

The regular monthly meeting of the **Douglas County Fair Board Executive Committee** was held on **October 8, 2020** at 6:34 p.m., in the Events Center conference room on the Douglas County Fairgrounds in Castle Rock, CO, the Chairman and the Secretary being present.

Executive Board Members present included:

Scott Candelaria, Vice Chairman
Dean Elliott, Chairman
Wes Jacobs, Treasurer
Debbie Mills, Marketing Chair
Phil Riesselman, Jr. Livestock Sale Chair
Craig Sloan , Rodeo Chair
Pam Spradlin, Secretary and Past Chair
Lora Talbert, Entertainment Chair

Executive Board Member Absent were:

Ben Alderton, Show Management Chair

Chairman Dean Elliott opened the meeting stating the notice of this meeting was sent out just under the 24-hour time frame specified by the County. Dean stated that this was “on me”.

The Agenda states: Strategic Plan

Dean presents:

He would like this meeting structure to cover three elements

- Budget
- General themes of importance
- Strategic thoughts going forward

Moving forward Dean proposes that structure for the Executive Board meetings will include 3 focus items. Everyone’s time is valuable. Big topics need to be discussed within the time frames allocated.

- 1) Budget issues being encountered - for example any changes, needs or savings
- 2) People challenges - for example some committees are lacking enough people
- 3) Significant issues

These meetings are public meetings and a county person or in the absence of County attendance, the Fair Board Secretary will take notes

Staff interaction

County staff assurance was provided this last year that “We’ve got it” was intended to demonstrate a willingness to help and give exemplary customer service. The unintended outcome was this disengages the Fair Board. Dean addressed this issue with Staff and the Staff is committed to avoiding this outcome.

For future Fair Board meetings and agendas Dean would like:

- 1) To adopt:
 - The model Fair Foundation and the County Commissioners use with a consent agenda
 - Committees would send 4-5 bullet points 48 hours in advance
 - Staff would identify the points and send to the Committee Chair after the meeting
 - The bullet points would become the Committee Report for the Consent Agenda
 - At the meeting any questions on the items would pull the item off the consent agenda for later discussion during the meeting
 - This method will allow time to address significant critical issues, plans of action items – motions

Discussion followed and it was determined that each committee can discuss and come up with it’s own bullet points to submit for the Fair Board meeting

- 2) To discuss issues that affect the Douglas County Fair & Rodeo
 -
 - County has responsibility for Budget ? - yes on money and contracts
 - Tim wants to talk to us

Why are we not able to do the ticket taking? We have an opportunity to reengage with the change in management

- 3) To discuss planning items and action items
 - Identify and assign actions – Committee Chairs to work on within their Committees

Three things important to Dean:

- 1) 4 Legs - Views the success of the DCF&R as a 4 legged stool comprised of Fair Board, Fair Foundation, working with the County, and a better mechanism to work with 4-H
 - Dean heard sentiments stated to get rid of Fair Board. He has confirmed with Roger and Tim that this is not the case.
 - Need to engage with 4-H more and earlier in the year to avoid problems. *Discussion followed.*
 - Need a form/procedure for going to Fair Foundation to ask for money. Fair Board needs to discuss first and be in alignment going in to request from Fair Foundation
- 2) Accountability
 - Mistakes will be made – fess up and move on
 - Fair Board Directors - engage and make them each accountable
- 3) Attendance
 - Meet the 70% requirement
 - OK to call in for meetings if you cannot be present
 - If not committed? Find a different spot for them – in certain cases an honorary position
 - Roger would like to continue working for the Fair Board in a newly designed position to work on projects
 - Changes cause a need to look at and adjust Procedures and Guidelines

Budget

• that the Budget for the 2021 fair and Rodeo was submitted in June of 2020. The Executive Committee needs to begin to work with the County Staff next year in March and April to work on Budget for 2022 to turn in June.

Discussion followed that yes, majority of executive committee did know this County procedure. Phil stated that COVID raised expenses for the Jr. Livestock Sale and possibly for the future with on-line sale that was not in the 2020 or 2021 budget. Pam stated that due to COVID there was no discussion of budget for 2021.

- Since 2012 when County took over operations of Fair the average revenue was \$380,000, average expenses were \$450,000. A plan needs to be demonstrated to close the gap
- Fair Board can be proactive to determine and raise \$ for the Fair Foundation

Strategic Planning – 4 questions – Dean kept notes on this discussion

- 1) Three words for the future of DCF&R
- 2) Key Purpose of DCF&R
- 3) How is the experience best delivered?
- 4) What should the expectation of us as Directors be? – **OUR HOMEWORK**

- Think about using the nine deliverables discussed to use as a guide.
- Ideas to expand and grow
- Fair Foundation – collaborate to have a win/win. Should feel the result of these deliverables. Role they can play in Guest Services?
- Step changes to make the Fair & Rodeo better

Discussion that there has been a shift in Fair Coordinator role .

As a result of Directors not always following through timely, the Staff has taken more of a take charge and make decisions.

Dean's Discussion points that need to take place:

- Accountability
- Opportunities for Sponsors
- COVID forced us to do things differently in 2020, use that experience moving forward
- County Staff states that they get calls with complaints from us about other Fair Board Directors.

= We need to be cohesive as a team. Fair Board needs to participate in social activities to build a camaraderie. Call Dean or each other with issues or problems with each other.

- We do not do a good job recognizing work done
- Create another category for people when they have life changes and can't continue in full capacity as a Director. We don't want to lose that tribal knowledge - that person as a resource, their expertise.

Dean asked if everyone was agreeable to this Strategic Plan moving forward.

Consensus agreement.

The Meeting Adjourned at 8:07pm

Notes provided by:

Pam Spradlin

Secretary to the Douglas County Fair Board

October 15, 2020