



MEETING MINUTES  
NOVEMBER 16, 2021  
**Fair – July 16-23, 2022**

Meeting called to order by Secretary Stacey Etchemendy at 7:14 via Zoom, Stacey asked Amy to take minutes. In attendance:

Stacey Etchemendy – Secretary

Nick Ladd – Member

Mitch Falkenburg – Treasurer

Amy Irene – Fair Manager

Coley Wandra – Ex-officio

Absent – Donald Blackburn - President

1. Minutes from October meeting: Nick moved to approve minutes as distributed. Mitch seconded the motion which carried.

2. Treasurer update

Treasurer: Mitch Falkenberg

Operating Account Balance: \$61,871.61

Market Sale Account Balance: \$15,106.14

Expenses by Vendor for approval:

Bear Creek Originals	\$446.88	Operating
Case Custom Meats	\$150.00	Market Sale
Case Custom Meats	\$186.00	Market Sale
Compu-Checks	\$129.94	Operating
Corriente Saddle Co	\$400.00	Operating
Corriente Saddle Co.	\$805.00	Operating
Dolly's Bookkeeping & Payroll	\$157.50	Operating
Douglas Community Club	\$3,020.00	Market Sale
USPS	\$58.15	Operating

Nick moved to approve pending expenses, Stacey 2<sup>nd</sup> the motion which carried.

3. Fair Manager Report – see attached

4. Educator Reports:

- a. 4-H – not present, no report

- b. Douglas FFA – not present, no report

- c. Glenrock FFA – Coley reported that his program is growing. Their chapter has received a grant to purchase a set of livestock scales.

#### **Old Business**

- I. 2021 Awards – Buckles were distributed to youth. Some buckles had been overlooked. They have been ordered. Bear Creek Originals is working on Static awards.
- II. Rankin Pig – Pig purchased by Nikki Rankin, Joe Rankin and Anadarko had gone to the School District. The board purchased a pig from Case Custom meats to replace the pig.
- III. Start MOU for FFA - tabled
- IV. Open Board Position – Some names of prospects were mentioned. Nick and Stacey will make contact with those individuals.

#### **New Business**

- V. 2022 Fair Theme – Amy presented some ideas. Coley will take those ideas to youth in his program and get their thoughts and get back to the group

- VI. Show Superintendents
  - a. Job Description – Amy and Stacey presented a draft Show Superintendent job description. Tabled
  - b. Compensation
    - i. Barn Superintendent – Devonie Mueller said that she would fill this position
    - ii. Beef – Nicole Williams accepted
    - iii. Sheep – Jim and Erin Dona accepted

Names were mentioned to fill the superintendent positions for swine, horse, small animal, and static. It was discussed that a project leader should not be the superintendent of that show.
- VII. Market Sale
  - a. Market Sale Agreement – Amy presented an updated Market Sale Agreement. Kenzie has some additional suggestions. Amy will work with Kenzie and email the resulting document to the educators and superintendents. If they have suggested changes to the document they should get those changes to Amy the Monday prior to the December 2<sup>nd</sup> meeting.
  - b. Market Sale Committee – Duties – Nick will get with the committee and review the committee duties and present updated document. Past member who did not respond to Amy's email will be contacted to see if they are willing to be on the committee.
  - c. Ownership Deadlines
    - i. Beef – February 1. Weigh-in dates: Nick will talk to Kenzie and Wagonhound about dates. Tentative dates are Glenrock – Tuesday, January 25, and Douglas – Saturday, January 29, 2022. Need to talk to the Cowbelles about dates.
    - ii. **Sheep, Swine, Goats – June 1 – Tabled**
  - d. Ear-tags – Amy will ask for estimated numbers from educators and do an inventory of ear tags.
- VIII. Entertainment for 2022 Fair
  - a. Nick has talked to the Tractor Pull group, he will correspond with them and reserve Sunday, July 17<sup>th</sup>. It was suggested that gate admission be \$10 per person, children under 12 free
  - b. Mitch suggested that the Ranch Bronc Riding was not a cost effective event and other options should be explored
  - c. Brew-fest, BBQ contest, and others were discussed
- IX. Development of Committees - Tabled**
  - a. Potential Committees
    - i. Entertainment
    - ii. Sponsorship
    - iii. Market Sale (established)
    - iv. Shows (Ran by the Barn Super?)
- X. Deadline for Action Items from Committees - Tabled**
- XI. Next meeting
  - a. December 2, 2021 7:00pm
  - b. Wyoming State Fair Board room and possibly Zoom
- XII. Executive session – None Needed
- XIII. Nick moved to adjourn the meeting at 8:33, Stacey 2<sup>nd</sup> the motion.

Respectfully Submitted by Amy Irene



Report from Fair Manager

Amy Irene

Activities between October and November Board Meetings 2021

#### Financial

- Collected Bills and Gave them to the Bookkeeper for Payment
- We have a vendor who is requesting our Tax Exempt Number (would need to apply for this)
- Worked with Bookkeeper on Reports needed for meeting
- Prepared checks for signatures and mailing

#### 2021 Fair Awards

- Received buckles, distributed them via – Luke Bethea at High School, Parents picking up buckles at Fair Office, and Mail
- Parents brought to my attention that their children had not received their buckles. I had no record of what buckles had been order before fair. Roni forwarded emails from the buckle company so I cross referenced what awards we said that we were giving vs. what buckles had been ordered. Ordered two more sets of buckles, which should arrive December 13 and December 27<sup>th</sup>.
- Correspondence with Bear Creek Originals concerning Static Awards

#### 2021 Sponsors – Returned banners via mail to Impact Exploration and NextEra Energy

#### 2021 Market Sale

- Talked to Nikki Rankin about an issue with the pig that she, Joe Rankin and Anadarko purchased at the market sale. She had called 307 Meats about how she wanted the pig to be cut up, however 307 Meats went by a spreadsheet that they received from me and sent the meat from the pig to the school district.
- Discussed the issue with Don B.
- Sourced a replacement pig through 307 Meats.
- Made arrangements to purchase and have pig from Case Meats sent to 307 Meats for processing.
- With approval from Board – had bookkeeper print check to Case Meats for down-payment.
- Board Members signed the check
- Pig was taken to the processor 11/15/21
- Final invoice was received 11/16/21 and given to bookkeeper for payment
- Communication with Nikki Rankin has been on-going

#### 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.

#### 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 – no response
- Kara Renquist – no response
- Market Sale Agreement
  - Modified 2021 Market Sale Agreement PDF to Word Doc, updating the document and making some suggestions. Emailed draft to board and responding committee members for review.

#### 2022 Fair Planning

- Brain stormed possible Fair Themes

#### Fair Board Organizational Duties

- Reviewed Fair Board's MOU with Converse County and 4-H Program, advised board of items that needed to be clarified, completed by specific deadlines, and items that should be changed for FFA MOU.
- Started completing application for the Limited Government Liability Program for Wyoming