



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

**THURSDAY, JUNE 8, 2023 AT 6:30 PM**

**EVENTS CENTER**

**MINUTES**

**Attendance:** Dean Elliott, Wes Jacobs, Phil Riesselman, Pat Candelaria, Lora Talbert, Scott Candelaria, Rob Tkach, John Adams, Sarah Fischer, Gary Turner, Clay Gysin, Tim Hallmark, Michelle Bartlett, Stefanie Hawkins

**Meeting:**

**Staff review**

**Items needing attention of the committees**

Michelle requested support on CSU Extension office behalf, looking for a cowboy/cowgirl for June 28<sup>th</sup> Cloverbud Camp

**TIPS certification**

Stefanie spoke on the need for additional volunteers to be TIPS Certified for ID check at events during Fair. Stefanie will share list of dates with Fair Board next week to sign up so a locked-in date can be secured to schedule an in-person class.

**Updated contact information for all Directors/Associates**

Dean discussed the importance of getting these completed and turned in

**Fair day sheets/event set-up sheets turned in to staff**

Clay spoke about the need to have turned in the Event Set Up Sheets so his team is able to accommodate all requests for set up at each event. All committees are to have completed for their events. Admin to share the sheet along with what was done in 2022 for example

**Final planning**

**Parade activities**

Dean requested the attendance of the Executive Committee at Highlands Ranch 4<sup>th</sup> of July parade.

Fair parade is planned as 2022, more details to come

### **Saturday support**

Stefanie reviewed Saturday events and volunteer needs

- BBQ - 2 needed with TIPS Certification
- Farm to Table Set Up – 3 needed for finalization on set up

### **Hometown Rodeo**

John looking for an alternative route to enter for stock contractor

4:00 PM Support needed

### **Farm to Table event**

Stefanie reviewed support needs and timing

- 9:00 am – 10 needed for support
- 10:30 am – split the 10 into separate groups for Check – In and ID Wristband duties

- 1:30 pm – 10 needed for flip of event into Sunday Sips & Samples

### **Secondary event**

Sunday Sips & Samples – 5:00 pm – 8:00 pm

- 1:30 pm– 10 needed from the flip of Farm to Table
- 4:30 pm 4 needed with TIPS certification for Admission and ID Check

### **Exceptional Rodeo**

Set with Rodeo committee

### **Poultry shows**

Michelle said no changes to operating as they have been planning.

### **Livestock move in planning and assignments**

#### **Wetting down shavings, etc.**

Move-in Sunday – reminder no security and superintendents assign Friday locations.

Hours are to be followed as stated in the Exhibitor packet

The layout of the panels for sheep will be done to size the barn correctly. The number of sheep and beef are up this year.

### **Camping update**

1<sup>st</sup> come 1<sup>st</sup> serve on camping, which opens July 3<sup>rd</sup> through July 14<sup>th</sup>

### **VIP/Sponsor activities and participation**

Tim spoke on VIP Event 8/5, inviting over 100 guests; this year the invite will go out to sponsors at \$2,500 and above.

## **Other**

### **Show Management**

600 entries to date.

Rob brought a request to Executive from a family to bring a Chiropractor on-site during Fair for Therapeutic purposes to their animals. The Executive Committee discussed proposing a position statement to bring to Fair Board next week for review.

### **Awards**

Pat reviewed the awards list not currently sponsored. She was at 4-H Leadership and spoke about the potential idea of handing out awards at

Achievement Night, so not to have awards not picked up and not put to use. Leaders will bring the idea to their councils.

**Admin**

Laura will not be at Fair Board and requested to have a reminder on tickets to be claimed by July 14<sup>th</sup> or they will be returned back into sale.

**Guest Services**

Tim spoke about the need for additional volunteers and the need for volunteers outside of County employees. Gary is pushing at Farmer Markets. Dean will ask Fair Board to ask friends and family coworkers and each have 5 people support.

Rob asked about reaching out to CSU for Alumni list to send. Pat suggested putting it on 4-H Thursday blast.

Michelle and Tim shared that at the CSU Extension Office, August 1<sup>st</sup> will have no State Representative.

**Next Meeting:**

July 13, 2023

**Comments:**