

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

*PLEASE SILENCE ELECTRONIC DEVICES DURING THE MEETING*

**I. CALL TO ORDER**

Marybeth called the meeting to order at 5:30pm.

**II. PRONOUNCEMENT OF QUORUM**

- A. Gary Hardeman, Thomas Smits, Peter Long, Marybeth Hansen, Smokey Rhea and Lauren Long present

**III. APPROVAL OF MINUTES** for meeting dated February 8th, 2018

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

**IV. PUBLIC COMMENT**

All (0 mins)

- a. Letter from Barb Andrews and Claire Andrews regarding queen budget read by Marybeth.

**V. UNFINISHED BUSINESS**

All (60 mins)

- a. Gary motions to amend the agenda to discuss the Queen budget first. Passes unanimously.
- b. Queen – In response to the letters from Barb and Claire Andrews the board discusses the budget. Marybeth explains to Smokey why they would like to reduce the queen budget. She explains that most the money is for the entire royalty program not just for the queen. She provides the proposal given from Claire Andrews. She discusses each line item and the amounts requested. Marybeth explains why certain line items seemed unnecessary especially considering the budget. She also explains that she had a meeting with Claire and her mother regarding the money requested and explained to them that she would try her best to get the \$6600, but that it may not be possible. Marybeth explained to Claire during the previous meeting that she should not take it personally that it is simply due to budget constraints. Marybeth also offered to help Claire raise money from sponsors. The board had previously decided to give \$1500 to Claire as well as up to \$1800 to match any money she got from sponsors. Smokey questions the fall out with not increasing the budget. Everyone decides that yes, the recipients will be angry, but things need to change as it is tax payer's money they are dealing with. Gary suggests just giving it to her. Lauren indicates that there will then need to be a change in the budget. The board discusses that having her work for the money requested is good for her. Gary wanted to know when the clinic was. The clinic is on March 23-25<sup>th</sup>. If she would like the money she will have to participate in getting the sponsors herself. The board recognizes that if we raise the matching price up a little and if she gets sponsors then she will reach the 6600-dollar amount requested. The board agrees it may be beneficial to increase the amount given; They discuss whether or not to match sponsors donations up to \$2550. They then discuss buying a saddle to keep throughout the years. That way the fairgrounds would just buy new fenders for it every year. Or the queen would buy a saddle with their own money and the board would pay for the customization. The board says with the money given, Claire will need to provide receipts for clinic. The queen pageant in August. Gary motions to increase the budget to match sponsors money up to \$2550 as long as a contract is created outlining fair board expectations and is signed. Thomas seconds motion. All in favor. Passes unanimously.
- c. Volunteer Dinner and Fair Layout (4H/Lions Club)

- i. Peter and Gary explain to 4H representative what we are planning to do with the Fair layout. Things will not be near the fair building anymore, but in the grassy arena next to the pavilion. Steer show will then be held in the grassy arena. Morning rope ups will be in the same place by the outside arena. The 4H dog show could still be held at the grassy arena near the exhibit hall. 4H clogging club is out this year. No cloggers for the big top this year. 4H buyer's dinner, Lions club, and volunteer dinner while the jazz band is playing. The 4H representative approves of the new fair layout as well as the combined dinner. The board now must speak with the Lion's club to discuss their idea. Lauren will set up the meeting with them.
  - d. Big Top Schedule
    - i. Reached out to the big top performers and they are all good with the outlined schedule except Allan Morton.
    - ii. Allan Morton (Thursday/Friday)
      - 1. Can only play on Thursday and Friday. The board decided to move him to Friday at 1pm.
    - iii. Raptor Center (12-1, 4-5, or 5-6)
      - 1. The board discussed putting them outside in a booth vs in the big top. They decide to schedule them under the big top from 4-5pm every day, except on Saturday they will be on stage from 12 to 1pm.
    - iv. Discusses what other free acts they could possibly use under the big top, like high school robotics and what not. Board decided to let staff figure it out, we will speak with Kat to about her suggestions.
  - e. Vendor Letters
    - i. Need to update rules concerning open frying. Gary is meeting with Clay on March 13<sup>th</sup> to finalize the open frying rules.
    - ii. Need to update the application to get rid of the corner option for placement of vendors. The board discusses whether they should pick the vendor placement. The board has decided to let the vendors decide if they want in an inline booth or food truck.

## **VI. NEW BUSINESS**

ALL (60 mins)

- a. Review Rodeo Contract Scope of Work and Contract
  - i. Emily suggested we add an all-around buckle for men and youth. Went through document to verify the different rodeo events. They were approved. The Board discusses if they should provide the judge and the announcer? They decided to include in scope of work. 4H representative says that the judges really needed rules for team branding as there was no guided rules for judges to make informed decisions last year. Thomas brings up getting large animal vet due to the incident that happened last year. JH-Rodeo representative says that there is no local vet and they typically deal with it themselves. After discussion the board has decided to add professional large animal vet to scope of work for the rodeo. Discussion of line items regarding a secretary. They decided to also include in the scope of work.
  - ii. Fair Rodeo contract discussion – regarding the concessions at the outside arena during fair week. Remove stipulation that JH rodeo will run the concessions. Gary motions amend the contract between the fair board and JH rodeo during fair

week paragraph 4. Peter seconds. All in favor. Passes unanimously. The board decides to talk to the Wilson's about the concessions for those days. Lauren will set up the meeting Gary will be there. The board also decided to create a new and separate contract from paragraph 4.

- b. Review Graphic Designer Proposals
  - i. Looks over proposals. Suggested the high schoolers do it for free. Lauren explains we do not have time to ask for another graphic designer and this needs to be decided. The board has decided to go with the cheapest bid. Gary motions to go ahead with Michelle McCormick Lili pad creative. All in favor. Passes unanimously
- c. Review Trash Hauler Proposals
  - i. The board discusses issues with the vendor used last year. They looked over the proposals from other trash proposals. They would like to discuss in-kind sponsorship with West bank sanitation. Marybeth will talk to them.
- d. Budget
  - i. 4H
    - 1. The fairgrounds office and the 4H office were spending money without communication between offices. Lauren suggests having a liaison from the fair board to discuss spending with 4H. The 4H representative indicates that they have a handbook specifically outlining what they get money to spend for. There needs to be a fairgrounds office procedure for money given to 4H, there should be discussion. 4H representative and Fair board discuss doing away with providing shavings for 4H kids. Nothing was decided. The board decides that Emily should be the go to person for fairgrounds procedures and keeping in contact with 4H regarding spending during Fair week.
- e. Sponsorship Updates
  - i. Gary tells the board that he got Bill Lewkowitz to sponsor for \$1000. Gary has been in contact with another potential sponsor Teton gravity. He has talked to Shervin's and THL as well. Gary is still waiting to hear back from them. Marybeth went to Meridian trust, AT&T, intermountain roofing, NAPA, and many more. NAPA would like to sponsor figure 8 but would only like to pay \$3000 instead of the \$12,000 requested in the sponsor packet. Marybeth opens discussion of how to accept sponsorship money aside from how the sponsor packet outlines. They decide that any way the sponsors would like to donate money we will accept. They will be flexible. Deadline for sponsors is April 2<sup>nd</sup>.
  - ii. Motion to have a special meeting on March 26<sup>th</sup>. To discuss sponsors and bids. All in favor. Passes unanimously.

## VII. SPECIAL COMMITTEES

### UPDATE

ALL (20 mins)

- a. Exhibit Hall (**Marybeth**)
  - i. Marybeth explains that she met with Marilyn and Matt Hall to discuss the open class list for the exhibit Hall. The meeting took 3.5 hours as there was a lot of details to discuss. The exhibit hall classes will be revised as according to the meeting. The board decided to write them a thank you card for their time. The Exhibit hall users are worried about the floor in the pavilion. There was confusion

over who was to decorate the exhibit hall last year according to 4H representative. This year 4H will decorate their side of the exhibit Hall.

- b. Free Acts (**Board**)
  - i. Looking into more free acts with staff.
- c. Queen (**Marybeth**)
  - i. The board needs to set a date for the queen contest. Marybeth suggests the end of April beginning of May. They decided to make May 12<sup>th</sup> the date for the queen contest.
- d. Horse Show (**Marybeth**)
  - i. No update.
- e. Scholarship (**Gary and need replacement for Adrienne**)
  - i. Peter will replace Adrienne. Need to make scholarship selection by April 13<sup>th</sup>. They will need to set up interviews with the children. Lauren has agreed to get in contact with them. Gary and Peter will interview them next week.
- f. Concert (**Peter**)
  - i. Need to choose an announcement date for the concert. Gary suggests we announce it at the Hill Climb. Gary motions to go with the Wyo band and introduce the bands at the hill climb. Thomas seconds it. All in favor. Passes unanimously.

#### **VIII.MATTERS/ANNOUNCEMENTS FROM BOARD AND STAFF**

ALL (5 min)

- a. Fair & Fairgrounds Manager Position Update
  - i. Still need a manager
- b. Board Vacancy Update
  - i. Adrienne stepped down for her position due to health concerns.
- c. Thank You letters
  - i. To Marilyn and Matt for their hard work and time.

#### **IX. ADJOURNMENT**

- a. Gary motions to adjourn at 8:15pm. Marybeth seconds the motion. All in favor. Passes unanimously.