

Arapahoe County Fairgrounds Steering Committee (SC)

Meeting Minutes

November 10, 2016

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

Next meeting: December 8, 2016, 9:00am Arapahoe County Fairgrounds, Log Room

1. Call to Order: Sharon called the meeting to order at 9:10am

2. Roll Call: Janice Leonard, Tim Aston and Cindy Knox absent

3. Old Business:

- Event Center Project Discussion
 - RFP for Design Company for the Event Center North Entrance project and future design projects to be posted next week in Bid-net to find a vendor
 - Vendor responses due back by the end of December and then a committee will review
 - Status of inventory of items for timeline and display – Ashley
 - Mary – Homestead act and found families that originally owned the property
 - Possibly check with Aurora history museum to see if they have any background information
 - Mary to ask Fair Planning meeting if they have items
- Items Pending of 501 (c)(3) Foundation Meeting
 - Request for BOCC and Foundation approval of Boots Not Suits Auction 2017
 - Sharon to request approval at next foundation meeting
 - Lori to put together document to request
 - Ask BOCC now if they approve and participate with BNS Auction
 - Glen to call Sharon to discuss
 - Request for approval for the Heritage Committee to accept charitable donations for the Fair booth
- Review and Approve Meeting Summary of October 2016 Meeting Minutes
 - Sharon asked for the motion to approve **October** minutes with current corrections. Sharon made the motion to accept October minutes as amended made by committee. Seconded by Mary. In Favor: 5; Opposed: 0; Abstained: 1 (Bill Jenks absent in October)

4. New Business:

- 2016 Annual Report – Mary
 - Rough draft stage of annual report, trying to make it more concise
 - Mary to send rough draft out for everyone to comment
 - Focus for 2017 needs to be determined
 - Promote Fair and continue support for Fairgrounds
 - Then and Now Fairgrounds Event Center Project
 - Support fundraising efforts at Fairgrounds
 - Assist staff with implementing marketing plan

Committee supports

- Increasing Mobility Assistance at Fair
- Pre-pay for parking fees
- County Fair phone app
- Increase rental revenue
- Obtain year round, full premises liquor license at the Fairgrounds
- Mary to send out goals and Steering Committee report
- 2016 Fair Report to BOCC – Ashley
 - BOCC supportive and positive
- Fall Festival at 17 Mile House – huge success – kudos to staff and volunteers
 - 5,300 attendees
 - Tents very helpful for Heritage Committee activities
 - Successful event for promoting and educating the public about the use of Open Spaces Tax Dollars for Arapahoe County Heritage Areas, specifically the 17 Mile House and the Arapahoe County Fair and Fairgrounds as well as the Cherry Creek Trail

5. Committee Reports:

- OS/Aurora PROS Fair Booth and Heritage activities – Lori
 - Met with 4H and Extension, had a good discussion on what is Homestead, Open Spaces, Heritage
 - Open Class would like to move floral and horticulture to Exhibition Hall, near kitchen in corner, blending heritage and homestead (adding more demonstration)
 - Meeting in January with same group
 - Bring ideas back to staff on more visuals
- OSTAB- Mary
 - Unable to attend November meeting, next meeting is December 5
 - Glen to look into presenting Fairgrounds facility updates and changes report to OSTAB
- Cherry Creek Watershed Partners – Raylene
 - Conference this last month was a good chance to network
 - Some attendees and sponsors might provide good community sponsors and resources for the Fair
 - Saturday November 12 – Colorado Horse Council Annual Meeting at Horse Park
 - Ashley to send Horse Council information on Fairgrounds use and rental possibilities
 - Raylene to take informational sheets on Rodeo and Covered Arena to meeting
 - Ashley to look into Fairgrounds becoming a Colorado Horse Council Member
- Event Center Calendar – Ashley
- ACFP Monthly Report – Matt
 - Event Tech position will be posted in early January
- BOCC
 - No updates

6. Future meetings

A. Fair Planning Committee meeting, November 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 December 5 6pm in the Career Village Meeting Room, AD Works, 6974 South Lima Street, Centennial, Colorado

C. Arapahoe County Fairgrounds and Park Steering Committee meeting: December 8 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 Bill

In favor: 5 Opposed:0 Abstained: 0

Meeting Adjourned by Sharon at 11:15am