



DOUGLAS COUNTY FAIR BOARD- EXECUTIVE COMMITTEE MEETING

THURSDAY, JULY 13TH, 2023 AT 6:30 PM

JAMES L SULLIVAN EVENTS CENTER CONFERENCE ROOM

MINUTES

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

Meeting:

Introduce Zach Burns- Tim introduced the new Fairgrounds Manager, Zach Burns, to the Executive Committee.

Discuss 2024 Budget- Tim submitted the budget for 2024 and the budget request remained the same as 2023. Tim discussed that Fair Board could submit supplemental requests later. Tim discussed Douglas County's current property tax appeals. Dean discussed Fair Foundation and the opportunity to ask for more contributions for the Fair.

Master Plan- Tim discussed that staff had a follow-up meeting to discuss the market study results for the master plan. Tim said no tangible visuals have been provided at this time.

Midway Vendor and Marketplace Vendor Updates- The Knights have received their health permit and will be in the Pavilion, Kirk Hall, and Midway. The Marketplace floor plan has been finalized and signed contracts have been returned. There are 12 food vendors for each weekend including beverages, food, and desserts.

Workday- Knights to provide breakfast burritos from 8 am-11 am. Admin committee will be present at 7:30 am to distribute the packets to superintendents.

Poultry Show Confirmation- The poultry show will remain the same as last year and be closed to the public. Hayden discussed Saturday morning that the poultry will be hauled. Show management is implementing a form to give to exhibitors to serve as a release form. The exhibitor and superintendent must sign the form to track when the animal leaves.

Final Updates Before Fair

Other- Dean proposed that the Fair Board meeting on July 20th be a walkaround meeting prior to the kick-off of Fair & Rodeo. Dean asked for volunteers for Monday the 24th to support admin to assemble the packets for Superintendents and Directors. Dean discussed organizing awards and putting them in boxes to give to the superintendents. Lora said the admin will organize the awards with ribbons on the 24th. Michelle confirmed there is a webpage for jackets, and all sponsors will be recognized on the Fair & Rodeo website. TIPS training deadline on July 14th. Sunday Sips has been canceled for 2023 due to poor planning and no solidified vendors for the event. Sarah discussed the possibility of having a Fair Board Social utilizing the tent in 2024. Dean discussed the August executive meeting date. Michelle reminded the committee that, historically, we only have the Fair Board meeting in August, and all other committees meet in September. Dean encouraged us to gather in August to come together after the Fair. Fair Board meeting to be scheduled for August 17th. Shooting Sports is ongoing this weekend. Sunday there are events at Pikes Peak, and Saturday the events are at the training center in Highlands Ranch. As of Thursday, the contracts have not been signed for the concert. Tim discussed his frustrations but expects them to be completed by Friday. Tim reminded the committee that directors will receive two general admission concert tickets. The schedule was discussed, and the website version says it is tentative. The question was asked if it should be removed from the website. Staff to remove the tentative watermark. Cowboys after hours to recognize their sponsors at the sale. Tim reminded the committee that the deadline is tomorrow for complimentary tickets. All members not utilizing the tickets need to notify staff so they can be given away or sold. Tim discussed honoring Monty Anderson by placing a small plaque on the in and out gate. Michelle discussed paperwork for exhibitors. Exhibitors are required to turn in their sale reference forms which were in the exhibitor packet. Phil encouraged Hayden to work with Robin to coordinate rabbits leaving with poultry. Pat discussed awards, and Michelle said Kiana Creek offered to pay for all unsponsored awards.

Guest Services- Gary discussed the remaining shifts for volunteers. Saturday, August 5th has five crucial shifts remaining. There are two remaining Farmer's Markets- Show Management and Guest Services will be hosting them.

Entertainment- Sarah discussed the bubble tower was confirmed and slashed down to three days. Sarah thanked the staff for sending contracts and covering Stef's responsibilities.

Rodeo- John discussed that the open entries closed last week, and 1000 more tickets have been sold compared to the same time last year. Hayden discussed that Mutton Bustin' sheep should be picked up earlier rather than later.

Show Management- Rob reminded the committee to support the horse shows on Sunday, July 30th.

Admin- Shirts and jackets will be distributed at the next Fair Board meeting. Lora requested that the committees need to submit their event planning worksheets. The administrative committee offered to support placing needs for Hayden and show management. Hayden discussed that he would send out a signup sheet. The Director buckles will be here as soon as possible. There is a chance that they will arrive after the Fair & Rodeo.

Livestock Sale- Shirts are expected early next week. The Livestock Sale backdrops were delivered to the Fairgrounds. Michelle confirmed that volunteers can park behind the Pavilion.

Marketing- Debbie discussed that the Souvenir Program was profitable this year. Pam's efforts were recognized and applauded. Debbie notified the committee that \$300,000 had been donated in sponsorship money for 2023.

Next Meeting:

Thursday, September 14th, 2023

Comments: