



MEETING MINUTES
DECEMBER 2, 2021
Fair – July 16-23, 2022

Meeting was called to order at 7:07PM by President Donald Blackburn. In addition to Blackburn, those in attendance were:

Stacey Etchemendy - Secretary

Nick Ladd – Member

Amy Irene – Fair Manager

Jennelle Moore – Market Sale Committee – via Zoom

Devonie Mueller – Barn Superintendent – via Zoom

Absent: Mitch Falkenburg - Treasurer

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

Minutes had been distributed by email. Nick moved to approve the minutes as distributed. Stacey 2nd the motion which carried.

- II. Treasurer update *Treasurer: Mitch Falkenberg*

- a. As of December 1, 2021

Operating Account Balance: \$70,932.62

Market Sale Account Balance: \$1,558.36

1. Dolly's Bookkeeping is still holding three market sale checks that have not been release by the 4-H Educator. Donald will follow-up with the educator.
2. Dolly's Bookkeeping will transfer funds from the operating account to the market sale account to keep a balance of \$100 in the market sale account
3. Bills to approve
 - a. Wyoming State Fair Inv 7172021 \$7890.56 Operating Account
 - b. Microsoft \$13.13 Operating Account
 - c. Quickbooks Payroll Service \$1.75 Operating Account

Nick moved to approve the payment of bills, pay \$300 to Glenrock Wrestling Club for collecting gate money at Tractor Pull, and to pay \$300 to Douglas FFA for collecting gate money at the Ranch Bronc Riding, and to file report for audit. Stacey 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

Old Business

- VII. 2021 Awards – see Manager report
VIII. Rankin Pig – see manager report
IX. Start MOU for FFA - tabled
X. Open Board Position – Nick has talked to a couple of people who are interested in the position. He will follow-up with them.

- XI. Show Superintendents
 - a. Stacey moved to approve the Superintendent Job Description as presented, pay the Sheep/Goat, Swine, and Beef Superintendents \$450.00 and to provide them with a camping spot during the fair, compensate a Small Animal Superintendent \$300.00 and a camping spot, compensate a Horse Superintendent \$350.00 and a camping spot, compensate the Barn Superintendent \$1,200.00, and to allow Don to sign 2022 contracts with the 2021 Superintendents. Nick 2nd the motion which carried.
- XII. Market Sale
 - a. Market Sale Agreement

Amy and Kenzie had made slight changes to the 2021 Market Sale Agreement and presented to the Board, Educators and Superintendents for suggested edits. The 4-H Educator (Kellyenne) had requested that 4-H Council be removed, and to change Extension Office to 4-H Educator. Those changes were made prior to the meeting.

Stacey moved to make the following changes to the presented agreement:

 - i. 1h) Thank you letters: Must meet the requirements of the organization youth is selling under.
 - ii. 10b) No Market sale checks will be released to youth until 80% of the Jr. Livestock Market Sale gross revenue has been collected from the buyers and those making add-ons, and there is enough funds in the Fair Board Operating Account to cover the checks.
 - iii. 13a) Youth must meet the requirements of their species' Superintendent, and check-out with Superintendent at the conclusion of the Fair.
 - iv. 13b) Delete

Nick 2nd the motion, which carried.
 - b. Amy will speak to Wagonhound asking if they will donate the use of their scales for beef weigh-in on January 29th. Nick has confirmed a Glenrock weigh-in date of Tuesday, January 25th. Amy will do an inventory of EID tags.
 - c. Amy will secure Brand Inspectors for the two dates.
 - d. Market Sale Committee – Nick will meet with the committee members to discuss and clarify their duties and Board duties prior to February 1st.
 - e. Don and Amy will make a check-list system that will ensure that youth have completed all duties for each phase of the process of selling an animal from weigh-ins/tagging, consigning, confirming buyer's desire for processing, to having their animal in the correct location to be loaded onto truck from processing.
- XIII. 2022 Fair Theme – Glenrock FFA is working on a theme.
- XIV. Entertainment for 2022 Fair – Will dedicate the January meeting to scheduling and goals for entertainment.
- XV. Development of Committees - Tabled
 - a. Potential Committees
 - i. Entertainment
 - ii. Sponsorship
 - iii. Market Sale (established)
 - iv. Shows (Ran by the Barn Super?)

Deadline for Action Items from Committees

New Business

- I. Don asked Amy to look into grant opportunities through the Wyoming Business Council to update website.
- II. Board asked Amy to search for a marketing firm that would be able to develop sponsorship package and promotional materials.
- III. The meeting was adjourned at 8:45 PM. Next meeting will be January 6, 2022 7:00pm at the Wyoming State Fair Board room.

IV. Executive session – None

Report from Fair Manager

Amy Irene

Activities between November and December Board Meetings 2021

Financial

- With Bookkeeper – transferring the approved funds made that account have a negative balance, asked Dolly to make it so that market sale account has a balance of \$100.
- Provided Tax Exemption info to vendor
- Prepared checks for signatures and mailing
- It is difficult for Dolly to have up-to-date financials when the meeting fall so close to the first of the month. She asks if it would be possible to change to the 2nd week of the month.
- Kaitlynn Winney and 2 Stoltenberg kids' checks have not been release by 4-H Educator – How Long can those be held?

2021 Fair Awards

- Received static awards from Bear Creek Originals, have notified parents. Asked them to pick them up at Aspen Realty
- More buckles will arrive Friday
- Still 3 poultry buckles and best of show plate to come, end of December

2021 Market Sale

- Rankin pig issue
 - Pig has been paid for and has been slaughtered

2022 Superintendents

- Per instructions from October meeting contacted 2021 Superintendents to ask if they were interested in being superintendents for the 2022 fair
 - Devonie Mueller, Barn Superintendent – yes
 - Erin Dona – Sheep Superintendent – yes she and Jim would be superintendents
 - Nicole Williams – Beef Superintendent – yes, if they want me
- Found Superintendent Job Description from Powell and modified the agreement, working with Stacey E.
- I would appreciate action by board on the job description and how much will be paid to each superintendent so I can make a contract with them and start working with them on the 2022 fair.

2022 Market Sale Committee

- Per request at October meeting contacted the 2021 Market Sale Committee members via email asking if they would like to be on the 2022 Market Sale Committee:
 - Jennelle Moore – yes
 - Kenzie Mares – yes
 - Brendon Grant – yes
 - Glen Blackburn – wants to stay in the loop
 - Kara Renquist – yes
- Market Sale Agreement
 - Distributed Kenzie's version of the agreement to board members, educators, and past superintendents
- Worked on a way to streamline info/action needed from youth from first weigh-in through delivery of animals to processor

2022 Fair Planning

- Nothing new

Fair Board Organizational Duties

- Started completing application for the Limited Government Liability Program for Wyoming
- Corresponded with Karen Rimmer that she wants to receive the minutes via email monthly