

Arapahoe County Fairgrounds Steering Committee (SC)

Meeting Minutes

March 10, 2016

Present: Committee Members: Raylene Owen, Sharon Kercher, Lori Daniel, Mary Madsen, Bill Jenks
Absent: Janice Leonard, Cindy Knox, Tim Aston
Staff: Ashley Clement, Glen Poole, Shannon Carter, Amanda Slates
Next meeting: April 14, 2016 Arapahoe County Fairgrounds, Log Room

1. Call to Order: Sharon called the meeting to order at 9:04am
2. Roll Call: Jan Leonard and Cindy Knox absent (dog show)
3. Review and Approve Meeting Summary of February 11, 2016
 - Sharon asked for the motion to approve **February** minutes and Mary made the motion to accept February minutes as amended made by committee. Seconded by Lori
 - In favor: 4 ; Opposed: 0; Abstained: 1 (Bill)
4. Old Business:
 - Draft By-Laws – Discussion of County comments – Shannon Carter & Committee
 - Article II
 - Shannon - Mission statement for Fairgrounds and Park is not necessarily needed, just need the Steering Committees mission – reference the mission statement of the Park and Fairgrounds would be sufficient
 - Mary – mission in B is what was already approved
 - Wants to see the Fairgrounds mission overall as is what they are supporting
 - Sharon – wants it to be a complete picture and include that mission for documentation for historical reference, wants to know what the harm is in adding the mission statement
 - Glen – Tiffani’s concern, wants by-laws as distinct as possible and need to focus on the resolution, can reference the mission
 - Lori suggestion – to have B first, then list “in support of” what was listed in A (quote the mission statement)
 - Article III
 - Glen – the context information in beginning of Article III is not needed as Resolution #050589 is self-explanatory
 - Mary – wants the introductory statement because it lists that they advise and make recommendations for “staff”
 - Glen – looking at duties, “making recommendations about management” should be removed
 - Shannon – the purpose of the committee is a bit different now than it was in 2005
 - Mary – thinks part of the “05” resolution fits but not all of it,
 - Shannon – thinks there are certain roles that are the same as 2005, but there are parts that need to be re-focused, maybe look at the purpose again given the new role
 - Having the committee being ambassadors into markets we do not have touch points currently in, using current connections

- Tim Aston – explained benefit of touchpoints that could really use ambassadors
 - Mary – Article IV has responsibilities and possibly put the ambassador part there
 - Sharon – if want a separate resolution, set-up another time to talk about the resolution and focus on the by-laws, would like to word smith the purpose introductory statement
 - “... Recommendations to BOCC as set forth in the resolution...”
- Article IV
 - Committee reviewed and approved
- Article V
 - Sharon – noted A & B are good
 - “C”
 - Shannon- thinks it should not be so specific
 - Mary – thinks “any materials” in C. is too open
 - Glen – notes that any material that represents the county we need to review
 - Shannon – suggests “..... review and approve any materials released or distributed to public which are branded or implied to represent the county or the ACFP”
 - “D”
 - Sharon mentioned she is thinking of “reports” as presented by BOCC
 - Sharon – notes reports are something the committee should be able to decide what they want to include in the reports to the BOCC
 - Committee says that they add a disclaimer that comments are from them not from staff, this committee should be independent of staff
 - Tim – thinks that “review” should be in there so staff is incorporated, not necessarily
 - Mary – add “reports will be shared with ACFG staff prior to transmittal and/or presentation”
- Article VI
 - No changes for membership
- Article VII
 - Mary – “A and B” changed timeline, should read March instead of first meeting of second quarter,
 - “...At the regularly scheduled March meeting each year or as soon as practical if circumstances require”
 - Sharon – will work on wording
 - “C” – Sharon would like to keep “Roberts Rules of Order Newly Revised”
 - Lori suggests adding at the end of guidelines
 - Sharon suggests add it under meetings
 - Add it under Article IX (H)
 - “Meetings to follow Roberts Rules of Order Newly Revised”
 - “C” – Committee OK with all changes
- Article VIII
 - No changes – just grammar
- Article IX
 - “B” – ok committee approved
 - Add Roberts Rules (see above)
- Article XI
 - “B” – committee ok since added above
 - “E” – ok from committee
- Article XII
 - “B” – committee approved

- **Action Items**
 - Sharon – to make changes and send to Glen, done by early next week
 - Glen – to see if BOCC can approve at April 4 study session

- Annual Report – status on BOCC presentation scheduled for April 4 from 1-2pm (full report and joint power-point slides) – Glen
 - Amanda walked through slides provided
 - Marketing Plan Amanda to review next meeting
 - Annual report- Lori to send changes to Mary
- Boots Not Suits Auction: Introduction Letter & Business Cards – Committee report and Glen
 - County does not support business cards, so they will not be provided
 - Ashley/Lindsay can assist with getting name tags printed at the fair
- Posting of Approved Meeting Minutes to the Website – Ashley
 - Meeting minutes are now online
 - Ashley to add “Prior to 2016, contact Arapahoe County Fairgrounds if you would like meeting minutes”
- Update on ACFP construction – Matt and Glen
 - Exhibition Hall construction is finishing up
 - Office walls/ceilings are being repaired for settling

5. New Business:

- Participation by Non-Profits in the AC Fair and other activities at the Fairgrounds and Park
 - Committee is supportive of non-profit, question arose that royalty association that does not have a previous a relationship and there is no policy in place regarding non-profit, want to understand how they are included in fair
 - Tim – offers guidance, adding an MOU with the county regarding engagement and use of the facilities
 - As new non-profits come on board, what are the rules of engagement?
 - Glen – relationship with livestock is evolving regarding the covered arena
 - Shannon-
 - #3: Is there is a need for the development of a policy on participation by non-profits, who would draft it? What parameters would be appropriate to assure equitable treatment of all parties?
 - There is no existing policy, yes a need for a non-profit policy (defining roles, liabilities), risk management and attorney’s office will draft it
 - #2: Given that there are a number of non-profits such as 4H clubs, the Youth Livestock Sale, and the Cherry Creek Valley Historical Society currently participating, do these entities each have a “letter of understanding” describing the scope of the participation?
 - yes – need some type of letter of understanding
 - #1: Is there an existing policy on participation by non-profits in the Fair? Is there a need for such a policy?
 - not a policy specifically for non-profits (have contracts and MOUS for certain entertainment and volunteer policies/forms)
 - Lori/Mary – want to meet with Nira to discuss volunteer form, Ashley to work with Mary and Lori
 - Raylene – providing information on the value of the royalty program – wants to know why that group is required to do paperwork when others may not be, thinks this provides heritage background that is needed at the fair,
 - Shannon- notes they will meet with them next week on this option

- Raylene – master gardener program, hard to have classes at new Lima office, wants this at ACFG

- Tim – says the new facility is in a different location and a little smaller, on-going process, will not consider alternatives until it needs review
- Election of 2016 Officers
 - Sharon is elected as Committee Chair
 - Bill Jenks nominated Sharon, seconded by Mary
 - Vote was all in favor
 - Lori Daniels is elected as Vice Chair
 - Raylene nominated Lori, seconded by Bill Jenks
 - Vote was all in favor

6. Committee Reports:

- OS/Aurora PROS Fair Booth and Heritage activities
- OSTAB
- Cherry Creek Watershed Partners
- Event Center Calendar
- ACFP Monthly Report
- BOCC

7. Future meetings

A. Fair Planning Committee meeting, February 16 at 6:30pm at the Arapahoe County Fairgrounds and Regional Park, 25690 East Quincy Road, Aurora, Colorado 80016

B. Open Space Trails and Advisory Board meeting February 28 6pm in the Career Village Meeting Room, AD Works, 6974 South Lima Street, Centennial, Colorado

C. Arapahoe County Fairgrounds and Park Steering Committee meeting: April 14 at 9 a.m. in the Log Cabin Room, Arapahoe County Fairgrounds and Regional Park, 25690 East Quincy Road, Aurora, Colorado 80016

8. Adjourn

Sharon asked for a motion to adjourn the meeting, motion made by Raylene, motion seconded by Cindy
 In favor: 9 Opposed: Abstained: 0
 Meeting Adjourned by Sharon at 11:25am