

**Teton County Fair Board  
Regular Meeting Agenda  
Fair Office – 305 West Snow King Ave  
Monday, February 12, 2018 – 5:30p.m.**

*PLEASE SILENCE ELECTRONIC DEVICES DURING THE MEETING*

**I. CALL TO ORDER**

**II.** Marybeth called the meeting to order at 5:32pm

**III. PRONOUNCEMENT OF QUORUM**

A. Gary Hardeman, Thomas Smits, Peter Long, Marybeth Hansen, Adrienne Ward, and Lauren Long present.

**IV. APPROVAL OF MINUTES** for meeting dated January 8, 2016

A. Motion to approve minutes made by Marybeth Hansen. Seconded by Gary Hardeman. All in Favor. Passes Unanimously.

**V. PUBLIC COMMENT**

All (20 mins)

A. Maureen Murphy – JH Lodging Tax

- i. How taxes are spent raise awareness
- ii. Feedback: How can we help you spread the word? Get a booth at the grassy area during fair week.
- iii. Most of the money is going to events in town 60% goes to winter off season months help businesses level season months with high tourist flow. Ballot for a tax increase this year. Cross section of events that help the community all around.

B. B. Amy Wilson – 4 -H

- i. Helping with the fair this year. Would like to know what the fair board covers budget wise. Last year's budget \$15,000 for judges, photographer, mileage, lodging, supplies and shadings. Will discuss with Lauren.
- ii. Last year's fair – feedback where campers were located was a great area to camp. Maybe make trailer spots a little wider.
- iii. How can we fix the pig watering system? 6ft tubes are a problem for 4H users. Would like to go back to the old system this year. Rubber mats or wire? They prefer wire for cleaning. A lot of new 4H juniors this year. Catch a calf promotion – get a sponsor for a calf for kids who can't afford it; then raise as your 4H calf. Biggest problem is a place them to keep the calf.
- iv. Would like to know how much space will go in the fair book for 4H. Marybeth will get back to her.
- v. Educator position available but are 4<sup>th</sup> county in Wyoming looking for an educator. Have gone through quite a few, wonder what the reason is seems to come down to housing issues. Need to hire someone local.

**VI. UNFINISHED BUSINESS**

**VII. None**

**VIII. NEW BUSINESS**

ALL

(145 mins)

a. Fair Vendor Set-Up/Placement (**Gary, 30 Mins**)

- i. Been working on the grassy arena 39 vendor spots, stage towards carnival about 40 feet for that. Steer show goes inside. 4H will not have a place to feed that will be near the outdoor arena. Exhibit hall as a tent inside pavilion. Electrical work to be stopped. Big top by office. Nothing in the exhibit hall and grassy area near that. Put up a fence and charge commission if they don't have to walk across the street anymore. Horse and steer show in the grassy area while vendors in the same area. May generate larger populous. 20 feet for vendors 200ft north to south at grassy area. Stage 40ft on the west of the grassy area, vendors start at end of stage. Differential booth prices for primes spots. 3 Panels for Electricity at the grassy area. 200 x 130 grassy area. 12x12 per vendor.
- ii. 2 concessions – Merry Piglets and Church group could use them. \$5000 to use. Does the Rodeo Concessionaire have a concession rights in contract or he can pay for the space?
- iii. Beer tents must be confined to one area. As per the beer permit.
- iv. Fair vendors – cisco foods
- v. Big top in pavilion where white horse social will be. Livestock auction dinner in same place.

- vi. Hopefully we get the tennis courts and baseball area back.
- vii. Gary motions to vote to move all fair activities to the north side of the road. All in favor. Passes with unanimous vote.
- viii. Invite Rodeo Concessionaire and the attorney to next board meeting to discuss concession stand during fair week.
- ix. No fryers unless in confined space.
- x. Motion to get staff to get electrical bids
- b. Vendor Letters **(Emily, 10 Mins)**
  - i. Tighten up the letter, include new areas. Peter will edit the letter.
  - ii. Vendor fee stay the same for this year and add the concession fee in there.
  - iii. Add concession stand areas in the arena
  - iv. Frying oil stipulation should be added to the rules
- c. Sponsor Letter Packets **(Marybeth/Emily/Peter/Gary, 20 mins)**
  - i. Draft for letter packets in process by Emily.
  - ii. Master list for letters to be sent to via mail then hand delivered if necessary
  - iii. Need new sponsors divvy up a list and have people sell them.
- d. Selection of Hotels **(Board, 15 mins)**
  - i. 4H will talk to their judges. We are not paying for the big top act, or Rodeo announcer
  - ii. Speak to mountain modern hotel, or any other economy hotel.
  - iii. 3 double bed and 3 king room for 2 nights each – for concert.
- e. Review Electrical Scope of Work **(Board, 15 mins)**
  - i. Remove fiddle contest
  - ii. Looks good.
- f. Review Parking Scope of Work **(Board, 15 mins)**
  - i. Peter motions to change the hours for parking Change Wednesday 4pm to 10pm for parking duties; Thursday 11am to 9pm; Friday 11am to 9pm; Saturday 7am to 9pm, Passes unanimously.
- g. Review Graphic Designer Scope of Work **(Board, 15 mins)**
  - i. Brochure, posters, and possible digital promotions for the night events
- h. Hughes Production Meeting **(Lauren, 5 mins)**
  - i. Need to discuss the budget with them.
  - ii. Meeting with Lauren and fair board member to discuss. Feb 20<sup>th</sup> or 21<sup>st</sup>
- i. Budget Status **(Peter, 10 mins)**
  - i. Reduce fair fees in the budget
  - ii. Increase booth revenues
  - iii. Keep costs down little numbers add up
  - iv. Keep 4H budget at same amount– Speak to Amy
- j. Set Special Meetings **(Emily, 10 mins)**
  - i. FY19 Budget Review – Due Feb 23<sup>rd</sup>
  - ii. Big Top Talent Review – 5 local musicians due Feb19<sup>th</sup>
  - iii. Next meeting February, Monday 26<sup>th</sup> at 5:30pm

## IX. SPECIAL COMMITTEES

### UPDATE

ALL (20 mins)

- a. Exhibit Hall **(Marybeth)**
  - i. Meeting to review Fair Book entries
- b. Free Acts **(Board)**
  - i. 5 local acts have submitted applications
- c. Queen **(Marybeth)**
- d. Horse Show **(Marybeth)**
  - i. Need to give budget
- e. Scholarship **(Select Committee)**
  - i. Gary and Adrienne will do it
  - ii. Due March 2<sup>nd</sup> to April 11<sup>th</sup>
- f. Concert – Opener **(Peter)**
  - i. Jessica Garnick
  - ii. Wyo - \$1500 go for it

## X. MATTERS/ANNOUNCEMENTS FROM BOARD AND STAFF

ALL (15 min)

- a. Fair & Fairgrounds Manager Position

- b. PBR Event Request
- c. 4-H Budget

**XI. ADJOURNMENT**

- a. Motion to adjourn made by Gary. Seconded by Marybeth. All in favor. Passes unanimously. Adjourned at 8:56pm