



DOUGLAS COUNTY FAIR BOARD
THURSDAY, SEPTEMBER 22, 2022
EVENTS CENTER CONFERENCE ROOMS
MINUTES

The Douglas County Fair Board meeting was called to order at 6:30pm on September 22, 2022, by Dean Elliott -Chairperson. The meeting was held in Event Center Conference Room. The Pledge of Allegiance was recited.

Board Members Present:

John Adams
Dean Elliott
Sarah Fischer
Jennifer Foss
Tom Harris
Wesley Jacobs
Phil Riesselman
Pat Salazar
Hayden Schmidt
Craig Sloan
Pam Spradlin
Lora Talbert
Rob Tkach

Associate Members Present:

Gary Turner
Lisa Turner
Jean Sabulsky
Dick Sabulsky
Kyle Moore
Patti Russell

Staff Members Present:

Laurie Anderson
Michelle Bartlett
Clay Gysin
Tim Hallmark
Luanne Lee
Stefanie Hawkins

Other Guests Present:

Cindy Duckworth
Tori Checkal

Board Members Absent:

Pat Candelaria
Scott Candelaria
Debbie Mills
Gabriel Ryan
Ben Alderton
Arlie Gordon

Associate Members Absent:

Monty Anderson
Barry Borges
Matt Coyle
Deb Dilley
John Holst
Chayce Lutz
Laura Martin
Scott McHenry
Shawn McWhorter
Jessica Smith
Todd Spencer
John Woodrick
Philip Woodrick

Staff Members Absent:

Guinevere Nelson
Sonia Ormsbee
John Murgel

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

No public comment

Approval of Last Meeting Minutes

Pam made a motion to approve the August Fair Board minutes with - Hayden seconded, amending the consent agenda on Marketing to the following: "The Committee would like to RECEIVE from each committee their top three marketing priorities for 2023."

Approved with no further discussion.

Treasurer's Report

Wes covered 2022 Fair Budget recap, stating \$607,505 total in expenses to date with a few details to be adjusted and looking to lock in final numbers by October meeting.

Dean gave credit to the group stating, "to grow this Fair and to be known as a top Fair & Rodeo in this revenue category is a success to those around the table".

Consent Agenda: Phil asked to remove the Associate Member nominations from the Consent Agenda.

Executive

- A new committee meeting scheduled is to be proposed at Fair Board
- Discussion of the three big initiatives for 2023 will be discussed at the October meeting

Entertainment

- The committee discussed pros and cons of 2022 entertainment
- Next month the committee will bring new ideas for 2023

Guest Services

- The committee discussed pros and cons of 2022 volunteers and ticketing
- The committee would like to start earlier to recruit volunteers for 2023

Livestock Sale

- The committee discussed pros and cons of the 2022 Livestock Sale
- The committee recommends the following Associate Members to the board for 2023: Nick Candelaria, Kyle Moore, John Holst, Patti Russell
- The committee recommends the following for 2023 (64th Year): Same photographer and same BBQ for Buyer dinner
- The committee would like samples of possible shirts for all the committee – polo shirts, red, with logo

Marketing

- AMENDED - The committee would like to RECEIVE from each committee their top three marketing priorities for 2023
- The committee recommends sponsoring the PRCA Mountain States Circuit Finals again
- The committee recommends giving out less souvenir programs at the Fair and trying to distribute more ahead of time
- The committee recommends moving forward with the same overall design for 2023 but changing the overarching colors

Rodeo

- The committee discussed pros and cons of the 2022 rodeos
- The committee would like to look at adjusting the 2023 Mutton Bustin' schedule

- The committee recommends moving forward with all of the same contractors as in 2022

Show Management

- No September meeting

Reports from other groups**Fair Foundation**

- Cindy reviewed the 2022 Livestock Educational Grant Program stating that 9 total animals were awarded, 7 of which qualified to show and 5 of which qualified for the Livestock Sale. For 2023, the program has added rabbits which will bring the total animals awarded to 12. Applications for the 2023 program are due by September 30, 2022. The Grant Breakfast will be held on November 12 at the Fairgrounds and is generously sponsored by O'Brien's Café. Attendance from the Fair Board is welcome.
- The annual Ghost Town Hoedown is set for October 22, 2022. Tickets are on sale now. Volunteer support in person is still needed and donation of Wine or Whisky for the pay to play events is welcome.
- The 10th Anniversary Party has been rescheduled to March 4, 2023, at the Osborne Ranch.
- The Cowboy Ball is set for May 6, 2023.
- Anniversary Buckles are available for purchase at \$250; Only 25 buckles were ordered with a limited number remaining for purchase.

4-H Youth/Leaders Council

- Tori reminded the Board that Achievement Night will be in the Events Center on October 12, 2022, and everyone is invited to attend. The Leadership retreat is scheduled for October 14-16, 2022.

Regular Agenda**Staff Report**

- Michelle reported that staff is finalizing Fair items from 2022 and are beginning to work on 2023. Staff is working on submitting IAFE Awards for this year. Debbie has helped and done a lot of work on them as well. The team is also working to transfer to a new CRM software, Event Pro, for year-round events. The hope is to use the new software for Fair bookings as well.
- Luanne reported that the new Event Coordinator will start on 10/5/22 and we are excited to have her.

New Business

Phil recommended to recognize and recommend the following Associate Members to the Livestock Sale Committee for 2023: Nick Candelaria, Kyle Moore, John Holst, and Patti Russell. John motioned to approve, Wes second. No discussion. All approved.

Pam reported that Debbie asked her to pass around letter sample to thank the 2022 sponsors.

Staff presented a new Committee meeting schedule to the Board. The Board reviewed the proposed committee schedule adjustments and asked that an updated schedule be sent out to Directors for final review. It was discussed that if the committee has no agenda, no meeting will be held. If the Chair of the committee is not present and has not appointed chair to conduct meeting, the meeting will be ended after 10 minutes. Chairs are asked to communicate to committee and staff if there is a cancellation. Fair Board will continue to meet every 3rd Thursday.

John Adams stated that in past there has been a struggle with how to plan meetings for the future , so he and Michelle met to go through agendas & minutes from the past year as well as the task spreadsheet. They went month by month to decide what is due each month to create an agenda - if no items due and no agenda; no need to have a meeting.

Dean discussed the policy for standing committees from the bylaws in regards to the Administrative Committee. In recent years, the Administration Committee had not been considered a Standing Committee. Phil motioned to turn the Administration Committee into a Standing Committee – Craig seconded. No discussion. All approved for the Administration Committee to be an official standing committee.

Director comments

Dean informed the Board that the 2022 debrief will hold off until the October 20 Fair Board meeting. He requested to have committee lists of pros and cons to him to review prior to the meeting and will use this list compiled for the Board to discuss the top 3 areas to improve and focus on for 2023.

The Awards Committee worked hard in 2022 to standardize awards for the 4-H shows, they will be meeting with Superintendents between now and 10/20 to iron out wrinkles from this year. If you've heard feedback, please communicate that to the Awards Committee.

No additional comments

Meeting Adjourned 7:15pm

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.