



Converse County Fair
Board Meeting Minutes – July 1, 2021

I. Meeting was called to order at 7:00 PM by Chairman Don Blackburn.

In attendance:

Roni Vollman – Vice Chairman
Stacey Etchemendy – Secretary – via phone
Mitch Falkenberg – Treasurer
Amy Irene – Fair Manager
Kellynne Doyle – 4-H Educator
Coley Wondra – Glenrock FFA Adviser
Jordon Renquist – Glenrock Youth Representative

Absent:

Nick Ladd

II. Minutes:

The minutes had been distributed via email and were handed out at the meeting. Roni moved to approve the minutes as presented, Mitch seconded the motion, motion carried.

III. Treasurer Report

The following bills were presented for payment:

\$23.72	Douglas Business Center – office supplies
\$410.13	Hodges Badge – Back Numbers and Ribbons
\$121.50	Hodges Badge – Pig Wrestling Ribbons & Best in Show Dog Silver Plate
\$1235.00	Corriente Buckle Co. – Fair Buckles
\$310.00	KKTY – Radio Advertising
\$1000.00	Fun on the Go – Down Payment
\$562.50	Shaner Law Office
\$138,886.88	Current Balance

Roni moved to accept the report, payment of bills and to file report for audit. Stacey 2nd the motion which carried.

Don asked Mitch to make sure that the funding from Converse County had been completed and to put in place billing for the first quarter of this fiscal year.

It had been decided at the previous meeting that the Converse County Fair Board would open a new checking account at Converse County Bank. This account will be used solely for the Jr. Livestock Market Sale.

Mitch moved that the 5 board members (Don Blackburn, Roni Vollman, Stacey Etchemendy, Mitch Falkenberg, and Nick Ladd) be signatories to the new account, and that services and equipment be acquired through Converse County Bank, attached to the new market sale account, to be able to accept credit card funds, naming Don Blackburn and Roni Vollman as the responsible parties on the application. Roni seconded the motion which carried.

A side note – buyers will be charged a convenience fee to use a credit card to pay for their livestock purchases.

Several events will require having change. Mitch will get up to \$5,000 for the week in petty cash.

IV. Last working session update:

Stacey and Nick met with Amy to assure that everything was on-track for fair. Items discussed were layout of barns, judges, livestock needs for contests etc. They did decide that the only open show classes to be offered this year would be open showmanship classes for each live animal event.

V. Fair manager update

- Amy discussed Show works entries. Amy will be training Kara Renquist on how to use the market sale portion of Showworks. Amy has a concern that the Thinkpad may not have quite enough RAM to use ShoWorks effectively.
- Amy designed a fair flyer which Tall Grass is having printed and will be an insert in the paper. The flyer has been printed and will be handed out for members to hang in businesses around town.
- Amy recorded a radio ad for the fair, Roni has a youth who will voice an ad for the market sale. Amy ask for direction and spending limit on more advertising.
- It was decided that \$1,000 would be spent on TV advertising with KCWY
An additional \$350 of advertising will be purchased from KKTY
Facebook Advertising up to \$200
Townsquare Media up to \$500
- Discussed some issues with tagged animals. Need to make families aware of the option to tag an additional family animal that could be transferred to one member if something happened to their animal.
- An FFA member's steer has lost its EID tag, we will bring Luke into getting a new tag for the animal.
- Need to get applications to 501(c3) organization who would like to have meat donated to them.

VI. Updates from 4-H/FFA

- a. Kellynne asked what are the Fair Board's expectations of her during fair. Stacey related that if she had the opportunity to help with clerking or announcing shows that this would be very helpful, but primarily the board wants the educators to have the time to work directly with the kids and the educational opportunities of fair.
- b. Static Exhibit paper has been found and provided to Amy

- c. Don led a discussion on how the Fair Board, 4-H and FFA organizations could each keep the other in the loop and asked for input on the best way to manage those situations.
- VII. Team Roping
 - a. Due to scheduling of the Quarter Horse Show at the WSF, we will not be able to hold the Team Roping Event as planned. Amy will speak to affected parties.
- VIII. Run through schedule for the week of July 17th.
 - a. We went through the show schedule and people at the meeting volunteered to assume specific duties for the shows. Amy will update the sheets and send out as a Google Doc so others can volunteer.
- IX. Start MOU for FFA
 - a. Don is working on this
- X. A working session is set for Friday, July 16 at the Ford Pavilion at 6 PM
- XI. EIN – Don completed the paperwork for the EIN as requested by the County, he sent it to the IRS and they returned the application needing an individual's name and SSN as the responsible party. Don went back to the County Commissioners and Karen Rimmer, but the next action has not been finalized.
- XII. Update on 1099 – Don is getting the formal decision from the accounting firm used by Converse County, had hoped to have it for the meeting but will be sending an email when the final decision is made.
- XIII. Contact information for citizens that want to be included: It was decided for now that the Fair will email 4-H and FFA, the educators will pass that information along to their members and will cc the board member's personal emails.
- XIV. Questions from the public – None
- XV. Next meeting – August 5, 2021 – 7 PM – WSF Board Room
- XVI. Executive Session

Meeting was adjourned at 10:01 PM