



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

**THURSDAY, JULY 15, 2021 AT 6:30 PM**

**EVENTS CENTER CONFERENCE ROOMS**

**MINUTES**

**Meeting**

**Attendance:** Luanne Lee, Michelle Bartlett, Allison Paul, Tim Hallmark, Jennifer Foss, Lora Talbert, Pam Spradlin, Gabe Ryan, Phil Riesselman, Hayden Schmidt, Ben Alderton, Craig Sloan, Debbie Mills, John Adams, Wes Jacobs, Dean Elliott.

**Staff Updates**

**Clay:** County Fleet and Facilities staff will be onsite in quadrants as supervisors to help.

**Michelle:** We do have a Carnival confirmed, discounted wristbands will be on sale in the office until Thursday, August 4<sup>th</sup>.

**Tim:** A 4-H exhibitor with a hearing impairment requested an interpreter for Fair activities. We were able to schedule one to be here her first show and will confirm interpreters for the other shows. We are also working to confirm what we need/can provide in the future.

**Committee updates**

**Admin:** Pam reported that they are folding volunteer shirts, collecting event planning worksheets and access sheets. Ticket requests and badge orders are due. There will be a food truck on work day for the volunteers.

**Livestock Sale:** Phil reported that the Mock sale was last night and provided lots of insight. Everyone will have to register online even if they are attending in person or if they have been a bidder in the past. July 23<sup>rd</sup> is the deadline for the kids to upload their photos.

Hayden reported that some 4-H exhibitors have asked how they can find a list of emails for past buyers to invite them. Recommendation was for kids to keep addresses after each year of their buyers.

**Marketing:** Debbie reported that we have an ad running in the Cheyenne Frontier Days Magazine. There is billboard on I-25 by Larkspur, and the bus stop signs are up. There have been 52 scans on the sidewalk stickers. All media contacts for Fair will need to check in at the office to get press badge, signa waiver agreeing to chare photos and be escorted to location. There will be a VIP reception on the platform stage on Saturday night for high level sponsors.

Dean reported on the business meetings with Commissioner Laydon. Debbie, Scott and Dean have attended and brought in volunteers, and almost \$50k in sponsorships.

**Rodeo:** Craig reported that loose ends have been tied up.

John reported that the Cowboy Channel App will be livestreaming the Rodeos.

**Entertainment:** Carnival Floorplan is needed to confirm layout for other entertainment. Mark will need \$200 for the chuckwagon. Trying to find open times for Rodeo Clowns to perform on stage during Fair.

**Show Management:** Ben announced that we have a last-minute change for a judge. Hayden reported that all awards have been sponsored.

**Guest Services:** Gabe reported that volunteer orientation will be held on July 17<sup>th</sup>. The committee is aware that their golf carts and drivers may be needed for shuttles for the livestock sale buyers, VIP Receptions on Saturday and Wall of Honor on Sunday.

**Other:** John requested that the Executive committee look at moving Fair Board to the 4<sup>th</sup> week of the month in 2022 so all committee meetings can be held before the Executive Meeting.

Pre Fair events require support from Fair directors- Boots and Brews and the Fair Parade.

**Next Meeting:**

August 12, 2021

**Comments:**