

Arapahoe County Fairgrounds Steering Committee

Meeting Minutes

January 14, 2016

Present: Committee Members: Raylene Owen, Janice Leonard, Sharon Kercher, Cindy Knox ,
Lori Daniel, Tim Aston
Absent:, Bill Jenks, Mary Madsen
Staff: Matt Bixenman, Ashley Clement, Glen Poole
Next meeting: January 14, 2016, 9:00AM, Arapahoe County Fairgrounds, Log Room

1. Call to Order: Sharon called the meeting to order at 9:15am

2. Roll Call

- Mary Madsen and Bill Jenks absent
- Review and Approve Meeting Summary of December 10, 2015
 - Jan motion to approve December minutes as amended made by committee. Seconded by Lori
 - In favor: 9 ; Opposed: 0; Abstained: 0

3. Old Business

- Royalty Program
 - Confirmed as a separate entity from county – 501(c)(3) Tax Exempt non-profit
 - Arapahoe Rodeo Royalty Association, elected board members, pageant held off site,
 - 5-10 contestants the first year,
 - Pageant (horsemanship part) on April 2
 - During fair – would like the Royalty program out in the crowd (not necessarily in a booth)
- Update on ACF Construction
 - West Wing on schedule, completion in March
 - Geothermal heat hopefully in Main Hall next week
 - Concrete on North finishing touches this week
 - Upgrades in office (fixing ceilings and walls)
- Annual Report – Mary
 - Tabled until February, 0 opposed
 - Glen to get Annual Report Presentation on the calendar
- Boots not suits auction
 - Andrea and Shannon working to meet with commissioners to figure out logistics on auction at dinner (how is it structured with the itinerary)

4. New Business

- By-laws update
 - Have not heard anything from Shannon since September
 - Sharon called Tiffany Blue – said she reviewed the By-Laws a while ago and would get back to Sharon next week
 - Glen will get with Shannon and report back
- Fundraising
 - Leave wind screen off list – ACF hopes to purchase wind screens out of ACF budget
 - Covered shelter for around \$45,000 would be extremely helpful to ACF
 - Interior design idea – foyer and walls in entrances/Log Room
 - Approximately \$15,000 to put towards this project
 - Motion to agree this is the project to fundraise for – Sharon motioned for approval, Cindy moved, 0 opposed
 - Goal to raise \$15,000 for the purpose of Public Space Enhancement for Fairgrounds Facility
 - **“Public Space Enhancements”**- depicting then and now
 - Drop Box – utilize for fundraising, know who you have talked to etc
 - Lunch with commissioners – not everyone may fundraise the same amount
 - May not be an issue, need to look into
- Liquor License Update
 - Last year we had an event permit to sell liquor for the fair,
 - Littleton Rotary premises license is no longer in affect
 - Still figuring out if we have a “premises license” – most likely don’t have a “premises license”
 - Glen to research and provide more information on
- Arena Usage
 - Team Penning complimentary of covered arena (from September)
 - Suggestions from Carlos Washington: need better facilities for cattle pens, wind screens, portlets out there so they don’t have to run in (Matt says they were out there)
- Cleaning RFP Update
 - Working on a pre-submittal document
- Security Update
 - Big Al’s Security is our new security company, started in October

5. Committee Reports

- OS/Aurora PROS Fair Booth and Heritage activities
 - Heritage Committee would like to incorporate rope making as an activity

- **OSTAB**
 - Roger Harvey did a presentation on a proposed plan for remodeling the Dove Valley Park
 - No major updates for Steering Committee
- **Cherry Creek Watershed Partners**
 - No report
- **Event Center Update**
 - Ashley to see if Flyball is a public event
 - Fairgrounds Administrative Assistant position open
 - Looking to hire 2 FTE – Fairgrounds Operations and Event Technician
- **BOCC**
 - No report

Future Meetings

- Fair Planning Committee, January 20 at 6:30pm at the Arapahoe County Fairgrounds and Regional Park
- Open Space Trails and Advisory Board Meeting: January 25 6pm at the Career Village Meeting Room, AD works, Lima Plaza 6974 South Lima Street, Centennial, CO
- Arapahoe County Fairgrounds and Park Steering Committee meeting: February 11 at 9am in the Log Cabin Room, Arapahoe County Fairground and Regional Park

6. Discussion

Sharon made a motion to adjourn the meeting, motion seconded by Cindy

In favor: 9 Opposed: 0 Abstained: 0

Meeting Adjourned by Sharon at 11:10am