



**Teton County Fair Board  
Regular Meeting Minutes  
Monday July 12<sup>th</sup>, 2021 @ 5:30PM  
Teton County Fair Office  
350 W. Snow King Ave**

*Mission: The mission of the TCFB is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage; uniting urban and rural communities in celebration.*

*Vision: The TCFB's vision is to actively engage in the pursuit and promotion of our rural and agricultural heritage, from neighborhood back yards to family farms and local businesses.*

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**I. Call to Order**

Matt calls the meeting to order at 5:39PM.

**II. Roll Call/Pronouncement of a Quorum**

PRESENT: Matt, Steve, Deb, Hannah, Gary, Zach, and Donnie

ABSENT: Marybeth, Tere

**III. Adopt Agenda**

Steve motions to adopt the July 12<sup>th</sup> agenda as written. Zach seconds the motion. Vote is unanimous in favor, motion passes.

**IV. Approval of June 14<sup>th</sup> Meeting Minutes**

Hannah motions to approve the June 14<sup>th</sup> regular meeting minutes as written. Steve seconds the motion. Vote is unanimous in favor, motion passes.

**V. Public Comment**

No public comment.

**ACTION ITEMS**

**VI. New Business**

No new business.

## **DISCUSSION ITEMS**

### **VII. Grassy Arena Closure**

Rachel explains that the closure of grassy arena is something that has had to be done for the past 3 years. The public health department does not want food service in the same area as animals defecating in. Fair Staff will fence it off on 7/14/21 and hang signage and send out a press release in the morning. Rachel encourages Fair Board members to come help! Matt and Gary both offer to help Wednesday morning.

### **VIII. Stagecoach Band Agreement**

Rachel and Hannah explain that the Fair Board has already approved the budget for the Big Top Tent and the Stagecoach Band Agreement just needs to be signed. Hannah explains that most bands under Big Top have requested a stage. Fair staff will build stage instead of rent.

### **IX. Pixie & the Partygrass Boys Band Agreement**

Hannah explains that the Fair Board had already approved the budget for the Big Top Tent and the Pixie & the Partygrass Boys Band Agreement just needs to be signed. Hannah also explains that Fair Board must provide a room and hospitality. This is the only band that requested hospitality so Fair Board will give them food vouchers to the food vendors. Hannah budgeted 7 meal vouchers for the 5 band members. Fair Board will pay them after their show.

### **X. Fair Photographer**

Rachel explains that there was \$2,000 for Fair photographer in the original budget but that got cut and no money was allocated back to that. Rachel then explains that we need some photography, the last photographer that Fair had was in 2018, so it's time for some new photos. Rachel asks for ideas from the Fair Board. Hannah and Steve both offer to reach out to their contacts. Glenn from 4-H mentions they hired a photographer for 4-H and offers to give her contact to Rachel to reach out to.

### **XI. Fair Parking for the 4-H Livestock Sale & Fair Rodeo**

Rachel explains she went to the 4-H livestock council meeting at the end of June and talked about the livestock sale. The question of where to do

the buyers reception and have people park came up in the meeting. Historically buyers have parked West of the heritage arena and or on Snow King Avenue. Reception cannot be put in the rodeo arena due to the Health Department and cross-contamination. The reception must be outside of rodeo arena. Rachel recommends that buyers parking should be in the East lot that way all the double gates can be opened. Downside to that is buyers won't be walking through the barn to look at animals before the sale. Glenn from 4-H speaks out and says that he is okay with that. Rachel says that she needs to meet with Judy Nalley again to communicate everything to her. Rachel explains that there will be no spectator parking on the fairgrounds on Fair Rodeo night, it will all be reserved for contestant and trailer parking. Handicap parking only. Rachel says that town approved for spectator parking along Flat Creek and North of Carnes.

## **XII. Food Trucks for Fair Night Events**

Rachel explains that there is still only one food truck for the night events. Gary says he will try and talk to fish and chips food truck next week. Rachel messaged Buffalo Bills food truck but has not heard anything back.

## **XIII. Fair Ticketing**

Rachel explains that we have ticket takers for concert and figure 8s but still don't have any for team branding and rodeo. Rachel says she reached out to TBRA but has not heard back from them. Fair Board suggests that they should do different colored bracelets for the different night events for re-entry. Deb recommends the royalty family's help take tickets for Team Branding. Rachel updates Fair Board on tickets sales. Concert is close to 600, Team Branding is also close to 200, Fair Rodeo is over 800, and Figure 8s is almost 1,000.

## **XIV. Cash for Night Events, Venmo**

Rachel explains to the Fair Board that a cash machine was looked into but to buy one would cost about \$3,000 and the Fair Board would have to stock it themselves. Rachel then explains that was not budgeted for not in Fair Board budget nor the Fairgrounds budget. Rachel throws another idea out there and that is a cash stand inside the fence and set

up a fair venmo account and that way if people need cash, they could venmo the Fair Board venmo account and get cash in return. Rachel also explains that there. Another option would be to hang signs at entrances promoting that they need to bring cash. Fair Board agrees not to make things harder and decides against venmo and cash stand. Fair staff will hang signs at entrances.

**XV. Auction of Special Olympics Car Before Figure 8s**

Zach explains its too tricky. Zach said he talked to Dane and all he wants is for the special Olympic kids to get some sort of recognition since there was no special Olympics last year. Marybeth and Zach came up with bringing the special Olympic car in along with the kids during the National Anthem, and let the crowd applaud them, and have the announcer say a little something about them.

**XVI. Recognition Policy Review**

Rachel updates Fair Board that all tickets have been printed for the sponsors, and everyone on the spreadsheet. She lets Fair Board know that staff is working on parking passes, meal vouchers, and lions club tickets. Those packets should be ready to go out next week.

**XVII. Dual Control Cash Handling Policy & Review**

Rachel explains that in 2019 Katie the county treasurer came and dropped all the Fair money off in the morning and then would come back before night events and deliver with Hap from JH security the Fair Boards ticket taking money, beer garden money, ticket sale money, and night event beer money. This policy says that all this money must be under dual control, so that's why there was two people. Katie will not be doing that this year so there needs to be a few Fair Board members assigned to do that with Hap this year. Deb says she can do that since she is the treasurer of the board.

**XVIII. Pre-Fair walk-thru w/ JH Rodeo**

Rachel explains that the night of the 23<sup>rd</sup> and the night of the 24<sup>th</sup> are JH Rodeos last two rodeos before Fair. JH Rodeo must clear out before fair week which includes taking all their banners and signage down, clear out the ticket booths, and equipment. This happens every year before fair;

there is pre-fair walk-thru that fairgrounds staff does with JH Rodeo staff. Rachel explains she would like to do that walk-thru the morning of Fair Rodeo slack July 26<sup>th</sup>. Rachel still needs to talk to Bodee Wilson about scheduling the walk-thru. Rachel invites Fair Board members to come as well. Gary and Donnie both offer to come.

**XIX. Fair Board Fair Week Task List & Sign-Up Sheet**

Rachel explains that the fair office is down one staff member, and it would be great if they could get some Fair Board members to help in the office during Fair Week. The Fair Office could use some help with answering the phones and selling tickets. Gary signs up to meet with Steve from carnival to help him get set up. Zach, Steve, Deb, and Gary all sign up for Fair Rodeo Slack. Steve, Tere, and Matt all sign up for Exhibit Hall check in. Hannah signs up for Exhibit Hall judging. Zach, Hannah, and Donnie sign up for Fair Concert Set up. Gary, Hannah, and Marybeth sign up for Fair Vendor set up. Hannah signs up for Beer Garden set up. Hannah, and Marybeth sign up for sack races. Hannah signs up for happy hour. Deb, and Steve sign up for Team Branding.

**XX. Big Top Tent Committee**

Hannah updates the Fair Board that all slots have been filled. Hannah says she needs to coordinate more with Glenn from 4-H on movie night. Smokey the bear is now interested in coming. NY Times reached out about covering our pie eating contest. Fair Board needs to find someone to make pies for pie eating contest.

**XXI. Fair Concert Committee**

Fair Concert is good to go.

**XXII. Exhibit Hall Committee**

All members of the exhibit hall committee need to be at the exhibit hall from 7:30AM-2:00PM. Judging will begin at 3:00AM and all members of the committee also need to be there to help with that.

**XXIII. Figure 8s Committee**

Zach explains there are only 20 transponders. He says there needs to be help in the pits because transponders need to be traded out because we have more than 20 racers.

**XXIV. Fair Rodeo Committee**

Deb updates Fair Board that Fair Rodeo is all good to go, except a slight change in the barrel race. Other than that, everything is good to go for rodeo.

**XXV. Fair Royalty Committee**

Matt updates Board that royalty is doing well and tells them that they were in the 4<sup>th</sup> of July parade. They have been practicing patterns and did the 4<sup>th</sup> of July entry for the JH Rodeo.

**XXVI. Adjourn**

Gary motions to adjourn the meeting at 7:49PM. Hannah seconds the motion. Vote is unanimous in favor, motion passes.