

Arapahoe County Fairgrounds Steering Committee (SC)

Meeting Minutes

June 9, 2016

Present: Committee Members: Raylene Owen, Sharon Kercher, Mary Madsen, Janice Leonard, Cindy Knox
Absent: Bill Jenks
Staff: Matt Bixenman, Glen Poole

Next meeting: June 9, 2016, 9:00am Arapahoe County Fairgrounds, Log Room

1. Call to Order: Sharon called the meeting to order at 9:10 am
2. Roll Call: Absent- Bill Jenks
3. Review and Approve Meeting Summary of May, 2016
 - Minutes distributed, tabled for next meeting for approval.
4. Old Business:
 - Boots Not Suits Auction – All
 - Lori gave an update regarding contacts reached out to.
 - Mary took silent auction packets to fair planning committee for additional contacts for donations.
 - Cindy is asking commissioners to donate dinner with each commissioner for auction.
 - Pet Palace and AquaSpa are donating a basket silent auction.
 - The group discussed operations and needed further discussion on how to get auction winners their items.
 - Sports Authority is going out of business and Lori will try to create a sports basket for the auction.
 - Lori is working with city of Aurora and Visit Aurora leaders for donations.
 - Sharon recommended there be discussion with operations on how to give recognition to donors.
 - Lori asked Glen if there is a program for Boots not Suits. Lori will inquire with Andrea in Communications department.
 - The committee brainstormed on ideas and businesses to contact for donations.
 - Recommendations was made to invite the budget committee to the Grand Opening.
 - By-Laws –
 - BOCC has approved edits as submitted.
 - Update on ACFP Construction – Matt
 - Exhibition Hall is completed and have obtained the Certificate of Occupancy
 - Landscaping is all in with grass and plantings and irrigation on the north of the building.
 - Park project has punch items getting worked on. We will be going through training soon with all the systems.
 - Staff is working on ADA improvements for outdoor and covered arena locations
 - Pavement upgrades on west side of the exhibition hall is being looked at as an upgrade.

- Mary would like to have Roger come out to discuss the Park to communicate park details and education.

5. New Business:

- Fair
 - Mary asked if shuttles will be there for parking lots.
 - Committee addressed load in operations for open class for fair needs to have a plan.
 - Committee recommended ADA operations support for inside fairgrounds.
- Block Party on the June 25th
 - Mary recommended to the group to look for volunteers for the opening.
- Hawthorne Shrubs in Park
 - Raylene asked for an update on what action plan was for shrubs
 - Glen mentioned we would likely pull and replace them.
 - Raylene advised Russian Hawthorne would be a good option.

6. Committee Reports:

- OS/Aurora PROS Fair Booth and Heritage activities – Mary
 - Mary sent around signup sheet for the Open Space booth.
- OSTAB – Mary
 - Glen reported majority was updates on projects and grant work.
- Cherry Creek Watershed Partners – Raylene
 - Education of 4th graders at 17 mile. June 10th is appreciation lunch from 11am-1pm
- Event Center Calendar - Matt
- ACFP Monthly Report – Matt
 - Seasonal job description was posted for event technician.
- BOCC
- Shareback is June 30th, 2016
- Sunday 10-2 in Olympic Park in Aurora. Bark in the Park

7. Future meetings

A. Fair Planning Committee meeting, June 20 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 June 27 6pm in the Career Village Meeting Room, AD Works, 6974 South Lima Street, Centennial, Colorado

C. Arapahoe County Fairgrounds and Park Steering Committee meeting: July 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 Cindy motion seconded by Raylene

In favor: 5 Opposed: Abstained: 0

Meeting Adjourned by Sharon at 11:09am