



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, OCTOBER 12, 2023, AT 6:30 PM

EVENTS CENTER

MINUTES

Attendance: Dean Elliott, Debbie Mills, Phil Riesselman, Lora Talbert, Scott Candelaria, Pat Candelaria, Wesley Jacobs, Rob Tkach, John Adams, Hayden Schmidt, Sarah Fischer, Gary Turner, Tori Thelen, Tim Hallmark, Michelle Bartlett, and Zach Burns

Meeting

Discuss Foundation Budget requests- Dean confirmed with Tim that the 2024 Fair & Rodeo budget has been presented to the BOCC. Dean notified the committee that they would need to bring additional budget requests to the Fair Foundation if they identified financial needs for 2024. Tim said the Fair Board can request supplemental items if the Fair Foundation cannot support all budget items. Wes reviewed the budget requests, and most cover the overruns from 2023. He broke down some budget requests- 60k admin security and parking, 60k equipment, 10k marketing, 40k entertainment, Farm to Table, 40k Rodeo 38k stock contractors, 38k purse money, 13k cost of living, show management, 4k interpreter, 5k. Wes discussed the breakdown of the budget requests from the Fair Foundation. Wes asked Debbie about the cost of the Exceptional Rodeo. Debbie confirmed there will be a sponsor for the Exceptional Rodeo in 2024. Tim confirmed that he must continue to ask for the one-time supplemental requests, like purse money, year to year for approval from the BOCC. Hayden discussed the upcoming election potentially affecting their supplemental ask. Tim confirmed his budget request was submitted early due to the forthcoming election. Tim is confident that there will not be issues within the Fair & Rodeo budget from the BOCC. Dean discussed proposition HH. Tim urged the committee to educate themselves on Proposition HH before discussing it at the Fair Board meeting. Dean asked the committee if it was appropriate to discuss awareness of Proposition HH within the Fair Board. Sarah notified the committee of all the available resources to educate on the Proposition. Hayden does not feel it is the place of the Fair Board meeting to discuss the Proposition. Debbie discussed the chamber breakfast and that they announced support of the Proposition HH. Scott felt it was important to share resources with the Fair Board to help educate the committee.

Committee chair - "Except for the Executive Committee, members of each Committee will bi-annually recommend their Chair from among themselves to preside over the Committee's meetings in the same manner and for the same term as other Fair Board Officers."

Dean discussed that committee chairs should have two-year terms. The guidelines must be updated. They say "bi-annually," which is interpreted as twice a year. Pat asked who is tracking the year the committees vote. Dean confirmed they vote on even years.

"By the November meeting of each year, the chair of each standing committee shall present an annual plan of work for the upcoming year to the Directors."

John shared his plan of work with the committee. Dean is worried that the responsibilities and roles of the committees are not documented and that no one would be able to transition easily if someone new was involved. Hayden discussed the task spreadsheet and feels it represents all the committee tasks well, and he feels confident that it will be covered if someone leaves the committee. Tim asked for clarification on the staff task spreadsheet and how often it is updated and sent to the Fair Board. Tim discussed the improvement of the task spreadsheet and how it serves as a good road map. Pat feels that there are a lot of tasks that the chairs and associates do that are not included on the task list. Michelle requested that those items be emailed to staff or added to the spreadsheet. Zach discussed the staff's ongoing project with the task spreadsheet and developing a true SOP utilizing Microsoft Planner. The bi-laws state that there should be a plan of work presentation per committee annually. There was a discussion of the consent agenda. Dean discussed minutes and the purpose they serve. Dean said he feels committees lack documentation within the committees. Dean praised the Fair Board's work, making Douglas County Fair & Rodeo the premier County event of the year, and wanted to ensure we do not go backward. Tim explained that the staff is working on the task list because we are battling the same issues with communication and staff turnover. A complete task list and work plan will result in a strong succession plan. Dean discussed the commissioner's cookies and putting Phil in a situation at the Livestock Sale as an example of why details are important.

Volunteer Gathering- Tori updated the committee on the current number of RSVPs. Wes and Phil confirmed their RSVPs, and 114 RSVPed for the Volunteer Reception on October 17th. Dean encouraged directors to be sure all volunteers RSVPed for the new date so there is an accurate number. Dean expressed concerns about being prepared with food. Pat discussed that she did not think many volunteers from the original RSVP date submitted a second RSVP for the new date.

Other- John shared the Douglas County Rodeo has won the Committee Remuda award. The winner will be recognized at the National convention in December. John talked about the honor of winning among other reputable rodeos. There is also a stock contractor version of

the Remuda award. The winner receives a bronze plaque and Polaris Razor. Pat asked about the award process since Douglas County is a government entity. Tim explained the process presented to legal in accepting the award as an asset. John also mentioned the award presentation next Friday in Loveland at The Ranch. Douglas County Fair & Rodeo is nominated for the Mountain Circuit awards for Large Rodeo of the Year, Most Improved, and Best Grounds.

Adjourned 7:33 pm.

Next Meeting:

Thursday, November 9th, 2023