**LARIMER COUNTY FAIR BOARD MEETING - March 27, 2019**

Minutes by Arlene Amundson, LCFB Secretary

Meeting called to order at 7:02pm by Chair, Marv Witt

**Member in Attendance:** Gary Sampson, Arlene Amundson, Tamera Teravest, Marv Witt, Pat Young, Frank Marino, Emily McMurtrey, Julie Melbye, Sharon Gatenby, Doug Pennock, Dave Kaufman, Kristine Miller, Scott Lara, Darrly English, Stephanie Fancher-English, Susan Deines

**Members Excused:** Dustin Fisher

**Guest in Attendance:** Lindsey Fancher-Owen, Tom Donnelly, Chris Ashby, Kerri Rollins, Ken Mannon, Attorney David Ayraud, Paige Melbye, Shannon Fancher, Bob & Nancy Kern

**February 2019 Minutes:** were approved by Gary Sampson and 2nd by Pat Young with following corrections – Member in Attendance: Dustin Fisher; Nominations WERE OPEN to other nominations; Votes were tabulated by Diana Frick and Steve Humann.

**Guest Speaker:** Attorney David Ayraud

**Public Comments – Correspondence:** none

**Chairman’s Report –** by Marv Witt who introduced County Attorney, David Ayraud, for his report on the LCF Board By-laws. Mr. Ayraud advised that changes were minor but that all board members review the by-laws that were handed out so that he could explain the any updates. Mr. Ayraud advised that per Article I, 2. C. states we are to operate under Larimer County Administrative Policy and Procedures 100.1 and that all board members can review on the county web site. Questions regarding the new by-laws were taken and explained. Changes noted at the meeting were as follows: Article II, 3, B, should be (December through November) instead of (January through December); Article IV, 1, A, will show “…51% or greater… “; Article IV, 3, A, was changed from …“first Thursday of each month…” to the …“4th Wednesday if each month…” by a show of hands vote. Any additional changes should be brought to his attention and our Final Draft presented to him by April 18, 2019.

 Marv reported on the JR Livestock Sale Committee Operating Procedures – are currently waiting for the approval of the Larimer County Fair Board By-Laws. Tom Donnelly advised all Board members to review the revised By-Laws and if any other changes to please advise Chris Ashby.

 Marv Witt advised all Board members of the Structure of the LCF Board. As Fair Board members we report to all 3 Larimer County Commissioners. There are 5 members on the Executive Committee: Kerri Rollins-Larimer County 4H Director, Tom Donnelly-Liaison for county Commissioners, and Chris Ashby-Director of The Ranch, Steve Humann-Rodeo Board Chairman and Marvin Witt-LCF Board Chair. The Executive Committee meets every other month (next meeting is May) or as needed. Previously, there were 4 Committees under the Fair Board, but the JR Livestock Sale Committee has now joined up with the Larimer County Fair Board committees.

 The Fair Board Committees are open to the public, therefore; their committee meetings must be posted 10 days ahead for the public. Meeting information should be sent to The Ranch for publication on line at the Counties web site. Marv reminded all Board members that all the Committees are open to ALL Board Members

 Dave Kaufman interjected he would like to have all his emails sent via BCC and not directly to him for safety reasons. Dave noted that the car hang tag for access to The Ranch parking lot has expired. Chris Ashby said he would get all board members new hang tags.

 Marv reminded Board members to wear their name tags at all LC Fair functions. It shows involvement.

 Marv is currently revising a new Queen Handbook/Operating Procedures and Guest Services is working on theirs. Currently the Parade, Pancake Breakfast and Guest Services do not have a Handbook/Operating Procedures and those should be something coming in the future.

 Transparency is important! Marv passed out 2019 Budgets for all the committees for everyone to see and have. Make sure all your expenses are reported properly.

**Committee Reports:**

 **Pancake Breakfast –** Dave advised the Pancake Breakfast will be on Sunday, August 4, 2019 from 7:00AM to 10:00AM. Board members should be there at 6:00 AM to get things in order. Tim Black will be playing music for the Breakfast. Dave ran down the long list of individuals and their responsibilities.

**Parade –** Gary Sampson reported the parade date as Saturday, July 27, 2019. The 4H kids presented 6 Parade Theme’s and the winning Club will be able to have free entry in the parade. The theme names were passed out to the Board members to vote on. The Draft copy of the Parade Rules/Regulations and the Parade Application were passed out for review. Gary advised there were new fees and a new waiver that would be signed by one Organizational/Group representative instead of each individual participating in the group. It will be presented to the County Attorney for review. Motion was made by Gary Sampson to approve the Parade Rules/Regulations/Application and 2nd by Julie Melbye. All Board members voted to adopt the new documents. The Grand Marshall will be Jack Thurman, WW II veteran and Iwo Jima survivor.

**Queen –** Pat Young announced that: Tamara TerAvest, Kristine Miller, Darryl English, Stephanie Fancher-English were committee members. Work on the June Boot Camp will begin in earnest right after the Queen’s Ball. He is working currently on the Queen’s Handbook/Operating Procedures along with Marv Witt.

**Royalty** – Lindsey Fancher-Owen advised that she is excited to bring back an old tradition with the Queen’s Ball as it has not been implemented in the last 10 years. Lindsey is looking for more auction item donations. The Woodie Procell and The Snowy River Band will be playing at the Ball and Loveland Ready-Mix Concrete has donated their fee. Set up will be at 3pm in the 1st National Bank Bldg. on Saturday, April 6, 2019.

Stephanie Fancher-English would like to donate a Barrel of Whiskey with donations of “booze” from the LCF Board members. A list was passed around for each Board member to sign up for an Auction Dessert and/or a Bottle of Booze for the Whiskey Barrel.

 **Guest Services –** Arlene Amundson advised that Kristine Miller is working on the FFA groups in Larimer County at the various high schools. They sound enthusiastic and she is proposing they work the Pancake Breakfast and possibly the Parade as horse poop clean up. We need Fish Pond volunteers so she was asked to see if they are available for Monday and Tuesday, August 5-6, 2019. The Ranch, Carol Waller and Diana Frick, have signed up with VerifyVolunteer to get the background checks for all volunteers. It will be on the LCF web site in the Volunteer Section. If individuals want to volunteer they must first sign the Waiver (OnLine) and they it will send them to VerifyVolunteer where they will create an account. After the process the information (name, phone, email address) and Approved/Not Approved will be sent to Catherine Couey, who will then forward to me. I will they be sure they have the Link to our SignUp site to log in and sign up for volunteer slots. All SR Tax Work Off Volunteers will have access first as they need that for their tax write off.

 We need more and different slots for volunteers to work. I will probably need to contact the various fair superintendents. I have asked Marv to assist me with this. The 4H & Open schedules (horse, livestock, etc.) should be out mid-April and I will look into that. I have emailed the River City Church to see if they will work the Fish Pond/Bounce houses (Friday thru Sunday) again this year. Ripple Effect Martial Arts has volunteered again for the Bounce Houses on Monday and Tuesday, August 5 & 6, 2019. We will need another group for the Fish Pond on those dates. I have the Volunteer Training Meeting set for July 23, 2019 in the McKee Bldg., LaPorte/Timnath Rooms from 6:00 pm to 8:00 pm. We have our Budget for 2019 and will operate as previous years. Dana Drake, Director of Sponsorships, is looking into having Chick Filet sponsor our Volunteer t-shirts but it is not final.

 **JR Livestock Sale –** Doug Pennock announced that the Independent Bank formerly Guaranty Bank, has donated $5,000 for the Sale Banquet. The By-Laws are being worked on and any issues will be resolved once the Fair Board By-Laws are approved.

**Partner/Liaison Reports:**

 **Extension –** Kerri Rollins advised that the 4H Livestock Extension Agent position has been posted and will close on April 23, 2019. The 4H Fair Booklet will be available some time the middle of April. She has been working with Doug Pennock on the JR Livestock Sale and all is going great.

 **Rodeo –** No Report

 **The Ranch –** Chris Ashby reported that the Free Concert entertainment has been selected and will perform at The Ranch on Friday night, August 2, 2019 from 7 or 7:30pm to 10:00 pm with fireworks after. Chris said it is a widely known band and is excited to have them. There are two new employees of The Ranch, Maggie Steely and Laura Ames. Chris advised all to look at the LCF web site for other events to be held at The Ranch.

**New Business –**

 **Status of By Laws Revision -** By Laws were discussed earlier so as not to keep Mr. Ayraud.

 **Queen Scholarship –** Marv advised that the queen scholarship used to be $2,000 and that The Ranch advised there was still $1,000 appropriated for that in their account. Pat Young made a motion to increase the queen’s scholarship to $2,000 with a 2nd by Kristine Miller. Motion was approved.

Next in order was discussion of the “boundaries” set for the queen contestants. Pat read changes to the Queen’s Application regarding residency boundaries: Changes were: change, … reside… within a **20 mile** radius to …reside…within a **25 mile** radius of the LC Fairgrounds. A discussion followed. Scott Lara made a motion to remove the mileage totally and it was 2nd by Julie Melbye. Motion with amendment was discussed. The original motion with amendment was voted on and passed.

Marv Witt passed out the Budgets for all Committees to all the Board members. Any question or additional information should be requested from Diana Frick with The Ranch.

Gary Sampson counted the votes collected from the Board members for the Parade Theme – the winner was Wagon Wheels to Ferris Wheels.

Motion was made and 2nd to adjourn the meeting. Motion passed. Meeting adjourned at 8:45pm.

**Next Board Meeting – April 24, 2019 – 7:00PM - McKee Building – LaPorte/Timnath Rooms**