



MEETING MINUTES  
 JUNE 14, 2023  
**Fair – July 15-22, 2023**

The meeting was called to order at 6:04 PM by Treasurer, Mitch Falkenburg. In addition to Falkenburg, those in attendance were:

- Nick Ladd- Chairman (via phone)
- Stacey Etchemendy - Secretary
- Kelsey Stephens – Fair Manager
- Karmin Addleman – Guest / Youth Rodeo Superintendent
- Reba Talbott – Guest / Sponsorship Contractor
- Lauryn Vollman & Savanna Moffatt – Youth members and guests
- Sarah Stoltenberg – 4-H Leader and guest
- Jeremiah Darr – Swine Superintendent and guest
- Kenzie Mares – Livestock Committee representative and guest

I. Minutes from last meeting Board Secretary: Stacey Etchemendy

- a. Mitch made a motion to approve the minutes as presented, Stacey seconded, and motion carried.

II. Treasurer update Treasurer: Mitch Falkenberg

- a. As of May 31, 2023
  - Operating Account Balance: \$154,076.30
  - Market Sale Account Balance: \$16,272.98
  - 1. Bills to approve –
 

a. WSRAA	\$500.00	-	Opp. Account
b. Dolly's Bookkeeping	\$438.75	-	Opp. Account
c. The Douglas Budget	\$76.00	-	Opp. Account
d. Atlas Reproduction	\$124.80	-	Opp. Account
e. DaniJo Designs	\$465.00	-	Opp. Account
  - 2. Receipts presented for prior approved expenses –
 

a. USPS	\$88.20	-	Opp. Account
b. Staples	\$82.88	-	Opp. Account
c. Business Center	\$35.95	-	Opp. Account
  - 3. Deposits – See attached deposit summary.

Stacey made a motion to file the treasurers report for audit, Mitch seconded, and motion carried.

Stacey made a motion to approve for payment all those listed on the attached contract personal list for payment upon receiving their signed copy of contract and w-9. Mitch seconded and motion carried.

Mitch made a motion to approve a \$500 stationary spending allowance for Kelsey between now and County Fair. Stacey seconded and motion carried.

- III. Insurance Quote Update *Daniel York – Teigler Insurance*
  - a. A quote was presented for the entire fair week. The insurance representative answered questions and went over the coverage being offered.
  - b. The quote came in at \$4,740.90
  - c. Stacey made a motion to approve the quote and make payment to bind coverage. Mitch seconded and the motion carried.
- IV. Fair Manager update – See attached.
- V. Update from 4-H Educator –
  - Tags have been falling out and Kellynne has decided with superintendents to retag during weigh ins at county fair.
- VI. Update from Douglas FFA – Douglas FFA members, Lauryn Vollman and Savanna Moffatt presented ideas for fundraising for the State Champion Poultry team to raise money for their trip to nationals during the county fair. The board welcomed their ideas, and they will be in touch as they move forward.
- VII. Update from Glenrock FFA – None
- VIII. Market Sale Committee Update *Representative: Kenzie Mares*
  - a. Mandatory meeting went well.
  - b. Market Sale Agreements are to be completed and submitted either to Kenzie or the educators by June 18<sup>th</sup>.
  - c. Postcard invites have been handed out and more were needed. Kenzie ordered more.
  - d. Buyers can pre-register this year using the QR code on the invite or on the Converse County Fair website.
  - e. Letters to buyers have gone out stating new policies for payment this year.
  - f. Dinner has been decided on and will be catered by the Angry Irishman and they will be serving brisket.
- IX. Converse County Youth Rodeo *Superintendent: Karmin Addleman*
  - a. The check for the award halters will be going out, in the amount of \$465.00.
  - b. Karmin discussed her equipment needs with the board.
  - c. Entry forms and flyers have gone out.
- X. Ranch Rodeo – *Superintendent: Becky Podio on behalf of Alex Smith*
  - a. Contracts and W-9's have started going out.
  - b.
- XI. R Squared Consulting Update *Contract Personal: Reba Talbott & Becky Podio*
  - a. Sponsorship brochures are available.
  - b. Sponsorship meetings have been held and many sponsorships are starting to come in.
  - c. Banner recognition was discussed.
  - d. Reba will be taking care of VIP credentials for sponsors.
- XII. Superintendents
  - a. Will be having a meeting next week.
  - b. Becky will post advertisement for superintendents needed.

### **Old Business**

- XIII. Port a Cooler Rental *Fair Manager: Mitch Falkenburg*
  - a. No new updates
- XIV. Newspaper ad for bids
  - a. Photographer
    - i. One bid was received from Lindsey Falkenburg.
    - ii. Stacey made a motion to contract with Lindsey for 2023 photography and pay her \$1,500.
    - iii. Kelsey will work on getting her contract and W-9 out.
  - b. Liquor Vendor
    - i. No bids.

- ii. The board has directed Kelsey to reach out to the College Inn to see what events they would like this year.
  - c. Trucking
    - i. No bids
  - d. Market Sale Buyers Dinner
    - i. No bids
    - ii. The committee has decided to contract the Angry Irishman.
- XV. Fair Book
  - a. Done, has been published on the website.
- XVI. WSF Contract
  - a. Has been submitted to the WSF office.
- XVII. Buckle Order
  - a. The first order has been submitted.

**New Business**

- XVIII. New Office Lease Kelsey
  - a. A lease has been signed and Nick will be meeting with the realtor on Monday to finalize it.
- XIX. WSF Layout Kelsey
  - a. Kelsey will be submitting layouts to the WSF office and requesting a walk-through day during the week prior to county fair.
- XX. Award Doner Brochure Kelsey
  - a. Kelsey has finished designing the new brochure and has sent out several copies. She will also disperse these to the 4-H and FFA educators.
  - b. Donations have started to come in and Dolly is sending daily deposit updates to the board.
- XXI. BOCC Budget Request Meeting Board Treasurer: Mitch
  - a. Mitch attended the budget request meeting with the BOCC. There were three items they discussed and brought down in total but overall, the meeting went well.
- XXII. Nick asked that it be recorded he gave one laptop and one iPad to Kenzie with the Market Livestock committee.
- XXIII. The meeting was adjourned at 8.53PM. Next meeting will be July 5th, 2023, 6:00pm at the Wyoming State Fair Board room.
- XXIV. Executive session - none

**Converse County Fair**  
**Balance Sheet**  
As of June 13, 2023

	Jun 13, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Converse County Bank - 839	152,371.27
CCB-6036 - Market Sale Acct	16,272.98
<b>Total Checking/Savings</b>	168,644.25
<b>Accounts Receivable</b>	
Market Sale A/R	-6.54
<b>Total Accounts Receivable</b>	-6.54
<b>Total Current Assets</b>	168,637.71
<b>Fixed Assets</b>	
<b>Fair Equipment</b>	
Sound System	1,610.00
<b>Total Fair Equipment</b>	1,610.00
<b>Office Equipment</b>	1,559.25
<b>Total Fixed Assets</b>	3,169.25
<b>TOTAL ASSETS</b>	<b>171,806.96</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Payroll Liabilities	703.76
<b>Total Other Current Liabilities</b>	703.76
<b>Total Current Liabilities</b>	703.76
<b>Total Liabilities</b>	703.76
<b>Equity</b>	
Retained Earnings	142,290.11
Net Income	28,813.09
<b>Total Equity</b>	171,103.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>171,806.96</b>



**Fair Manager Report:  
Kelsey Stephens  
Activities from May 10th, 2023 to June 16th, 2023**

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

- 
- Get permits/ambulance for set events
  - a. Spoke with Robert and he is available for Monday the 17th and Saturday the 22nd. Quote on having them there is \$960
  - b. Calcutta Permit- Called Clerk 06/06 VM 06/13 VM
- Introduction post on Facebook
- Judges- Board member needs to sign the contracts
  - a. Cat judge- I have 2 judges getting back to me
  - b. Mailed Judge Contracts, W-9, and Bios 05/04/2023
    - Josey Bailey- Horse- Contract & W-9
    - Ron Broten-Horse- Contract & W-9
    - Ben Fritz- Beef & Swine
    - Larissa Fritz- Sheep & Goats
    - Michelle Castelein- Dog- Contract & W-9
    - Brooke Emerson- Rabbit & Chicken
- Food vendors Sno Queen- Will be there Monday July 17th- Saturday July 22nd. She is going down to WSF to sign Hold Harmless
- Design Jackets & Thank You Cards
- Ribbon inventory - Stacey checked and we are good on ribbons
- Angeline bounce house is booked
  - 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
  - a. I have called margie multiple times but haven't heard back from her.
  - b. I reached out to a place called Boom or Bust Chuckwagon and they may be interested.
  - c. I messaged Eat All Day LLC
  - d. I messaged Blessed Beans Food Truck
  
- Bud Tillard Memorial Steer Roping-Spoke with Tim Tillard and they are hoping for 60 ropers. They are hoping this will become a big roping. They need a skid steer or sold and the arena worked for this event.
- Cowbells- They asking for 9 pens for their cow/calf entries, this way they can stay at fair. I also know if 2 others wondering about the breeding show. Can we have the judge look at the cow calf pairs in a pen?
  
- Completed the 2023 Fair Book
- Buckle order was made
  - a. Pig buckles could be ordered and the ROG for Lambs and Goats need ordered. 939.00
- ShoWork went live 06/06/23
  - a. Haven't had any major issues other than a couple missing classes
- Supers job description, contract, & W-9 sent out to
  - a. Nicole Williams
  - b. Jim & Erin Dona
  - c. Devonie Muller
  - d. Reba Smith
- Contract for Vendors
  - a. Kami North- Contact info
  - b. Sno Queen
  - c. College Inn Bar
  - d. Bounce House
- Ranch Rodeo
  - a. Need to approve the \$500 check for WSRRA- NEEDS TO BE SENT ASAP
  - b. Contracts and W-9s for all Stock contractors and help have been emailed
    - i. Selle Rodeo Productions- 2,775
    - ii. Frank Eathorn Judge- \$200
    - iii. Frank Eathorne Livestock-\$400
    - iv. Cameron Cutters Announcer-\$300

v. Kelly Dyer Judge- \$200

- Sent receipts to Dolly for Stamps, Labels, envelopes, and buckles
- Donor Brochure
  - a. Sent out 70 donor brochures with Donor forms for them to send back. I included return envelopes with stamps. The list I sent these to was sent to all board members. If there is a donor that should get a brochure then please let me know.
  
- D&D Family Foundation would like to give to the market sale, David 918-810-2754
- Camping Spots? Do we need to get these for the Supers?
  
- Stamps- I need another roll of stamps and the market sale committee needs 45 stamps, can I get another roll?
- Banners Quotes -\$2,755
- Hotels For Judges

Check Payable To	Add Travle	Amount Owed	Amount Approved	Contract & W-9 Sent	Contract/W9 Received	Services Provided	Check Delivered
Cameron Cutters	No	\$300.00	Yes	Yes		Annoucer for the Ranch Rodeo	
Kelly Dyer	No	\$200.00	Yes			Judging the Ranch Rodeo & Match Bronc Riding	
Bill Klein	No	\$3,500.00	Yes	Yes	Yes	Providing pigs for pig wrestling	
Ambulance	No	\$960.00				Ambulance service for Youth Rodeo & Ranch Rodeo	
Angelina Eagle	No	\$345.00	Yes	Yes		Providing Bounce Houses for Market Sale	
Nicole Williams	No	\$500.00	Yes	Yes		Beef Superintendent	
Devonie Muller	No	\$1,500.00	Yes	Yes		Barn Superintendent	
Erin Dona	No	\$500.00	Yes	Yes		Goat Superintendent	
Jim Dona	No	\$500.00	Yes	Yes		Sheep Superintendent	
Jeremiah Darr	No	\$500.00	Yes	Yes		Swine Superintendent	
Reba Talbott	No	\$500.00	Yes	Yes		Horse Superintendent	
Frank Eathorne	No	\$400.00	Yes	Yes		Proving roping stock for ranch rodeo	
Frank Eathorne	No	\$200.00	Yes	Yes		Judging the Ranch Rodeo & Match Bronc Riding	
Selle Rodeo Production	No	\$2,775.00	Yes	Yes		Proving bucking stock for the match bronc riding	
Michelle Castelein	Yes	\$300.00	Yes	Yes	Yes	Dog Show Judge	
Check Payable To	Add Travle	Amount Owed	Amount Approved	Contract & W-9 Sent	Contract/W9 Received	Services Provided	Check Delivered
Josey Bailey	Yes	\$300.00	Yes	Yes	Yes	Horse- Halter/ Performance Classes Judge	
Ron Broten	Yes	\$300.00	Yes	Yes	Yes	Horse Programmed Ride/ Trail Stock Events Judge	



