



MEETING MINUTES
APRIL 7, 2022
Fair – July 16-23, 2022

Meeting was called to order at 7:06 PM by President Donald Blackburn. In addition to Blackburn, those in attendance were:

Mitch Falkenburg- Treasurer
Stacey Etchemendy - Secretary
Mandy Jones- Member
Janelle Moore – Fair Manager
Alex & Sybille Smith – Guest
Cody Negri - 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. Mandy 2nd the motion which carried.

- II. Treasurer update *Treasurer: Mitch Falkenberg*

- a. As of March 31, 2022

Operating Account Balance: \$89,988.27

Market Sale Account Balance: \$100.00

1. Bills to approve –

a. Dolly's Bookkeeping (Dec. Bill)	\$172.50
b. Dolly's Bookkeeping (Feb. Bill)	\$90.00
c. Atlas Printing (Weigh-In Forms)	\$128.37
d. KKTY – (Fair Manager Pos.)	\$790.00
e. USPS (12-month box rental)	\$70.00

2. Deposits –

a. Converse County (Quarterly Pmt.)	\$27,221.75
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After transactions –

Operating Account - \$116,059.15

Market Sale Account - \$100.00

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

- III. Fair Manager update – See attached
IV. Update from 4-H Educator – None
V. Update from Douglas FFA – None
VI. Update from Glenrock FFA – None

Guests present moved to top of agenda –

- I. Ranch Rodeo –

- a. Alex and Sybille Smith along with a few other local families are wanting to put together a ranch rodeo. Details were discussed and questions answered. Rodeo will be Sunday, July 24th at 4pm. Frank Eathorne will be providing the cattle and they are also working on putting together a mutton busting event. Alex has already found a couple sponsors but is still looking to find a sponsor to add money

to the event. They will also be looking for buckle donors. The rodeo will be four events and \$300/ team. More details will be discussed as logistics are figured out.

- II. Marketing –
 - a. Cody Negri with Amplified Digital Marketing was in attendance to present a proposal requested for advertising the 2022 CCF. Mandy has been working with Cody to explain needs for marketing efforts for this year's fair. Cody put together three different levels of advertisement with a quote attached to each. Stacey moved that move forward with option two and approve spending of \$4,750, Mandy 2nd and motion carried. Don Blackburn abstained from vote due relation with contractor.
 - b. Mandy will be finishing the Converse County Tourism Board Grant application and including this in the board's request for funds.

Old Business

- VII. Start on MOU for FFA - tabled
- VIII. Market Sale
 - a. Committee is meeting this month and will bring updates to next meeting.
- IX. Show Superintendents
 - a. Nick is working on preparing the roles and responsibilities as well as a contract for CC Fair superintendents
 - b. 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)
- X. 2022 Fair Theme – Labonte Sagebrush 4-H club in Glenrock, has selected this year's theme and it is Fair-idise, Nick has started working with Western Sign and Design on a logo
- XI. Entertainment for 2022 Fair –
 - a. Still working on finalizing dates and securing acts
 - b. Steer Tripping- not going to work this year, hoping to do it next year
 - c. Mutton Busting – Yes, Kami North has been contacted and sheep will be provided by Brian Boner
 - d. Team Roping – Yes, Frank will be doing this event again this year
- XII. 2022 Fair Schedule –
 - a. Janelle is working with WSF on finalizing the schedule and needs
- XIII. Development of Committees
 - a. Potential Committees
 - i. Entertainment
 - ii. Sponsorship
 - iii. Market Sale (established)
 - iv. Shows – Species Superintendents will establish
- XIV. Judges
 - a. Janelle and Stacey will be working on contacting judges, once judges are found names will be presented to board for approval. Any board member with reason to abstain from voting will do so
- XV. Fair Manager Vacancy –
 - a. Position has been filled, welcome Janelle Moore!
 - b. Mitch made a motion to approve paying Janelle the \$20,000 allotted for this contracted position in 12 equal payments, one payment each month of the following year starting in April 2022. Payments will be submitted electronically by Dolly's Bookkeeping. Mandy 2nd, motion carried

New Business

- I. Converse County Commission Budget Review – June 13, 2022

- a. Stacey made a motion to approve an e-mail vote on budget request because it is a time sensitive document and all materials needed were not available at tonight's meeting. Budget request will be made available to the public. Mitch 2nd, motion carried.
- II. Board Position Election – tabled
- III. Show Works Training – Janelle is going to start completing a few training opportunities. She is looking at also having a member of the livestock committee who will be working the Jr. Market Livestock Sale complete a training with her.
- IV. MOU with UW Extension and BOCC –
 - a. Don met with the County Commissioners and Kellynne (CC 4-H Educator) to go over the proposed MOU document. This meeting was helpful for all parties to better understand each role and responsibility spelled out in the document to best support each other in these roles. Don provided the most recent document with any revisions made to all board members to review. Stacey made a motion to approve the document presented for signing with assuming no further changes are made. Mandy 2nd, motion carried.
- V. The meeting was adjourned at 10:20 PM. There is a working session scheduled for April 21st to working on day-to-day logistics, sponsorship, and entertainment. Next meeting will be May 5, 2022, 7:00pm at the Wyoming State Fair Board room.
- VI. Executive session - none



Report from Fair Manager
Jenelle Moore
Activities Leading Up to April 7, 2022 Board Meeting

Financial:

Met with Dolly on Tuesday, March 29th. During the meeting Dolly guided me on her expectations of the Fair Manager role and areas in need of improvement.

- Amazon Prime Video charge
- Monthly Meeting held the second Thursday of the month
- Establish working session leading up to Market Sale

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 - **Received**
80 Sheep/Goat Tags
Include Shipping

Met with WSF Leadership:

During this meeting we reviewed the Fair calendar day-by-day. There are questions arounds the following:

- (16th) Using the Vyve v. Ft. Steel Building for static events
- (17th) Will there be a Car Show?
- (18th) What facilities would we like for the Horse Show?
- (19th) Cleanup of Pig Wrestling
- (20th) Location of the Pancake Breakfast; Will there be a Cornhole Tournament?
- (21st) Is the Karnival happening; Status of Gymkhana
- (22nd) Location of Buyer's Appreciation Dinner

- (23rd) Scheduling of Concert and/or Team Roping and/or Steer Tripping
- (24th) Confirmation of Ranch Rodeo
- (General) Who to get contracts to for the Light Trees
- (General) Will the Goat Barn be needed?
- (General) Contact Tractor Supply for shavings - there was a conflict around this last year
- (General) Will a BBQ and Brewfest occur?
- (General) Plan to have facility walk-throughs and print out of facility printouts by June 3rd.

12:03 PM

04/15/22

Accrual Basis

Converse County Fair
Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Expense	
Dues & Fees	70.00
Professional Fees	128.37
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Total Expense	198.37
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Net Ordinary Income	-198.37
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Net Income	<u><u>-198.37</u></u>

Converse County Fair
Balance Sheet
As of April 15, 2022

	Apr 15, 22
ASSETS	
Current Assets	
Checking/Savings	
Converse County Bank	115,959.15
CCB-6036 - Market Sale Acct	100.00
Total Checking/Savings	116,059.15
Accounts Receivable	
Grants/Foundations	
Converse County 2021/2022	27,221.75
Converse County 2020/2021	22,500.00
Total Grants/Foundations	49,721.75
Market Sale A/R	550.00
Total Accounts Receivable	50,271.75
Total Current Assets	166,330.90
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	169,500.15
LIABILITIES & EQUITY	
Equity	
Retained Earnings	150,036.45
Net Income	19,463.70
Total Equity	169,500.15
TOTAL LIABILITIES & EQUITY	169,500.15