



MEETING MINUTES  
MAY 5, 2022  
**Fair – July 16-23, 2022**

Meeting was called to order at 7:01 PM by President Donald Blackburn. In addition to Blackburn, those in attendance were:

Stacey Etchemendy – Secretary  
Nick Ladd- Member  
Mandy Jones- Member  
Janelle Moore – Fair Manager  
Jim Dona – Guest (Sheep/Goat Superintendent)

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

Minutes had been distributed by email. Stacey reviewed minutes. Nick moved to approve the minutes as distributed. Mandy 2<sup>nd</sup> the motion which carried.

- II. Treasurer update *Treasurer: Mitch Falkenberg*
- a. As of March 5, 2022  
Operating Account Balance: \$115,866.91  
Market Sale Account Balance: \$98.30
1. Bills to approve –
- |                                      |                               |
|--------------------------------------|-------------------------------|
| a. Y-TEX Corp. (opp. Acct)           | \$417.90                      |
| b. Hodges Badge Company (opp. Acct)  | \$308.80 (award items)        |
| c. Norton (opp. Acct)                | \$582.00 (IT Security)        |
| d. Western Sign & Design (opp. Acct) | \$240.00 (Fair Logo Creation) |
2. Deposits –
- a. NONE
- After transactions –  
Operating Account - \$114,318.21  
Market Sale Account - \$98.30

Nick also presented contracts for the Mark Wills concert and Tractor pull event. Stacey made a motion to approve payment up to \$35,000 for Mark Wills and up to \$12,500 for the Tractor Pull in addition to approving and filing the treasurers report for audit. Nick 2<sup>nd</sup>, motion 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

**Old Business**

- VII. Sponsorships  
a. Janelle will work on finalizing documents to be sent out ASAP
- VIII. Market Sale

- a. Logo for Save the Dates – Done, committee will move forward with this document
  - b. Buyer Appreciation Dinner – Still working to make decision on who will doing the meal this year
  - c. Committee is finalizing Market Sale Agreement to reflect changes in the MOU and will present that to the board prior to the June meeting
  - d. The Market Sale youth meeting is scheduled for June 2<sup>nd</sup> at 5pm
- IX. Show Superintendents
- a. Nick is working on preparing the roles and responsibilities as well as a contract for CC Fair superintendents
    - i. Swine – Nick and Ali Gilbert will be filling this role
    - ii. Small Animal – waiting to hear back from Kendra Hinkley
    - iii. Static – Jane Garber, Kellynne is currently working on restructuring the static area
  - b. All superintendents will be invited to the May 19<sup>th</sup> working session meeting
- X. Judges
- a. Stacey and Janelle working to fill judge positions, once filled names will come to board for approval.
  - b. Chairman to sign Horse judge contract
- XI. 2022 Fair Schedule –
- a. Board ran through day-to-day schedule
  - b. Janelle will be taking schedule to finalize and put in a format that can be used for digital purpose as well as print

### **New Business**

- I. Sheep, Goat and Swine Weighing and Tagging – Tuesday, May 10<sup>th</sup>
  - a. Janelle is working with Kellynne to provide help she would like. Jim Dona present at meeting discussed help he would need for the sheep/ goat portion of this.
- II. Beef Re-tagging
  - a. Janelle is going to continue working with Kellynne, Luke and Coley to retag animals.
- III. Stacey made a motion to approve up to \$2,500 for Women's rodeo event, up to \$400 for KKTY advertising of entertainment, up to \$1,200 to purchase laptop and tablets needed to clerk fair and junior market livestock sale, up to \$3,000 for airfare, and booking of Grace Meyer and approval of Mark Wills and Tractor Pull contracts. Nick 2<sup>nd</sup>, motion carried.
- IV. A working session with the market sale committee and superintendents is scheduled for May 19<sup>th</sup> at 5:30pm
- V. The meeting was adjourned at 9:20 PM. There is a working session scheduled for April 21<sup>st</sup> to working on day-to-day logistics, sponsorship, and entertainment. Next meeting will be June 2, 2022, 7:00pm at the Wyoming State Fair Board room.
- VI. Executive session - none



**Fair Manager Report:**

**Jenelle Moore**

**Activities from April 8, 2022 to May 5, 2022**

1. Converse County Grant Application:  
Assisted with submitting the application
  
2. Completed LGLP Application:  
The previous application had not been submitted so an updated application was submitted on April 25th
  
3. Emails:  
Gained access to emails  
Read and organized an email filing
  
4. Assisted with Scheduling Weigh-Ins:  
Confirmed location  
Confirmed brand inspector
  
5. Continued Scheduling Fair Events
  
6. Participate in Market Sale Committee Meeting

5:13 PM

05/05/22

Accrual Basis

**Converse County Fair**  
**Balance Sheet**  
As of May 5, 2022

	<u>May 5, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Converse County Bank	115,768.61
CCB-6036 - Market Sale Acct	98.30
<b>Total Checking/Savings</b>	<u>115,866.91</u>
<b>Accounts Receivable</b>	
<b>Grants/Foundations</b>	
Converse County 2021/2022	27,221.75
Converse County 2020/2021	22,500.00
<b>Total Grants/Foundations</b>	<u>49,721.75</u>
<b>Market Sale A/R</b>	550.00
<b>Total Accounts Receivable</b>	<u>50,271.75</u>
<b>Total Current Assets</b>	166,138.66
<b>Fixed Assets</b>	
<b>Fair Equipment</b>	
Sound System	1,610.00
<b>Total Fair Equipment</b>	<u>1,610.00</u>
<b>Office Equipment</b>	1,559.25
<b>Total Fixed Assets</b>	<u>3,169.25</u>
<b>TOTAL ASSETS</b>	<u><u>169,307.91</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	150,036.45
Net Income	19,271.46
<b>Total Equity</b>	<u>169,307.91</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>169,307.91</u></u>

**Converse County Fair-Operating Acct**  
**Profit & Loss Operating Account**  
 July 1, 2021 through May 5, 2022

	<b>Jul 1, '21 - May 5, 22</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Camping Rental Income	1,750.00
Donations and Sponsorships	
In Kind	1,392.44
Donations and Sponsorships - Other	1,235.00
<b>Total Donations and Sponsorships</b>	2,627.44
Fair Fees	8,449.00
Grant Income	
Converse County	108,887.00
<b>Total Grant Income</b>	108,887.00
<b>Total Income</b>	121,713.44
<b>Gross Profit</b>	121,713.44
<b>Expense</b>	
Advertising	6,543.68
Award Expenses	
Buckles	4,215.00
Cat Show	71.32
Horse Show	150.00
Mutton Bustin	100.00
Ribbons	723.05
Award Expenses - Other	190.54
<b>Total Award Expenses</b>	5,449.91
Awards Given	6,791.60
Contracts	
Rough Stock Rodeo	14,650.00
Concert	3,000.00
Judges	4,455.52
Contracts - Other	300.00
<b>Total Contracts</b>	22,405.52
Dues & Fees	175.04
Equipment Rentals	585.86
Janitorial Expense	9.95
Liability Insurance	0.00
Memberships & Fees	400.00
Mileage/Travel/Lodging	1,657.44
Misc Expenses	831.97
Office Supplies	139.39
Payroll Expenses	28.00
Postage & Freight	191.72

**Converse County Fair-Operating Acct**  
**Profit & Loss Operating Account**  
July 1, 2021 through May 5, 2022

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	<u>Jul 1, '21 - May 5, 22</u>
Printing & Publishing	635.00
Professional Fees	18,862.46
Rental & Leases	12,783.00
Rodeo Supplies	781.06
Subcontractors	9,952.46
Supplies & Stationery	6.99
<b>Total Expense</b>	<u>88,231.05</u>
<b>Net Ordinary Income</b>	33,482.39
<b>Other Income/Expense</b>	
Other Expense	
Ask My Accountant	4.99
<b>Total Other Expense</b>	<u>4.99</u>
<b>Net Other Income</b>	<u>-4.99</u>
<b>Net Income</b>	<u><u>33,477.40</u></u>

**Market Sale Account**  
**Profit & Loss**  
 July 1, 2021 through May 5, 2022

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	Jul 1, '21 - May 5, 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Market Sale 2020/2021</b>	
1- Donations	151,264.97
2- FFA/4H Buy Back	33,052.75
Kids	6,535.00
Sales	121,009.06
<b>Total Market Sale 2020/2021</b>	311,861.78
<b>Total Income</b>	311,861.78
<b>Gross Profit</b>	311,861.78
<b>Expense</b>	
<b>Market Sale Expenses</b>	
Advertising	795.00
Contracts-Broadcast	1,599.37
Contract-Hauling	600.00
Merchant Fees	435.11
Office Supplies	1,066.09
<b>Livestock Sale</b>	
1-Sale/Donation	311,927.33
2- 4H 3% Fee	2,909.68
3 - Douglas FFA 3% Fee	-0.01
4 - Glenrock FFA 3% Fee	-0.01
5- 2% Fair Fee	-6,277.57
<b>Total Livestock Sale</b>	308,559.42
<b>Total Market Sale Expenses</b>	313,054.99
<b>Total Expense</b>	313,054.99
<b>Net Ordinary Income</b>	-1,193.21
<b>Net Income</b>	-1,193.21