



**Teton County Fair Board  
Regular Meeting Minutes  
Monday September 11<sup>th</sup>, 2023 @ 5:30PM  
Fair Office@ 305 W. Snow King Ave**

*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.*

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- I. Call to Order  
Zach calls the meeting to order at 5:32 PM.
  - II. Roll Call/Pronouncement of a Quorum  
PRESENT: Zach, Hannah, Matt, MB, Amy  
ABSENT: Donnie  
ALSO PRESENT: Glenn (4-H), Rachel & Sarah
  - III. Adopt Agenda  
Hannah motions to adopt the agenda as written. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.
  - IV. Approval of 8/14/23 Regular Meeting Minutes  
Hannah motions to approve the 8/14/23 minutes as written. Matt seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.
  - V. Public Comment  
No public comment.

**ACTION ITEMS**

- VI. Appointment of 2024 Officers  
Chair, Vice Chair, Secretary, Treasurer

Per the bylaws Article III, Section b. Election of Officers the TCFB shall elect from its members a chair, vice chair, secretary and treasurer; said officers will serve a term of one (1) year. Election of Officers shall take place at the September meeting of each year and as otherwise required to fill vacancies.

Board members make nominations for each office.

## ROLE OF OFFICERS

Chair. The Chair's role is as follows:

- a. Facilitate the meeting and move the conversation towards a clear outcome to achieve agreed upon policies and goals.
- b. Call special and emergency meetings as necessary.
- c. Work with the Fair & Fairgrounds Manager to formulate the agenda for each meeting.
- d. Serve as the primary spokesperson for the TCFB.
- e. Appoint special committee members as necessary.
- f. Act as the liaison to the BCC or appoint another board member to do the same.

Vice Chair. The Vice-Chair's role is as follows:

- a. Perform the duties of the Chair in the absence of the Chair.

Secretary. The Secretary's role is as follows:

- a. Review and approve the minutes of the TCFB meetings prior to dissemination to the rest of the TCFB for review.
- b. Ensure the TCFB's compliance with the Public Meetings Act.
- c. Record the minutes of each regular, special, and emergency meetings of the TCFB, transcribe and distribute the minutes to the members of the TCFB, and distribute the minutes to members of the public upon request, or delegate these duties to another.
- d. Perform the duties of the Chair in the absence of the Chair and the Vice Chair.

Treasurer. The Treasurer's role is as follows:

- a. Provide fiscal oversight, accountability, and reporting for the TCFB and the County Fair.
- b. Serve as the chief budget officer for the TCFB.
- c. Ensure that reconciliation and all County Fair deposits occur appropriately and that dual controls are employed during all instances of cash handling.
- d. Provide review and recommendations on the Fair & Fairgrounds budget to the TCFB.

Matt motions to open the floor for nominees for the Chair of the Fair Board. Hannah seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

MB nominates Zach. Zach accepts the nomination.

Hannah motions to close the floor for nominees for Chair of the Board. Matt seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

Hannah motions to open the floor for nominees for the Vice Chair of the Fair Board. MB seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

Hannah nominates MB. MB accepts the nomination.

Hannah motions to close the floor for nominees for the Vice Chair of the Fair Board. MB seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

Hannah motions to open the floor for nominees for the Secretary of the Fair Board. MB seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

MB nominates Hannah, Hannah accepts the nomination.

MB motions to close the floor for nominees for the Secretary of the Fair Board. Matt seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

MB motions to open the floor for nominees for the Treasurer of the Fair Board. Hannah seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

MB nominates Matt. Matt accepts the nomination.

MB motions to close the floor for nominees for the Treasurer of the Fair Board. Hannah seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

2024 Fair Board Officers:

Chair, Zach  
Vice Chair, MB  
Secretary, Hannah  
Treasurer, Matt

#### VII. Consideration of Setting the 2024 Fair Dates

MB motions to set the 2024 Teton County Fair dates for July 20th – 28<sup>th</sup>, 2024. Matt seconds the motion. Discussion: Fair has always occurred the 30<sup>th</sup> week of the year. Gillette is moving their Fair which will conflict with ours.

Other items to consider:

- National High School Rodeo Finals (July 14-20, 2024 in Rock Springs, WY)
- Cheyenne Frontier Days (July 19-28, 2024)
- WY State Fair is usually the 3<sup>rd</sup> week of August (August 13-17, 2024)
- WY County Fairs that are before our Fair, include Central Wyoming Fair & Converse County
- WY County Fairs that overlap with our Fair, include Albany County, Campbell County, Crook County, Park County, Platte County, Sublette County, Washakie County, Weston County
- WY County Fairs that are right after our Fair, include: Carbon County, Fremont County, Goshen County, Hot Springs County, Johnson County, Niobrara County, Sheridan County, Sweetwater County, Uinta County
- WY County Fairs that take place entirely in August include Big Horn County, Laramie County, & Lincoln County

Rachel emailed Stephen Broetsky with Frazier about July 20-28 and confirmed these dates would work great for them. Vote is unanimous in favor. Motion passes.

#### VIII. Consideration of the 2024 All Aboard Train Contract

The 2024 All Aboard Train contract is in the Board packet for review.

Jim & Beth spoke with a few Fair Board members while they were here in July. Apparently, Campbell County Fair (Gillette) is moving their Fair up a week to coincide with ours, rather than the week after. All Aboard usually comes to our Fair and then goes onto Gillette. If we want them back next year, we need to approve the contract right away and get our dates locked in.

Hannah motions to approve the 2024 All Aboard Train Contract for July 25-28 in the amount of \$4,800. MB seconds the motion. Discussion: All Aboard Train needs 7 hotel nights. MB suggests we ask them to operate Wednesday night from 4-8pm in return for the extra hotel room nights. Vote is unanimous opposed. Motion does not pass.

Donnie arrives at 5:47 PM.

MB motions to approve the 2024 All Aboard Train Contract for July 25-28 with the amendment that they add Wednesday night 4-8pm in their hours of operation in the amount of \$4,800. Matt seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

#### IX. Consideration of the 2024 TCFB Recognition Policy

The 2023 written policy and ticket matrix are in the Board Packet for review. This policy outlines how we compensate Fair sponsors and volunteers based on the amount of money they give or how much time they spend supporting the Fair. The Board may review and revise this policy at any time. The policy has come up in recent discussions and the Board may want to make some changes.

Zach believes Fair Board members should be given more tickets for their time spent throughout the year. He suggests Fair Board members be given 4 tickets to each night event instead of 2.

Rachel explains the issues that have occurred in the with Exhibit Hall volunteers, especially because we get a lot of people to help out the day of but not necessarily year-round. From an administrative standpoint, these volunteers can be hard to track in terms of their hours spent. Now that we have a pretty solid Exhibit Hall Committee, MB suggests that these volunteers be structured similar to the Horse Show Committee. Hannah recommends including the Exhibit Hall Committee in the 25+ volunteer hours range, per the Recognition Policy.

Matt suggests that the value of our meal vouchers should increase due to inflation. He recommends increasing the meal vouchers from a \$10.00 value to a \$15.00 value.

The Board, with Glenn's input, discusses the section about 4-H Staff recognition. As the policy is currently written, 4-H staff only receive a weekly parking pass. Rachel reminds the

Board that there is a 4-H expense line under the Fair budget that already includes meal vouchers for 4-H Staff and their volunteers. Zach suggests we give 4-H staff 2 tickets each to each night event, excluding Figure 8s.

Hannah motions to approve the 2024 TCFB Recognition Policy with the following changes:

- Fair Board members will receive 4 tickets to each night.
- Increase the meal voucher value from \$10 to \$15.
- Add Exhibit Hall Committee members to 25+ volunteer/hour range, which will include 2 tickets to each night event except figure 8s, a weekly parking pass, and 4 meal vouchers.
- 4-H Staff will receive 2 tickets each to each night event, excluding Figure 8s.

Vote is unanimous in favor. No discussion. Motion passes.

#### X. Consideration of the 2024 Fair Sponsorship Ad-Hoc Committee

The 2023 sponsorship packet is in the Board Packet for review, as well as a list of the benefits by sponsorship level. A temporary or “ad-hoc” committee was appointed last fall to make changes to our sponsorship structure. The Board may discuss if they would like to do that again this year and determine who is interested in participating.

The main challenge with the 2023 packet was that the benefits by sponsorship level were not outlined clearly. The benefits matrix was not comprehensive enough and it was confusing for people. Not only was it challenging for staff to relay the benefits to potential sponsors because they were unclear, it was also unclear to interested and potential sponsors.

Staff recommends that the packet go out by December 1st, 2023, which means the committee needs to meet ASAP and get the packet dialed in by October 15th. Then our graphic designer can build the promotional materials before Thanksgiving. Last year, we were a little late and the packet didn't go out until the first of the year.

The hard deadline for sponsorships is the end of April 2024. This is because staff and our graphic designer have to finalize the entire layout (60 pages) with Fair content and sponsor ads, get the ads built, and send the book to print by mid-May so the book is ready to go out for distribution when entries open on June 1st. Again, this year we were late, and the book didn't go out until June 7th.

We have a good foundation at this point, the info provided just needs to be more refined.

Zach says that organizing a Fair Sponsorship Ad-Hoc Committee is not necessary and that the Fair Board should just spend some time and figure it out tonight.

Rachel says the only thing that really needs work is the insert page listing all the benefits by sponsorship level. She recommends we send the list to our graphic designer and let her figure out how to lay it out in a creative way.

Zach also recommends increasing the primary Figure 8 sponsorship to \$12,000 and keeping the secondary Figure 8 sponsorship to \$3,000.

Hannah motions to approve the sponsorship packet with the following changes:

- Graphic designer to determine the benefit/insert layout.
- Increase Figure 8s primary sponsorship to \$12,000.
- Keep the Big Top Tent Sponsorship at \$5,000 and add 2 Figure 8 tickets to their package.
- Replace Jousting if needed.

MB seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.

## **DISCUSSION ITEMS**

### XI. FY24 Fair Budget Review & Updates

Rachel explains she does not have an updated revenue report from the TC Treasurer's Office but should have one by next month. Regarding Fair beer sales, the cash totals are in the packet for review. Rachel will have the credit card totals at the next meeting. The County's entire budget audit is underway and should be completed by the end of October. Rachel estimates that there is approximately \$20,000 leftover in this year's Fair budget until June 30th.

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

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

Rachel gives an update on the Community Building and explains that it will not be available for public rental until December. This fall the roof will be replaced and the storefront entryway will be installed. Rachel still needs to re-write all the fees and rules for the new building, which then have to go out for public comment for 45 days. Fairgrounds staff will be accepting winter reservations for the Heritage Arena on Monday September 25<sup>th</sup>. The Fairgrounds will be hosting the WY Junior High & High School rodeos September 15<sup>th</sup>-17<sup>th</sup>. The Fairgrounds will be hosting Cirque Ma'Ceo September 22<sup>nd</sup>-24<sup>th</sup>. The Fairgrounds will be hosting the Circus Monster Mash on October 11<sup>th</sup>. The Fairgrounds will be hosting the Ski Swap in the Heritage Arena October 28<sup>th</sup> as well as the Community Halloween Event on the same day – a pet costume parade in the Rodeo Arena and a Trunk-or-Treat on the Grassy Arena.

#### b. Fair Board Updates

There are no updates from the Board.

### XIII. Other

#### a. 4-H Council Meeting on Tuesday September 12<sup>th</sup> @ 5:30PM

This is 4-H's Fair Debrief meeting. Rachel will be attending if any board members would like to join her.

- b. WY Association of Fairs Fall Convention on September 27-29 in Cheyenne, WY  
Rachel will not be able to attend this year.
- c. Rocky Mountain Association of Fairs on November 8-10, 2023 in Coeur  
d'Alene, ID  
\$275 pp until October 13 - 3 Fair Board Members can attend  
Hannah and MB would like to go. Zach may also be able to attend.
- d. International Association of Fairs & Expos on November 26-29 in Salt Lake  
City, UT  
Trista will be attending.

XIV. Adjourn

Matt motions to adjourn the meeting at 7:13 pm. MB seconds the motion. Vote is unanimous in favor. No discussion. Motion passes.