

## Archuleta County Fair Board

### Meeting Agenda

**Wednesday, June 11, 2025 @ 6:00pm**

In person meeting at the CSU Extension Building, 344 Highway 84, Pagosa Springs

- A. Call meeting to order
- B. Welcome and Introduction of Guests
- C. Roll Call (quorum = 5 of 8)
- D. Special Items (not on agenda)
- E. Minutes – May 14, 2025
- F. Treasurer’s Report
  
- G. Committee Reports
  - Entertainment/Music
  - Entertainment/Other
  - Exhibit Hall & Quilt Program: 1)Homemaker Gift (or just monetary), 2)Create Certificates Honorees
  - Livestock Liaison
  - Rodeos: 1) Friday Night TEWTP Rodeo; 2) Saturday Bulls/Broncs Rodeo (time change?); 3) Sunday Kids Rodeo
  - Royalty: 1) Fair Book Write-Ups for Princess and Jr. Princess
  
- H. Old Business
  - Fair Poster
  - Fair Promotion Day (Royalty and 4-H)
  - Ranch Brand Mail-out
  - Sign-Up Genius
  - Advertisement Write-Ups
  - Parking Lot Assistance Status-San Juan Rangers
  
- I. New Business
  - Set up the Board members’ Daily On-site Time/Work Schedule (which days/times will you work, what needs to be done, who can be your backup)
  - Finalize Daily Schedule of events
  - Plan Work Session to finalize Pre-Fair Work Activities 1) Shirts/Name tags/Blank volunteer work schedules; 2) Create Certificates for Pie Eating Contest winners; 3) Print Cash Out sheets for Sales at Events; 4) Print/Laminate required Signage; 5) Layout for Vendor Trucks/Booths; 6) Layout for Exhibitor tables
  - Budget: Work on next year’s budget
  - Community Service Workers: Coordinate dates/times needed with CSU (Terry Schaaf)
  - Contract/Seasonal Labor: Obtain needed forms. Advertise last two weeks of June; Interview first two weeks of July
  - Ask 4-H Coordinator for 4-H Stories from any graduating 4-H seniors
  - Fair Book: Print or Email link Piecemakers Quilt Guild, Pagosa Stitchers, CSU Office, Quilt Show July 4<sup>th</sup>
  - Flowers-Royalty: Order for Queen, Princess, Junior Princess
  - Parking: Talk with Mounted Rangers and/or Sheriff’s department about Parking; Schedule help
  - Southwest Ag: Contact for Loan Golf Carts and Shuttles (to be delivered Mon-Wed the week of Fair)
  
- J. Next Meeting – Plan additional meetings in June and July to complete specific tasks?

**2025 Fair Meeting Dates:** June 11 July 2, 9, 16 August 13 September 10 October 8

**2025 Fair Dates:** Thursday, July 31 – Sunday, August 3

**2025 Quilt Registration & Entry:** Friday, July 25; 10:00am – 2:00pm Exhibit Hall (East entrance)

**Quilt Judging:** Saturday, July 26

**2025 4-H Dog Show:** Saturday, July 26      **4-H and Open Class Horse Show:** Saturday, July 26

**Gymkhana:** Sunday, July 27

**2025 Volunteers Dinner and Meeting:** Wednesday, July 23