

ASOTIN COUNTY FAIR AND RODEO
February 8, 2017 Meeting Minutes

MEETING CALLED TO ORDER BY PRESIDENT PEGGY HANSFORD AT 6:30

BOARD MEMBERS PRESENT: Peggy Hansford, Cindy Harrison, Steve Mullins, Kelly Longfellow, Byron Harrison, Arlene Mullins, Shan Bonson, Ron Hostetler, Mackenzie Welch, Gail Campbell, and Commissioner Chris Seubert.

READING OF MINUTES: Mackenzie's changes to minutes are all there are. They are as follows: Under the seventh paragraph the first sentence should read in part "and as the liaison for the board." Under Royalty: add Heidi's last name Graham. Mackenzie's name is corrected throughout the minutes to have a small k. The 5th sentence under royalty heading should be Motion carried. The eight sentence of the same paragraph should read "ProWest Rodeos as a priority and not at rodeos who are not sanctioned with ProWest. Add sentences to the end of that paragraph to read "There was further discussion about holding off allowing Heidi to purchase clothing and chaps until we had contracts signed by both Tess and Jessi. We had to verify that Jessi Betts was still committed to royalty. Once those were signed then Heidi could purchase the clothing and chaps. Makenzie was going to get the contracts out to the girls and their parents." The first sentence of the tenth paragraph should read "The rodeo will be asking to use Hostetler's parking again". The amount in the 11th paragraph first sentence should be \$18,739.80. In the seventh sentence of the eleventh paragraph it should be added "and involved in every step of the process so that the chance of information being misstated is reduced." Under Rodeo heading the seventh sentence should read rodeo committee instead of Kelly. Under the twentieth paragraph add a sentence to the end to read "Ron also stated he had some to donate and would look into it." Under the Parking heading the second sentence should read "LCCU mentioned that they would like to do gates and not parking in an email to Mackenzie." Minutes stand as corrected.

TREASURER'S REPORT: Moneysaver; \$979.99, Schurman's; \$16.17, Early Bird; \$30.11, TDS; \$146.90, CHS Primeland; \$405.08 for holdover fuel from 2016, Cross Country Saddlery; \$757.90 for royalty chaps, vest and cuffs, North 40; \$196.47 for royalty clothing, TDS; \$73.75, Moneysaver; \$58.70 for ads. Mackenzie moved to pay the bills and Arlene 2nd.

GUESTS: **Bill Holloway**—The Methodist Church would like to put a roll up door on the hallway at the booth they use during fair. He got a bid for \$725 but found one on Call in Classified for \$125 and he will install it. Steve says we can help him install it. Arlene moves that we allow Bill to purchase the door and we would reimburse him and Ron 2nd. Motion carried. Bill would also like to get 6 or 8 additional garbage cans for the litter pick-up. **Keesje Mills**—She is a leader for the Hedge hogs this year and they require different housing than other small animals. She has an estimate for \$251.56 for their needs. She would be willing to get reimbursed. She will also look into donations. Steve will look into donations also. This will be tabled until the next meeting on February 22nd. **Kim Belanger**—She didn't get the December minutes. She would like to know if we could get some deicer. The middle toilet in Boyd Hall restroom is having issues. The paper towel dispenser in the women's restroom is not working. She would like to know if we could add a pumice stone to cleaning supplies for toilet cleaning. **Mary Ellen Daily**—A sotin Senior Class Parents would like to submit a request to do parking as a fundraiser. Peggy went over changes regarding parking. Ron believes that we need at least 6 people for parking. We need 3 on the main lot, 1 on the back lot, 2 on the city lot, and 2 on the upper lot. They would be interested in doing the parking for the donations. They also are willing to deal with the contestants parking. The contestant parking would not need to be manned the

whole time. There would not be pay for the contestant area and they are considering that as part of it so they understand that they would not be paid for that area. Mary Ellen Daily will be the contact person for the parents.

Excuse members Byron and Barb. Mackenzie moved and Shan 2nd. Motion carried.

Royalty: They have ordered chaps and a vest for Tess. They have been working on table décor. Arlene has a bunch of blue jars and Kelly will bring what she has. There has been jewelry made for Tess. The fair board will need a receipt for reimbursement. She will be picking up donations from the businesses that are still going to get ready. Would like to get donated items up at the Bennett building this weekend. Peggy let everyone know that the princess resigned.

Repair work: Steve will work on getting equipment to break out the concrete. Gail will contact Doug Jones regarding the landfill. Gail will check with EZ Rents and Steve will check on his end too for a concrete saw.

Coronation/Fundraiser: Everyone is still working on donations. The fair board will purchase food for the coronation dinner. The board members can bring side dishes. Cindy will go to URM for food and will bring to Bennett Building Thursday before the fundraiser. Shan would like to put 4 or 5 camper spots for the live auction with a reserve for the upper lot with electricity. She would also like to give out tickets for fundraiser to the major sponsors. The rodeo committee will contact their sponsors for how many tickets they want. Shan moved for 4 camper spots and Mackenzie 2nd. Shan would like to be authorized for \$200 card so that -she may spend it to boost ads on Facebook. Mackenzie moved to contact sponsors and Shan 2nd. Motion carried. Mackenzie moved to allow Shan to purchase a card for \$200 and Arlene 2nd. Motion carried. Peggy spoke with Tiger and he is still willing to do the silent and live auction. He would keep 5% of the payment for cards and would make payment to us for the auction. Peggy will contact Tiger about issuing buyer numbers. Peggy will contact Marcos again about a bar. Marcos will also be taking care of the music. Peggy will welcome everyone and then Mackenzie and Kelly will take care of the coronation. They will then turn over to Tiger for the auction. Peggy will bring linens; brown napkins and white table clothes. Arlene will inventory napkins, plates and utensils.

Handbooks: There is an error on page 72. The camper form is not in book and they are not supposed to be in there. They have to go to line up listed on page 7. We need the superintendent's forms by March 1. Sheree Fisher will not need spot but would like a family pass. Kelly moved and Steve 2nd for her to have a family pass. Motion carried. Cindy will contact Cami Browne about if she needs a camper spot. The sales committee would like to have different spots and would like 6 spots. Mackenzie will contact the sales committee and get confirmation on how many spots they actually need.

Webpage: Check it out for updates and errors. Peggy will correct.

Parking: discussion. Kelly would like to propose that Friday we do the same amount of space for parking as the rodeo used last year. Saturday she would like to move the fence about 30 ft into public parking to give the needed parking for contestants and for Sunday they would move the fence to the north into contestant parking. Mackenzie feels that the parking should be included in the budgeted amount. Ron feels that if we're going to park cowboys trailers that there needs to be someone showing them exactly where to park. Ron suggests that if we have problems have a young girl to offer to park them and most times they would park it right where they are asked to. Dan asked if it was too much to ask to require an adult be in charge of that parking lot. DR Snyder would like to say that the parents should be made aware that the parking lot will be reduced on Saturday for pay. Arlene says let's

hope that people wanting to come to the fair on Saturday can find places to park. Shan suggested we add a bus on Saturday. Shan moved that we accept the Rodeo's suggestion regarding parking and Mackenzie 2nd. Motion carried. The parking proposal from the senior parents was reviewed. They will earn what is taken in for parking. Ron feels that we need to set a price of \$3 for parking. Shan feels that the times will need to be adjusted. They will have to provide their own change fund. Mackenzie feels that we don't need to have them here as early as last year but we have the cowboy breakfast. DR suggests that we set a time and if they are there when parking is started then they will get a ticket put on their vehicle that they need to pay. If they are there an hour before the gates open it would be okay. Mackenzie suggests that we need to pay an hourly rate for the gates. Shan says she spoke with Chris Kemp and we can't hire staff. We need to consider a group again and not a bank. Keesje may be able to get a group for booths.

Security: waiting for response.

Buses: Jane looked at the contracts and there are questions. Needs updated and add a bus for Saturday. Mackenzie will redraft the contract to send to Jane.

Shan moved to order more checks and Mackenzie 2nd. Motion carried.

Jenny Estlund submitted a letter of interest for being on the board. Not sure if it is a conflict. Peggy will check with Jane about Jenny having a conflict because she is an assessor.

Peggy read a letter from Commissioners thanking the board and volunteers.

Peggy received the Resolution regarding livestock building fund.

Email from Chris Kemp to purchase deicer for ground for when the 4-H and renters use buildings. Peggy will bring in a bag that she has.

Gail is working on contracts for Allied, Methodist, Bulldog. Steve is working on flaggers. He needs to contact Monte Renzelman. Rodeo is working on their contracts.

Vendor update: Peggy has received contracts but will need to refund a vendor because we have a face painter from last year.

Workday: 9:00 on Saturday. We will work on concrete and the door that came off.

Advertising update: Tess did the ad for the radio. They are working on the billboards. The major sponsor logos need to be in the ads. Mackenzie has them done and at Precision.

Electrical: Mackenzie followed up with electrician and it depends on grant contracts. Can't bring the wiring up to code and will need to do an amendment. It was recommended to do maintenance instead. Also was recommended to change all lighting to LED and change out electrical boxes. We could do it with bid or no bids according to Barb Cook, depending on cost. We would need quotes on supplies from 3 sources. Evan Southwick is looking into replacement of lights to LED through Avista. If it's over \$25,000 we have to put it out for bid. If Avista would do it we would have more funds for pens. Peggy will contact Teresa Norman at Dept. of Ag to amend the

grant. If we get it out for bid we may not have work done before fair but that would give 45 days additional towards getting work done. If we put it out for trade we do not have to have it bid.

Water leak: We need to get this taken care of. Who needs to take care of the line? It is fair board responsibility. We should look into whose property it is. Gail will have Glen come out to look at the water leak.

Interoffice fund loan: Arlene moved to request an interoffice loan to cover the grant costs and Cindy 2nd. Motion carried. Gail will contact Chris Kemp for the loan.

Gail needs to contact Barb regarding shavings.

COMMITTEE REPORTS:

Kelly—Rodeo has been approved by ProWest. Al's contract needs to go to Jane. Mackenzie reviewed the signs and figured out who needs to pay for signs. Stock contractor contract is done. Waiting for the clown but it is approved. Mackenzie is working on rooms for clown and 2 others. Insurance for the rodeo is \$3,000 and needs to be paid. We will need rooms for judges also. We only need 1 or 2 nights for 2 judges and Arlene will check into how many nights.

Gail—She would like approval to order nametags for Ron and Mackenzie. Arlene moved and Shan 2nd. Motion carried. She would also like approval to order pre-entry forms. Shan moved and Kelly 2nd. Motion carried. Gail will order 1000 forms from Printcraft.

Arlene—Bull button colors? She will get samples for next meeting with royalty colors. Barb called and has contracts updated. She needs some manila envelopes. Ron will donate some envelopes. Arlene needs some supplies for halls. She has some rentals in March. She needs supplies at least through March. She needs compact toilet paper and paper towels. Ron moved and Gail 2nd that Peggy purchase the supplies. Peggy will look into outdated cleaning supplies to be donated.

Grand Marshall jackets: Arlene will get info for next meeting.

Coronation: We should be there by 2:00 on Saturday.

Cattlemen would like a parking spot as a vendor. They do not need a camper spot.

Public: **Kim**—Sally DeBruin will be the Poultry superintendent. Demonstration day. There were about 30 members participating and they mostly got blue ribbons. **Charlotte**—She would like to know if we spoke with PUD for the water leak? Yes.

Meeting adjourned 9:05