

The regular meeting of the **Douglas County Fair Board Executive Committee** was held on **February 11, 2021** at 6:30 p.m., in Kirk Hall on the Douglas County Fairgrounds in Castle Rock, CO; the Chairman and the Secretary being present.

Executive Board Members present included:

John Adams, Rodeo Co-Chair
Scott Candelaria, Vice Chairman
Dean Elliott, Chairman
Wes Jacobs, Treasurer
Debbie Mills, Marketing Co-Chair
Phil Riesselman, Jr. Livestock Sale Co-Chair
Craig Sloan, Rodeo Co-Chair
Hayden Schmidt, Show Management Co-Chair
Pam Spradlin, Secretary and Past Chair
Lora Talbert, Entertainment Chair

Executive Board Member Absent were:

Ben Alderton, Show Management Co-Chair

Staff present included:

Tim Hallmark
Luanne Lee

Chairman, Dean Elliott opened the meeting by going around the room for quick updates

Entertainment - Lora reported everything is all good with Entertainment

Treasurer's Report - Wes states that the Treasurer's report will be provided for Fair Board meetings

Rodeo - states stock contracts are out

Jr. Livestock Sale - Phil reports the Sale is in good order, will be some training for the on-line portion

Show Management - Hayden reports that work is still in process to finalize some judges

Budget question - Scott asks if the budget is ever checked. Tim states that he and Luanne are held responsible for the Fair budget legally and for insurance reasons. County has a due process. There will be an expansion online items shown moving forward.

Sponsor update by Debbie: Castle Rock Autoplex and Independent Bank are on board

Dean asks everyone to think about each of us being responsible for 2 new Sponsors. We can contact the Sponsor directly or give the contact over to Debbie for our reach.

Old West Town report by Lora and Debbie

Chuck wagons are in

Indian Dancers

Petting Zoo, Pony Rides, Barrel Train

Tuff Sheds, storefronts to be made by Scott Candelaria. Somehow make to store in the small animal barn with an 8' door. Tim states that the county prefers to store these storefronts for future use

Debbie's outhouse

Farmer's Market including Mountain Man

Use numerous hashtags on Social Media for advertising

Feast at the Fair

Debbie reports that she, Dani, Mark and Cindy are on the Fundraising Committee and are excited to work on this event. Having the event on Hometown Saturday to bring in a different clientele. If you know of Human Resources type help, let them know.

Friday & Saturday night concerts

Scott Durland is willing to share information and is amiable to work with us.

In the past, ticket sales have paid for the talent and liquor sales are where his profits come from. Fair has provided a free event site along with absorbing expenses on clean up, extra porta potties, staff for ticket sales and taking tickets and security

Commissioners are not currently big on having a big name talent

We will put on a Barn Dance Saturday night – it's on us!

Entertainment/ Lora reports:

A package is being put together with Gina's company

No barn dance Friday but a band on the Midway after the Rodeo

Barn Dance in the Indoor Arena on Saturday starting at 9:00 pm following the rodeo. \$5 entry fee.

Perhaps move Buckstein to Saturday night

Narrow Gauge is lined up for Saturday afternoon on the midway

Phil comments that the Band on the Midway around the Sale time competes with the Sale for sound

John Adams agrees that the same thing has happened during Rodeo performances

Discussion followed to use the portable stage farther South for bands

Decision: Let Scott Durland know that we will move forward on our own for 2021.

John Adams requests that if there is no big concert on Saturday that the Rodeo performance be moved back to 7:00 pm with the dance beginning at 9:00 pm

Vendors would need to stay open one hour after the rodeo lets out to drive people through the events center on their way out.

Phil states that historically concert production is about half what the band costs. We need to decide as a Board if we want to continue to grow the Fair or what direction we want to go

Tim states that tri-County anticipates groups of 500 by Fair time. That is basically what we did last year.

Administration Committee

The more we grow, this Committee could take on issues that come up and have to happen, chase things down and work with County Staff as needed.

Discussion:

Explore having an Administration Committee to coordinate getting support staff

Committees could hand off any extra tasks/research needed

Sub Committees volunteers currently are passionate

Old Administrative Committee tasks were:

Form Nominating Committee for new Directors

Rules

By-Laws (Policies and Procedures)

Apparel

Golf Carts

Could help sort awards and update Superintendent books

Luanne will think about what this Committee might help staff with and John Adams will think more about what the old Committee might have done

Bring discussion back in March

Budgeting Process

The 2022 Budget will submit in June of 2021

Staff will provide the line item detail that Dean has requested

March and April will have discussions to adjust budget, be proactive, get ahead

Dean asks how we best do this Work Sessions with Staff?

March - hold an Educational Work Session discussion to get on the same page with the process

April – take to the Committees

April and May – Roll it all together

Tom's input: Come in with a wish list, prioritize, justify, go in with everything – a forecast

Capital improvements compete with improvements in the entire County

Operating Budgets stand alone for approval

Dean will work with staff for one meeting in March , take to Committees, another meeting in April

Other

Tim would like a clarification on communication – what is wanted from staff

Dean has concern on the Revenue Committee meeting. He had in mind what the purpose was and what was to be worked on. John reached out to Synneva and that was not fair to Synneva.

Dean wants a team. Fair is to be directed by an Executive Committee. Work through committees.

Chairs are to inform Dean about what is happening

Tim states that phone calls, text messages and emails are not going to all concerned.

Tim would like to know if a follow up email to Dean and Scott is wanted? There is a need for a consistent method of follow up communication.

Scott states that COVID is making things worse

Should be able to reach out to staff and have a consensus of what is being done. We all have the same goals.

Staff keeps having conversations with Chairs who should know the info

Tim asks if staff should email updates to the Executive Committee as a group.

Pam reports a response when calling staff about doing a Save the Date postcard for Phil and being asked why Phil did not call

Luanne stated that the issue is how Chairs need to better communicate with Dean.

Luanne also requests that communication happen between normal hours – 8:00 am to 5:00 pm

OK to make calls and leave messages so that staff can work ahead if needed.

Tim asks now that we have Co-Chairs, who will be the main contact person.

The need is to change the uncomfortable communication.

The Meeting Adjourned around 7:45pm

Notes provided by:
Pam Spradlin
Secretary to the Douglas County Fair Board
February 18, 2021