



**Teton County Fair Board
Regular Meeting Minutes
Monday September 12th, 2022 @ 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 5:31PM.

 - II. Roll Call/Pronouncement of a Quorum
PRESENT: Zach, MB, Hannah, Matt, Donnie & Alaina
ABSENT: Amy
ALSO PRESENT: Rachel, Sarah, Glenn (4-H), Judy Nalley (Citizens Mounted Unit)

 - III. Adopt Agenda
MB motions to amend the agenda by moving discussion item #10, October Fair Board Meeting, under action items. Zach seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

MB motions to table the Royalty Committee appointments to the October meeting. Zach seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

 - IV. Approval of 8/8/22 Regular Meeting Minutes
MB motions to approve the 8/8/22 regular meeting minutes as presented. Matt seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

Amy arrives at 5:34PM.

 - V. Public Comment
Judy Nalley hands out a page of information from Fair Parking and explains the ups and downs from this year's Fair.

ACTION ITEMS

VI. Appointment of 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.

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

Donnie nominates Zach. Zach accepts the nomination.

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

Zach nominates MB. MB accepts the nomination.

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

MB nominates Hannah. Hannah accepts the nomination.

Hannah motions to close the floor for nominees for Secretary of the Board. MB seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

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

MB nominates Matt. Matt accepts the nomination.

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

2023 Fair Board Officers:

Chair, Zach

Vice Chair, MB

Secretary, Hannah

Treasurer, Matt

VII. Appoint 2023 Fair Committees

A list of the 2022 committees and members is in the Board Packet for review.

It is the responsibility of the Fair Board Chair to appoint committee members. Please express your interest to serve on any committees to the Chair. Fair Board members may serve on more than one committee. There can only be 3 Fair Board members on each committee. 4 or more would make a quorum and every meeting would have to be published online and open to the public per the "Open Meetings Act." One Fair Board member on each committee should be appointed as the "Liaison" to each committee and will serve as the representative between the committee and the Fair Board. The Liaison will be responsible for reporting committee updates at every Fair Board meeting, Community members who have a vested interest or want to volunteer with the Fair are welcome to participate on any committee. The Horse Show Committee is a standing committee and can remain as is. Appointments are not necessary for this committee.

Committee Name	Liaison	Committee Members	Contact Staff Person
Big Top Tent/Vendors/Free Acts	Hannah	MB, Matt	Rachel
Concert	Zach	Donnie, Hannah	Rachel
Exhibit Hall	Matt	Amy, Alaina	Rachel
Figure 8 Races	MB	Zach, Alaina	Rachel
Horse Show (standing)	MB	MB, Catherine Tallichet, Tim Oakley, Judy Nalley, Margie Warren, John Bauer, Della Drews, Pam Scarlett, Peg Struhsacker, Kelly Tucker	Rachel
Rodeo	Donnie	Zach, Amy, John Bauer	Trista

VIII. Set the 2023 Fair Dates

We have a lot to consider as we discuss 2023 Fair dates. Frazier is requesting that we schedule our Fair for July 22-July 30. Regarding Frazier, we do have a multi-year contract with them and the carnival is our largest revenue stream (\$100k+ in megapass and 4-hour pass collected in pre-sales).

Other items to consider:

- National High School Rodeo Finals (July 16-22, 2023 in Gillette, WY)
- Cheyenne Frontier Days (July 21-30, 2023)
- WY State Fair is usually the 3rd week of August (August 15-19, 2023)
- 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, Crook County, Park County, Platte County, Sublette County, Washakie County, Weston County
- WY County Fairs that are right after our Fair, include: Campbell County, 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

MB motions to set the 2023 Fair dates for July 22-30. Matt seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

IX. 2023 Sponsorship Packet

The 2022 version is included in the Board Packet for review.

Would the Board like to revise the packet for 2023? If so, it needs to be done by December 1st, 2022. There was mention of adding a title sponsor for Figure 8s and a few “Junior” sponsors below the Title Sponsor.

Alaina provides some information on how large corporate sponsors work and that we should be pursuing them right now. The corporate process is different from how we run it locally. We can make a separate packet for corporations and keep our local business process the same.

Hannah motions to appoint an ad-hoc committee to review the Fair sponsorship packet for 2023. MB seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

Zach appoints himself, Donnie & Alaina to this committee. They will meet soon to make revisions and Zach will get together with Rachel after to discuss the changes.

X. October Fair Board Meeting

Rachel is going to be gone on October 10th and recommends the Fair Board reschedule the regular meeting for October 3rd.

MB motions to reschedule the regular October Fair Board meeting from the 10th to the 3rd. Hannah seconds the motion. Discussion: Hannah & Amy will both be out of town on the 3rd. MB withdraws her motions and recommends rescheduling the meeting for October 17th.

MB motions to reschedule the regular October Fair Board meeting from the 10th to the 17th. Donnie seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.

OTHER DISCUSSION ITEMS

XI. FY23 Fair Budget Review & Updates

The current FY23/2022 Fair itemized expenditures and revenues are in the Board Packet for review. Rachel asks the Board if there are any questions. The budget is not totally accurate at this point because the FY22 audit is happening and won't be done until the end of October. Certain Fair expenditures and revenues have to be moved into their appropriate fiscal years. The County also used a new budgeting software this year, we are all figuring it out, and something went wrong. The Fair Board did not get the budget they requested and were approved for. It can and will be fixed via a 6-month request for a budget amendment in December.

XII. Matters & Announcements from Board & Staff

a. August Fair & Fairgrounds Manager Report & Updates

-Rachel hands out the Teton County Volunteer Board Expectation sheet. All members are asked to read through expectations and sign/re-sign the commitment.

-The Fairgrounds is hosting the WY High School Rodeo this weekend, September 16-18.

-The JHSSC ski swap will be held in the Heritage Arena on October 15th.

-Rachel is working with Amy Ringholtz to plan the Community Halloween event on the Fairgrounds on October 29th.

The Fairgrounds is losing the lease south of Snow King Ave i.e. the Exhibit Hall and south green space in November 2022.

The change of use designation for the new Fairgrounds Community Building has been approved by the Town Council and the 'invitation to bid' for the construction is open now. A pre-bid conference for interested contractors is scheduled for September 15th. The deadline to bid is September 30th.

b. Fair Board Updates

The Board has no updates.

XIII. Other

a. 4-H Council Meeting

September 13th @ 5:30PM @ UW Extension Office

Zach & MB will attend. This is the first council meeting since Fair and will be the last one of the year.

b. WY Association of Fairs Fall Convention

September 28 – 30 in Gillette, WY

Rachel will be attending.

c. Idaho Saddle Series Finals

October 14 in Rexburg, ID

(Fair Board present the finals saddle)

Can the Fair Rodeo Committee members attend? Donnie & Amy are available to go.

d. Rocky Mountain Association of Fairs

November 9 - 11, 2022 in Layton, UT

\$250 pp until October 14

Zach, Donnie, Amy & Alaina want to go with Rachel. Only 3 Fair Board member can attend.

Rachel can register us for 4 spots and we can figure it out at a later date.

e. International Association of Fairs & Expos

November 27 – 30 in Indianapolis, IN

Rachel may or may not attend.

XIV. Adjourn

Hannah motions to adjourn the meeting at 6:47PM. MB seconds the motion. Vote is unanimous in favor, no discussion. Motion passes.