



**DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING**

**THURSDAY, MAY 11TH AT 6:30 PM**

**EVENTS CENTER CONFERENCE ROOM**

**MINUTES**

**Attendance:** Dean Elliott, Wes Jacobs, Phil Riesselman, Pat Candelaria, Lora Talbert, Scott Candelaria, Hayden Schmidt, Debbie Mills, Sarah Fischer, Gary Turner, Clay Gysin, Tim Hallmark, Michelle Bartlett, Stefanie Hawkins and Tori Thelen.

**Meeting**

**Staff review**

**Items Needing Attention of the Committees:** The updated ticketing report was dispersed to the committee. Volunteer needs are high on concert night as well as on the second Saturday. Guest Services Committee requested Executive Committee to help recruit volunteers.

**Volunteer Training Dates:** Proposed dates for volunteer orientations are July 8<sup>th</sup> at 10:00 am and 1:00 pm and Tuesday, July 12<sup>th</sup> at 6:00 pm.

**Mock Sale:** Pat notified the committee the full Mock Sale is on July 12<sup>th</sup> at 6 pm in the pavilion and pizza would be provided.

**Processor Commitments:** Phil discussed the processing and handling of animals. There have been no commitments from processors at this time. Broken Bones confirmed to cater a sale dinner.

**Sponsor Hospitality Event:** VIP Event for Sponsors \$2,500 Saturday night 5-8 pm. Sierra to cater the event again. Commissioners voiced concern with attendance and have requested more bodies to be present. Wendy in PR/Communications will help to spread the word to improve the turnout for the event. Fairgrounds will not be able to manage VIP or reserved parking. Dean voiced concern about the challenges of ushering VIP guests with the Rodeo ending. Conversation to extend invitations to Fair Foundation supporters. Fair Board to help shuttle attendees of the VIP platform event to the parking lot. Discussion about Frank from Potestio and his in-kind equipment. Staff is trying to coordinate a meeting with Frank to discuss

equipment location and 2023 Sponsorship. Discussion of cart availability for use. Staff confirmed the PO is written for carts.

**Workday Expectations:** Admin to hand out food tickets for Workday. Knights to provide breakfast burritos. Admin committee requested numbers from superintendents for food. Workday will be held in Kirk Hall and wristbands will be sold at the location as well. Tickets are intended to control who eats and when.

**Farm to Table (director responsibilities):** Farm to Table will need support from Fair Board for ID checks as well as ticket taking. Several directors are expected to assist with Farm to Table needs and set-up. Dean requested staff to clarify expectations for Fair Board participating and helping with the event. 12 Food vendors have been set for both weekends.

**Food Vendors:** 12 food trucks or vendors have committed to each weekend during Fair & Rodeo.

**Awards Committee:** Fair Foundation to cover the cost of banners.

**Other:** 4-H 201 is on 5/16 in Kirk Hall. Dean encouraged whoever can attend to go.

Concern that ProRodeo tickets given to sponsors are being utilized. If Fair Board takes tickets for the Rodeo, they will need to be used. Tim requested Rodeo tickets to be picked up by July 14<sup>th</sup> if being used. If no one will be using them they need to communicate to staff so there is an opportunity to sell or give to patrons who can fill the seats.

Debbie requested that sponsorship packets be completed earlier this year and sponsors must respond with their ticket selections by July 1<sup>st</sup>. If sponsors are not going to use their tickets, we are to try and sell them to patrons.

Pat discussed the premiums for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place have no traceability of money being given. Need record keeping and go back to the old way where leaders are dispersing money after the Fair.

Michelle discussed camping. First come first serve basis for camping. Camping spots are 15' wide. Camping is available for move-in the first Sunday through Tuesday when animal check-in is done. Hayden mentioned that a 4-H family started a campfire in 2022 and security allowed it. No

campfires are allowed on the grounds. No open burning fires. Rules for campfires need to be clarified and written in the 4-H paperwork.

Debbie reminded the committee of the upcoming group photo at the Fair Board meeting on May 18<sup>th</sup>.

Debbie suggested we incorporate information regarding safety and reporting at the June Fair Board meeting.

Scott reminded the committee the branding party is Friday at the pavilion at 6:00 pm.

Michelle reminded the committee that Fair Entry is open June 1<sup>st</sup>-June 16<sup>th</sup>.

Wes discussed tagging animals and that all tags need to be present, and all tagging issues resolved prior to sale.

Pat discussed the desire of parents to want to take pictures of their kids with their animals in front of a backdrop or banner with the Fair & Rodeo logo. One backdrop will be placed in Large Animal Barn and one other in the Pavilion.

Lora discussed volunteer photographers and that staff will provide planning worksheets and instructions. Lora mentioned shirts should arrive in June.

Scott announced that Craig Sloan has resigned from his director position on Fair Board.

**Next Meeting:**

June 8th, 2023

**Comments:**