



**DOUGLAS COUNTY FAIR BOARD**  
**THURSDAY, SEPTEMBER 21, 2023**  
**JAMES R. SULLIVAN EVENTS CENTER CONFERENCE ROOM**  
**MINUTES**

Dean Elliott- Chairperson called the Douglas County Fair Board meeting to order at 6:30 p.m. on September 21, 2023. The meeting was held in the James R. Sullivan Events Center Conference Rooms. The Pledge of Allegiance was recited.

***Board Members Present:***

*John Adams*  
*Pat Candelaria*  
*Scott Candelaria*  
*Dean Elliott*  
*Sarah Fischer*  
*Tom Harris*  
*Wesley Jacobs*  
*Debbie Mills*  
*Dr. Phil Riesselman*  
*Pat Salazar*  
*Hayden Schmidt*  
*Pam Spradlin*  
*Lora Talbert*  
*Rob Tkach*  
*Gary Turner*  
*Lisa Turner*

***Associate Members Present:***

*Nick Candelaria*  
*Dick Sabulsky*  
*Jean Sabulsky*  
*Lori Sorenson*  
*Ted Sorenson*

***Other Guests Present:***

*Tori Checkal*  
*Mercedes Glenn*

***Staff Members Present:***

*Laurie Anderson*  
*Zach Burns*  
*Clay Gysin*  
*Teresa Kutt*  
*Michelle Mannes*  
*Tori Thelen*

***Board Members Absent:***

*Jennifer Foss*  
*Arlie Gordon Jr*  
*Gabriel Ryan*

***Associate Members Absent:***

*Ben Alderton*  
*Matt Coyle*  
*Deb Dilley*  
*Josiah Fredericks*  
*James Jamison*  
*John Holst*  
*Chayce Lutz*  
*Laura Martin*  
*Scott McHenry*  
*Kyle Moore*  
*Patti Russell*  
*Todd Spencer*  
*Chris Spyke*

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

**Public Comment:** No public comment.

**Approval of Last Meeting Minutes:** Gary moved to approve the September minutes. Scott seconded. All approved.

**Treasurer's Report:** Wes briefly overviewed the 2023 Fair & Rodeo expenses and revenue. These numbers are very close to the end budget for the 2023 Fair & Rodeo, with a few things to still come in the remainder of the year. Wes also reviewed the 2024 Fair & Rodeo budget requests. Several requests are one-time only and will need to be requested again for 2024 including Rodeo purse money, additional Farm to Table Expenses, and some Marketing expenses.

**Consent Agenda:** Hayden motioned for the item regarding Mutton Bustin in Guest Services to be removed. Sarah seconded. No discussion. All but Scott Candelaria approved.

**Entertainment**

- The committee felt the bubble show, tower, and magician were not a valuable investment and will not ask to return in 2024
- Zach discussed the changes the BOCC requested for Farm to Table 2024. The BOCC has requested a traditional brunch menu and an earlier start time. Farm to Table also needs to be a net 0 event
- Sarah to delegate tasks to the committee to begin researching and receiving quotes for new entertainment in 2024

**Guest Services**

- The committee received positive feedback from volunteers about the culture and friendliness of the Fair & Rodeo
- The committee felt Offero was easy to use for users and a survey for volunteer feedback was emailed
- The committee discussed the opportunity to offer a virtual orientation in 2024 and to schedule the volunteer orientation closer to the Fair & Rodeo
- Rodeo recommended that the guest services committee own Mutton' Bustin moving forward

**Marketing**

- The committee felt Versatility did not meet the goals presented in scope and recommended the bid go out again for 2024
- The 2024 poster was discussed, and the committee to present ideas at the November meeting
- The committee would like the sponsorship brochure ready by January 1

- The 2023 souvenir program was profitable due to higher advertising prices and scaling back the page count in the book

**Rodeo**

- The committee received positive feedback about the rodeos, including the Exceptional Rodeo.
- The committee will investigate online entry options for Hometown Rodeo.
- The committee tabled the discussion of renewing contractors for the October meeting.

**Livestock Sale**

- The committee reviewed the pros and cons of the Livestock Sale.
- The committee recommended having IT Staff on call on Saturday after the sale to help with any reconciliation concerns.
- The committee wants quotes for hats, catering, and photographers.

**Show Management**

- No September meeting. The committee asked each Superintendent to fill out a survey to be discussed at the October meeting.

**Executive**

- The committee discussed pros and cons of the 2023 Fair & Rodeo.
- Reports from other groups

**Reports From Other Groups**

**FFA:** No representative present.

**4-H Youth Council:** Tori reported that no meeting was held this month, however, there will be new representatives attending the meetings moving forward.

**CSU Extension/4-H:** Mercedes let the Fair Board know that the CSU Extension Office is busy planning several educational programs for 2024.

**Fair Foundation:** No representative present.

**Regular Agenda**

**Staff Report:** Zach gave an update that the volunteer appreciation event has been rescheduled due to an unforeseen Commissioner scheduling conflict. The new date will be October 17. He asked that the Board help get the word out to all volunteers about the change and asked all Committee Chairs to resend the email to their committees with the new date.

Michelle reported that the staff is working on wrapping things up after Fair.

**Old Business:**

**2023 Fair Debrief:** Dean provided and read aloud a list of Fair wrap-up items sent to him from all Fair Board Directors. The most common themes were:

- Many improvements can be made at Sale night for our buyers to feel more appreciated, including better parking, gate security, a separate tent for the Buyer BBQ, etc.
- Parking for patrons, 4-H Families, Rodeo Contestants, etc.
- Online orientation for volunteers
- Drone show was well received
- Communication during the weather emergency was great
- Fairgrounds were clean and inviting
- More intentional signage throughout the grounds

Dean asked the Board to go back to their committees and to identify 4-5 priorities for the board to work on for 2024.

### **New Business**

**Confirm Committee meeting days and Coordinator assignments:** Zach clarified all Coordinator Committee assignments and days of meetings as follows:

Michelle: First Wednesday of the month: Show Management at 5:30 pm and Livestock Sale at 6:30 pm

Teresa: Second Monday of the month: Marketing at 5:00 pm and Guest Services at 6:00 pm

Tori: Second Wednesday of the month: Entertainment at 5:30 pm and Rodeo at 6:30 pm

Second Thursday of the month: Admin at 5:15 pm and Executive at 6:30 pm

Third Thursday of the month: Fair Board at 6:30 pm

Michelle will send out an updated list of all Fair Board Directors and their contact information to the Board.

### **Volunteer Appreciation, emails, etc.**

Dean let the Board know about an email he received regarding a censure of Commissioner Lora Thomas. This has no bearing on the Fair Board, but if anyone would like further information, they are welcome to contact him. He also clarified that Commissioner Teal is the Commissioner liaison to the Fair Board.

**Other Business:** Dean let the Board know that he met with Arlie Gordon recently. Arlie will be stepping down as a Fair Board Director at the end of his term this year. Arlie has 37 years of service on the board. John motioned to have Arlie become an honorary lifetime director on the board. Pam seconded. Dean clarified that an honorary member is a non-voting member. All approved.

**Director Comments:** Scott let the Fair Board know that Michelle Stainbrook, one of the Fair Sponsors, who owned the Stagecoach Bar in Franktown, had passed away.

**Adjournment at 7:38 PM.**

**Next Meeting: October 19, 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.