



## **Routt County Fair Advisory Board**

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### **FAIR ADVISORY BOARD AGENDA**

**May 11th, 2022 ~ 6pm**

**Routt County Exhibit Hall – Hayden**

#### **Call to order:**

1. Attendance: roll call
  - A. Present:
  - B. Excused Absent:
  - C. Unexcused Absent:
2. Approval of minutes:
  - A. Discussion:
  - B. Decision:
3. Accounts Payable Review –April 2022
4. Correspondence: None

#### **Guests/Standing Reports**

5. Commissioner Tim Redmond –Question and Answer
6. 4-H/CSU Extension Report:
7. Coordinator Report:
  - A. RV Reservation software -Adventure Office
  - B. Luminare-cannot provide 14K package at this time
  - C. Print Bids
  - D. Busy with website updates, sponsorships, event/activity budget, camping, fair book, ads, contracts
  - E. United Way Day of Caring – arena railing painting project- will know May 16<sup>th</sup> come out May 18<sup>th</sup> 9am-12pm
8. Maintenance Report:
  - A. MPB
  - B. Working the outdoor arena
  - C. Working on drainage
  - D. Backflow preventer installed and water is on
  - E. Weigh-ins
9. Master Plan
  - A. MOU/IGA – Attorney request
  - B. Arena railing, design is finalized and received pricing
  - C. Entry way-contact potential contractors/Joe working on RFP
  - D. Internet- looking at YVCF and YVRA for grant funding, Ag Stimulus

#### **Unfinished Business**

1. 2022 Fair schedule
  - A. Discussion:
  - B. Decision:
2. Fair Logo
  - A. Banners design approval
3. Event/Activity Budget
  - A. 2022 Budgets due (March 9<sup>th</sup>)
  - B. Will distribute general sponsorships to offset events/activities that need it.
4. 2022 Fair Book Text
  - A. Review, distribution: hope to completed draft with designer by the 15<sup>th</sup> and have final done by 20<sup>th</sup>. Back from printer by Middle of June.
  - B. Final text and AD's due now.
  - C. Still need
    - i. Memorials
    - ii. Ads/sponsors
5. Event budget Sponsorships updates and FAB assignments
  - A. Discussion: **Need all complete by this Wednesdays meeting.**

- B. Decision:
- 6. 2022 Beer Garden
  - A. Discussion: Trying to get all of the fairgrounds as a designation. Reaching out to Hayden PD after receive response from Kevin Booth.
  - B. Additional beer trailer needed. Can't move trailer after sale.
  - C. Decision:
- 7. Fair Camping
  - A. Reservations: Will open June 15<sup>th</sup>
- 8. Buckle Orders
  - A. Discussion: Due April 15<sup>th</sup> to Tina update
  - B. Decision:
- 9. T-shirts
  - A. Discussion: color, vendor (chaos ink last year), total shirts needed
  - B. Decision:
- 10. Food Vendors
  - A. Discussion:
  - B. Decision:
- 11. Fair Book Print Bid
  - A. Discussion:
    - i. Recommend Litho based on price
  - B. Decision:

### **New Business**

- 12. Volunteer Meals
  - A. Discussion: need final count by 6/8/22. Add people for Saturday? Security, event staffing.
  - B. Decision:
- 13. Security
  - A. Discussion: Requirements for Saturday?
  - B. Decision:
- 14. Payouts
  - A. Will need list or vouchers by July 13, 2022
- 15. Bonfire Entertainment
  - A. Discussion:
  - B. Decision:
- 16. Insurance
  - A. How has it been done in the past? Need for each event?
  - B. Working on waivers

### **Standing Reports**

- 1. Demo Derby: DJ?
- 2. Budget:
- 3. Fair Book:
  - A. Memorials: Louise Haslem, Nancy Stahoviak any others that tie to fair?
- 4. Open Horse Show:
- 5. Arena Events: Mini Bronc move to Sunday. Added money/payouts?
- 6. Large/Small Animals:
- 7. Home Arts: Need Judges
- 8. Midway and Camping:
- 9. Entertainment: Ned LeDoux, hotel, food, and production wants to talk to his management. Need generator. All day stage set up.

### **Adjourn:**

**COMING UP - Fair Advisory Board Meeting: **MAY 11,** 2022, 6:00pm HAYDEN-EXHIBIT HALL**

NOTE: All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners' Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request at least seven business days prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.

