



MEETING MINUTES
MARCH 3, 2022
Fair – July 16-23, 2022

Meeting was called to order at 7:10PM by President Donald Blackburn. In addition to Blackburn, those in attendance were:

Mitch Falkenburg- Treasurer
Stacey Etchemendy - Secretary
Nick Ladd – Member
Mandy Jones- Member
Janelle Moore – Livestock Sale Committee (via phone call)
Kellynne Doyle – 4-H Youth Educator
Jessi Gates – 4-H/FFA Family Guest

- I. Minutes from last meeting *Board Secretary: Stacey Etchemendy*

Minutes had been distributed by email. Stacey reviewed minutes. Mitch moved to approve the minutes as distributed. Nick 2nd the motion which carried.

- II. Treasurer update *Treasurer: Mitch Falkenberg*

- a. As of February 28, 2022
Operating Account Balance: \$90,784.73
Market Sale Account Balance: \$100.00
1. Bills to approve - none
2. Deposits – none

Nick has brought back check #1205 in the amount of \$50 made out to the Wyoming Association of Fairs to be voided. Meeting was cancelled and another check was mailed to cover the dues amount.

Mitch moved to file report for audit. Stacey 2nd the motion which carried.

- III. Fair Manager update – See attached
IV. Update from 4-H Educator –
a. Kellynne has compiled a list of enrollment numbers. Add/Drop deadline is May 1st.
V. Update from Douglas FFA – None
VI. Update from Glenrock FFA – None

Old Business

- VII. Start on MOU for FFA - tabled
VIII. Market Sale
a. Nick met with livestock committee they went over roles, and responsibilities. Nick felt they had a lot of great ideas
IX. Set Date for May Weigh-ins – both school district calendars were reviewed, board sent out an email to educators asking if May 10th or 17th will work.
a. Weigh ins are set for May 10th, 4-7pm.
b. Stacey will contact Taylor Hepp
c. Nick will contact WSF

- X. Schedule Market Sale Meeting
 - a. Dates were discussed, board decided to move forward with June 2nd at 5pm. Stacey will contact Luke to see if we can use the FFA shop again this year.
- XI. Show Superintendents
 - a. Devonie has sent an example of what Natrona County uses for roles, responsibilities and applications
 - b. Nick will be working on preparing this for CC Fair superintendents
 - c. Superintendents still needed
 - i. Swine
 - ii. Small Animal (Dog, Cat, Rabbit, and Poultry)
 - iii. Static (Kellynne, Mandy and Stacey will work on this area in the meantime)
- XII. 2022 Fair Theme – Kellynne is going to reach out to the 4-H clubs and see if they are interested with coming up with theme ideas to be presented to the board. It was also discussed that they could help come up with the fair book cover
- XIII. Entertainment for 2022 Fair –
 - a. Still working on finalizing dates and securing acts
 - b. Steer Tripping- looking at all options to make it work because of other events happening at the WSF facilities the original date requested will not work
 - c. Mutton Busting – Don will find out who we need to contact since Ryan Stewart is no longer our contact
 - d. Team Roping – Don will reach out to Frank Eathorne and see if this is still something he would like to do
- XIV. 2022 Fair Schedule –
 - a. Steer show survey conducted at weigh ins for morning vs. evening show. Show will be pushed back one hour and held at 5pm with Cow-Belles starting at 4pm.
 - b. Pee Wee Pet show, Stacey has requested we move it to one hour before the Swine show on Wednesday evening to draw more participants and spectators
- XV. Development of Committees
 - a. Potential Committees
 - i. Entertainment
 - ii. Sponsorship
 - iii. Market Sale (established)
 - iv. Shows – Species Superintendents will establish
- XVI. Judges
 - a. Amy has passed information off to Stacey, she will send out the spreadsheet of hired/needed judges
 - b. No contracts have been signed; Stacey will look into what has been sent out

New Business

- I. Fair Manager Vacancy
 - a. Position has been advertised
 - b. Board has received two applications and will review in executive session. Once reviewed board will reach out to applicants and set up an interview time
- II. Re- Tagging animals that have lost their tag-
 - a. There have been a couple of steers that have ripped out their tags, Stacey asked if board would like these to be re-tagged prior to weighing in at fair. It was decided that the board would work to re-tag all animals prior to fair.
- III. The meeting was adjourned at 8:36 PM. Next meeting will be April 7, 2022 7:00pm at the Wyoming State Fair Board room.
- IV. Executive session began at 8:42 PM to discuss Fair Manager position applicants.



Report from Fair Manager

Amy Irene

Activities between February to March Board Meetings 2022

Financial

- Kaitlynn Winney's father is looking for her check.

Items that have been ordered, but haven't arrived:

Ribbons from Hodges Badge – to be sent to UW Extension

Checklists on 4 part carbon paper – Atlas Reproduction is printing them. They will be shipped to UW Extension when complete. There are forms for Lambs, Swine and Goats. The last 3 digits of the EID tag will need to be written on each checklist.

EID tags – have been ordered. They will be shipped to UW Extension prior to May 1st. Current in-stock EID tags are in bottom drawer of filing cabinet

Tags ordered

120 Beef Tags
120 Swine Tags
80 Sheep/Goat Tags
Include Shipping

2022 Superintendents – Nothing new

I have not gotten a response. Called today and left a voice message.

Grant for website

- No new progress

Kolton's Carnival

- Mandy and Amy met with Jody and Heather LeClair. They will let Mandy know if they want to be part of the Fair

Ask Alcohol Vendors who would like to participate in the fair

I have not completed this

Met with WSF:

Contract between WSF and CC Fair Board

Meeting to discuss the buildings and needs of County Fair 2/25/22

Attendees: Cortney C., AJ D, Mandy J, Amy I

Converse County Fair July 16 – July 23

Saturday, July 16

CCFB will take possession of the Ford Pavilion Saturday, July 16th

Dog Show, Cat/Pocket Pet Show will be held in the Ford Pavilion 7/16 – Dog Agility will be in the grass beef show ring.

4-H Static Exhibits and the Fashion Revue will be held In Fort Steele

CCFB wanted to have Steer Tripping in the Grandstand Arena 7/16 and 7/17. This was not possible because the Wyoming Quarter Horse Association has the entire Horse Area footprint rented through the afternoon of 7/17/22. Which includes all stalls, Silver Arena and the Grandstand Arena.

Sunday, July 17

WSF agreed that CCFB can have the Grandstand Arena for Tractor Pull on evening of 7/17

Monday, July 18

Horse Show – Grassy Arena for Showmanship and Halter Classes, Trail Area, Pepsi Barn Arena for Performance Classes, Silver Arena for Speed and Cattle Events. No yellow arena.

Will need to remind them to make the dirt deeper in the Silver Arena.

Tuesday, July 19

Ford Pavilion – Weigh all livestock in Beef Scale

Grandstand Arena – Family Fun Night

Wednesday, July 20

Pancake Breakfast – Hold in the Ford Pavilion either on the East side or the West Side by the bleachers.

Cornhole (TBD) – AJ suggested roping off an area of the asphalt on the south side of the Ford Pavilion, that way the food truck would be close and they would be closer to the rest of the activities.

Thursday, July 21

Ford Pavilion

Beef Show – WSF has light plants. Talk to AJ about using the light plants during the Beef Show.

Friday, July 22

Ford Pavilion

Evening Festivities – WSF is purchasing a new stage. The stage will take 6-8 hrs to set up. They will only set it up once for CCFB. It could be set up near the Ford Pavilion on the grass, but close to the

pavement. The dance floor could be set on the asphalt – if you wanted that. Would be nice to have all close to the Ford Pavilion, the food truck could stay for the evening.

Saturday, July 23

Load out of animals. WSF has portable chute, no need to borrow Smylie's chute. Add to the daily needs list and they will set it up.

BBQ / Brewfest - WSF will need to know the number of booths expected for this day. Would be best to have self contained booths. Could use the food court area, but there is limited electricity. Would need to get approval from the health inspectors.

If you want to have a concert in the main arena, would need to rent production equipment, which is about \$16,000.

The electrical upgrade to the Ford Pavilion will start in April and should be completed prior to the County Fair. This will mean more electrical drops.

Fair Board Should do a walk through with WSF early June. They would like the Daily Needs list and the Layout drawings by June 15th.

Converse County Fair
Balance Sheet
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Converse County Bank	89,988.27
CCB-6036 - Market Sale Acct	100.00
Total Checking/Savings	90,088.27
Accounts Receivable	
Grants/Foundations	
Converse County 2021/2022	54,443.50
Converse County 2020/2021	22,500.00
Total Grants/Foundations	76,943.50
Market Sale A/R	550.00
Total Accounts Receivable	77,493.50
Total Current Assets	167,581.77
Fixed Assets	
Fair Equipment	
Sound System	1,610.00
Total Fair Equipment	1,610.00
Office Equipment	1,559.25
Total Fixed Assets	3,169.25
TOTAL ASSETS	170,751.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,052.50
Total Accounts Payable	1,052.50
Total Current Liabilities	1,052.50
Total Liabilities	1,052.50
Equity	
Retained Earnings	150,036.45
Net Income	19,662.07
Total Equity	169,698.52
TOTAL LIABILITIES & EQUITY	170,751.02

4:50 PM

04/13/22

Accrual Basis

Converse County Fair

Profit & Loss

March 2022

	<u>Mar 22</u>
Ordinary Income/Expense	
Expense	
Advertising	790.00
Professional Fees	652.50
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Total Expense	1,442.50
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Net Ordinary Income	-1,442.50
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Net Income	-1,442.50
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