



**Teton County Fair Board  
Regular Meeting Minutes  
Fair Office – 305 W. Snow King Ave  
Monday January 13<sup>th</sup>, 2020 @ 5:30PM  
*\*Please leave your cell phones at the front desk. \****

*Mission: The mission of the TCFB is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage; uniting urban and rural communities in celebration.*

*Vision: The TCFB's vision is to actively engage in the pursuit and promotion of our rural and agricultural heritage, from neighborhood back yards to family farms and local businesses.*

- I. Call to Order  
Marybeth called the January 13<sup>th</sup> meeting to order @ 5:32PM.
  
- II. Roll Call/Pronouncement of a Quorum  
**Present:** MaryBeth, Gary, Steve, Peter, Matt, Tere, Deb, Hannah  
**Also Present:** Rachel, Sarah, Alyssa, Glenn, Jordan, Kari Hall, Natalie  
**Absent:** Amy
  
- III. Adopt Agenda  
Deb motions to add bonding the Fair Board Treasurer under *New Business*. Matt seconds the motion. No further discussion. All in Favor.
  
- IV. Approval of December 9th Meeting Minutes  
Hannah motions to approve December 9<sup>th</sup> meeting minutes. Matt seconds the motion. No further discussion. All in Favor.
  
- V. Public Comment  
Kari Hall, Bright Star Riding  
Would like to store English riding equipment in the Heritage Arena.  
  
Jordan Lutz  
Royalty Christmas Party on December 19<sup>th</sup>, great conversation and secured a \$1000 sponsorship for the program.

**ACTION ITEMS**

- VI. New Business
  - a. Fair Board 'Recognition Policy'Rachel says that the Fair Board has always compensated their Fair volunteers in the way of meal vouchers, parking passes, night event tickets, Lion's Club Breakfast tickets etc. for a number of years but that there was no structure or consistency. This new structure will hopefully streamline volunteer compensation so the Fair Board is protected by treating their volunteers fairly and equitably for their time donated to the Fair. Rachel also states that this

policy is a proposal, and a lean one, and that she fully intended for staff and the Fair Board to negotiate and work through this policy over a few months.

Matt motions that only Fair Board members and staff should get badges. Steve seconds the motion. Discussion: Tere asks who all received badges in 2019. Marybeth names off the various groups, including staff, board, all contractors, Horse Show committee members, Royalty and sponsors etc. No further discussion. All in favor.

Staff Section: Includes Fair Manager, Administrative Assistant, Facilities Maintenance Specialist, Summer Office Assistant, Summer Maintenance Technician, Director of General Services, and the County PIO. Rachel says 2 tickets to each night event has been eliminated, Lion's Club Breakfast tickets has been decreased from 3 to 1 and meal vouchers have been cut in half from 2 vouchers/day to 1 voucher/day.

Gary motions to approve the staff section as proposed. Hannah seconds the motion. No further discussion. All in favor.

Fair Board Section: Includes 9 Fair Board members. Rachel says the only elimination are 2 tickets each to Figure 8s.

Gary motions to approve the Fair Board section as proposed. Steve seconds the motion. Discussion: Marybeth & Matt disagree and think the Board should get 2 tickets each to Figure 8s. All opposed; the motion dies.

Tere makes a motion to approve the Fair Board section as proposed and to include 1 ticket to Figure 8s for each member. Steve says it should be 2 tickets because no one is going to go alone. Tere withdraws her motion.

Deb motions to approve the Fair Board section and included 2 tickets each to Figure 8s. Tere seconds the motion. No further discussion. All in favor.

National Anthem Singer Section: Rachel says in 2019, we gave each singer 2 tickets to each night event, plus a parking pass for the day they sang and 1 meal voucher. For 2020, Rachel proposes that each singer receive 2 tickets to the night event that they are singing at, plus a parking pass for that day.

Hannah motions to approve the National Anthem Singer section as proposed. Tere seconds the motion. No further discussion. All in favor.

Town/County Liaison Section: Rachel says we eliminated this section completely for 2020 and beyond. Our liaisons are in public office; they understand their role as public servant and they don't need free tickets.

Hannah motions to approve the Town/County Liaison section as proposed. Steve seconds the motion. No further discussion. All in favor.

Hannah motions to table Past Fair Board Members, 4-H, Royalty, Sponsors, Horse Show Committee, Exhibit Hall Committee sections to the February meeting. Deb seconds the motion. No further discussion. All in favor.

b. IMPRA Sanctioning of Fair Rodeo

Hannah motions to postpone making the decision to sanction with IMPRA until the Rodeo Committee can meet and discuss the requirements and parameters. Deb seconds the motion. Rachel says the association president is willing to come meet with the committee or he can just call in, especially with the bad weather we are having. Matt asks when the Fair Rodeo Stock Contract goes out to bid; Rachel says the end of February. Tere asks if we can call a special meeting to approve sanctioning with IMPRA before the February meeting; Marybeth says yes. No further discussion. All in favor.

c. Exhibit Hall – Approval of revised Divisions & Classes

Hannah motions to approve the Exhibit Hall class information as written. Matt seconds the motion. Discussion: Matt says this is the 2<sup>nd</sup> year the class list has been revised and some of the changes will eliminate entries. Rachel says she thinks the biggest impact on increasing entries will be distributing the class list to the proper local organizations who will help get the word out and share it with others no matter what the class list actually offers potential entrants. No further discussion. All in favor.

d. Exhibit Hall – east wall into a red barn/accent wall

Rachel & Judi tore down the facades over the holidays; made 4 dump runs and salvaged as much of the wood as possible. We can determine over the winter how we want to repurpose those materials. Deb suggests we reach out to 4-H. Many clubs are looking for community service projects.

Steve motions to recommend staff paint the east wall to look like a barn, red with white trim. Tere seconds the motion. Discussion: Hannah questions the motion and its impact on renting the facility year-round. No further discussion. All in favor.

e. Exhibit Hall - \$600 budget for lights

Hannah motions to approve budgeting \$600 for lights for the Exhibit Hall. Budget discussion ensues. Special Fair Revenue Fund Balance Policy says that the County is required to maintain a minimum of 40% of the previous fiscal year's total audited revenue in this fund. Of these funds, the Fair Board may spend up to 85% of their total audited Fair-related revenues from the previous Fair. The balance for 2020 Fair planning is \$290,714.82. Rachel says this can be thought of as a line of credit for Fair planning since the Fair Board currently has no money to plan the 2020 Fair and doesn't know at this time what the BCC will approve. Rachel presents the Excel spread sheet that is tracking the Fair Board's commitments for the 2020 Fair, including night event contracts, free acts, and general contractors. The remaining balance is \$15,424.82 after all committed expenses have been deducted, including an additional \$3000 for fish for the fish pond. Tere asks if we should leave some money remaining in the fund? Rachel says yes because we don't put our general contractor bids out until March and they may go up. We will need some cushion.

Hannah motions to table this agenda item until July. Tere seconds the motion. No further discussion. All in favor.

f. 2020 Fair Book content, deletions & additions

Staff is proposing we eliminate the following: Horse Warriors ½ page ad, Royalty ½ page ad because Pageant will take place after the book has gone to print, Dog Show & Turn N Burn entry forms and replace with a split ½ page event ad, night entry entry forms & waivers, night events at a glance...

Staff is proposing we add night event full page ads and couple with a full page sponsor ad, an Exhibit Hall ad, split ½ page ads to promote Big Top Tent events like the beer garden, art installation, live music, farm-to-fair luncheons etc.

Tere motions to approve the proposed Fair Book eliminations and additions as written. Matt seconds the motion. Discussion: Tere asks if we can possibly do an insert for Royalty. All in favor.

g. Cowgirl Tricks Updated Proposal

The Fair Board approved the original proposal (\$950/day for 4 days + \$100 lodging stipend per day, total \$4200) at their December 9<sup>th</sup> meeting. After researching the cost of lodging in Jackson during the summer, she learned that it costs more than \$100/night and has resubmitted a new proposal for \$950/day for 4 days and the Fair Board provides 5 nights lodging.

Deb motions to reject the proposal approved at the December 9<sup>th</sup> meeting. Tere seconds the motion. No further discussion. All in favor.

Deb motions to approve the new proposal. Tere seconds the motion. Discussion: Marybeth suggests we continue negotiating. For example, we could ask her to perform for 3 days (Fri-Sun) at \$950/day + 4 nights of lodging. No further discussion. Matt votes in favor. Marybeth, Gary, Peter, Steve, Tere, Deb and Hannah vote in opposition. The motion dies.

Hannah motions to recommend staff ask Cowgirl Tricks for a new proposal for 3 days of performing and 3 nights of accommodations. Peter seconds the motion. Discussion: She may want/need 4 nights of lodging. Votes tie, 4 in favor, 4 against. Motion dies.

Deb motions to recommend staff ask Cowgirl Tricks for a new proposal including 3 days of performance and 4 nights of lodging. Steve seconds the motions. No further discussion. All in favor.

h. Animal Cracker Conspiracy Proposal

Hannah motions to decline the Animal Cracker Conspiracy proposal. Deb seconds the motion. No further discussion. All in favor.

i. Bugology Proposal

Didn't receive a proposal yet.

j. Scales & Tails Utah Proposal

We have one space to fill on the grass by the Exhibit Hall and based on the fund balance, there is only enough money left for one act. The Board agrees that they need to approve one of the following: Bugology, Scales & Tails or Butterfly Encounter.

Tere motions to approve the Large Reptile Exhibit at \$1400/day for 4 days, plus lodging. Deb seconds the motion. No further discussion. All in favor.

k. Butterfly Encounter Proposal

Hannah motions to decline the Butterfly Encounter Proposal. Tere seconds the motion. No further discussion. All in favor.

l. Fair Board Treasurer getting bonded (addition)

VII. Old Business

a. Approval of TCF & Royalty Rulebook revisions

Matt motions to postpone approval of the revised rulebook for another month because he and Tere haven't had a chance to get together on it. Peter seconds the motion.

Discussion: Tere says that the revised rulebook is sufficient for the May pageant but can, and should be, revisited before the August Pageant so we can set the date for all future pageants. Hannah says that some of the eligibility requirements make her uncomfortable and asks if they are standard. Deb & Tere confirm that they are standard requirements at the state and national level.

Rachel lets the Board know that back before the holidays, the committee met on a Friday evening for 3 hours and went through the rulebook line-by-line. Rachel feels that the committee has spent enough time on the book and has no more time to commit to revising it. Rachel and Matt had a recent discussion and it was agreed that Matt should go through the document and mark up his edits, then resend it to the committee so they can see his revisions. Board members agree that the rulebook can always be revised at any time. Matt votes in favor. Marybeth, Gary, Peter, Steve, Hannah, Tere & Deb vote in opposition.

Deb motions to approve the rulebook as written, Tere seconds the motion. No further discussion. Marybeth, Gary, Peter, Steve, Matt, Tere, Deb vote in favor. Hannah votes in opposition.

b. Future of TCF & Rodeo Royalty Program

Marybeth says that the Board should think about forming an Ambassador Program to replace the Royalty Program and keep money in the budget to support a Miss Rodeo Wyoming candidate. Candidates for the state program only have to have a sponsor; they don't have to hold a title necessarily.

c. Fair Board Treasurer getting bonded (addition to action items by Deb)

Deb says, as the treasurer of the Fair Board, she should be bonded for legal protection.

Alyssa says the Fair Board has legal representation through the County Attorney's Office and that an inquiry regarding bonding could be posed to Keith Gingery.

Deb asks staff to ask Keith to weigh-in on Fair Board legal protection in the event of a lawsuit or some other legal issue against the Fair Board.

## **DISCUSSION ITEMS**

### VIII. 2019 Fair Budget Updates

Covered this earlier in New Business discussion.

#### IX. Committee Update Reports

##### a. Big Top Tent

Beer Garden hours 2-7PM, instead of 12-7PM. Late night event at Big Top Tent on Friday or Saturday. Matt asks about our special event permit, how late can the Fair go? Our TOJ special event permit allows Fair activity until midnight. Picnic tables need to stay in or around the tent; vendors cannot drag them to their booth! Need to check with the Town on other permit options for the beer garden. Farm-to-Fork luncheons – let's try 2 this first year. Rachel has a meeting with Slow Foods next week. Inflatable planetarium on the grass by the Big Top Tent. Taller stage; Rachel asked Canvas and they don't have one, neither does Hughes. Hannah says the stage should be centered with the main door of the tent. Work on a proposed budget. Rachel says we can use some of the wood from the Exhibit Hall to build cornhole games and Hannah says Blade Hoke may be interested in looking at it for the art installation in the Big Top Tent.

##### b. Concert

Committee will meet on Friday January 17<sup>th</sup> at 4:30PM to regroup and determine next steps on other band ideas.

##### c. Exhibit Hall

Already gave an update in action items.

##### d. Horse Show

Marybeth will call a meeting. We need to talk about judges and approve the 2020 class list.

##### e. Rodeo

Will setup a committee meeting with the IMPRA President ASAP.

##### f. Royalty

Committee will start working on clinics and the May Pageant.

#### X. Fairgrounds Items

##### a. Heritage Arena Capacity Improvement Project

Rachel signed the paperwork last week for the building designation change from U to A. We are waiting to hear back from the contractors who bid the emergency lighting and fire alarm system to make sure they will honor their September bid. Construction for toilet addition will go out to bid after we get the ok on the designation change.

Sound System – Rob Benedict came down this morning and took a look at the system. He will be sending Rachel an estimate for the work

#### XI. Matters & Announcements from Board & Staff

##### a. Fair & Fairgrounds Manager Report & Updates

##### b. Marybeth

No updates.

##### c. Gary

- No updates.
- d. Peter  
No updates.
- e. Amy  
No updates.
- f. Steve  
May have a sponsor for the “Adult Painting & Drawing” department who will also provide a judge.  
Matt asks Rachel to send a list to the committee of current sponsor and departments that still need them.
- g. Deb  
No updates.
- h. Tere  
No updates.
- i. Hannah  
No updates.
- j. Matt  
No updates.

Rachel says an Etix person will come to our Fair and be on call all week and take care of all things ticket-related. They will setup the equipment, train our volunteers, handle any issues etc. The Fair Manager in Bozeman, MT does it and says it’s worth every penny!

## XII. Other

- a. 4-H Council Meeting tomorrow night @ 4:30PM
- b. LEAC Ground Training in Asheville, NC – January 17 & 18 (Judi)

## XIII. Adjourn

Matt motions to adjourn the meeting at 8:48PM. Deb seconds the motion. No further discussion. All in favor.