deb Dilly, Chase Lutz, and Laura Martin are current associates. The committee decided that Laura Martin would not be recommended to renew her associate title. John discussed the importance of timeliness and work ethic among the Rodeo committee.

Plan of Work- John discussed the plan of work and rodeo task list with the committee. John talked about the expected agenda for the year. The rodeo committee has its schedule planned out within the year, with very few changes. Tom Harris requested that John send everyone on the committee a copy of the plan of work and task list. John said the goal of Rodeo is to put on the best damn Rodeo and hospitality they can. John met with Michelle previously to condense meetings to be more efficient, and if there are no agenda items, the rodeo committee does not meet.

PRCA Rodeo Convention- Dec 4-7 in Las Vegas. John asked if anyone was interested in attending the conference to contact him.

Stock Show Dinner- Debbie notified the committee that the dinner is on Saturday, January 20th at 6 p.m., and the performance is at 8 p.m.

Mountain States Circuit- Finals are held on Friday, October 20th followed by the awards ceremony.

Next Meeting: Tentatively February 14, 2023

Comments:



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, OCTOBER 12, 2023, AT 6:30 PM

EVENTS CENTER

MINUTES

Attendance: Dean Elliott, Debbie Mills, Phil Riesselman, Lora Talbert, Scott Candelaria, Pat Candelaria, Wesley Jacobs, Rob Tkach, John Adams, Hayden Schmidt, Sarah Fischer, Gary Turner, Tori Thelen, Tim Hallmark, Michelle Bartlett, and Zach Burns

Meeting

Discuss Foundation Budget requests- Dean confirmed with Tim that the 2024 Fair & Rodeo budget has been presented to the BOCC. Dean notified the committee that they would need to bring additional budget requests to the Fair Foundation if they identified financial needs for 2024. Tim said the Fair Board can request supplemental items if the Fair Foundation cannot support all budget items. Wes reviewed the budget requests, and most cover the overruns from 2023. He broke down some budget requests- 60k admin security and parking, 60k equipment, 10k marketing, 40k entertainment, Farm to Table, 40k Rodeo 38k stock contractors, 38k purse money, 13k cost of living, show management, 4k interpreter, 5k. Wes discussed the breakdown of the budget requests from the Fair Foundation. Wes asked Debbie about the cost of the Exceptional Rodeo. Debbie confirmed there will be a sponsor for the Exceptional Rodeo in 2024. Tim confirmed that he must continue to ask for the one-time supplemental requests, like purse money, year to year for approval from the BOCC. Hayden discussed the upcoming election potentially affecting their supplemental ask. Tim confirmed his budget request was submitted early due to the forthcoming election. Tim is confident that there will not be issues within the Fair & Rodeo budget from the BOCC. Dean discussed proposition HH. Tim urged the committee to educate themselves on Proposition HH before discussing it at the Fair Board meeting. Dean asked the committee if it was appropriate to discuss awareness of Proposition HH within the Fair Board. Sarah notified the committee of all the available resources to educate on the Proposition. Hayden does not feel it is the place of the Fair Board meeting to discuss the Proposition. Debbie discussed the chamber breakfast and that they announced support of the Proposition HH. Scott felt it was important to share resources with the Fair Board to help educate the committee.

Committee chair -“Except for the Executive Committee, members of each Committee will bi-annually recommend their Chair from among themselves to preside over the Committee’s meetings in the same manner and for the same term as other Fair Board Officers.”

Dean discussed that committee chairs should have two-year terms. The guidelines must be updated. They say “bi-annually,” which is interpreted as twice a year. Pat asked who is tracking the year the committees vote. Dean confirmed they vote on even years.

“By the November meeting of each year, the chair of each standing committee shall present an annual plan of work for the upcoming year to the Directors.”

John shared his plan of work with the committee. Dean is worried that the responsibilities and roles of the committees are not documented and that no one would be able to transition easily if someone new was involved. Hayden discussed the task spreadsheet and feels it represents all the committee tasks well, and he feels confident that it will be covered if someone leaves the committee. Tim asked for clarification on the staff task spreadsheet and how often it is updated and sent to the Fair Board. Tim discussed the improvement of the task spreadsheet and how it serves as a good road map. Pat feels that there are a lot of tasks that the chairs and associates do that are not included on the task list. Michelle requested that those items be emailed to staff or added to the spreadsheet. Zach discussed the staff’s ongoing project with the task spreadsheet and developing a true SOP utilizing Microsoft Planner. The bi-laws state that there should be a plan of work presentation per committee annually. There was a discussion of the consent agenda. Dean discussed minutes and the purpose they serve. Dean said he feels committees lack documentation within the committees. Dean praised the Fair Board’s work, making Douglas County Fair & Rodeo the premier County event of the year, and wanted to ensure we do not go backward. Tim explained that the staff is working on the task list because we are battling the same issues with communication and staff turnover. A complete task list and work plan will result in a strong succession plan. Dean discussed the commissioner’s cookies and putting Phil in a situation at the Livestock Sale as an example of why details are important.

Volunteer Gathering- Tori updated the committee on the current number of RSVPs. Wes and Phil confirmed their RSVPs, and 114 RSVPed for the Volunteer Reception on October 17th. Dean encouraged directors to be sure all volunteers RSVPed for the new date so there is an accurate number. Dean expressed concerns about being prepared with food. Pat discussed that she did not think many volunteers from the original RSVP date submitted a second RSVP for the new date.

Other- John shared the Douglas County Rodeo has won the Committee Remuda award. The winner will be recognized at the National convention in December. John talked about the honor of winning among other reputable rodeos. There is also a stock contractor version of

the Remuda award. The winner receives a bronze plaque and Polaris Razor. Pat asked about the award process since Douglas County is a government entity. Tim explained the process presented to legal in accepting the award as an asset. John also mentioned the award presentation next Friday in Loveland at The Ranch. Douglas County Fair & Rodeo is nominated for the Mountain Circuit awards for Large Rodeo of the Year, Most Improved, and Best Grounds.

Adjourned 7:33 pm.

Next Meeting:

Thursday, November 9th, 2023



DOUGLAS COUNTY FAIR BOARD- SHOW MANAGEMENT COMMITTEE MEETING

WEDNESDAY, OCTOBER 4, 2023 AT 5:30 PM

MULTI-PURPOSE BARN SOUTH

MINUTES

Meeting

Attendance: Jolene Cagianut, Brian Cagianut, Keith Mauck, Ryan Potton, Tyler Summervill, Jenn Summervill, Mercedes Glenn, Nick Candelaria, Noah VanBibber, Danny Talbert, Rochelle Weigel, Shari VanBibber, Angie White, Sara Warren, Brittany Sandell, Lindsay Griffith, Rob Tkach, Pat Salazar, Lora Talbert, Christy VanBibber, Zach Burns, Michelle Mannes, Lisa Turner, Dawn Arnt.

Hayden thanked everyone for their hard work at this year's Fair. All the feedback he received was positive. Many people said this was their favorite Fair to date, so thank you!

Staff Update

Fairgrounds: None

CSU: Mercedes thanked everyone for a great year. A few updates from the CSU Extension Office:

- A new Outreach Coordinator was hired and will be starting soon.
- Achievement Night will be on Wednesday, October 11 at 5:30 pm in the Events Center. Everyone is invited.
- The Livestock Advisory Committee met this week and was very positive. If anyone who is interested in attending can come to the next meeting on November 20.
- Mercedes proposed a new division under the Horse Department: Miniature Horses.

Competition Rule Updates: Hayden reminded everyone that Competition Rule changes are due by October 13. After all have been submitted, the Rules Committee will review everything and return to Show Management in November with any questions.

Judge Recommendations: Hayden reminded everyone that judge recommendations are due by October 13. Email addresses and phone numbers are critical for any recommendations submitted.

Schedule Recommendations: A few departments would like to meet soon individually to discuss schedule changes, including Shooting Sports, Poultry, and Horse. A few ideas were brought up to be considered by the committee:

- Moving Western Heritage to a week earlier due to the 4th of July Holiday
- Moving the date and potential time of animal move-in to Monday and maybe having time slots per family or club to come on the grounds
- Options for Sale night so the grounds are not so crowded when buyers come in

Superintendent Survey Debrief: Hayden let the committee know that there were a lot of common themes throughout the survey that we will continue to discuss throughout the year. He appreciated everyone taking the time to fill them out.

Other

Next Meeting: December 6, 2023

Comments:



DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING

WEDNESDAY, OCTOBER 4, 2023, AT 6:30 PM

MULTI-PURPOSE BARN SOUTH

MINUTES

Meeting

Attendance: Zach Burns, Phil Riesselman, Michelle Mannes, Pat Candelaria, Wes Jacobs, Chris Spyke, Kyle Moore, Nick Candelaria, Rob Tkach.

Budget

Outstanding owed: Racquel was not in attendance at the meeting, but the committee believed that only a few buyers were left to pay from the sale night. The late fee is now in effect for all accounts not paid up to this point. The committee decided that for 2024, a late fee of 6% will be implemented for all accounts past due over 30 days.

Thank you notes/payments to exhibitors: Wes is still working on wording to ensure all exhibitors know 2024 the expectations for thank you notes and when they will receive their checks. The committee discussed timeframes for when thank you note lists will be distributed and when kids will receive their checks. The committee decided that the kids would receive their thank you note list within two weeks after the Livestock Sale with only the amount their animals sold for.

All contracts needed for the sale

Pictures: The committee would like to use MLH Photography again.

Caterer: The committee would like to reach out to the following caterers for quotes: SALT, GQue, Broken Bones, and Flying Horse.

Hats: Nick will get sample hats from IC Threads in green.

Shirts: Pat sent out an email to all committee volunteers to see if anyone needed a different shirt, the consensus was no shirts will be ordered for 2024.

Etc

Software Discussion: Michelle, Kyle, Racquel and Pat will schedule a meeting with Fair Entry to go over a few things from the 2023 sale that will make next year's sale much easier.

Hardware Discussion

TV's: The current TVs work great.

Sound: Clay and Zach are looking into solutions for the Pavilion sound.

Lighting: The lighting is still working great.

Sale ring: No changes will need to be made for 2024.

Seating arrangements: There was a bottleneck for seating this year. Staff will look into a solution and get back to the committee.

Computers: Pat would like to request more computers for sale night and reconciliation the next day. She also requests IT support on reconciliation day.

Additional Items: A discussion was held at Show Management to move the Market Poultry show to Wednesday instead of Thursday to help the Sale Committee prepare for the sale.

Rob asked the committee to think about ways to make the Mandatory Sale Committee Meeting more efficient and reiterated the need for a well-developed script.

Next Meeting - November 1, 2023