



MEETING MINUTES
JUNE 12, 2024

The meeting was called to order at 6:00 PM by Chairman, Nick Ladd. In addition to Ladd, those in attendance were:

Jim Dona – Vice Chairman
Karmin Addleman – Treasurer/ Youth Rodeo Superintendent
Stacey Etchemendy – Secretary
Tia Agent – Board Member
Kelsey Stephens – Fair Manager
Kellynne Doyle – 4-H Educator
Alex Smith – Ranch Rodeo Superintendent / Guest
Hailey Sorg – UW Extension Educator / Guest
Sarah Stoltenberg – Static Superintendent / Gest
Daniel York – Guest

- I. Minutes from last meeting Board Secretary: Stacey Etchemendy
 - a. Stacey read through the meeting minutes.
 - b. Karmin made a motion to amend the minutes with respect to the updated treasurer's report to read the following as of May 1, 2024
 - i. Operating Account - \$177,469.88
 - ii. Clearing Account - \$24,769.99Jim seconded the motion and the motion passed.
- II. New Board Member Chairman: Nick Ladd
 - a. Nick notified the board that the County Commissioners received and accepted a resignation letter from Gisselle Grimes. They have appointed a new board member, Tia Agent.
- III. Public Comment
 - a. Insurance Quote Update Tegeler Insurance – Daniel York
 - i. Daniel presented a quote with a premium of \$2,347.00 for special event insurance for County Fair Dates.
 - b. UW Extension Educator Hailey Sorg
 - i. Hailey presented an ATV Safety program that she does statewide and would like to do during County Fair. It was discussed that the best window of time for the activity would be Wednesday, July 17th around noon. Kelsey will check with the WSF and be sure this is ok to add to our schedule.
- IV. Treasurer update Treasurer: Karmin Addleman
 - a. As of May 31, 2024
 - i. Operating Account - \$158,128.93

ii. Clearing Account - \$24,769.99

1. Bills to be paid

- | | |
|--|------------|
| a. JZ Internet - | \$120.00 |
| b. Western Sign & Design (logo design) - | \$510.00 |
| c. Douglas Budget- | \$5,300.00 |
| d. Western Sign & Design (award banners) | \$1,835.00 |
| e. Ninja Nation- | \$6,250.00 |
| f. Bijou Mini Buckers- | \$400.00 |
| g. DaniJoDesigns(youth rodeo awards) - | \$387.00 |

Stacey made a motion to accept the treasurer's report and file it for audit, Tia seconded, and the motion passed.

- iii. Tia made a motion to approve spending up to \$4,000 for the award banner order to be placed through Western Sign and Design once entries have closed. Stacey seconded the motion and the motion passed.

V. Update from 4-H Educator –

- a. Kellynne introduced the board to Hailey Sorg, UW Extension Educator.

VI. Update from Glenrock FFA – None

VII. Update from Douglas FFA – None

VIII. Update from Committees

a. Market Sale

Board Chairman: Nick Ladd

- i. Nick had previously forwarded an email to the board from Kenzie, all questions have been discussed and answers. The question regarding swine being the only species with a maximum weight was decided that it should be addressed in the Fall.
- ii. Kelsey scheduled a meeting with Sue from Natrona County to learn how to use Showworks for the Market Sale. She is coordinating with Dolly and the Market Sale Committee on who will be attending this training.

b. Open Shows

- i. Stacey discussed getting the open livestock show signs cleaned up and painted. Jim made a motion to have this done at a local business, Stacey seconded the motion.

c. Youth Rodeo

Superintendent: Karmin Addleman

- i. T-Shirt logo is ready to go, entries are open.

d. Ranch Rodeo

- i. Alex asked if there would be any stalls available for contestants. Kelsey will look into this and get back to Alex.
- ii. Alex asked that a mass email go out to all contestants with stalling and camping info once entries have closed.
- iii. Contract for the cattle has gone up to \$850, still working with John Nahtman on this. This keeps the event within the previously approved event cost.

e. PRCA Xtreme Broncs

Representative: Karmin Addleman

- i. The previous check sent for to the stock contractor was recorded in the minutes correctly but sent wrong. This has been fixed.
- ii. The PRCA has sent over a insurance requirement form that has been presented to the insurance agent to be sure the event is covered and we can provide the certificate needed.

f. Tractor Pull

Representative: Nick Ladd

- i. Unfortunately, the company that we have contracted for the past several years have reached out and due to unforeseen circumstances are recommending we pull the event.
- ii. Options to keep the event on the books and fill the evening with fun was discussed. Nick will be reaching out to the company and discussing this in

further detail. Following his conversation, he will let the board know which way they suggest we go.

- iii. If the event is pulled, the entire deposit will be refunded.
- g. Ninja Warrior Course Representative: Stacey Etchemendy
 - i. Stacey discussed needing help to run the liability waivers and timers for the course.
 - ii. Stacey made a motion to set run prices at \$1/ run for the youth course and \$5/run for the adult course. While offering to pay the Douglas Hockey Club 50% of the entry fees and \$250 to help clean up the area as well as the Market Sale Dinner tent the next morning. Jim seconded the motion and the motion passed.
- h. Family Fun Night Representative: Stacey Etchemendy
 - i. John Nahtman will be donating 10 head of cattle and charging a \$100 transportation fee for chute dogging cattle. The contract will be presented once received.
 - ii. Rick Baker will be bringing a rural fire truck to help wash youth after pig wrestling
 - iii. Mutton Busting sign-ups have opened
 - iv. Blackburn Cattle will be providing a vac truck to help with the cleanup process.

IX. Superintendents

- a. Horse
- b. Static
- c. OPEN Livestock Shows
- d. Judges
 - i. All presented judges have been approved by the board. The committee is still working to find a Poultry, Rabbit and Round Robin judges.

Old Business

- I. Arena Supply Tote Box
 - a. Jim made a motion to approve up to \$700 on miscellaneous items/ fair supplies to fill the box, items including but not limited to timers, lag bolts, air horns, flags, zip ties, office trash cans, stakes, cattle numbers. Stacey seconded the motion and the motion passed.
- II. Picture Backdrop
 - a. In working toward finding a larger picture backdrop that will fit the large livestock. Jim made a motion to approve spending up to \$700 on the 10'x18' backdrop that Kelsey presented to the board. Karmin seconded the motion and the motion passed.

New Business

- I. Thank You Card Order
 - a. Kelsey requested funds to be spent on ordering standard Converse County Fair branded thank you cards to go with all youth awards handed out. Stacey made a motion to approve spending \$400 on 500 thank you cards through Canva. Tia seconded the motion and the motion passed.
- II. Insurance Quote Action
 - a. Based on the presented quote from Tegeler Insurance, Jim requested all board members be sent the policy to review. Increases of coverage in certain areas were requested. Recognizing that these increases will up the premium, Karmin made a motion to approve spending up to \$5,000 on the special event insurance to cover the 2024 Converse County Fair, Tia Seconded and the motion passed. Kelsey will forward the updated quote before binding the policy with Tegeler insurance.
- III. Showworks Expenditure

- a. Nick moved to entertain a motion to rectify the showworks expenses that were approved via email by a unanimous vote on May 31st. Stacey made the above motion, Jim seconded, and the motion passed unanimously.
 - IV. Contract Labor – Fair Manager Position
 - a. Nick entertained a motion to approve an increase from \$2,500 to \$2,750 as of July 1, 2024, and implement a performance bonus up to \$5,000 based on the evaluation done following County Fair. Karmin seconded the motion and the motion passed unanimously.
 - V. Fair Manager Report – Please see attached.
 - VI. The meeting was adjourned at 9:59PM. Next meeting will be June 25th, 6pm at the CC Fair Office.
- Executive session – None

Converse County Fair Board
Balance Sheet
As of June 10, 2024

	Jun 10, 24
ASSETS	
Current Assets	
Checking/Savings	
Converse County Bank - 839	216,320.62
CCB-6036 - Market Sale Acct	24,769.99
Total Checking/Savings	241,090.61
Accounts Receivable	
Operating Acct A/R	12,000.00
Market Sale A/R	-9.79
Total Accounts Receivable	11,990.21
Total Current Assets	253,080.82
Fixed Assets	
Fair Equipment	
Sound System	1,610.00
Total Fair Equipment	1,610.00
Office Equipment	1,496.25
Total Fixed Assets	3,106.25
TOTAL ASSETS	256,187.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	37,330.36
Total Accounts Payable	37,330.36
Other Current Liabilities	
Direct Deposit Liabilities	-1,823.96
Payroll Liabilities	837.50
Total Other Current Liabilities	-986.46
Total Current Liabilities	36,343.90
Total Liabilities	36,343.90
Equity	
Retained Earnings	167,581.37
Net Income	52,261.80
Total Equity	219,843.17

4:04 PM

06/10/24

Accrual Basis

Converse County Fair Board
Balance Sheet
As of June 10, 2024

	Jun 10, 24
TOTAL LIABILITIES & EQUITY	<u>256,187.07</u>



Fair Manager Report:
Kelsey Stephens
May 2024

- Completed Sho Works – Entries Open
- 2nd Buckle are in production- 1st Buckle Order received and Organized
- Banners invoice needs approval
- Sent out an update from the board at the Market Sale meeting and was published in the 4-H Monthly newsletter
- Contracts for Supers & Judges- RECEIVED A FEW BACK FROM SUPERS- .
- List of Social Media postings.
 - Event Flyers
 - New static Awards
 - Informational
 - Get to know the Super- no one is getting me the questionnaires back
 - Get to know your board members
 - Entry Information
 - Sponsors
 - Day of List of Events
 - Show Line Ups
- College Inn Bar is all good to go
- Insurance- Daniel York will be at meeting to go over quote
- Grant with tourism Board is in the works
- Sent Event Coordinator contract to Mitch
- Need to figure out who is picking up porta cools
- Ambulance will be at all events- Spoke with Eric
- Calcutta Permits have been sent in
- WSF
 - Completed Layout- Needs approved
 - Camping- Sara will get this completed by 06-20-24
- Buyer banners & Sponsorship Banners
- MISC- Awards needed- Dog and Cat Show
- List of items needed made and approval needed
- Tried to set up our Venmo but the fair phone # wont work
- Completed contestant flyers for Ranch Rodeo- Entry forms also completed
- Completed flyer for Open show- Entry Forms also completed
- Worked on entering tagging weights for ADG will be easier this year
- Blackburn trash cans in barn- Stacey

- Sue Anderson- Training June 28th now and she is talk to Brenda if we need to meet sooner to set up our sale
- Completed Sponsorship & Award Donor Brochures
- Award Donor Brochures went out in the mail and we have gotten a lot back
- Sending out thank you/receipts to the donors
- Printed off tickets
- Created T-Shirt designs for Fair tees and Youth Rodeo Tees
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