



MEETING MINUTES
 MAY 10, 2023
Fair – July 15-22, 2023

Meeting was called to order at 6:04 PM by Chairman, Nick Ladd. In addition to Ladd, those in attendance were:

- Jim Dona – Vice Chairman by phone
- Mitch Falkenburg- Treasurer
- Stacey Etchemendy - Secretary
- Kelsey Stephens – Fair Manager
- Alex Smith – Ranch Rodeo Superintendent
- Karmin Addleman – Youth Rodeo Superintendent
- Reba Talbott – Guest / Consultant

- I. Minutes from last meeting *Board Secretary:* Presented via email by board

Secretary, Stacey Etchemendy

Nick made a motion to approve the minutes as published, Mitch seconded, motion carried.

- II. Treasurer update Treasurer: Mitch Falkenberg

- a. As of April 30, 2023
 - Operating Account Balance: \$174,640.59
 - Market Sale Account Balance: \$16,272.98
 - 1. Bills to approve –
 - a. Dolly's Bookkeeping \$168.75 -
Opp. Account
 - b. Dolly's Bookkeeping \$109.05 -
Opp. Account
 - c. PMCH \$2,475.00 -
Opp. Account
 - d. Kistler Tent & Awning \$3,175.00 -
Opp. Account
 - 2. Deposits – NONE

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

- III. Fair Manager update – See attached
 - a. Regarding buckle order;
Stacey made a motion to spend approve an initial \$10,000 on buckles that are ready to be ordered, this includes several of the youth shows as well as ranch rodeo and youth rodeo awards
 - b. Regarding Bid Process;

Jim made a motion to open bid applications for livestock transportation, liquor sales, market livestock sale dinner, and photographer. Advertisement will be via newspaper starting on May 17th and run until 5pm May 24th, applications will be reviewed by board on May 25th during the scheduled board work session. Using a point system all applications will be scored based on ability to meet expectations put in place by the board. If there are no successful applications the board reserves the right to fill role with the entity it deems best suited to meet expectations. Mitch seconded and motion carried

- c. Showworks will open for entries June 1st – June 14th
 - d. Nick motioned to allow spending up to \$250 for Kelsey to purchase stationary and postage, Mitch seconded and motion carried
- IV. Update from 4-H Educator – none
- V. Update from Douglas FFA – none
- VI. Update from Glenrock FFA – none
- VII. Converse County Youth Rodeo Superintendent: Karmin Addleman
- a. Buckles are ready to be ordered for the All-Around Cowboy and Cowgirl in each age division (6 buckles total), Kelsey is taking care of this order. Karmin is going to start working on ordering the Reserve Champion halter awards and have the business bill the board.
 - b. Nick made a motion to allow an initial spending up to \$450 for this event, Mitch 2nd and motion carried
- VIII. Ranch Rodeo – Superintendent: Alex Smith
- a. Alex updated the board on the expenses of doing a Ranch Bronc section, in all adding this portion will cost an estimate of \$2,375. This total includes, horses and two pickup men
 - b. He is going to cap the Ranch Rodeo at 5 women's teams and 10 open teams
 - c. WSRRA sanctioning will be \$500
 - d. After discussing line item expenses, Nick made a motion to approve an additional \$3,500 on the event. Jim seconded and motion carried
- IX. R Squared Consulting Update Contract Personal: Reba Talbott & Becky Podio
- a. Reba provided the group with the finalized sponsorship brochure, she has also started meeting with businesses/ individuals seeing sponsorship
 - b. Contract with R squared approved at last meeting was approved and finalized
 - c. Completed Converse County Tourism Promotion Grant has been submitted and will be reviewed at their June meeting
 - d. They will be working with event superintendents on advertising efforts

Old Business

- X. Judges Board Member: Stacey Etchemendy
/ Fair Manager: Kelsey Stephens
- a. Kelsey is working on getting contracts and W-9's out to all hired judges
- XI. Show Superintendents Fair Manager: Kelsey Stephens
- a. Met on April 27th, reviewed award list with Kelsey, went over showworks classes, Kelsey reported all in Fair Manager update
 - b. Superintendents still needed
 - i. Swine
 - ii. Small Animal (Dog, Cat, Rabbit, and Poultry)
 - iii. Static
 - c. Kelsey is working on getting contracts and W-9's out to all superintendents
- XII. Committees
- a. Livestock Committee
 - i. Mitch provided an update from the committee
 - 1. Processing discussion; At this time, they are talking about splitting all beef 50/50 between Bear Mountain Beef and Franks, Franks will take all pigs and Bear Mountain Beef will take goats and sheep. Franks stated that there will be a feedlot bill in order for them to

- take the beef. Jim made a motion to ask the livestock committee to respond to Franks letting them know that we have another processor willing to take the beef without the feedlot charge, beyond this question he motioned to allow the livestock committee to use their best judgement and make a final processing decision between the two options discussed
2. Mitch presented the revised copy of the Market Sale Agreement document. Stacey made a motion to approve the market sale agreement as presented by the livestock committee, per the MOU agreement this document shall be approved at the May meeting, however this is pending on approval from all educators which will happen via email no later than May 17th at 5pm. Jim seconded, motion carried.

New Business

- XIII. Porta Coolers
 - a. Mitch has received a bid for July 17th – 24th for 6 coolers at \$2,070.00. Nick made a motion to approve spending this amount as well as reimbursement on mileage for Mitch to pick up and deliver to Casper. Jim seconded and motion carried.
- XIV. New Office Location
 - a. Mitch is following up on the 261 Brownfield location and will update the board once he hears back
- XV. Other
 - a. A work session has been set for May 25th- 6pm
- XVI. The meeting was adjourned at 9:14 PM. Next meeting will be June 14, 2023, 6:00pm at the Wyoming State Fair Board room.
- XVII. Executive session - none



**Fair Manager Report:
Kelsey Stephens
Activities from April 13th, 2023 to May 10th, 2023**

Completed, **To-Do**, **Invoice**, Discuss w/ Board:

- Complete the Final Fair Schedule
- Organized Email
- Supers Meeting April 27th @5:30
 - a. Design Fair Buckles for Supers to approved
 - b. We looked through all the classes that were apart of the 2022 Fair and removed classes that were not entered, I will start this process in show works
 - c. Started the 2023 Fair in show works, I have went through and update years on breeding classes as well as removed many repeated classes.
- Meeting with Kris Mitchell 04/27/23 @1pm
 - a. WSF rental agreement
 - b. WSF is now asking that all items are turned in 60 days prior to our fair, it was expressed to me that we need to try and meet this deadline.
 - c. Hold Harmless agreement
 - d. Alcohol Agreement
 - e. Who is handling arena care and set up.
 - f. Set Up layout needs to be completed
 - g. Dog show equipment is our responsibility
 - h. All vendors need to sign their hold harmless agreement and show proof of insurance
- Insurance
 - a. Quote application needs to be completed by board
 - b. WSF uses Teagler Insurance which is local, should we get a quote from them as well?
- Get permits/ambulance for set events
 - a. Ambulance permit
 - b. Calcutta Permit
- Introduction post on Facebook
- Judges

- a. Start on finding judges Dog/ Cat Chicken/Rabbit
- b. Mailed Judge Contracts, W-9, and Bios 05/04/2023
 - Josey Bailey- Horse
 - Ron Broten-Horse
 - Ben Fritz- Beef & Swine
 - Larissa Fritz- Sheep & Goats
 - Michelle Castelein- Dog
 - Brooke Emerson- Rabbit & Chicken
- Food vendors Sno Queen-
- Design Jackets & Thank You Cards (Where do we get these)
- Ribbon inventory - Where do we order from and how much should be ordered?
- I need microsoft word on my work computer
- Swine & Sheep Tagging May 23rd- I will be there
- Fence Post Magazine emailed us and will post our schedule for free if we get it to

Leah Brence before May 5th.

- PO BOX fee of \$78 Due by 04/30/23, Connie Warner emailed this notice we need to update our contact info
- Emailed Angeline about booking bounce house
 - a. Bounce House-Last year we had 2 bounce houses the combo slide and Tigger. We can do that again if you would like. The total amount would be \$150 combo slide and \$125 for Tigger. For delivery as coming from Casper and the gas its \$30. We do need to have a monitor for bounce houses and it would be \$50. For a total amount of \$345. This includes set up tear down and monitor. Also I forgot if we needed to bring our generator or fo u have electric.
- Spoke with Bill about the pig wrestling
 - a. Pig Wrestling- We are good to go. Just waiting for Bill to send over contract.
- Concession? Rotary Club?
- Steer Tripping- Casey Tillard will just need the arena worked and equipment ready and available if a steer is injured.
- Cowbelles- They asking for 9 pens for their cow/calf entries, this way they can stay at fair.
- Purchase gift cards for Kenzie Mares & Cory Ebert \$100 to Ranahans
- Emailed Kellynne to check for any 4H updates we need to add to the
- Buckle proposal & banner proposal
- When should show works go live?
- Supers job description and contract- Approve to be sent out.
- Contract for Vendors- Approve to be used when we get vendors set up

Converse County Fair
Balance Sheet
As of May 10, 2023

| | May 10, 23 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Converse County Bank - 839 | 165,924.22 |
| CCB-6036 - Market Sale Acct | 16,272.98 |
| Total Checking/Savings | 182,197.20 |
| Accounts Receivable | |
| Market Sale A/R | -6.54 |
| Total Accounts Receivable | -6.54 |
| Total Current Assets | 182,190.66 |
| 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 | 185,359.91 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 2,746.80 |
| Total Accounts Payable | 2,746.80 |
| Other Current Liabilities | |
| Payroll Liabilities | 1,075.00 |
| Total Other Current Liabilities | 1,075.00 |
| Total Current Liabilities | 3,821.80 |
| Total Liabilities | 3,821.80 |
| Equity | |
| Retained Earnings | 142,290.11 |
| Net Income | 39,248.00 |
| Total Equity | 181,538.11 |
| TOTAL LIABILITIES & EQUITY | 185,359.91 |