



DOUGLAS COUNTY FAIR BOARD

THURSDAY, MAY 18, 2023

JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOM

MINUTES

Board Members Present:

*John Adams
Dean Elliott
Sarah Fischer
Jennifer Foss
Tom Harris
Wesley Jacobs
Debbie Mills
Phil Riesselman
Gabe Ryan
Pat Salazar
Pam Spradlin
Lora Talbert
Gary Turner
Lisa Turner*

Associate Members Present:

*Nick Candelaria
Josiah Fredericks
Arlie Gordon
Scott McHenry
Jean Sabulsky
Dick Sabulsky
James Jamison
Chris Spyke
Lori Sorenson
Ted Sorenson*

Staff Members Present:

*Laurie Anderson
Tim Hallmark*

*Stefanie Hawkins
Tori Thelen
Mercedes Glenn
Clay Gysin*

Other Guests Present:

*Bailey Fisher
Tori Checkal
Mark Moore
Richella Dumas
Chris Dumas*

Board Members Absent:

*Pat Candelaria
Scott Candelaria
Hayden Schmidt
Rob Tkach*

Associate Members Absent:

*Ben Alderton
Matt Coyle
Deb Dilley
John Holst
Chayce Lutz
Laura Martin
Kyle Moore
Patti Russell
Todd Spencer*

Staff Members Absent:

*Michelle Bartlett
Sherriff Darren Weekly*

6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE

Public Meeting

Public Comment: None

Name badges for 2023, sign up being passed around

Approval of Last Meeting Minutes – John moved. Phil Seconded. No discussion. All approved.

Treasurer's Report – Wes reviewed and notified the Fair Board that \$20,000 coming from Fair Foundation, \$82,861 is current spend.

Consent Agenda – Gary moved. John seconded. No discussion. All approved.

Executive:

Proposed dates for volunteer orientations are July 8th at 10:00 am and 1:00 pm and Tuesday, July 12th at 6:00 pm.

Reviewed Processor commitments and mock sale date July 16th 6:00 pm

Sponsor VIP Event has been changed to include sponsors \$2,500 and up on Saturday Night August 5th from 5:00 pm – 8:00 pm. Will work with Country PR/Communications to spread the word so more presence at event.

Need Potestio connection to review new location request for this year.

Entertainment will share a list of duties for Fair Board participation between events.

Fair Entry will be open June 1st – June 16th

Reviewed photo backdrop to be placed in Large Animal Barn and back of Pavilion

Request for a safety and reporting meeting to be held at the June Fair Board Meeting

Show Management:

No May Meeting

Rodeo:

All contracts have been signed or sent out for signature.

Stars and Stripes Drill Team will be helping with Grand Entry this year.

The Committee recommends moving forward with large rosette ribbons instead of buckles for the Mutton Bustin Champion.

The Committee will be providing lunch at the May 26 Cervi Camp.

PRCA Youth Camp is all set to go for this year.

Marketing:

Souvenir program set to go to the designer by June 1st. Pam to contact previous ad purchasers.

Versatility underway in creating digital marketing campaigns. Versatility asked to be consistent with using the traditional logo on all graphics.

Sponsorship inventory available: bubble tower banners, and steer wrestling at \$2,500.

Committee to distribute coffee sleeves and pocket schedules.

Sheriff Weekly working on contacts for road signs to be placed to promote the 2023 Fair & Rodeo.

Guest Services:

Offero shifts are filling up nicely. There are four remaining maintenance shifts. Douglas County contracted out janitorial services for the 2023 Fair & Rodeo. The heaviest needs for volunteers are Friday evening for the concert as well as Saturday, August 5th.

Communications were sent to DCSD counselors and activity directors to recruit volunteers. Lisa is working with James on a homeschool newsletter.

Farmer's Market schedule is completed. Gary recommends guest services are present at all Farmer's Markets to assist other committees and get them started. Staff to discuss if cash banks can be utilized by committees to sell Fair & Rodeo merchandise.

Volunteer orientation discussion. Proposed dates July 8th and 11th.
Debbie discussed the need to discuss animal welfare at the volunteer orientations.
Recommended Ty attend to share about animal welfare, care, and treatment.

Livestock Sale:

Mock Sale on July 12th details reviewed for set up needs
Sale Night August 4th was reviewed and needs for volunteers
Livestock Sponsorships were discussed on who has been contacted for returning along with needs for more.
Fair Entry Mock Sale Set Up on May 26th
Current Committee Contact List
Livestock Sale Save the Date Mailer will be sent end of week May 25th

Entertainment:

Food Truck and Entertainment support needed for check-in. Will have a one-sheeter for this support help, which will have the knowledge of expectations.
Reviewed BBQ Competition/Farm to Table and Sunday Sips support needs day of event, which will need to utilize Fair Foundation and TIPS Certified Fair Board Members. 6 alone for Farm to Table needed.
Set up for Farm to Table will have a sheet that will list duties that will need assistance and timing.
Sunday Sips – 2nd Event under the tent was reviewed and will include food and drink samplings. The committee will work on local vendors for the food portion. Currently have Wine, Whiskey and Beer covered. Debbie provided that she had wooden yard games for this event.
Market Place, vendor liaison was reviewed and will work with County Staff Volunteers to see if this is an area that can be covered with someone with building knowledge.

Admin:

Shirt and Jackets have been sent to embroider, the 2nd order was placed for new Associates and Commissioners. 1st order should be returned mid-June.
Media details requested from County on do's and don'ts for volunteer photographers, which will cover, Barns/Open Class/4-H and food details for this years Fair & Rodeo. It has been stated nothing for Rodeo will be needed to be captured from these individuals.
New Director Orientation was completed by Lora. Pam will work on all new member name badges.

Reports from other groups

Fair Foundation: No comment.

FFA: Bailey discussed that the year for FFA is ending, and they have elected new officers for the new year. Bailey is stepping down to pursue her college education. Multiple placed gold in the recent FFA contest. Bailey won the competition and will go to the Nationals in Indianapolis.

Youth Council: June show coming up. Hogs will show at 5 pm Friday and Cattle, Goat, and Sheep groups will show on Saturday. Tori- Notified Fair Board youth council elections were taking place next month and she is stepping down to pursue her career in Law Enforcement.

CSU: Mercedes discussed how busy the CSU extension office has been since May 1. The horticulture agent is doing demo gardens and master gardeners are there three times weekly. JC is working on a community history project with historical ranches and farms. JC will attend CALF Saturday and has 7 livestock judges attending the conference June 20th-22nd. Shoot practice is in full swing. Horse camp, ID days, and Buckle Series are all wrapping up. The State Fair announced it will be hosting a terminal market poultry show. Mercedes thanked Fair Board for their support at the 201 event.

DCSO: LT Anderson discussed the recent security meeting and noted they will be expanding commanders and evening operations. Met with vendors and staffed for shifts at upcoming Fair & Rodeo.

Regular Agenda

Staff Report

Douglas Partnership Committee: Dean and Tim presented a brief overview of plans for the 2023 Fair & Rodeo.

T-shirt: Fair Board to take one complimentary rodeo T-shirt displayed on tables near food.

Security: Tim notified that Jason (security) will attend June Fair Board to discuss the security plan for the 2023 Fair & Rodeo.

Ticket Sales Update - Staff provided an updated ticket sales report for review.

Farmer's Market- Staff provided Farmer's Market Schedule for committee sign up.

Farm to Table- Stefanie and the entertainment committee to send a sheet out with needs for support on Farm to Table set-up and event responsibilities. Stefanie thanked SALT for providing Fair Board dinner at the May meeting.

Livestock banners- Stefanie discussed purchasing three backdrops to be placed in the pavilion, marketplace as well as the large animal barn.

Old Business

New Business

Superintendent Approval – two Goat superintendents voted on Alex and Kate Cerullo, Sarah moved to approve, John seconded. No discussion, all approved

Other Business

Sponsorships: Dean requested for a list of all 2023 Sponsors to be provided at the next Executive meeting to recognize sponsors. Dean applauded Debbie and the committee for a job well done. Douglas County is creating a reputable Fair & Rodeo and sponsors are seeking us out because they want to be involved.

Code of Conduct – Code of Conduct printed for all Fair Board. Staff to collect signed pages before the end of the meeting.

Tentative Schedule – Tentative schedule reviewed. Debbie updated and corrected the Youth Rodeo Camp date and time.

Pam Spradlin – Encouraged Fair Board to introduce themselves to new faces in the room. Fair Board introductions took place.

Director Comments

Adjournment – 7:05 pm.

Next Meeting: June 15, 2023

Rules for Citizen Engagement at Fair Board Meeting

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

1. Citizen comments will be heard during the public comment section at the board meeting.
 2. All citizen comments must be addressed to the Board. Directing comments to staff or other members of the public is not permitted during Board meetings.
 3. Public comment section is limited to ten minutes collectively.
 4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
 5. Citizens will be asked to use a microphone so that Board members and the audience can hear their comments.
 6. Clapping, cheering, booing and the like are not permitted at Board meetings.
 7. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violation citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules, they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.
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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.