



**DOUGLAS COUNTY FAIR BOARD**  
**THURSDAY, NOVEMBER 17, 2022**  
**JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOMS**  
**MINUTES**

**Board Members Present:**

*John Adams*  
*Dean Elliott*  
*Sarah Fischer*  
*Tom Harris*  
*Debbie Mills*  
*Phil Riesselman*  
*Pat Salazar*  
*Hayden Schmidt*  
*Pam Spradlin*  
*Lora Talbert*  
*Rob Tkach*

**Associate Members Present:**

*Kyle Moore*  
*Jean Sabulsky*  
*Dick Sabulsky*  
*Gary Turner*  
*Lisa Turner*

**Staff Members Present:**

*Laurie Anderson*  
*Michelle Bartlett*  
*Clay Gysin*  
*Tim Hallmark*  
*Luanne Lee*  
*Guinevere Nelson*  
*Tori Thelen*

**Other Guests Present:**

*Tori Checkal*  
*Bailey Fischer*

**Board Members Absent:**

*Ben Alderton*  
*Pat Candelaria*  
*Scott Candelaria*  
*Jennifer Foss*  
*Arlie Gordon*  
*Wesley Jacobs*  
*Gabriel Ryan*  
*Craig Sloan*

**Associate Members Absent:**

*Matt Coyle*  
*Deb Dilley*  
*John Holst*  
*Chayce Lutz*  
*Laura Martin*  
*Scott McHenry*  
*Patti Russell*  
*Todd Spencer*

**Staff Members Absent:**

*Stefanie Hawkins*  
*Sonia Ormsbee*



The Douglas County Fair Board meeting was called to order at 6:34pm on November 17, 2022, by Dean Elliott -Chairperson. The meeting was held in the James R. Sullivan Event Center Conference Room. The Pledge of Allegiance was recited.

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

### **Public Meeting**

**Public Comment** - None

**Approval of Last Meeting Minutes** – Hayden moved to approve the last meeting minutes; John seconded. No discussion. All approved.

**Treasurer’s Report** – Treasurer was not present; Dean gave a quick overview of the 2022 budget.

**Consent Agenda** – Sarah moved to approve the consent agenda; Phil seconded. No discussion. All approved.

### **Executive**

- GS Shows will be the returning carnival vendor
- Holiday Party will be held on December 15
- Staff is working with Kinnon Entertainment to secure a concert act for 2023
- IAFE Awards will be announced on Thursday, November 17 via IAFE Facebook Live

### **Entertainment**

- November Meeting discussed 2023 carnival and interested acts

### **Guest Services**

- Volunteer schedule and reach out
- New volunteer website
- Volunteer Command Center

### **Livestock Sale**

- November Meeting discussed 2023 uniform, FairEntry updates, Sale invites to go out March/April

### **Administration**

- December 15<sup>th</sup> holiday party planning
- Shared updated Plan of Work and Event Planning Worksheets with all committees

### **Marketing**

- Souvenir program

- Sponsorship appreciation
- Daycare tickets

**Rodeo**

- No November Meeting

**Show Management**

- The Committee discussed Superintendent Applications, Judge Recommendations, Competition Rule changes, Workday and Fair schedule
- Approval of Judge recommendations

**Reports from other groups**

**FFA** – Bailey Fischer reported that the year is wrapping up nicely. They just returned from National Convention as well as the National Western Stock Show Meat & Greet. The FFA Winter Dance will take place in December.

**Youth Council** – No report.

**CSU** – Guinevere reported that interviews for the full-time admin position have concluded. They are awaiting a formal offer from Human Resources. There was a call for the Extension Office/4-H to take on the cricket races, however, they already do snail races and would not like to take on more of that type of event. Guinevere asked the Fair Board if they would be interested in helping a CSU intern for the 2023 year in creating bio-security plans for every species of animal. The CSU Extension Office will be closed November 21-25, 2022, for the Thanksgiving Holiday.

Phil made a motion to approve ad for the Fair Board to assist with an intern for 2023; Hayden seconded. No discussion. All approved.

**Regular Agenda**

**Staff Report** – Michelle gave an update on the 2022 IAFE awards won by the Douglas County Fair & Rodeo. IAFE has asked her to participate in a round table to discuss awards won at the annual convention in Indianapolis. She also reported that the carnival used in 2022 has agreed to return in 2023.

Tim reported that he is awaiting feedback from the Entertainment Committee for the 2023 concert. After he has that information, he will take the recommendations to the Commissioners for approval. He also reported that the Commissioners have approved a new masterplan for the Fairgrounds and the County is currently in the IFB process for vendors.

**Carnival, Concert, Site Assessment****Old Business**

**Work Plans and Task Sheet** – Lora and Pam reported that Pam sent out an email asking for all committees to fill out and return their 2023 work plans to the Admin Committee.

### **New Business**

**Officer Nomination** – Dean reported that Rob Tkach has shown interest in the open Secretary position. John made a motion to approve Rob Tkach as the Treasurer of the Fair Board; Phil seconded. No discussion. All approved.

**Competition Rules Update** – Hayden updated the board that the Rules Committee will be meeting early in December to go through rule change recommendations. They will then bring changes to be approved at the January Fair Board meeting.

**Superintendent Approvals** – Hayden moved to approve the list of superintendents for 2023; John seconded. A question was asked about previous superintendents and their interest to continue as superintendent for 2023. Hayden clarified that expectations are clearly laid out for all superintendents including those wishing to return. All approved after discussion.

**Judge Recommendation Approvals** - Hayden moved to approve the initial list of judges for 2023 clarifying that all judges from the 2022 list are considered approved as well; Phil seconded. The Board asked for clarification on the process of how judges are contacted for each show. Hayden clarified. All approved after discussion.

**Other Business** – Dean reminded the Board of the Holiday party on December 15 and to please RSVP to Pam when the invitations are emailed out. Dinner will be provided by O'Briens Café. Please bring a dish for the potluck dessert and a white elephant gift under \$20.

**Director Comments** - John informed the Board that they won two awards from the PRCA Mountain State Circuit Finals: Best Ground and Most Improved Rodeo.

Tom let the Board know that Sheriff Spurlock's retirement party will be held on December 2 from 2-5pm at Cielo in Castle Pines.

**Adjournment at 7:12pm**

**Next Meeting: December 15, 2022**

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

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

1. Citizen comments will be heard during the public comment section at the board meeting.
  2. All citizen comments must be addressed to the Board. Directing comments to staff or other members of the public is not permitted during Board meetings.
  3. Public comment section is limited to ten minutes collectively.
  4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
  5. Citizens will be asked to use a microphone so that Board members and the audience can hear their comments.
  6. Clapping, cheering, booing and the like are not permitted at Board meetings.
  7. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violation citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules, they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.
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**Mission Statement:** The Douglas County Fair and Rodeo is the premier annual community event in Douglas County bringing together the best of Rural Heritage, Agriculture, Western Sports, Youth and Adult Exhibits and quality Entertainment.