



Bonner County Fair Board
Executive/Special Meeting Minutes
Monday, June 24, 2024
5:30 p.m.

1. **Meeting called to order** - Called to order by Chairman Tim Mahan
 - a. Members Present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Laya Bleckwenn, Tawnya Johnson, Quentin Ducken, and Gail Curless
 - b. Office Staff: Manager - Mark Knapp, Event Coordinator - Taylor Hill
2. Action Item: Discussion/Decision Approval of Business Cards - Laya made a motion to approve business cards for Taylor. Gail seconded the motion. The motion passed.
3. Action Item: Discussion/Decision Tractor Club - Building Addition - Lee Burnett and Dan Elliot were in attendance to ask to add on 50 feet to the tractor building. This would be open with a chain link fence around the outside and a roof. Mark will look into the logistics of this and what all has to be approved to move forward. Gail made a motion to table until July 8th. Ben seconded the motion. The motion passed.
4. Action Item: Discussion/Decision Singing Competition for National Anthems - Ben made a motion to allow Taylor to get National Anthem singer as sees fit. Gail seconded the motion. The motion passed.
5. Action Item: Discussion/Decision Radio Advertisements - Laya made a motion to approve the radio advertisements for the fair and rodeo. Tawnya seconded the motion. The motion passed.
6. Action Item: Discussion/Decision Daily Bee Advertisements - Ben made a motion to not pursue an ad in the Daily Bee in 2024. Laya seconded the motion. The motion passed.
7. Action Item: Discussion/Decision Ed Brown Band Stand - There is no need to vote on this item. As the Event Administrator, Taylor, may book this as she desires to keep entertainment happening.
8. Action Item: Discussion/Decision Fair/Rodeo Window Contest - Tawnya made

- a motion to proceed with having a window decorating contest for fair and rodeo. Gail seconded the motion. The motion passed.
9. Action Item: Discussion/Decision Approve Purchase on Signage for Grounds - Ben made a motion to approve the signs for the fairgrounds for \$485 plus shipping for all entries. Laya seconded the motion. The motion passed.
 10. Action Item: Discussion/Decision Approve Payments to Camp Host per Contract - Laya made a motion for Samm to pay the camp host on the first for each previous month. Quentin seconded the motion. The motion passed.
 11. Action Item: Discussion/Decision 2024 Fair Bid/Contract - Beverly has given us a quote and copy of her insurance. Ben made a motion to accept Beverly's bid for cleaning during the fair and allow Mark to secure the contract. Gail seconded the motion. The motion passed.
 12. Action Item: Discussion/Decision Xtreme Broncs Contract - Mark is working on finalizing all aspects of this event with contracts and having them provide us with a copy of their liability insurance. We will need the rodeo committee to help with this event as stated earlier when this was approved.
 13. Action Item: Discussion/Decision Vet for Fair (Swine, Sheep, Goat, Beef, Poultry & Rabbits) - There must be a vet during check-in to follow all market guidelines. The vet discussion will be moved to executive.
 14. Action Item: Discussion/Decision Set Fee Schedule Workshop Date - Tawnya made a motion to meet July 1, 2024 at 5:30 for a workshop. Quentin seconded the motion. The motion passed.
 15. Action Item: Discussion/Decision Fair Parking Update - Jody has been in contact with the high school and we are good to go forward with them. She will meet with the adults who will be with the students prior to the fair along with Mark.
 16. Action Item: Discussion/Decision EMS for Fair/Rodeo - Mark sent them the dates and times for all events where EMS is needed. He is working with them on manning the EMS building during fair hours this year.
 17. Action Item: Discussion/Decision Fair Book to print Date - The fairbook is planned to go to the printer on Friday, June 28, 2024.
 18. Action Item: Discussion/Decision Departments & Superintendents - Looking

for more superintendents for several departments. We need to ensure that there is snacks, water, etc here during the hours when superintendents and judges are being used.

19. Action Item: Discussion/Decision Judges - Most livestock judges contracts are signed. Still looking for Poultry and several static judges.
20. Action Item: Discussion/Decision Grand Marshall for 2024 - Tawnya made a motion to move items **20-22** to be voted on after the executive session. Gail seconded the motion. The motion passed.
21. Action Item: Discussion/Decision Volunteer of the Year 2024
22. Action Item: Discussion/Decision Superintendent of the Year - Static Exhibits
23. Action Item: Discussion/Decision Banners, Flags, Etc. to be purchased - Ben made a motion to approve sponsorship Banners, Flags, Barrel Covers etc to be purchased as needed to fulfill all requirements for sponsors. Quentin seconded the motion. The motion passed.
24. Action Item: Discussion/Decision Concert Update - Waiting on UTA.
25. Action Item: Discussion/Decision Sheep/Swine Wash Rack - Laya made a motion allowing Ben to move forward with Selkirk Design and getting ready for permits. Gail seconded the motion. The motion passed.
26. Action Item: Discussion/Decision Sponsorship In-Kind - Jody gave an update on the importance of in-kind sponsorship and making sure our sponsorship information is always up to date.
27. **Executive Session:** Laya made a motion to enter into Executive Session under Idaho Code 74-206- 1-B Personnel. Idaho Code 74-206 (1) (D) Personnel Records Exempt. Quentin seconded the motion. Roll Call Vote:
 - a. Laya- Yes
 - b. Tawnya - Yes
 - c. Ben - Yes
 - d. Quentin - Yes
 - e. Gail - Yes
 - f. Jody - Yes
 - g. Tim - Yes
28. Laya made a motion to exit the Executive Session. Tawnya seconded the

motion. The motion passed. The meeting was opened up to the public.

29. Action Item: Discussion/Decision from Executive

- a. Laya made a motion to proceed as discussed in executive with the Volunteer of the Year, Grand Marshal, Static Superintendent. Ben seconded the motion. The motion passed.
- b. Tawnya made a motion to proceed with finding a vet for the fair as discussed in executive. Gail seconded the motion. The motion passed.
- c. Jody made a motion to proceed with hiring of the position as discussed in executive. Laya seconded the motion. The motion passed.

30. Meeting adjourned

Next meeting, July 8, 2024 at 5:30 PM