



MEETING MINUTES
NOVEMBER 13, 2024

The meeting was called to order at 5:55 PM by Vice Chairman, Jim Dona. In addition to Dona, those in attendance were:

Nick Ladd – Board Member
Karmin Addleman – Treasurer/ Youth Rodeo Superintendent
Stacey Etchemendy – Secretary
Tia Agent – Board Member
Kelsey Stephens – Fair Manager
Kellynne Doyle – 4-H/ Youth Educator
John Nahtman - Guest

- I. Minutes from last meeting *Board Secretary: Stacey Etchemendy*
 - a. Stacey read the minutes, minutes were amended with an updated treasurer's report, per email vote the approved amount for PRCA applications should now read \$1,500.00. Tia seconded and the motion passed unanimously.
- II. Treasurer update Treasurer: Karmin Addleman
 - i. Balances as of October 31, 2024
 - ii. Operating Account - \$131,972.63
 - iii. Clearing Account - \$94,928.00
 1. Bills Presented
 - a. Bills
 - i. Wyoming State Fairgrounds - \$9,818.45- (Rental)
 - ii. Dollys (September) - \$195.25
 - b. Stacey made a motion to file the treasurers report for audit, Nick seconded, and the motion carried.
 - c. Stacey made a motion to approve the expenses presented. Tia seconded and the motion carried.
- III. Public Comment
 - i. John Nahtman
 1. Presented information on Miniature cattle minimum requirements to sell in the Junior Market Livestock Sale. Discussion was had and information was presented from John, Kellynne and board members.
 2. Nick motioned to amend the fair book verbiage on Miniature/ Lowline Beef to read that they will be eligible to sell with the requirements previously stated. This change will be made for the 2025 County fair and be in effect through 2026, at this time it will be void and need to be reviewed to continue. Stacey seconded the motion and the motion passed unanimously.
- IV. Update from 4-H Educator –

- a. Wyoming 4-H has signed a contract on a new Youth Quality Assurance program. The program has a fee and Kellynne is working to develop a way of paying for this expense.
- V. Update from Glenrock FFA – None
- VI. Update from Douglas FFA – None
- VII. Update from Committees
 - a. Superintendents Fair Manager: Kelsey Stephens
 - i. The board reviewed applications to go out for superintendents to apply.
 - b. Market Sale Board Chairman: Nick Ladd
 - i. It has been brought to the attention of the committee that it is important that the board establish as a 503(c) in order to truly be tax exempt for buyers and donors.
 - ii. Discussions were had regarding what all needs to be implemented regarding amendments to by-laws and committee charter agreements.
 - iii. Tia made a motion to spend up to \$625 to hire outside consulting as the board works through the by-laws, charter agreement and the non-profit paperwork. Stacey seconded the motion, and the motion passed.
 - c. Open Shows
 - i. None
 - d. Youth Rodeo Superintendent: Karmin Addleman
 - i. None
 - e. Ranch Rodeo
 - i. Stacey will reach out to Alex in the week ahead.
 - f. PRCA Xtreme Broncs Representative: Karmin Addleman
 - i. Karmin and Stacey attended a meeting with the BOCC on November 5th, where they approved the spending for this event for 2025.
 - ii. Karmin has worked with Kelsey to develop sponsorship information and has begun searching for event sponsors.
 - g. Tractor Pull Representative: Nick Ladd
 - h. Family Fun Night Representative: Stacey & Tia
 - i. Judges Representative: Karmin, Stacey & Tia
 - i. Members of this committee will meet to start the hiring process.

Old Business

- a. Beef Show Time
 - i. Kelsey has a poll ready to go out and gather responses regarding time preferences for the beef show. Once she has the responses the board will review and vote.
- b. Max Weight on Swine
 - i. Nick made a motion to remove the maximum weight from all species, Tia seconded, and the motion passed.

New Business

- I. Fair Manager Report – Please see attached.
- II. Fair Theme -
 - a. Kelsey has designed graphics for “Viva Las Fair” and “A Royal-A-Fair” she will post these and allow for voting. Karmin motioned to approve Kelsey to post these options on Facebook, results will then be presented at the December board meeting to be adopted, Tia seconded, and the motion passed.
- III. Superintendents and Committees
 - a. Stacey made a motion to adopt an application process for the superintendent and committee positions using the applications presented. Karmin seconded and the motion passed unanimously.
- IV. Officer Elections
 - a. Jim called for nominations.
 - i. Nick nominated Stacey for Chairman, Stacey accepted and was unanimously voted in as Board Chairman.
 - ii. Tia nominated Nick for Vice Chairman, Nick declined the nomination

- iii. Nick nominated Jim for Vice Chairman, Jim accepted and was unanimously voted in as Board Vice Chairman.
 - iv. Stacey nominated Karmin for Treasurer, Karmin accepted and was unanimously voted in as Board Treasurer.
 - v. Karmin nominated Nick for Secretary, Nick accepted and was unanimously voted in as Board Secretary.
 - b. The next meeting will be December 11, 2024 – 5:30PM at the CCF Office.
 - c. Meeting was adjourned by Jim Dona at 8:14PM
- Executive session – None

11:17 AM

11/13/24

Accrual Basis

Converse County Fair Board
Profit & Loss - Clearing Account
July through October 2024

	<u>Jul - Oct 24</u>
Ordinary Income/Expense	
Income	
Market Sale	
FFA/4H Buy Back	0.00
Add-Ons	11,135.80
Beef	226,394.00
Goat	3,500.00
Lamb	29,481.50
Poultry	12,200.00
Rabbit	1,000.00
Swine	147,138.00
4-Add-Ons	750.00
5-Credit Card Processing Fee	210.28
Total Market Sale	<u>431,809.58</u>
Total Income	<u>431,809.58</u>
Gross Profit	431,809.58
Expense	
Market Sale Expenses	
Livestock Sale	
1-Sale/Donation	419,713.50
2- 4H 3% Fee	-9,782.17
3 - Douglas FFA 3% Fee	-1,459.05
4 - Glenrock FFA 3% Fee	-1,991.71
5- 2% Fair Fee	-8,596.76
6 - Add-Ons	16,885.80
Total Livestock Sale	<u>414,769.61</u>
Total Market Sale Expenses	<u>414,769.61</u>
Total Expense	<u>414,769.61</u>
Net Ordinary Income	<u>17,039.97</u>
Net Income	<u><u>17,039.97</u></u>

Market Sale Account
Profit & Loss-This Fiscal Year to Date
 July through October 2024

	Jul - Oct 24
Ordinary Income/Expense	
Income	
Market Sale	
5-Credit Card Processing Fee	210.28
Total Market Sale	210.28
Total Income	210.28
Gross Profit	210.28
Expense	
Market Sale Expenses	
Merchant Fees	217.94
Misc Event Expenses	350.00
Office Supplies	152.71
Livestock Sale	
1-Sale/Donation	419,713.50
2- 4H 3% Fee	-9,782.17
3 - Douglas FFA 3% Fee	-1,459.05
4 - Glenrock FFA 3% Fee	-1,991.71
5- 2% Fair Fee	-8,596.76
Total Livestock Sale	397,883.81
Total Market Sale Expenses	398,604.46
Total Expense	398,604.46
Net Ordinary Income	-398,394.18
Net Income	-398,394.18



Fair Manager Report:
Kelsey Stephens
October 2024

- Buckle Order Sent
- Jacket Order Sent
- 2025 Fair Book
- Applications for the supers
- Application for committees
- Office Cleaned and Organized
- 2025 Fair Themes
- Office work