



**DOUGLAS COUNTY FAIR BOARD  
THURSDAY, JUNE 16, 2023  
MULTI-PURPOSE BARN SOUTH  
MINUTES**

Dean Elliott- Chairperson called the Douglas County Fair Board meeting to order at 6:30 pm on June 16, 2023. The meeting was held in Multi-Purpose Barn South. The Pledge of Allegiance was recited.

**Board Members Present:**

*John Adams (on phone)  
Pat Candelaria  
Scott Candelaria  
Dean Elliott  
Tom Harris  
Arlie Gordon Jr.  
Wesley Jacobs  
Debbie Mills  
Dr. Phil Riesselman  
Pat Salazar  
Hayden Schmidt  
Pam Spradlin  
Rob Tkach  
Gary Turner  
Lisa Turner*

**Associate Members Present:**

*Laura Martin  
Scott McHenry  
Patti Russell  
Dick Sabulsky  
Jean Sabulsky  
Lori Sorenson  
Ted Sorenson*

**Other Guests Present:**

*Tori Checkal  
Cindy Duckworth  
Lisa Goudy  
Guinevere Nelson  
Jason Petalas*

**Staff Members Present:**

*Laurie Anderson  
Clay Gysin  
Tim Hallmark  
Michelle Mannes  
Tori Thelen  
Sheriff Daren Weekly*

**Board Members Absent:**

*Sarah Fischer  
Jennifer Foss  
Gabriel Ryan  
Lora Talbert*

**Associate Members Absent:**

*Ben Alderton  
Nick Candelaria  
Matt Coyle  
Deb Dilley  
Josiah Fredericks  
John Holst  
James Jamison  
Chayce Lutz  
Kyle Moore  
Todd Spencer  
Chris Spyke*

**Staff Members Absent:**

*Stefanie Hawkins*

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

**Public Comment:** No public comment.

**Approval of Last Meeting Minutes:** Gary motioned to approve the last meeting minutes. Scott seconded. No discussion. All approved.

**Consent Agenda:** Rob motioned to approve the Consent Agenda. Lisa seconded. Discussion was had on clarifications from the consent agenda. All approved.

**Admin:**

- Shirt and Jackets are with the embroider July they will be completed
- Working on a list of Need and Want photos
- Fair Board Contact List needed to be sent to Pam for name tags to be printed

**Entertainment:**

- Reviewed TIPS Certification and more assistance from Fair Board Members
- Support needs by 1<sup>st</sup> weekend event has been shared
- Market Place, vendor liaison will need to be hired out

**Executive**

- Stefanie requested that more Fair Board Directors become TIPS certified to help with First Weekend events
- Committee reviewed First Weekend activities and support needed
- Committee discussed the need for volunteers and how to get those volunteers signed up
- Committee discussed a request for animal chiropractic care at the Fair. Rob will bring a position statement to the Fair Board

**Guest Services:**

- 64 crucial volunteer shifts remaining that need to be filled
- Gary and staff working on updates to the Volunteer Orientation PowerPoint and packets
- Snacks, aprons, and other miscellaneous guest services items have been ordered
- Orientation to be July 8<sup>th</sup> and July 11<sup>th</sup>

**Livestock Sale:**

- Mock Sale on July 12<sup>th</sup>
- Fair Entry Mock Sale has been completed
- Reviewed Livestock Sale Pavilion Signage
- Livestock Sale Brochure ready to print

**Marketing:**

- Debbie and staff to inventory current sponsor banners to evaluate what we need
- Committee requested bodies available for Barn Dance production set-up and arrival to help improve experience from 2022
- Souvenir program is near completion, will be submitted to print June 21<sup>st</sup>

- Douglas County Fair & Rodeo road signs to be installed by Versatility at CORE, Murdoch's, Cherokee Ranch, Fairgrounds, and the Weins Ranch

**Rodeo:**

- All but one agreement has been signed
- Todd Wingert from Dairy Queen will be purchasing buckles to donate to the Fair to be given to each Mutton Bustin rider
- Tom Harris, Arlie Gordon, Gary Turner, and Scott McHenry all volunteered to help with Mutton Bustin registration
- All National Anthem singers have been secured for the year through Deb Dilley
- John, Hayden, and Scott inventoried all Hometown Rodeo supplies

**Show Management:**

- Panel/Pen discussion with Beef, Goat, Sheep, and Swine departments

**Treasurer's Report:** Wes reported on year-to-date expenses accrued and revenue generated. The total budget for 2023 is \$685,341.00. Year-to-date expenses are \$190,571.24 and year-to-date encumbrances are \$779,547.78.

**Reports From Other Groups**

**FFA:** No representative

**4-H Youth Council:** Tori discussed the success of June show, with 200 people in attendance. Elections for officers have been completed, and there are a few position vacancies for the upcoming year.

**CSU Extension/4-H:** Guinevere reported that everything is going with entries closing tomorrow. The current entry count was at 2,000.

**Fair Foundation:** Cindy discussed the Ghost Town Hoedown on Saturday, October 21st. It will remain a community and family-oriented event. The Fair Foundation aims to continue presenting a good public image with this event. Fair Foundation voted to increase the L.E.G. Up Scholarship amount by 25% while considering inflation. The Ice cream social for the L.E.G Up program will be held on June 22 at 6:30 pm in the Multi-Purpose Barn. Cindy encouraged people to attend and mentioned it is a good opportunity for kids to connect, spend time with their sponsors, and share about their projects.

**Regular Agenda****Staff Report**

**Volunteer Update:** Lisa discussed the shortage of crucial volunteer shifts remaining. There are 38 critical ticket taker and seller shifts remaining that we need to fill to manage lines and entry. Ticket sellers must be over 18, and all other volunteers must be 16. Jean is calling previous volunteers for recruitment. Lisa

reminded Fair Board of the Offero process and that Offero will provide report opportunities and digital volunteer check-in.

**Ticketing Update:** Lisa gave an update on current ticket sales as of Monday. We have sold 1221 concert tickets, 91 Farm to Table, 629 Thursday Rodeo, 465 Friday Rodeo, 931 Sunday Rodeo and 77 grounds admission. Lisa discussed that ticket sales typically pick up closer to the event date and that most people who attend the Fair purchase grounds admissions at the Fair the day of.

**TIPS Certification:** Michelle presented the options to have Fair Board Directors or Associates be TIPS certified to help support the various Fair & Rodeo events. Stefanie requested 8-9 participate in the course. There are online options as well as an in-person certification option. Details are to be emailed to the Fair Board members who show interest.

**Entertainment Support Needed:** Stefanie created a signup sheet for event support that Michelle passed around to Fair Board. Also included was a description sheet of events and roles needing support.

**Fair Board Tickets:** Pam passed out the Rodeo ticket request form for the Fair Board to receive Rodeo tickets. Two tickets to Thursday Rodeo and two tickets of their choice (Friday or Sunday). The name badge order form was also passed around. Debbie asked if Fair Foundation would receive complimentary tickets for Rodeo as well. Tim to give Fair Board Directors two complimentary concert tickets.

## Old Business

**Plea for Volunteers:** Dean encouraged Fair Board to contact five people to recruit for the crucial volunteer shifts.

**Farmers Markets:** Farmer's Markets are ramping up, and as the weather changes and more produce is available, attendance is expected to grow. Guest services attending most Farmer's Markets with each committee. Volunteer brochures are to be passed out to potential volunteers.

**Sign up for Activity Support:** Discussed above in staff report.

## New Business

**Safety Plan for Fair:** Jason discussed the 2023 Fair & Rodeo safety plan. County security is run out of the CSU basement. Staff is stationed there to view and monitor cameras, crowds, drones, and parking lots. The Douglas County (DC)

Security Director, Douglas County Sheriff's Dept., Castle Rock Police, and Castle Rock Fire and EMS work together to prevent and respond to medical events and safety incidents. Medical events are expected to be routed through the command center to route medical EMS to the situation. The meeting point will be south of the CSU building. DC Security working closely with dispatch to communicate medical incidents for improved response times. If needed for medical emergencies, the helicopter will land in the turf field if needed. AED and wheelchairs can be found in multiple buildings to utilize as needed for emergencies. DC Security works closely with Sky View for threatening and severe weather. Severe weather notifications are sent if severe weather is to affect the premises. Staff will communicate with the team if people need to relocate due to lightning etc. The public should go to the nearest building if severe weather is announced. A plan is in place for improved gate labels and communications. If hazardous materials are a concern, we should call 911 and proceed with an evacuation. A calm environment is key to avoiding major panic. The PA system will be utilized to announce a shelter-in-place if necessary. CODE a small red list (radios) to help notify the public. Do not want to cause panic on the grounds that is not necessary. The PA system has only been used once and on very rare occasions. Verify equipment works on-premises on workday.

**Position Statement:** A family approached Show Management to ask about bringing an animal chiropractor to treat and adjust animals during the 2023 Fair & Rodeo. The Show Management Committee recommends issuing a statement allowing it at the 2023 Fair & Rodeo. The statement will level the playing field and allow all participants to utilize the same services if preferred. The chiropractor must be certified, and the treatment must be non-invasive. Other parameters were discussed, and Dean read the full position statement.

### **Director Comments**

Debbie mentioned that the specialty act for the Rodeo this year has not yet been sponsored. Debbie requested that \$4,000 of the Fair Foundation sponsorship be given to pay for the 2023 specialty act. Wes motioned, and Phil seconded. All approved. No discussion.

Dean confirmed that the Miller money was received for the 2023 Fair and the \$20,000 sponsorship from Fair Foundation.

The Roxann Harris Charity Foundation is set to match \$1,000 for the Royalty scholarship money.

Hayden discussed entering placings and volunteer needs. Individual superintendent meetings are continuing through June. Hayden reminded the Fair Board to be mindful of incidents during the Fair and mitigate issues appropriately. Hayden requested that all incidents be passed up the chain if further attention is required. Superintendents and 4-H kids are educated to find a Fair Board Director to respond to any issues.

**Adjournment at 7:42 PM.**

**Next Meeting: July 20, 2023**

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

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.