



**DOUGLAS COUNTY FAIR BOARD
THURSDAY, SEPTEMBER 19, 2024
KIRK HALL
AGENDA**

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment

Approval of Last Meeting Minutes

Treasurer's Report

Consent Agenda

Executive

- The committee recommends reviewing Fair Board Chair job descriptions and roles to collaborate with staff on a successful onboarding process
- Dean recommends Fair Board members participate in the upcoming CALF convention on November 8 & 9 in Loveland if able
- The committee recommends that the Christmas Party be on December 19
- The committee recommends that the Executive meeting time be moved to 6 pm

Entertainment- No September Meeting

Guest Services

Livestock Sale

- The committee recommends moving forward with Chelsea Camblin Photography.
- The committee saved \$8,000 on the buyer's BBQ because the sponsor covered the entire meal.
- Overall, the 2024 sale went well, with just a few things that need adjustment for 2025.

Administration

Marketing

- The committee recommends taking all social media content in-house moving forward and reallocating the budget to support various campaigns

Rodeo

- The committee recommends looking into alternative online registration platforms for Hometown Rodeo

Show Management – No September Meeting

Reports from other groups

Regular Agenda**Staff Report****Old Business****2024 Fair Debrief****Review comments provided****New Business****Review Guidelines and Policies document****Volunteer Appreciation, emails, etc.****Other Business****Director Comments****Adjournment****Next Meeting: October 17, 2024****Rules for Citizen Engagement at Fair Board Meeting**

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

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, AUGUST 22, 2024

JAMES R. SULLIVAN EVENTS CENTER – CONFERENCE ROOMS

MINUTES

Dean Elliott - Chairperson, called the Douglas County Fair Board meeting to order at 6:30 p.m. on August 22, 2024. The meeting was held in the James R. Sullivan Events Center Conference Rooms. The Pledge of Allegiance was recited.

Board Members Present:

*John Adams
Pat Candelaria
Scott Candelaria
Dean Elliott
Sarah Fischer
Jennifer Foss
Tom Harris
Wes Jacobs
Scott McHenry
Debbie Mills
Phil Riesselman
Pat Salazar
Hayden Schmidt
Lori Sorenson
Lora Talbert
Rob Tkach
Gary Turner
Lisa Turner*

Associate Members Present:

*James Jamison
Ryan Kennedy
Patti Russell
Dick Sabulsky
Jean Sabulsky
Ted Sorenson*

Other Guests Present:

*John Bell
Tori Checkal
Sofia Foss
Colton Lermon
Cordelia Lermon
Mark Moore
Jacie Rex
Alex Salazar
Danny Talbert*

Staff Members Present:

*Zach Burns
Clay Gysin
Sharon Hines
Michelle Mannes
Tori Thelen*

Board Members Absent:

*Gabriel Ryan
Pam Spradlin*

Associate Members Absent:

*Ben Alderton
Nick Candelaria
Matt Coyle
Deb Dilley
Josiah Fredericks
John Holst
Chayce Lutz
Kyle Moore
Chris Spyke
Monica Wilson
Kate Wormington*

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

Public Comment: Alex Salazar addressed the Board regarding Hometown Rodeo fees and payouts. He personally felt entry numbers were down. Some competitors who have participated for years did not attend this year and will not return due to the fee structure and how they feel they were treated. He stressed the importance of the Fair Board taking care of locals, especially during Hometown. His concerns for the Board were limited entries in each category, the \$10 office fee for every entry, the safety of competitors and safety in back-of-house areas, the noise of the carnival during the rodeo for greener horses, and overflow parking for contestants in the public parking lots. Alex also felt that the Fair Board could get more sponsors for the Hometown Rodeo to help cover the entry fees. He was also surprised and happy with how full the stands were for the Hometown Rodeo.

John Bell also addressed the Board, thanking them for their hard work and everything they do for the Fair. He has been coming to the Fair forever; it is a lot of work. He enjoys coming to the Hometown Rodeo and felt there was a great crowd for the rodeos. It has changed a lot since he started attending, and it's great to have a local county night. He would like to see more sponsor names of people who could sponsor the stock and administrative office fees. People aren't going to come if they are nicked and dined for fees. If you have people in the stands, you can get sponsors to pay those fees. Seeing the Hometown Rodeo decline with less participation would be a shame, especially when the kids can't all participate with limited entries. You can't have a hometown rodeo that's cost-prohibitive.

Dean thanked both gentlemen for attending and let them know that the Rodeo Committee would consider and discuss their concerns at a future meeting.

Approval of Last Meeting Minutes: Hayden moved to approve the July Fair Board meeting minutes. Scott Candelaria seconded. All Approved. No discussion.

Treasurer's Report: Wes reported that year-to-date expenditures are \$1,034,173.33, and current revenue is \$850,029.99. There are minimal remaining expenses and revenue to come in in the remaining few months of the year. At the September meeting,

Reports From Other Groups

CSU Extension: Jacie thanked everyone for their hard work during the Fair. All the 4-H kids who did great at county Fair are moving on to the state fair. Those who have competed are all doing great thus far. She is very excited and proud of all those kids. John was very excited and happy with the way Ag and Flori went this year.

FFA: Sarah reminded everyone that FFA has a BBQ tomorrow at 6pm in the south lot of Douglas County High School.

Royalty: The 2025 DCFR Princess, Sofia Foss, introduced herself. She is excited to represent the Fair & Rodeo this year.

4-H Foundation: Patti reported that all but one 4-H Foundation Scholarship was given out this year. They are looking for volunteers to be on the 4-H Foundation. They are planning a 2025 fundraiser at the Cherokee Ranch and Castle with food and an art sale.

Fair Foundation: Mark Moore reported that the Fair Foundation had a great Fair and sold over 100 neck coolers. They enjoyed their booth placement near the Wall of Honor. Chuck Wagon was great this year, too. The Moore's will not be able to bring the chuck wagon in 2025 due to a wedding. The "No alcohol beyond this point" sign came on the last day, but it would have helped a lot during the week. He feels that Foundation members need parking passes next year.

Mark attended the CALF Board meeting last night; Phil and Wes will be honored at the Legends of Ag dinner this year. Mark has tickets if anyone wants to attend. All CALF kids made Fair, and he thought they did great.

The Golf Stampede that the Fair Foundation planned will not happen due to insurance issues. They hope to figure this out for a future event, as everyone has been very excited about it.

The Fair Foundation always looks for people to add to the Wall of Honor. If you have someone in mind, you can complete the application on their website.

4-H Youth Council: No representative present.

Regular Agenda

Staff Report: Michelle, Tori, Sharon, and Clay thanked everyone for their work during the Fair. Zach thanked Lisa Goudy, saying her lift during the fair was massive. He asked everyone to thank her when they saw her. He also thanked Dick and Jean for the hours and the amount of time they put in during the Fair. We couldn't do our volunteer program without them.

Zach presented an overview of the 2024 Fair and Rodeo with a recap of each committee. He also presented results from a ticket buyer feedback survey sent to everyone who purchased a ticket. Everyone raved about the cleanliness of the grounds and the friendliness of the vendors, the Fair Board, and the staff. The two things that could use improvement are the cost of food and beverage and the price of gate admission.

Old Business: Dean reported that the Farm Bureau annual dinner is on September 7 from 11 a.m. to 1 p.m. They would love to have the Fair Board attend at CALF Lowell Ranch. If you would like to attend, please RSVP by August 30.

New Business

Fair Review: Dean asked everyone to give a high-level recap tonight; the in-depth debrief will be at the September meeting.

Lori Sorenson: She felt the Fair was incredibly successful, and we accomplished what we set out to accomplish. People were talkative and complimentary. She felt traffic was bad on Saturday night and that many people were confused about where to park and where to go.

Ted Sorenson: The second year was really good. It felt like there was a lot more interaction with the public. He had one person mention the Roger Partridge naming ceremony, which meant a lot to her.

James Jamison: The feedback he received matched the survey; it was very complimentary. The food was good, but parking was difficult. The flexibility of the committee directors and leaders made it easy to volunteer and help. The master schedule sheet and texts really helped as well.

Patti Russell: The day sheets helped, and it was cool to see everything going on the grounds. This Fair felt better to her than it has in many years. When she was in the 4-H Barns, they were upbeat and had very few complaints.

Pat Salazar: The Open Class team heard the word “wow” several times for the new layout of the Events Center. It brings the meaning of Fair together and has a very welcoming impact. Everything went well, with 1327 entries and 279 exhibitors, which is up in entries and exhibitors. We figured out that 99 quilts are the maximum number that can be hung successfully. They may have to think of some alternatives moving forward.

Tom Harris: He felt the Fair went well. He spent a lot of time in the brown barn and the families liked to see the horses and ask questions. The K9 event went well, with 452 people in attendance for the eight performances. There were a few audio, heat, etc. issues, but everyone adapted, improvised, and overcame them. Royalty was a help with handing out the K9 baseball cards to patrons.

Lisa Turner: The day sheets were super helpful and a great addition. She thanked the staff for answering all her questions. She helped with the Livestock Sale for the first time this year and was amazed at how well-run it was. The new setup in the Pavilion looked amazing, and there was good traffic flow. Kudos to the staff on that. Farm to Table was great in the pavilion and had a much better atmosphere. The Midway stage was great, having more entertainment there.

Gary Turner: He had a long list of small things. He was able to transport the clowns several times and heard that this was the only place where they were treated this well, and they would come back again given the chance. The pass-through gate for the VIPs near the petting zoo worked well. He was very pleased with the concert. He has a good connection with the Sterling Ranch community—they want to volunteer a day at the Fair in 2025.

Jean Sabulsky: We have very amazing volunteers, and they are becoming friends with her and Dick. It's great when they make those lasting relationships. The grounds were very clean and attractive. The kids' corral was amazing with the butterfly tent and bubbles, which were both good activities for younger kids. There was a quick response to 911 calls, lost and found, and those needing assistance. There was a greater sense of teamwork this year and that's a compliment to everyone.

Dick Sabulsky: Three things that were the highlight of his Fair experience were helping transport ADA patrons a lot more this year, being at the right place at the right time, and working with the clowns was fun.

Hayden Schmidt: The amount of help and preparation that county staff did this year was super obvious, and he was not let down throughout the Fair. The Events Center looked beautiful. The Pavilion looked amazing for Farm to Table, and the shows and the sale were super cool. Communication was great this year. Everyone conducted themselves well.

Ryan Kennedy: Everything went smoothly for the rodeo and overall. He had a chance to walk through the barns with his family. Something that stood out was how friendly everyone was. The 4-H exhibitors were happy to show his two-year-old son animals. The culture we built is awesome.

John Adams: The PRCA rodeos sold out for a fifth year in a row. Thanks to everyone. The contestants were phenomenal, and the stock was great.

Debbie Mills: This was her favorite fair; she felt it was the best year yet. Everyone did great. Everything was clean and ran very smoothly.

Sofia Foss: She heard great things about the improvements on the pavilion from all the 4-Hers and their families.

Tori Checkal: The Pavilion was a huge hit for both parents and kids.

Lora Talbert: The livestock shows went well. It was the best-run Fair she had seen in years. She will adjust the shirt order forms for next year so there is less confusion. Mini horses were so much fun.

Danny Talbert: Rob and Hayden did an excellent job during Fair.

Jennifer Foss: PRCA Contestant Rocker Steiner raved about our Fair, culture, and atmosphere. Hutchinson Western raved about how they were treated with respect at our Fair. She heard a lot of negative comments about limiting entries for the Hometown Rodeo.

Sarah Fischer: The Fair went really well, and it was nice to have a year without kids involved so she could truly enjoy everything.

Rob Tkach: We tried a lot of new things this year. It was cool to see how many of those changes went well. Everything went especially well with the Livestock Sale. He thanked everyone for the time spent throughout the year dedicated to it, especially the sale and pavilion. 4-H horses here overnight were a huge hit. Parking challenge – still a lot to work on across both weeks of the Fair.

Scott Candelaria: Thanked the staff for all they do and for improving the grounds. The tent allowed sponsors to provide breakfast and dinner for 4-H kids. Thank you to Clay and his team for all their help.

Pat Candelaria: This was her favorite Fair thus far. She enjoyed the Livestock Sale and talked to patrons. Everyone had their job done and was in place. Great job on the Pavilion, Michelle and

Zach. She thought the judge from Texas was amazing and asked Show Management to please bring her back. She would like to request a short-sleeve option for Fair Board shirts, given how hot it got this year.

Mark Moore: He felt the Events Center was outstanding. The displays were great.

Scott McHenry: TJ Kieffer asked him to thank everyone and said they were treated like rock stars. County staff is always a great help. Cleanliness was great and important for the success of the Fair. The first Saturday night was overwhelming with how big the night has gotten over the years. Maybe there are a few logistics the board needs to work through. It is a privilege to work with the Board.

Phil Riesselman: Thank you to the county for setting up the pavilion and all the upgrades. He also got to walk around the sale, which he never got to do. It was amazing how much fun the buyers were having and how they kept the prices high. The tent was great because it provided privacy from the kids to eat, and then the kids could talk to them after they ate. Everyone who had assigned parking appreciated it, but some who did not have parking needed it. It needs to be revisited for next year.

Wes Jacobs: He heard many good comments on the show ring, sale ring, and tent. Staff was always available this year when needed. Everyone had a great time.

Dean Elliott: He felt that all previous comments were appropriate and wanted to keep the sentiment going. He wants everyone to say this year is the best year, every year. He can't say enough about the county staff and his experiences with the staff; A true partnership that makes this all work as it is a huge undertaking. He felt different this year, with many positive comments in the barns, pavilion, and Events Center. He hoped everyone had a chance to see the Events Center and all the projects; they were great. Pat always gets a lot of praise; what they do is amazing. He heard the best things about the teamwork it takes to make the fair happen and how it was a huge success. A huge credit to everyone around the table. He had a chance to do a debrief with the commissioners, and he told them directly, "It's not about me; it's about all of the Board and what they do during the fair and rodeo." Thank you to everyone, their families, and staff. He was able to get to know a lot of the kids and families this year by giving away 100 lemonade tokens throughout the Fair.

Other Business: None

Director Comment: None

Adjournment at 7:40 pm.

Next Meeting: September 19, 2024

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

Line Item.	Subledger	Description	Approved BASE Budget	Ammended Budget	2024 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
CHARGES FOR SERVICES									
211400	A/P General		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
344200	Facilities Use Fees		\$0.00	\$0.00	\$0.00	(\$1,500.00)	\$0.00	\$1,500.00	#DIV/0!
344300	Admissions Surcharge		(\$24,000.00)	\$0.00	(\$24,000.00)	\$6,458.00	\$0.00	(\$30,458.00)	126.91
344301	Ticket Surcharge		(\$365,000.00)	\$0.00	(\$365,000.00)	(\$398,970.57)	\$0.00	\$33,970.57	-9.31
344302	Vendor Surcharge		(\$45,000.00)	\$0.00	(\$45,000.00)	(\$19,700.00)	\$0.00	(\$25,300.00)	56.22
344303	Participant Surcharge		(\$16,000.00)	\$0.00	(\$16,000.00)	(\$7,640.00)	\$0.00	(\$8,360.00)	52.25
344304	Event Sponsorships		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$500.00)	\$0.00	(\$256,500.00)	99.81
344305	Event Commissions		(\$88,800.00)	\$0.00	(\$88,800.00)	(\$101,691.88)	\$0.00	\$12,891.88	-14.52
344401	Catering Fee		(\$101,000.00)	\$0.00	(\$101,000.00)	(\$208.49)	\$0.00	(\$100,791.51)	99.79
MISCELLANEOUS REVENUES									
383300	Contrib-Foundation/Estates		\$0.00	\$0.00	\$0.00	(\$76,000.00)	\$0.00	\$76,000.00	#DIV/0!
384500	Miscellaneous Revenues		\$0.00	\$0.00	\$0.00	(\$4,838.12)	\$0.00	\$4,838.12	#DIV/0!
PERSONNEL SERVICES									
411100	Personnel Costs (Salary, OT, Benefits, Phone)		\$183,446.00	\$0.00	\$183,446.00	\$160,593.53	\$0.00	\$22,852.47	12.46
ADMINISTRATION COMMITTEE									
433400	Operating Supplies		\$25,000.00	\$0.00	\$25,000.00	\$6,142.95	\$0.00	\$18,857.05	75.43
433500	Uniforms		\$2,000.00	\$0.00	\$2,000.00	\$5,297.24	\$0.00	(\$3,297.24)	-164.86
443570	County Fair Services		\$98,000.00	\$20,000.00	\$118,000.00	\$131,757.38	\$0.00	(\$13,757.38)	-11.66
444300	Equipment Rental		\$17,200.00	\$50,000.00	\$67,200.00	\$62,659.41	\$0.00	\$4,540.59	6.76
444500	Software/Hardware Supp/Maintenance		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00
445200	Metro Area Meeting Expense		\$1,500.00	\$0.00	\$1,500.00	\$19.87	\$0.00	\$1,480.13	98.68
445500	Catered Meal Services		\$7,500.00	\$0.00	\$7,500.00	\$12,098.90	\$0.00	(\$4,598.90)	-61.32
ADMINISTRATION COMMITTEE TOTAL					\$223,200.00	\$217,975.75	\$0.00	\$5,224.25	2.34
MARKETING COMMITTEE									
433400	Operating Supplies		\$4,200.00	\$0.00	\$4,200.00	\$7,316.46	\$0.00	(\$3,116.46)	-74.20
440100	Printing/Copying/Reports		\$20,300.00	\$0.00	\$20,300.00	\$8,469.06	\$1,550.00	\$10,280.94	50.65
440200	Newspaper Notices/Advertising		\$41,000.00	\$10,000.00	\$51,000.00	\$52,950.50	\$9,536.66	(\$11,487.16)	-22.52
443570	County Fair Services		\$12,000.00	\$0.00	\$12,000.00	\$10,692.34	\$2,000.00	(\$692.34)	-5.77
445300	Travel Expense (445300)		\$1,500.00	\$0.00	\$1,500.00	\$2,458.56	\$0.00	(\$958.56)	-63.90
445500	Catered Meal Services		\$2,900.00	\$0.00	\$2,900.00	\$1,592.95	\$0.00	\$1,307.05	45.07
447850	Fair Awards (447850)		\$3,200.00	\$0.00	\$3,200.00	\$2,224.83	\$0.00	\$975.17	30.47
MARKETING COMMITTEE TOTAL					\$95,100.00	\$85,704.70	\$13,086.66	(\$3,691.36)	-3.88
ENTERTAINMENT COMMITTEE									
433400	Operating Supplies		\$15,000.00	\$0.00	\$15,000.00	\$6,629.33	\$0.00	\$8,370.67	55.80
443570	County Fair Services		\$60,300.00	\$210,000.00	\$270,300.00	\$247,460.80	\$0.00	\$22,839.20	8.45
ENTERTAINMENT COMMITTEE TOTAL					\$285,300.00	\$254,090.13	\$0.00	\$31,209.87	10.94
RODEO COMMITTEE									
433400	Operating Supplies		\$6,500.00	\$0.00	\$6,500.00	\$9,855.77	\$400.00	(\$3,755.77)	-57.78

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

Line Item.	Subledger	Description	Approved BASE Budget	Ammended Budget	2024 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
443570	County Fair Services		\$85,000.00	\$38,000.00	\$123,000.00	\$111,544.30	\$500.00	\$10,955.70	8.91 %
444300	Equipment Rental		\$21,500.00	\$0.00	\$21,500.00	\$19,872.11	\$0.00	\$1,627.89	7.57 %
445300	Travel Expense (445300)		\$3,500.00	\$0.00	\$3,500.00	\$185.00	\$0.00	\$3,315.00	94.71 %
445500	Catered Meal Services		\$5,500.00	\$0.00	\$5,500.00	\$9,631.43	\$0.00	(\$4,131.43)	-75.12 %
447400	Judges		\$3,500.00	\$0.00	\$3,500.00	\$7,975.00	\$0.00	(\$4,475.00)	-127.86 %
447850	Fair Awards (447850)		\$84,500.00	\$50,000.00	\$134,500.00	\$136,000.00	\$0.00	(\$1,500.00)	-1.12 %
RODEO COMMITTEE TOTAL					\$298,000.00	\$295,063.61	\$900.00	\$2,036.39	0.68 %
GUEST SERVICES COMMITTEE									
433400	Operating Supplies		\$2,000.00	\$0.00	\$2,000.00	\$5,556.81	\$0.00	(\$3,556.81)	-177.84 %
433500	Uniforms		\$3,500.00	\$0.00	\$3,500.00	\$5,423.85	\$0.00	(\$1,923.85)	-54.97 %
443570	County Fair Services		\$10,000.00	\$0.00	\$10,000.00	\$3,702.56	\$0.00	\$6,297.44	62.97 %
GUEST SERVICES COMMITTEE TOTAL					\$15,500.00	\$14,683.22	\$0.00	\$816.78	5.27 %
LIVESTOCK SALE COMMITTEE									
433400	Operating Supplies		\$7,000.00	\$0.00	\$7,000.00	\$8,200.36	\$0.00	(\$1,200.36)	-17.15 %
440100	Printing/Copying/Reports		\$1,000.00	\$0.00	\$1,000.00	\$3,108.32	\$1,850.00	(\$3,958.32)	-395.83 %
443570	County Fair Services		\$2,500.00	\$0.00	\$2,500.00	\$3,344.68	\$975.00	(\$1,819.68)	-72.79 %
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	\$8,231.42	\$0.00	(\$1,231.42)	-17.59 %
438500	C.A. Computer - Related		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
474800	Capital Asset		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0! %
LIVESTOCK SALE COMMITTEE TOTAL					\$27,300.00	\$22,884.78	\$2,825.00	\$1,590.22	5.82 %
SHOW MANAGEMENT COMMITTEE									
433400	Operating Supplies		\$7,000.00	\$0.00	\$7,000.00	\$4,918.33	\$0.00	\$2,081.67	29.74 %
443570	County Fair Services		\$1,200.00	\$5,000.00	\$6,200.00	\$17,071.73	\$0.00	(\$10,871.73)	-175.35 %
445500	Catered Meal Services		\$2,000.00	\$0.00	\$2,000.00	\$2,824.16	\$0.00	(\$824.16)	-41.21 %
447400	Judges		\$18,400.00	\$0.00	\$18,400.00	\$11,115.05	\$0.00	\$7,284.95	39.59 %
447850	Fair Awards (447850)		\$27,720.00	\$0.00	\$27,720.00	\$29,682.24	\$6,500.00	(\$8,462.24)	-30.53 %
474800	Capital Asset		\$0.00	\$0.00	\$39,121.00	\$3,976.00	\$750.00	\$34,395.00	87.92 %
SHOW MANAGEMENT COMMITTEE TOTAL					\$100,441.00	\$69,587.51	\$7,250.00	\$23,603.49	23.50 %
REVENUE									
			(\$896,800.00)	\$0.00	(\$896,800.00)	(\$604,591.06)	\$0.00	(\$292,208.94)	32.58 %
FIXED CHARGES (Personnel)									
			\$183,446.00	\$0.00	\$183,446.00	\$160,593.53	\$0.00	\$22,852.47	12.46 %
OPERATING BUDGET									
			\$622,720.00	\$383,000.00	\$1,044,841.00	\$959,989.70	\$24,061.66	\$60,789.64	5.82 %
TOTAL PERSONNEL/OPERATIONS									
			\$806,166.00	\$383,000.00	\$1,228,287.00	\$1,120,583.23	\$24,061.66	\$83,642.11	6.81 %

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

Line Item. Subledger	Description	Approved BASE Budget	Ammended Budget	2024 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
	<p align="center">GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)</p>	<p align="center">\$806,166.00</p>	<p align="center">\$383,000.00</p>	<p align="center">\$1,228,287.00</p>	<p align="center">\$1,120,583.23</p>	<p align="center">\$24,061.66</p>	<p align="center">\$375,851.05</p>	<p align="center">30.60 %</p>



DOUGLAS COUNTY FAIR BOARD- ADMIN COMMITTEE

THURSDAY, September 12, 2024 AT 5:15 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Attendees: Pam, Lora, Jean and Teresa

Fair Recap

- Jean suggests we plant the Mid-way flowers earlier, so they fill out before the Fair.
- Lora requests Admin get a Golf Cart; suggests a couple of carts that can be shared between FB members.
- Pam suggests training on Fair Entry to assist other committees with the entry process.
- Jean suggests adjusting hours on the First Saturday to accommodate the parade and road closures. Volunteers had nothing to do for hours, and patrons could not access the grounds.
- Admin could help proof the souvenir program
- Workday—a suggestion to order more burritos (300) for 2025. Some departments did not get tickets.
- Placings were not ready during the Dog Show.
- Farm-to-Table: Attendees needed shade and entertainment and/or passed appetizers while they waited for the Pavilion to open. There was some delay in preparing the ticket takers to scan. Consider using shaded areas to queue people.
- Hospitality Tent – can the fair board utilize the hospitality tent, or should they use volunteer command for breaks?
- Popsicle runs were popular.
- Shirts—The committee received a few requests for different FB shirts. Recommendations included breathable material, not white, short sleeves, and material that does not require ironing. The committee will work on obtaining samples.
- Can the Admin assist with Livestock Sale, Dogs, and Horse competitions next year?
- Pam will ask Marketing if they need assistance thanking sponsors and/or coordinating a holiday message to Fair VIPs.

Christmas Party

The committee discussed the format of the Christmas Party. Lora will confirm a date with the Dean at the Executive Committee meeting. Pam will connect with Pat on the theme. Lora will contact O'Brien's for catering.

Next meeting: November 14 at 5:15 pm



DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE

MONDAY, SEPT 9, 2024 AT 6:00 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Attendees: Gary, Lisa, Jean, Dick, Lori, Zach, Teresa

Gary shared his list of items from the 2024 Fair:

- Clowns were very grateful for their experience at the DCF&R
- Sidewalk chalk at the gates was helpful to direct the public and should be implemented next year.
- Gary provided improvements for Mutton Bustin' check-in to John and the Rodeo Committee
- First-time volunteers felt Offero was complicated to register and to schedule shifts
- Volunteer age limits should be reconsidered. Offero lists a 14-year-old age requirement for other county volunteer opportunities, but Fair is only for people 16 or older.
- Mist fans need to be purchased for ticket areas and info booths.
- VIP entrance with volunteers was a good choice
- First-time volunteers should not be put in info booths alone
- Sterling Ranch relationship continues to build with the hope that it will expand in 2025
- Other HOAS, schools, and employers should be approached in 2025
- Farmer's Markets did not have a big return on investment for volunteer recruitment.
- Organize the approach to souvenir program distribution during the Fair.
- Pop-up merchandise booths were unsuccessful due to short selling time and lack of clear signage.
- Recognize past volunteers and the number of years of service

Dick noted that we need to expand and invest in volunteer recruitment with paid advertising. An example given was Shining Light Events, which could push out volunteer recruitment messaging for an investment of \$400.

Additionally, Dick mentioned the popular Lemonade stand was too close to the info booth in the Midway, causing congestion and blocking access to the info booth.

Dick suggests organizing the souvenir programs by day to make distribution streamlined. Jean suggests that Dick make it part of his schedule to check quantities throughout the day.

Jean remarked:

- There were a lot of compliments about the Event Center being open both weekends and the Farm-to-Table and Car Show.
- Emergency and security responses were great.
- The first aid tent was critical; once we positioned it in the carnival area, she felt that one first aid tent was enough.
- Volunteer mentioned that the shifts were too long and that we should have shorter shifts: more 3-hour shifts and fewer 5-6-hour shifts.
- Fair opening during the parade was problematic with road closures and access. She recommends delaying opening fairgrounds until after the entire parade is completed. Volunteers were not busy and did not have a good experience.

- County employee volunteers were great
- Volunteers loved the hats
- Orientation was too long
- Jean suggests we plant the midway flowers earlier in the summer so they look better.
- A Pre-shift tour of the fairgrounds was suggested
- Invite prospective volunteers to a Fair Board meeting to connect with the event

Lori felt the farmer's markets were good for promoting the Fair but not for volunteer recruitment. If it is done again in 2025, she suggests we make the display more interactive. Gary mentioned an idea by a Royalty member that the roping equipment could be utilized.

Additionally, Lori felt we could do more marketing at other community events and suggested we approach the June senior center expo at the Fairgrounds. Teresa said there may be opportunities to partner with event holders at the Event Center to spread the word.

Lisa added:

- Info booths did not have the badge explanation sheet, which was a slight oversight
- She will continue fine-tuning the volunteer orientation slide deck by adding in-depth notes to assist those who cannot attend training.
- Lisa noted that there were too many DCF&R personnel clogging up the ramps during some of the rodeos. At times, the number of volunteers, security personnel, rodeo volunteers, and royalty caused a delay in patrons entering the stands.
- Lisa and Lori felt merchandise sales could be improved with better presentation and a more consistent presence, but the Marketplace location might be adequate
- We need to improve arena signage to direct patrons to their seats.
- She suggests we do more than one online training

Staff suggestions:

Zach strongly recommends growing the Guest Services Committee. During fair week, the committee's members are stretched thin, and more help is needed.

Teresa suggested recruiting veteran volunteers to serve as leads during ticketed events at the gates, arena, and ticket office. This would provide front-line volunteers with a point of contact to address any issues. Also, suggest creating a communication calendar for volunteers.

Action items:

The agenda for the October meeting will include more discussion on year-round engagement efforts. Lori and Jean will work on a communication plan for volunteer engagement.

Lori and Lisa will work on school communication with principals (and vice-principals) and counselors, determine whether schools still require community service hours, and determine the best way to reach those people.

Gary will contact Debbie and the marketing committee to discuss the volunteer recruitment campaign and budget options.

The November meeting will be moved to Oct. 7 at 6 pm in the Administrative Conference room at the Fairgrounds office.



DOUGLAS COUNTY FAIR BOARD- MARKETING COMMITTEE MEETING

MONDAY, SEPTEMBER 9, 2024, 5:00 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Recap from all areas in Marketing -

Souvenir Program—The committee discussed and evaluated the 2024 program. Pam received several compliments. Scott requested the 4-H events be highlighted in the program schedule moving forward. Staff suggested the committee create an insert that could help ensure accurate scheduling information for the attendees. The schedule can change at the last minute, leading to inaccurate times and locations in the program. The committee distributed more programs before the Fair & Rodeo. There were not many programs remaining, and they were well utilized. Pam requests extra support in article writing, proofreading, and task management. The committee suggested that the admin assist in this area. The committee discussed article ideas for 2025. CALF, Commissioner Partridge, and Racetrack history were among the suggested article topics. Zach suggested that the articles and other tasks start earlier to help balance the workload. Debbie recommended that 4-H sell advertisements in the program. Pam requested that sponsors submit their ads promptly and that several were late this year. Sozo purchased the inside cover and has offered to provide more giveaways in the future.

Social Media Updates and 2025 Focus—Debbie notified the committee that after evaluating the performance of Novitas, the committee recommends reallocating the marketing budget to operate all marketing campaigns and social content in-house for 2025. Teresa is putting together a plan of what that would look like. Staff discussed the vision for marketing and would like to incorporate year-round storytelling highlighting fair-specific events and stories. Teresa and Debbie requested that the committee brainstorm storytelling ideas and identify photos that marketing could use for content in 2025. The committee would like to be more intentional with their campaigns and strategies. Teresa discussed the idea of incorporating a theme in 2025. Debbie requested the committee research other Fair & Rodeos to look for inspiration to discuss at October's meeting. Scott discussed TV spots and utilizing TV in 2025.

Poster Design 2025—The committee discussed the poster design for 2025. Debbie suggested moving forward with a new vision and moving away from the sketch drawing. Debbie discussed using a photograph to encompass the fair experience. Teresa discussed editing the photo with modern fonts and bright colors to appeal to more target audiences. The committee will review 2024

photos and bring recommendations to the October meeting for selection. The committee agreed to keep it simple and browse other Fair & Rodeo posters for inspiration.

Branding for all Marketing Materials—Debbie asked that the committee be consistent with the logo branding on all marketing and promotional materials.

Associate Director Nominations—Debbie discussed the nominations of associate directors. The nominations will occur in October, and she requested the list of nominations before the October Fair Board meeting.

Other—Debbie cannot attend a meeting in December and January. The committee agreed to meet in October. Debbie distributed sponsorship packages and marketing goals to the committee to review. Pat discussed the successes of Open Class. Pat notified the committee that entries were up by 168, with 20 new exhibitors. Pat was pleased with the new floorplan in the Marketplace and felt the departments worked well together. Pat requested support in data entry and suggested they form a data management group. Staff recommended the admin committee could support the open class, and Pam will discuss it at the next admin meeting. Pat desires at least four superintendents per department involving Open Class. Entry day is a priority for volunteers and support. Debbie showed an example from the vendor Dolly Estelle. Dolly Estelle creates hand-drawn artwork and transfers them to t-shirts. Debbie requested that Tori get pricing information. This could be a unique way for our attendees to purchase a customized souvenir t-shirt.

Next Meeting: Monday, October 14



DOUGLAS COUNTY FAIR BOARD- LIVESTOCK SALE COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 4, 2024, AT 6:30 PM

FAIRGROUNDS ADMINISTRATIVE CONFERENCE ROOM

MINUTES

Meeting

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

Budget:

Current Status of Payments/Accounts/Receivables: Racquel provided the Fair Foundation with the status of all payments received thus far, totaling \$309,173.29. Michelle has started sending out checks based on the thank you notes received. The committee discussed the process for when thank you notes are not received by the October 1 deadline. The committee decided no further action needs to be taken given the current CR rule stating, "All sale checks must be cashed within 90 days of the date on the check. Any check not cashed will be void. No replacement checks shall be issued after 90 days. Uncashed sale checks will be forfeited 90 days after the date on the check. Forfeited funds will be returned to the general funds of the Douglas County Fair Foundation."

The committee also discussed the process for when someone comes into the office to pick up an exhibitor check. The committee decided that the checks would either be mailed to the address the exhibitor used in Fair Entry or the Exhibitor themselves need to be present to pick up their check.

Caterer/Tent: Everyone received great feedback about the tent and the caterer this year. The buyers appreciated a space to enjoy their meal without being bombarded by the kids. A few logistical things need to be adjusted for next year, but overall, everything was great. There was a miscommunication between the Fair Board and the caterer about the sponsor for the Livestock Sale BBQ. Due to this, the sponsor ended up paying for the entire meal. The committee saved \$8,000 by having the entire meal sponsored. Michelle will work with the committee to create a new quote request so the committee can source quotes for 2025.

Hats: Nick brought several different samples for the committee to review. The committee wants samples of a tan and black hat with a leather patch on the front for the logo. Pat will work with IC Threads to get samples for the next meeting.

Photographer: Given the extenuating circumstances of this year's photographer, the committee thought she did a fantastic job and would like to give her a second chance in 2025. She was incredibly dedicated and covered all the shows when she could not be on the grounds. Lori shared that she had a great experience with Chelsee. The committee recommends moving forward with Chelsee Camblin Photography for 2025. The only slight challenge for the photographers was the glare on the logo sign for the photos. Michelle is looking into options for a different sign with less glare.

Online Options: The committee would like to consider online add-on options. Fair Entry does have one, but the committee will need to consider the logistics to see if it will work. Michelle, Kyle, and Pat will meet in late September or early October to review options with Fair Entry.

Election of Associates: The committee recommends renewing John Holst, Nick Candelaria, Ted Sorenson, James Jamison, Chris Spyke, and Kyle Moore as Associate Members for 2025. The committee recommends adding Caitlin Gappa and Cynthia Tkach as new Associate Members.

Discussion of the Good and Bad of this Year's Sale/New Set-up: Phil went around the room and asked everyone to share their thoughts on this year's sale briefly:

The Good: This was the first year Pat and Phil had a chance to enjoy the sale, talk to buyers and patrons, and see the different operations of each part of the sale. The set-up was bright and inviting. The environment was happy, and everyone seemed to be having fun. The building was full the whole night, and the happy environment kept prices up through the end of the sale. The turf looked great and was a great addition. The runners did a great job, and the committee would like them back next year. Hutchinson Western had nothing but compliments for how they had been treated and how everything with their sponsorship went.

Needs Improvement: The new speakers facing the clerking area were too loud for the clerks to hear the buyers. The credit card machines had a few glitches connecting to the system. The way the buyer registration lines flowed needs a few logistics figured out. Invoices with no ring add-ons need to have a paper trail for 2025. We must ensure the microphone is turned on in the Indoor Arena for the Mandatory Sale meeting. We need better organization of the scholarship winners announced at the beginning of the sale.

Overall, the sale went phenomenally well, and the changes were for the better! The committee thanked staff for their hard work on the upgrades and changes.

Next Meeting – October 3, 2024



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, SEPTEMBER 12, 2024, AT 6:30 PM

EVENTS CENTER

MINUTES

Attendance: Dean Elliott, Zach Burns, Teresa Kutt, Michelle Mannes, Tori Thelen, Wesley Jacobs, Debbie Mills, Rob Tkach, Scott Candelaria, John Adams, Lora Talbert, Lisa Turner, Phil Riesselman, Gary Turner.

Review Guidelines and Policies - Dean presented a printed copy of the guidelines and policies to the committee to review. Dean said this was to collect input and review for the upcoming Fair Board meeting. In 2022, the committee reviewed the current guidelines and policies and made revisions. Dean briefly reviewed the recommended changes and asked the committee to review them further and email feedback to him by Monday, September 16. Dean clarified that the current changes were shown in red and green. A few of the additions include adding a quorum, an annual meeting with the BOCC, all meetings with three or more directors are considered a public meeting, notice needs to be posted for Fair Board Meetings, the process of chair selections, the duties of officers, and the appointment process.

Review Committee Descriptions—The Dean distributed committee chair job descriptions, which define the committee chairs' roles and responsibilities. These documents are for succession planning and onboarding. Dean requested the committee further review the committee descriptions to give insight into the roles and responsibilities of the committees. Defining the committee chairs and roles will be a resourceful tool for succession planning and preparing new members for success. Dean gave several examples of how the Fair Board would be unprepared if someone were to depart from the Fair Board suddenly. Dean asked the committee chairs to compare the roles and descriptions to how the committee operates. Dean would like all feedback before the October Fair Board meeting. Dean discussed the importance of recruiting help and support for the current committee chairs and feels it is ineffective for the Fair Board to assume the directors can do it all. Dean used the Rodeo Clown Reunion as an example of why recruiting volunteers are essential and that it would have been helpful if Debbie had a volunteer to delegate to the

clowns. Dean hopes to prioritize volunteer recruitment in October. Phil requested the documents be emailed to the Livestock Committee. Dean asked Zach about his recent experience in Reno. Zach said that Reno has 66 committees and over 1300 volunteers. Zach emphasized that as the Douglas County Fair & Rodeo grows, more support and volunteers are essential to the event's success. Dean's goal is to be more intentional with recruitment, and evaluating how things are currently done will help shape successful recruitment and onboarding efforts. Zach explained that well-defined roles are purposeful and effective. Dean clarified that these definitions will serve as a tool and are not meant to change how committees operate. Scott recommends that the admin committee keep an up-to-date version of these documents for onboarding purposes.

Discuss Budget Needs—Zach informed the committee that the 2025 budget request has been made, and he expects the budget to remain the same as 2024. Dean encouraged the committees to be prepared to submit additional supplemental requests. Scott recommends that a new budget item be created for recruitment and onboarding.

Discuss Committee assignments and meeting times - Dean discussed that the meeting minutes will be emailed for review. Dean informed the committee about the upcoming CALF Conference on November 8 & 9 and encouraged the Fair Board to participate if possible. Dean said that Zach could provide monetary support. Debbie said there are new CALF board members and feels the conference will offer a fresh perspective. The event is at The Ranch in Loveland. It is \$140 for the two days.

Other—Lora confirmed the date of the Christmas Party with the committee, which is Thursday, December 19. Debbie discussed her recent trip to Reno. She said their whole focus is the Rodeo, and they have over 130 flags. She complimented the environment and said Reno volunteers were enthusiastic, grateful, and positive. Dean emphasized that collaboration and teamwork will aid in the growth of the Fair and rodeo. Dean asked Zach for an update on the current master plan. Zach said the BOCC is optimistic, and things are moving forward. Tim recently requested a budget for civil engineering and designs to move forward. Zach said the BOCC has a strong commitment to providing families with a sports complex before our fields are impacted by the construction. Phil asked about the old equipment, the sale rings, and who owns them. There was a brief conversation about the equipment. Staff does not see any issue with Fair Board owning the old equipment to repurpose or sell. Staff recommended that the Executive Committee meet at 6 pm starting in October, and the committee voted and agreed. Phil will be late in the spring semester due to other obligations.

Next Meeting - Thursday, October 10 at 6 pm

Adjourn at 7:38 pm.



DOUGLAS COUNTY FAIR BOARD- RODEO COMMITTEE MEETING

MONDAY, SEPTEMBER 9, 2024, AT 6:00 PM

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS

MINUTES

Meeting

Review of Hometown Rodeo—The committee was disappointed with the behavior of some of the hometown contestants. Parking hometown contestants is always an obstacle for staff and DCSO. Ryan suggested improving the timing of events and discussed the challenges with the cattle and the alleyway. John suggested placing scrim along the fence. Overall, the committee feels the Hometown Rodeo ran smoothly and ended at a reasonable time. Scott M. indicated that the committee should consider reorganizing the Hometown Rodeo to have a kids' rodeo and an adult rodeo separately. Scott feels the Hometown Rodeo has grown enough to charge spectators a small fee to be a spectator. Scott felt there was a lack of security presence during the first weekend and hometown rodeo. The committee briefly discussed the safety issues concerning the rodeo. Scott also recommended looking into having a Draft Horse Show during the first weekend. John discussed that while the Fair & Rodeo continues to grow and add events, the business challenges hometown parking and safety. John addressed the award sponsors and the Bob Thomas award. Debbie confirmed that the Hometown Rodeo does have some sponsors, but the funds are placed in the general Fair & Rodeo account. Monica said she felt Hometown Rodeo went smoothly, but the heat resulted in running out of water and Gatorade more quickly. The committee discussed the online registration software, Saddlebrook. The response from most contestants was positive, having the registration online, but when it came to team events, Saddlebrook failed. John feels there are more suitable options to consider that are worth looking into. John spent several hours aligning team partners, but the software could not do so. The committee received complaints concerning the fees. The committee does its best to keep fees low, but cattle and freight costs are increasing. As public comment suggested, the trend of hometown rodeo participants is steady and not declining. John said there were 79 contestants from Douglas County and 62 from surrounding counties.

Mutton Bustin—The committee felt that the mutton bustin' went well and ran smoothly. The committee was satisfied with the number of participants and will consider capping it at 30 in 2025. With the equipment and heat, a lower maximum

would be helpful. The committee felt not using the chute benefited the process and sped things up. There were several no-shows resulting from online registration. The committee recommended clearing the area in the arena to allow parents to see the runs better. John suggested everyone stand to the right of the flagpole. Debbie mentioned a few times when returning kids did not run, and the participants' names and scores were inaccurate. The committee would like to reevaluate the process to ensure the correct names are announced and correlate with the correct scoring.

Exceptional Rodeo—The committee was thrilled with the Exceptional Rodeo sessions. They feel it is an incredible and rewarding experience. The event received many compliments. Partnering with developmental pathways has increased awareness, resulting in more participation. Debbie notified the committee that in 2025, Developmental Pathways will commit to \$5,000 rather than \$10,000 due to budgeting. It was recommended that there be one session next year with decreased sponsorship funds.

PRCA Rodeo Camp—Twelve kids were enrolled in the PRCA youth camp. Debbie said it was a positive experience that allowed for personalized interaction with the professional rodeo instructors. The committee recommended better signage and barricades for the PRCA Youth Camp. Tori suggested improved communication regarding power requirements and recommended they bring their adapters so our turtles can source power for equipment.

Hospitality—Debbie and Monica were happy with the hospitality. They loved having the bar outside the tent, providing them with more space. There was a conversation about 4-H kids taking boxes of dilly bars without asking. The committee recommended locking up the freezer at night. Debbie found having the new storage shed very helpful. Monica utilized the leftovers for lunch on Saturday. Contestants and volunteers were very grateful.

Clean Up- John said the Monday evening clean-up crew was small. John thanked Debbie for having her employees help clean up, which was impactful for them. The banner arenas were all taken down on Sunday.

PRCA Rodeo—The committee was pleased with the PRCA rodeo performances, praising the dirt, crowds, and caliber of the contestants. John spoke about his recent experience in Salt Lake City and feels lucky to have the help and crew he has for the Douglas County Fair & Rodeo. John asked Debbie to have the RAM pennants replaced by Pendleton for 2025; he needs 350-400 ft. Scott C. wanted to notify the committee that 28 hay bales were used. The committee received many compliments from judges and contestants and felt the communication in the back went well. John praised the stock quality and said the contestant numbers were similar to last year's. John viewed our Rodeo on Cowboy Channel and said it looked great. The Sunday Rodeo streamed live on the Cowboy Channel. Scott M. shared feedback from Kiefer Hitch, who said they were happy to be a part of the Douglas County Fair & Rodeo. John mentioned seeing several Fair Board Directors on TV behind the gate and asked to be aware and spread out moving forward. Debbie and Monica talked about kids sometimes roaming alone in the hospitality tent and felt they had to act as babysitters.

Other- The committee discussed the Clown Reunion. Tori shared the thank you cards that we have received. The clowns were grateful and complimentary. The clowns were often in the hospitality tent, and the committee would like to consider a new location if they return. Debbie recommended ordering fewer autograph sheets. Monica suggested the committee evaluate the water and extra food we need to host the group. The clowns signed autographs, assisted in mutton bustin, and interacted with the Fair & Rodeo attendees. John shared the plaque and letter from the PRCA that was given to Douglas County Fair & Rodeo.

Next Meeting: October 9, 2024

Comments:



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DOUGLAS COUNTY FAIR BOARD GUIDELINES AND PROCEDURES

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Updated ~~January 24, 2019~~ September 19, 2024

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PART I PURPOSE

The Douglas County Fair Board is authorized to organize, conduct ~~and~~, operate ~~and produce~~, in coordination with County Staff, the annual Douglas County Fair (“Fair”) at the Douglas County Fairgrounds on behalf of the Board of County Commissioners (“BCC”) and the citizens of Douglas County. ~~The structure of the Fair Board is described in Appendix A.~~

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PART II MEMBERSHIP

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SECTION 1 VOTING MEMBERSHIP

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Directors: Unless otherwise authorized by the BCC, the Fair Board shall consist of twenty-one (21) voting members:

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SECTION 2 NON-VOTING MEMBERSHIP

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Associate Member: There may be an unspecified number of associate non-voting members, who are appointed by the Directors at any time the Fair Board determines. ~~Associate Member terms end in October of each calendar year.~~ All Associate Members may be re-appointed by the Fair Board at the first public meeting in October or as soon as possible thereafter.

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Honorary Lifetime Member: There may be an unspecified number of non-voting honorary lifetime members who were past Directors, who are recommended by the Directors and approved by BCC.

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Other Members: Fair Management, County Extension Director or designee, FFA, Fair Foundation and representative from the Douglas County Sheriff’s Office.

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SECTION 3 ~~ABSENCE OF QUORUM~~ PUBLIC MEETING

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~~All meeting of three (3) or more Directors shall be Public Meetings as defined in Colorado Statute and will be subject to such rules to include twenty-four (24) hour public posting of any meeting, minutes of the proceeding will be recorded, and the rules adopted by the Fair Board shall be applicable to all Public Meetings. No public meeting shall be held, unless a quorum is present. A quorum of the Fair Board shall be a majority of currently appointed Directors. No public meeting shall be held, unless a quorum is present.~~ In the absence of a quorum, the Directors shall terminate any scheduled public meeting within a half an hour after the scheduled meeting time if no majority of Directors can be assembled for a public meeting.

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SECTION 4 FAIR BOARD MEETINGS

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Public meetings of the Fair Board are generally held once per month. Additional meetings may be called as necessary. Twenty-four-hour notice must be provided in the official public posting place, which is in the public notice display case, located outside of the Philip S. Miller Building, 100 Third Street, Castle Rock, Colorado. No formal action or decisions can be made at any gathering other than a public meeting.

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SECTION 5 COMMITTEE MEETINGS

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Committee meetings can be called at any time, although committees generally meet on a monthly basis.

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No Committees may make any decisions on behalf of the Fair Board at these separate meetings, but they may make recommendations to the Fair Board in a public meeting. Except for the Executive Committee, members of each Committee will bi-annually recommend their own 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. Committee chairs must be ratified by vote of the Fair Board at the next available public meeting. It is recommended that no Fair Board Officer will serve as Chair of any committees except the Fair Board Chair will serve as the Chair of the Executive Committee. If an officer is also a committee chair, a ~~C~~V-Chair is to be elected from the committee to serve that committee. Each Committee shall have a Chair and may have a Vice-Chair. In the circumstance related to the Executive Committee, only one vote will be applicable to the role of Chair or Vice-Chair.

SECTION 6 MEETING WITH THE BCC

The Fair Board may meet with the BCC annually to discuss budget, related problems, concerns and issues, or as often as agreed upon by the BCC.

SECTION 5 ELIGIBILITY

To be eligible to serve as a Director, an individual must be a resident of Douglas County or otherwise approved by the BCC. Non-voting members should be residents of Douglas County; however, the Directors may waive this requirement at their discretion.

SECTION 56 APPOINTMENT

Time of Appointment: Directors ~~should~~ shall be appointed recommended by the Board for appointment by the BCC at the first available BCC meeting of the calendar year, or at such other times as are necessary to complete terms and to fill vacancies. The terms of office shall be staggered by making the appointments so that approximately one-fourth expire each year.

Reappointments: Directors may be reappointed at the discretion of the ~~BCC~~ Board and subject to reappointment by the BCC.

SECTION 67 TERM

The term of a Director shall be four years, or until a respective successor has been appointed. In case of a vacancy, an appointment shall be made for the purpose of completing the term of the vacating Director.

SECTION 78 REMOVAL

A Director serves at the discretion of the BCC and may be removed at any time by the BCC upon recommendation of the Board for nonperformance of duty, excessive absences, misconduct or any other reason the BCC may determine is appropriate. Non-voting Associate Members may be removed at any time by the Directors for nonperformance of duty, excessive absences or misconduct or any other reason the Directors may determine is appropriate.

Members of the BCC appointed Boards shall attend no less than seventy-five percent (75%) of all

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regularly scheduled ~~and Fair Board meetings and any~~ special meetings during the year.

SECTION 89 RESIGNATION

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A Director or a non-voting member may resign from the Fair Board by notifying the Fair Board Chair, Fairgrounds Manager or BCC.

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Officer and Committee positions may also resign by notifying the Fair Board Chair, or Fairgrounds Manager or BCC, but such resignations do not terminate a person's status as a Director or non-voting member of the Fair Board unless such a desire is specifically stated.

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PART III OFFICERS

SECTION 91 ELECTION OF OFFICERS

General: At the June public meeting of every even numbered year, the Directors shall conduct an election of officers, unless the Directors vote to delay the election. Officers shall include a Chair, Vice-Chair, Secretary and Treasurer. Other positions may be created by the Directors as needed.

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~~Voting~~ **SECTION 2 VOTING:** A majority vote of a quorum of the Directors is required to elect each individual officer with a separate vote for each position to be filled.

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~~Term of Office~~ **SECTION 3 TERM OF OFFICE:** Officers elected shall take office at the first public meeting in October after their election and serve for a term of two years or until the election and qualification of their respective successors.

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PART IIIV POWERS, DUTIES AND RESPONSIBILITIES

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SECTION 1 FAIR BOARD

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The Fair Board coordinates with the County to organize, conduct, operate and produce the annual Fair at the Douglas County Fairgrounds. In carrying out this responsibility, the Fair Board shall consider its duty is to all citizens of Douglas County. The Fair Board shall protect the desires and interests of the entire County and shall consider all aspects of the issues at hand to determine what is in the best interest of the entire County and Fair. No Director or member shall conduct any Douglas County Fair business without the consent of the Fair Board and County Staff.

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SECTION 2 CHAIR

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The duties of the Chair shall be as follows:

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- Preside at all public meetings of the Fair Board.
- Call specific public meetings of the Fair Board, as needed, in accordance with these Guidelines and Procedures.
- Sign all necessary documents of the Fair Board.
- Adhere to these Guidelines and Procedures.
- Serve as the point of contact for Douglas County staff regarding agenda decisions, including both content and schedule.
- When a public meeting has been convened, the Chair shall have the authority to continue or

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cancel such meeting for cause, including, but not limited to, absence of quorum.

- Serve as the Chair of the Executive Committee.

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SECTION 3 VICE-CHAIR

The duties of the Vice-Chair shall be as follows:

- In the case of absence or disability of the Chair, the Vice-Chair shall perform the functions of the Chair.
- Serve as the Chair of the Protest Committee when one is convened. Such person shall serve as a neutral in the Protest and will vote only in the event of a tie vote.
- Adhere to and help enforce these Guidelines and Procedures.
- Monitor and help ensure attendance at Fair Board meetings and participation of all Fair Board members in their respective committee assignments.

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SECTION 4 SECRETARY

The duties of the Secretary shall be as follows:

- In the case of absence or disability of the Chair and the Vice-Chair, the Secretary shall perform the functions of the Chair.
- Present Review and present the monthly minutes to the Fair Board for approval.
- Participate on the Administration Committee to ensure compliance with time sensitive policies, activities, and other matters.
- Adhere to these Guidelines and Procedures.
- Other duties as assigned by the Executive Committee.

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SECTION 5 TREASURER

The duties of the Treasurer shall be as follows:

- In the case of absence or disability of the Chair, Vice-Chair, and Secretary the Treasurer shall perform the functions of the Chair.
- Present Review the monthly expenses related to the Fair budget to the Fair Board.
- Work with the County Staff to prepare recommendations for the annual operating Fair budget.
- Adhere to these Guidelines and Procedures.
- Other duties as assigned by the Executive Committee.

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SECTION 6 DIRECTOR

The duties of each Director shall be as follows:

- In addition to all of the other duties set forth in these Guidelines and Procedures, each Director shall serve as either: an officer of the Fair Board, a chair of a standing committee, or actively serve on two or more standing committees.
- Monitor compliance by Fair participants with all rules and regulations as approved by the Directors.
- Adhere to these Guidelines and Procedures.

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SECTION 7 NON-VOTING MEMBERS

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The duties of each non-voting member shall be as follows:

- In addition to all of the other duties set forth in these Guidelines and Procedures, no non-voting member shall conduct any Fair business without the consent of the Fair Board and County Staff.
- Monitor compliance by Fair participants with all rules and regulations as approved by the Directors.
- Assist the Directors with the operation of the Fair.
- Adhere to these Guidelines and Procedures.

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SECTION 8 COUNTY STAFF

The duties of County staff member assigned to assist the Fair Board shall be as follows:

- Keep the minutes of all Fair Board public meetings and provide draft written meeting minutes for the Fair Board's consideration Board Secretary's review.
- Prepare correspondence and other official documents of the Fair Board.
- Prepare, distribute and post the Fair Board's public meeting agendas, including all accompanying reports and other relevant materials.
- Ensure all Fair financial transactions are processed and handled by County Staff per County purchasing guidelines; excluding the Junior Livestock Sale proceeds and fundraising efforts of the Royalty program.
- Track Finances throughout the year.
- Prepare and submit the annual Fair budget for approval by the BCC.

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PART IV MEETINGS

SECTION 9 STANDING AND SPECIAL COMMITTEES

Standing Committees

The Fair Board may create such standing committees, as it may deem necessary to promote the purposes and carry on the work of the Fair Board. Standing Committee meetings are and shall be conducted as Public Meetings as defined above and shall be subject to the rules of Public Meetings as may be amended from time to time. Some common standing committee assignments may include, but are not limited to:

- **Executive Committee:** The Executive Committee shall be composed of the four Fair Board Officers (Chair, Vice-Chair, Secretary, and Treasurer), and the Chairs of all standing Committees. If a Committee has Co-Chairs only one Co-Chair shall represent the specific committee at Executive Committee Meetings. This Committee will make recommendations to the Fair Board on strategic planning, scheduling, and other administrative matters.
- **Marketing and Sponsorship Committee:** To make recommendations regarding sponsorship, advertising, VIP events, public relations, Fair Royalty and other marketing matters.
- **Entertainment Committee:** To make recommendations regarding vendors, entertainment, carnival, tractor pulls, Discovery Ranch (CALF), and other events or related matters.
- **Rodeo Committee:** To make recommendations regarding PRCA, Hometown, bull riding, mutton bustin, and other rodeo related matters.
- **Guest Services Committee:** To make recommendations regarding admissions, volunteer management, and other guest related matters.
- **Livestock Sale Committee:** To make recommendations regarding the Jr. Livestock Sale, buyers, consortium and other livestock sale related matters.

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- **Show Management Committee:** To make recommendations regarding livestock/horse shows, 4-H general, open division, superintendents, judges and other competitive classes and show related matters.
- **Administration Committee:** To make recommendations regarding apparel, name badges, and other activities related to the administration of the Fair Board as directed by the Fair Board and/or County Staff.
- **Awards Committee:** To make recommendations to the Fair Board concerning awards provided to any exhibitor in any Division to include buckles, ribbons, premiums, banners, and such similar items awarded as a result of any placing in any Division or event related to the Fair and Rodeo.

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No committee work shall be undertaken without the consent of the Fair Board. 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. The committee chair is responsible for providing a report of a committee meeting to the Fair Board and staff. Committee meetings will be listed on the Douglas County Fair & Rodeo website. Cancellations will be posted within twenty-four hours.

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Special Committees

A special committee may be created by the Fair Board for items affecting the Fair that are introduced at a regular meeting and, after discussion, require additional research prior to presentation at a future meeting. These items may include, but are not limited to, operational, overall policy, and other planning issues affecting the Fair. In case of a protest, the Protest Committee will utilize the Competition Rules.

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~~1. MEETING WITH THE BCC~~

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~~The Fair Board may meet with the BCC annually to discuss budget, related problems, concerns and issues, or as often as agreed upon by the BCC.~~

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~~SECTION 2 PUBLIC MEETINGS~~

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~~Public meetings of the Fair Board are generally held once per month. Additional meetings may be called as necessary. Twenty four hour notice must be provided in the official public posting place, which is in the public notice display case, located outside of the Philip S. Miller Building, 100 Third Street, Castle Rock, Colorado. No formal action or decisions can be made at any gathering other than a public meeting.~~

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~~SECTION 3 COMMITTEE MEETINGS~~

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~~Committee meetings can be called at any time, although committees generally meet on a monthly basis. No Committees may make any decisions on behalf of the Fair Board at these separate meetings, but they may make recommendations to the Fair Board in a public meeting. Except for the Executive Committee, members of each Committee will bi annually recommend their own 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. Committee chair must be ratified by vote of the Fair Board at the next available public meeting. It is recommended that no Fair Board Officer will serve as Chair of any standing Committees except the Fair Board Chair will serve as the Chair of the Executive Committee. If an officer is also a committee chair, a Co Chair is to be elected from the committee to serve that committee.~~

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~~PART VI GENERAL RULES AND PROVISIONS~~

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~~SECTION 1 VOTING~~

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~~Total Number of Votes: At any public meeting, each Director comprising the quorum shall have one vote.~~

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~~Majority Rules: A majority vote of the voting a quorum of Directors present is required for a recommendation or determination.~~

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~~Abstention: No abstentions will be allowed, except as provided herein:~~

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- ~~• Conflict of interest.~~
- ~~• Absence at a meeting for which minutes are voted on.~~
- ~~• Absence at a meeting and the Director did not read minutes.~~

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~~Proxy Votes: Proxy votes are not permitted. Directors must be physically present to vote.~~

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~~SECTION 2 ETHICS~~

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~~Conflict of Interest: Holding a position that represents the public interest is a public trust. In order to actively promote public confidence, a Director must be aware of a possible conflict of interest arising in the course of duty.~~

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A conflict of interest is described as a situation where the person

- Has a financial interest in the matter;
- Will be directly affected by the decision in the matter;
- Believes (s)he has a conflict of interest as defined by an applicable law; or
- Will gain an advantage to relations, groups or associations to whom affiliated.

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A Director experiencing a conflict of interest should:

- Declare that interest publicly;
- Abstain from voting on the matter;
- Withdraw from participation in any deliberations on the matter; and
- Refrain from discussing the matter privately with other Directors voting on it.

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Gifts: A Director shall not accept any compensation, gift or service which would violate the provisions of Article XXIX of the Colorado Constitution, as amended, attached hereto as Appendix BA.

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Other: Directors and non-voting members shall conduct themselves in accordance with all applicable BCC policies and codes of conduct including the assessment or judging of fair exhibitor.

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SECTION 3 AMENDMENTS TO THESE GUIDELINES AND PROCEDURES

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Amendments to these Guidelines and Procedures may be recommended to the BCC by a majority vote a quorum of the Directors at a public meeting when a twenty-four-hour notice has been provided in the official public posting place.

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SECTION 4 SEVERABILITY

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If any section, subsection, sentence, clause or phrase of these Guidelines and Procedures is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these Guidelines and Procedures.

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SECTION 5 RULES OF PROCEDURE

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Decision-making (except for election of officers, removal of officers, removal of members, and appointment of additional members) should be done using a consensus model. If consensus model cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum of the Fair Board. To the extent decisions cannot be reached by consensus, the Chairperson or the Fair Board by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of *Robert's Rules of Order*.

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Appendix A Fair Board Structure

STANDING AND SPECIAL COMMITTEES

Standing Committees

The Fair Board may create such standing committees, as it may deem necessary to promote the purposes and carry on the work of the Fair Board. Some common standing committee assignments may include, but are not limited to:

- ~~Executive Committee: The Executive Committee shall be composed of the four Fair Board Officers (Chair, Vice Chair, Secretary, and Treasurer), and the Chairs of all standing Committees. If a Committee has Co-Chairs only one Co-Chair shall represent the specific committee at Executive Committee Meetings. This Committee will make recommendations to the Fair Board on strategic planning, scheduling, and other administrative matters.~~
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Special Committees

~~A special committee may be created by the Fair Board for items affecting the Fair that are introduced at a regular meeting and, after discussion, require additional research prior to presentation at a future meeting. These items may include, but are not limited to, operational, overall policy, and other planning issues affecting the Fair. In case of a protest, the Protest Committee will utilize the Competition Rules.~~

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Appendix B

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Colo. Const. Art. XXIX, Section 1 (2010)

Section 1. Purposes and findings

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(1) The people of the state of Colorado hereby find and declare that:

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(a) The conduct of public officers, members of the general assembly, local government officials, and government employees must hold the respect and confidence of the people;

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(b) They shall carry out their duties for the benefit of the people of the state;

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(c) They shall, therefore, avoid conduct that is in violation of their public trust or that creates a justifiable impression among members of the public that such trust is being violated;

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(d) Any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust; and

(e) To ensure propriety and to preserve public confidence, they must have the benefit of specific standards to guide their conduct, and of a penalty mechanism to enforce those standards.

(2) The people of the state of Colorado also find and declare that there are certain costs associated with holding public office and that to ensure the integrity of the office, such costs of a reasonable and necessary nature should be born by the state or local government.

Colo. Const. Art. XXIX, Section 2 (2010)

Section 2. Definitions

As used in this article, unless the context otherwise requires:

(1) "Government employee" means any employee, including independent contractors, of the state executive branch, the state legislative branch, a state agency, a public institution of higher education, or any local government, except a member of the general assembly or a public officer.

(2) "Local government" means county or municipality.

(3) "Local government official" means an elected or appointed official of a local government but does not include an employee of a local government.

(4) "Person" means any individual, corporation, business trust, estate, trust, limited liability company, partnership, labor organization, association, political party, committee, or other legal entity.

(5) "Professional lobbyist" means any individual who engages himself or herself or is engaged by any other person for pay or for any consideration for lobbying. "Professional lobbyist" does not include any volunteer lobbyist, any state official or employee acting in his or her official capacity, except those designated as lobbyists as provided by law, any elected public official acting in his or her official capacity, or any individual who appears as counsel or advisor in an adjudicatory proceeding.

(6) "Public officer" means any elected officer, including all statewide elected officeholders, the head of any department of the executive branch, and elected and

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appointed members of state boards and commissions, "Public officer" does not include a member of the general assembly, a member of the judiciary, any local government official, or any member of a board, commission, council, or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses.

Colo. Const. Art. XXIX, Section 3 (2010)
Section 3, Gift ban

(1) No public officer, member of the general assembly, local government official, or government employee shall accept or receive any money, forbearance, or forgiveness of indebtedness from any person, without such person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who accepted or received the money, forbearance or forgiveness of indebtedness.

(2) No public officer, member of the general assembly, local government official, or government employee, either directly or indirectly as the beneficiary of a gift or thing of value given to such person's spouse or dependent child, shall solicit, accept or receive any gift or other thing of value having either a fair market value or aggregate actual cost greater than fifty dollars (\$ 50) in any calendar year, including but not limited to, gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts, from a person, without the person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who solicited, accepted or received the gift or other thing of value.

(3) The prohibitions in subsections (1) and (2) of this section do not apply if the gift or thing of value is:

(a) A campaign contribution as defined by law;

(b) An unsolicited item of trivial value less than fifty-nine dollars (\$ 59), such as a pen, calendar, plant, book, note pad or other similar item;

(c) An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

(d) Unsolicited informational material, publications, or subscriptions related to the recipient's performance of official duties;

(e) Admission to, and the cost of food or beverages consumed at, a reception, meal or meeting by an organization before whom the recipient appears to speak or to answer questions as part of a scheduled program;

(f) Reasonable expenses paid by a nonprofit organization or other state or local government for attendance at a convention, fact-finding mission or trip, or other meeting if the person is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the state or local government, provided that the non-profit organization receives less than five percent (5%) of its funding from for-profit organizations or entities;

(g) Given by an individual who is a relative or personal friend of the recipient on a special occasion.

(h) A component of the compensation paid, or other incentive given to the recipient in the normal course of employment.

(4) Notwithstanding any provisions of this section to the contrary, and excepting

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campaign contributions as defined by law, no professional lobbyist, personally or on behalf of any other person or entity, shall knowingly offer, give, or arrange to give, to any public officer, member of the general assembly, local government official, or government employee, or to a member of such person's immediate family, any gift or thing of value, of any kind or nature, nor knowingly pay for any meal, beverage, or other item to be consumed by such public officer, member of the general assembly, local government official or government employee, whether or not such gift or meal, beverage or other item to be consumed is offered, given or paid for in the course of such lobbyist's business or in connection with a personal or social event; provided, however, that a professional lobbyist shall not be prohibited from offering or giving to a public officer, member of the general assembly, local government official or government employee who is a member of his or her immediate family any such gift, thing of value, meal, beverage or other item.

(5) The general assembly shall make any conforming amendments to the reporting and disclosure requirements for public officers, members of the general assembly and professional lobbyists, as provided by law, to comply with the requirements set forth in this section.

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