



**Teton County Fair Board
Regular Meeting Minutes
Fair Office – 305 W. Snow King Ave
Monday October 14th, 2019 @ 5:30PM**

****Please leave your cell phones at the front desk. ****

Mission: The mission of the TCFB is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage; uniting urban and rural communities in celebration.

Vision: The TCFB's vision is to actively engage in the pursuit and promotion of our rural and agricultural heritage, from neighborhood back yards to family farms and local businesses.

- I. Call to Order
Marybeth Hansen calls the meeting to order at 5:30pm .
- II. Roll Call/Pronouncement of a Quorum
Present: Marybeth Hansen, Matt Hall, Gary Hardeman, Deb Lutz, Tere Nelson, Steve Genzer, Hannah Bouline arrives at 5:32 pm
Absent: Peter Long, Amy Hindman
Also present: Alyssa Watkins, Sarah Mann, Rachel Grimes, Hadley Adkins
- III. Adopt Agenda
Matt motions to adopt the agenda. Steve seconds. No discussion, all in favor.
- IV. Approval of September 9th & September 16th Minutes
Tere motions to approve the meeting minutes from the September 9 and 16 meetings. Deb seconds. No discussion, all in favor.
- V. Public Comment
No public comment.

ACTION ITEMS

- VI. New Business
 - a. Updated Bylaws
The Board discusses changes they would like to see to the bylaws.

Tere motions to change “chairman” back to “chair” and to update that Deb Lutz is the Treasurer and Amy Hindman is the Secretary. Deb seconds. No further discussion. All in favor.
 - b. Stall Barn RFQ
Rachel gives a brief history of the stall barn project.
Tere moves to approve RFQ. Matt seconds. Discussion: Matt asks if the stall barn is 200 feet long, will you still be able to fit 20 10 x 10 stalls under it? Engineering designs will get more specific measurements. Stall barn will be open to the north and roof will tilt to south so snow falls in the grassy arena. Alyssa mentions that the decision maker on the stall barn RFQ is the Fair & Fairgrounds Manager, the motion is for the Board to recommend approval. Tere withdraws motion.

Tere makes a motion to recommend approval of the RFQ to Fair & Fairgrounds Manager and staff. Hannah seconds. No further discussion, all in favor.

c. Fair Internet

Rachel and Sarah met with the IT department to figure out issues encountered during Fair. IT proposed to close that access point in the Heritage Arena so that it is only available to 4-H during livestock sale; it would be password protected. Silver Star added an access point around the Fair Office. It would be possible to open it up, but the Fair Board would need to pay for it.

Matt motions to include \$1,000 in the Fair 2020 budget for free WiFi at fair. Hannah seconds. No discussion. None in favor, all opposed.

d. New Fair & Fairgrounds logo

Rachel shows the Board the tentative new Fair & Fairgrounds logo designed by Michelle McCormick.

Gary makes a motion for logo #8, but to make "Fairgrounds" bigger, "Fair" smaller and "Established in 1956" larger and bold. Steve seconds.

Discussion: Matt asks if Rachel will have to talk to Michelle again to implement changes. Yes, she will. This logo is a more general logo to use during the year when Fair is not happening; there will be a more specific Fair logo every year to use during Fair. All in favor.

e. 2020 Night Events: Concert, Pig Wrestling, JH Ninja Warrior, Fair Rodeo, Figure 8s

Fair Board discusses new options for night events at the 2020 Fair and Marybeth gives a history of the past three years of JH Ninja Warrior.

Matt motions to approve the concert, Pig Wrestling, Rodeo, and Figure 8s. Deb seconds. Discussion: Matt purposefully left out JH Ninja Warrior. Hannah, Steve, Matt, Deb in favor, Marybeth, Gary, Tere opposed; the motion carries.

f. 2020 Fair Themes

The Board discusses past and future fair themes; they agree to email Rachel their ideas for the November meeting.

Matt motions to postpone the 2020 fair theme to the November meeting. Steve seconds. No discussion, all in favor.

g. Fair Concert, put the bid out for talent hiring and hospitality

The Fair Board discusses the role JH Live has played in the past with booking and hosting talent for the Fair Kickoff Concert as well as costs associated with putting on the concert. Alyssa reminds the Board that they are able to negotiate with JH Live to bring the cost down. Sarah reiterates that, per the county's procurement policy, three quotes must be obtained for services over \$5,000.

Steve motions to have staff put together a scope of work for the concert booking and hospitality. Matt would like to amend the motion to

include a quote for the stage. Discussion: The Board partnered with JH Live a few years ago to help build the concert up again. We also need a scope of work for the concert stage. Tere seconds the original motion. No further discussion, all in favor.

Hannah motions to recommend the staff create a scope for the production equipment, sound equipment, and stage. Matt seconds. No further discussion, all in favor.

VII. Old Business

a. 2020 Fair Sponsorship Packet & Info

Staff created an updated sponsor packet for the Fair Board to review. The Fair Board discusses new price points for sponsorship levels. Tere motions to have a special meeting after RMAF to discuss. No second, motion dies.

Tere motions to move the November 11 regular meeting to November 18. Matt seconds. No further discussion, all in favor.

DISCUSSION ITEMS

VIII. 2019 Fair Budget Updates

Gary leaves at 7:28pm.

Rachel shares an updated budget from Katie Smits, County Treasurer. Alyssa mentions that a lot of the budget information will be discussed in the Board Training on October 17. Rachel and Deb will work together to provide a more detailed budget that shows every expense and not just a lump sum.

Matt notes that vendor revenue in the Rodeo Arena during night events doubled over last year's vendor revenue.

IX. Heritage Arena, building capacity increase/designation

The arena must meet the building code and the fire code. Emergency lighting and a voice automated alarm must be added to meet fire code. Egress and restrooms must be addressed to meet the building code. Staff is aiming for a capacity of 1,500 – 2,000 in order to accommodate bigger western events (4-H livestock sale, World Series of Team Roping, WY High School Rodeo etc.).

X. Fair Board Night Event Assignments/Subcommittees

- i. Concert – Peter, Steve, Hannah
- ii. Pig Wrestling – Gary, Marybeth
- iii. JH Ninja Warrior –
- iv. Fair Rodeo – Amy, Deb
- v. Figure 8s – Marybeth, Gary

XI. 2020 Big Top Tent ideas

Tere and Deb leave at 7:44pm.

The Fair Board discusses ideas for acts under the Big Top Tent including: performers from Eastern Shoshone tribe, Hootenanny, Story Slam, Steve N Seagulls, youth Hispanic dancers, Smokey the Bear, BYU Idaho Polynesian dancers, art installation, lawn games, food contests with vendors.

- XII. Matters & Announcements from Board & Staff
 - a. Fair & Fairgrounds Manager Report & Updates
WAF will have their next meeting in Jackson – next September/October.
 - b. Marybeth, RMAF Overview & Goals
Will meet with Tere and Deb before they go.
 - c. Gary
 - d. Peter
 - e. Amy
 - f. Steve
 - g. Deb
 - h. Tere
 - i. Hannah
 - j. Matt, TCF Royalty
Had first royalty meeting with Matt Hall, Deb Lutz, Judi Nickell, Sue Heffron.
Would like contest in late spring. MRW might move queen clinics to different regions and might have one in Jackson.
- XIII. Other
 - a. Fair Board Training October 17th, 3:15 – 7:15PM, County Public Works Meeting Room (Old Library basement)
 - b. RMAF in Layton, UT – November 13-16, 2019
Deb and Tere will be attending.
- XIV. Adjourn
Steve Motions to adjourn at 8:11pm. Matt seconds. No discussion, all in favor.