



MEETING MINUTES  
OCTOBER 13, 2022  
**Fair – July 15-22, 2023**

Meeting was called to order at 7:04 PM by Vice Chairman Nick Ladd. In addition to Ladd, those in attendance were:

Stacey Etchemendy

Mandy Jones- Secretary

Mitch Falkenberg

Guests – Rick Grant, Brendon Grant, Brady Vollman, Ronnie Vollman, Sarah Stoltenberg

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

Minutes had been distributed by email. Mandy reviewed minutes From August 11, 2022, and September 1, 2022. Stacey moved to approve the minutes as distributed. Mitch 2<sup>nd</sup> the motion which carried.

- II. State to remove Donald Blackburn from Converse County Bank Signature Card.

After discussion, Stacey made a motion to remove Donald Blackburn from Converse County Bank Signature Card and add Mandy Jones. Mitch 2<sup>nd</sup> motion carried.

- III. According to Converse County Fair Board By-Laws adopted 02.07.2017 Article I section III (B) and Article III Section I(A)

- a. Donald Blackburn Chairman of Converse County Fair Board did not renew term, so a discussion was held for interim Chairman. The Converse County Fair Board has multiple working by-laws, after discussion Mitch updated group stating that there is a current set of By-laws dated January 17, 2018, that will distribute. Mitch made motion to have Nick Ladd be interim Chairman until next voting meeting January 2023. Mandy 2<sup>nd</sup> Motion which carried.

- IV. Treasurer update *Treasurer: Mitch Falkenberg*

- a. PCMH annual insurance- Mitch is working with Dolly to get the needed information.

- b. Current account balances

Operating Account Balance:

Market Sale Account Balance: \$304,916.08 Outstanding A/R (\$72,185.02)

1. Bills to approve –

a. Dolly's Bookkeeping and Payroll	September	\$1,182.65
b. Dolly's Bookkeeping and Payroll	October	\$1,739.60
c. Arrow Electric		\$2,127.50
d. Douglas Budget		\$635.00
e. Dougals Budget		\$472.50
f. KCWY		\$1100.00

g. Hotel Room	\$319.68
h. State Fair	\$9135.80

2. Deposits –  
After transactions – \$57,362.69

Mandy made motion to approve the above Bills and Claims, in addition to approving and filing the treasurers report for audit. Stacey 2<sup>nd</sup>, motion carried.

- c. Vote on any expense that we have pending and expenses that we need to approve from the working session.
  - i. A discussion was held on the following bills brought forward to board. Franks for \$250.00 for transportation and \$506.00 for L & C Farms for feedlot. Stacey made motion to approve payment for the above bills, but to hold the check until payment is received from Frank's Butcher Shop from Converse County Market Sale. Mandy 2<sup>nd</sup>. Nick Ladd abstain the motion carried with 2 yea and 1 nay.
- d. Market Sale Check Release update.
  - i. A discussion was held on the process of releasing market sale checks. We recognize that this is a problem, and we are working on a plan to move forward. We need 80% to release checks and we are close; we are at 78% as of today. We have discussed a better plan for next year to get checks out in a timely manner next year.
- V. Fair Manager update – We have posted job on Indeed. We will review candidates at next meeting. We will keep open until position is filled.
- VI. Update from 4-H Educator – None
- VII. Update from Douglas FFA – None
- VIII. Update from Glenrock FFA – None

### **Old Business**

- IX. Fair Overview
  - a. A discussion was held on how to have a better working relationship with 4-H Education and FFA leaders. Our goal is to have them participate in Fair Board meetings.
  - b. A discussion was held about 2023 Fair Theme. Wild Bunch will present fair theme and Converse County Fair Board will send out for graphic design. Mitch made a motion to have Wild Bunch facilitate the 2023 Converse County Fair theme by February 2023 fair board meeting. Mandy 2<sup>nd</sup> motion carried.
  - c. Fair for the 2023 has been set for the 3<sup>rd</sup> week of July.
  - d. Nick has let us know that show works has consultants that can help at fair if we do not have a Fair Manager.
  - e. Stacey gave update on fair awards; first round of buckles has been distributed. The buckles that were ordered after fair are close. The Jackets are in, we are still needing 4 jackets sizes. They should be wrapped up within the next few weeks.
- X. Superintendents
  - a. Superintendents had discussion about job descriptions and getting contracts out.
  - b. We need a small animal and Static superintendents.
- XI. Market Sale Committee
  - a. Brendon Grant was present to provide information on Frank's and L & H bills.
  - b. Nick Ladd resigned as Fair Board representative for Market Sale Committee. No date set on future meeting.  
Discussion was had on how to communicate better with the market sale committee as a working committee, we as board members appreciate what they do.

- XII. Breast Cancer Awareness- Bee Underwood has made an ask that we donate to Cancer Awareness Task Force Converse County from gate sales. Mandy made a motion that we donate \$ 1,560 to Cancer Awareness Task Force Converse County. Mitch 2<sup>nd</sup>. Motion carried.
- XIII. Yellow Horse 6-hour training. Stacey is working with Hanah and is setting up dates and times for training.

### **New Business**

- I. Fair Software- Show works is set to renew, and other counties are switching to Fair Entry.
- II. Sponsorship- Stacey has been working on sponsorship package and asked if it was ok to bring in quotes from companies who specialize in creating sponsorship packets to facilitating bring in the funds. The group agreed that we should further investigate getting quotes.
- III. By-Laws update: a discussion was held on updating by-laws.
- IV. The meeting was adjourned at 9:30 PM. Next meeting will be Thursday November 3, 2022, 7:00pm at the Wyoming State Fair Board room.
- V. Executive session –