

Arapahoe County Fairgrounds Steering Committee (SC)

Meeting Minutes

August 11, 2016

Present: Committee Members: Raylene Owen, Sharon Kercher, Lori Daniel, Mary Madsen, Bill Jenks, Janice Leonard
Absent: Cindy Knox (travel)
Staff: Ashley Clement, Glen Poole, Matt Bixenman
CSU Extension Staff: Tim Aston

Next meeting: August 11, 2016 Arapahoe County Fairgrounds, Log Room

1. Call to Order: Sharon called the meeting to order at 9:05am
2. Roll Call: Cindy Knox absent (travel)
3. Review and Approve Meeting Summary of July 12, 2016
 - Sharon asked for the motion to approve **July** minutes and Mary made the motion to accept July minutes as amended made by committee. Seconded by Bill
 - In favor: 5 ; Opposed: 0; Abstained: 1 (Jan)
4. Old Business:
 - Meeting with Josh and Roger
 - Glen is waiting on a response to get a meeting on the calendar
 - Boots Not Suits Auction – all
 - Financials
 - Lori provided an unofficial summary of funds collected at Boots Not Suits
 - Lori to send out thank you letters with receipts from the Steering Committee
 - Need a conversation as soon as possible with the foundation treasurer and attorney
 - Razoo: experience and fee for using method of credit card processing
 - Not as user friendly – possibly use Square next year
 - Need to look at what their fee is
 - Outstanding Issues
 - Per Jan, Cindy's concern was that there were not many announcements about the silent auction during the dinner and that county commissioners did not acknowledge the silent auction with any of their remarks
 - Lori is going to meet with Andrea R. to discuss improvements for next year
5. New Business:
 - Fair Debrief – all
 - Tim to provide 4H numbers to committee for participants, animals, revenue etc.
 - Livestock sale up from last year
 - Brew Fest had an attendance of 500, numbers were up from last year
 - Attendance around 23,890 for the Fair
 - Jan commented that the Exhibition Hall was not used enough

- Pony rides – need more water, shade, and/or time off, need to be addressed
- Would like more detailed list of entertainment (Cherry Creek band not listed on the schedule for its performances)
- Would be helpful to have a list of vendors
- An information kiosk with vendor list displayed (to get them to food vendors on the other side)
- Mobility Assistance – success
 - Hard to get into the cart – anything else we could use besides a cart?
 - Accessible carts??
- Lunch vouchers for Open Class volunteers on Thursday did not work – nothing was open. Need to have some food vendors open at 12pm on Thursday
- Yellow wagon – need 2-3 for Open Class to transport projects, (like Lindsay's)
- Open Spaces Booth
 - 300 people that stopped by booth, all 700 pinwheels went fast,
 - People wanted to know the timeline of the park and equipment
 - Need more updated map with master plan on large board
 - Need map of county with all the trails included
 - Mary mentioned the National Lowline Cattle Competition in June needs windscreens on the arena to showcase the facility for future rentals for national breed shows
- Fair Debrief in general – all
- Exploring our Heritage... Then and Now – Ashley
 - How do we move from concept to design and are we ready to do that?
 - Ashley to get bids on wrapping
 - Do we have a cost estimate for the project?
 - \$5,000 from committee funds and approximately \$3000 from Silent Auction Funds : \$8,000
 - Ashley to get 3 quotes for wall-wrap
 - Ashley to invite: Amanda and Liz to come to the October meeting
 - Process for requesting funds through the Foundation
 - Need to get quotes and a formal proposal for how funds will be spent

6. Committee Reports:

- OS/Aurora PROS Fair Booth and Heritage activities – Mary
 - Already discussed
- OSTAB- Nothing to report
- Cherry Creek Watershed Partners – Raylene
 - No updates
- Event Center Calendar – Ashley
 - Jan mentioned we need to look at our policy regarding external revenue producing events and balancing that with the needs of interdepartmental reservations
- ACFP Monthly Report – Matt
 - Seasonal position open online
 - Joan Barquero moving over to the Fairgrounds office
- BOCC
 - No updates

7. Future meetings

A. Fair Planning Committee meeting, August 17 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 August 22 at 6pm in the Career Village Meeting Room, AD Works, 6974 South Lima Street, Centennial, Colorado

C. Arapahoe County Fairgrounds and Park Steering Committee meeting: September 8 at 9:00 am 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 Jan

In favor: 10 Opposed: Abstained: 0

Meeting Adjourned by Sharon at 11:20am