



MEETING MINUTES  
MAY 2, 2024

The meeting was called to order at 6:05 PM by Chairman, Nick Ladd. In addition to Ladd, those in attendance were:

Jim Dona – Vice Chairman  
Karmin Addleman – Treasurer/ Youth Rodeo Superintendent  
Stacey Etchemendy – Secretary  
Giselle Grimes – Board Member  
Kelsey Stephens – Fair Manager  
Reba Talbott – Guest / Horse Superintendent  
Kenzie Mares – Guest / Market Sale Committee Chair  
Mara Moore – Guest / Market Sale Committee Member

- I. Minutes from last meeting *Board Secretary: Stacey Etchemendy*
    - a. Stacey distributed meeting minutes to be reviewed. Karmin made a motion to approve, and Giselle seconded. Motion carried.
  
  - II. Treasurer update Treasurer: Karmin Addleman
    - a. As of May 1, 2024
      - i. Operating Account - \$177,469.88
      - ii. Clearing Account - \$24,769.99
    1. Bills to approve –
      - a. Western Sign & Design \$198.20
    2. Stacey made a motion to file the treasurers report for audit, Karmin seconded.
    3. Karmin made a motion to open a Venmo account for the fair board to use for entry fees if Dolly reviews the transaction ledger and feels comfortable moving forward. Stacey seconded and the motion passed.
  - b. Stacey made a motion to accept the treasurers report and file for audit, Jim seconded and the motion passed.
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- III. Update from 4-H Educator – None
- IV. Update from Glenrock FFA – None
- V. Update from Douglas FFA – None

VI. Update from Committees

a. Market Sale

- Kenzie & Mara

- i. Mandatory market sale youth meeting will be held on May 21<sup>st</sup> 6pm at the Douglas Middle School commons. If youth are unable to attend this meeting they need to meet with Mara at Crossroads Clinic. Arrangements need to be made prior to the scheduled meeting.
- ii. Band has been hired, Kaspen Haley and the Boxelder Stamp they will cost \$3,000 which will be paid out of previous budget approved for the market sale committee.
- iii. Committee is moving forward with looking into using Show works for the sale. Kelsey asked that all involved are trained on this system. Kelsey has contacted Sue in Natrona County who is going to help with this training process.
- iv. Giselle made a motion for Nick to order a second wireless microphone to be compatible with the large sound system. Karmin seconded the motion passed unanimously.

VII. Superintendents

a. Horse

Superintendent: Reba Talbott

- i. Reba has been working with the 4-H horse leader and has posed the question regarding whether showmanship is required for youth since the horse show is being held on two separate days this year. The board stated that they didn't see a reason it would be required, and it is not in writing stating that they must compete in showmanship. The board will support the superintendent, educators, and leaders in this decision.
- ii. Reba asked if there is clerk/ announcer pay.
- iii. Stacey made a motion to approve the following pay schedules.
  1. Horse Show \$50/ worker + meal ticket
  2. All other Shows \$25/ worker + meal ticket
  3. All help desiring to be paid must submit a W9
- iv. Reba requested having the WSF staff work the arena.

b. Static

c. OPEN Livestock Shows

d. Judges

- i. Stacey asked for approval to offer contracts to the following Static area judges that have been recommended. Veva Addleman, Mike Stephens, Mara Moore, Renee Stewart, Kaylynn Blackburn and Josie Roberts.
- ii. Karmin made a motion to approve the judges stated above, Stacey seconded the motion carried.
- iii. Kelsey has not received any judge contracts back yet.

e. Converse County Youth Rodeo

Superintendent: Karmin Addleman

- i. Karmin requested that the arena box needs to be put together.

f. Ranch Rodeo –

Superintendent: Alex Smith

- i. Stacey made a motion to pay a \$400 deposit to Bijou Mini Bucking Bulls. Karmin seconded and the motion passed unanimously.

g. Tractor Pull

Representative: Nick Ladd

h. PRCA Xtreme Broncs

Representative: Karmin Addleman

- i. Kelsey has finished making the hard copy tickets.
- ii. Stacey made a motion to approve paying a 50% deposit of \$17,500 to Championship Pro Rodeo. Giselle seconded and the motion passed unanimously.

i. Ninja Warrior Course

Representative: Stacey Etchemendy

j. Family Fun Night

Representative: Stacey Etchemendy

**Old Business**

I. Vendor Bids

a. Alcohol Vendor

- i. One received.

- ii. Karmin made a motion to approve the College Inn Bar contract for all events listed on the bid application as well as the PRCA and Youth Rodeo nights if vendor accepts. Giselle seconded and the motion passed unanimously.

II. Ribbon Order - Done

**New Business**

- I. Market Sale Dinner Caterer Bids
  - a. Giselle made a motion to uphold votes from the April 2024 meeting. There was not a second, motion failed.
  - b. Karmin made a motion to state that since it has been brought the boards attention that there was a booking commitment made with the Angry Irishman BBQ by the market sale committee prior to the bid process being completed. That we as a board would ask the American Heroes BBQ to forgo the offered contract for the 2024 market sale dinner, rather contracting for 2025. Thus, allowing the board to follow through with a previous commitment made to the Angry Irishman BBQ by the Market Sale Committee and contracting with this business for the 2024 Market Sale Dinner. Stacey seconded the motion. Stacey and Karmin voted in favor of the motion, Jim and Giselle voted against the motion. Chairman Nick Ladd voted to break the tie in favor of the motion. The motion passed.
- II. Operating Financial Expectations Chairman: Nick Ladd
  - a. After speaking with the County Commissioners on expectations of the board, it seems that they would like to see a more leveled out funding request in the years to come. All the while continuing to support the County Fair.
- III. Local Government Liability Pool Chairman: Nick Ladd
  - a. Has been completed and processed.
- IV. Sponsorships-
  - a. Mitch submitted his proposal on a sponsorship acquisition contract.
    - i. \$0-\$50,00 – 12%
    - ii. \$50,001 - \$75,000 – 15%
    - iii. \$75,001 – 17%
    - iv. Nick made a motion to submit a proposal to Mitch that the board will handle all prior year's sponsors, while offering a contract to pay Mitch 15% on all new sponsors acquired. Karmin seconded and the motion passed unanimously.
- V. Tractor Pull Contract Chairman: Nick Ladd
  - a. Different than last year.
  - b. Fees increased by a total of \$3,000 making the total of the event \$15,219.
  - c. Jim made a motion to approve the contract presented while holding a discussion asking that we have the contract much earlier in the years to come. Giselle seconded. The motion passed unanimously.
- VI. Ninja Warrior Course Secretary: Stacey Etchemendy
  - a. Stacey has been in contact with AJ and Courtney at the WSF regarding the location of the course and presented the finalized contract for the course.
  - b. Karmin made a motion to approve and sign the contract for the course Jim seconded and the motion passed unanimously.
- VII. Fair Manager Report Fair Manager: Kelsey Stephens
  - a. See attached document.
  - b. Stacey made a motion to approve the advertising quate submitted by the Douglas Budget, including their in-kind donation while moving forward on submitting the Converse County Tourism Promotion Board Grant request. Karmin, seconded the motion passed unanimously.
  - c. Karmin made a motion to allow Kelsey to spend up to \$7,000 to do the second award buckle order once she has final exhibitor numbers, Jim seconded, and the motion passed unanimously.

- d. Nick made a motion to request a funds sitting with KCWY are refunded rather than using them this year, Giselle seconded, and the motion passed unanimously.

VIII. Event Coordinator Position

- a. Jim has completed the job description and made a motion that the name of the position be changed from event superintendent to event coordinator as well as increasing the pay from \$2,000 to \$3,000. Karmin seconded and the motion passed unanimously.

IX. The meeting was adjourned at 8:44PM. Next meeting will be June 12th, 6pm at the CC Fair Office.

Executive session – Yes, end time 9:18pm.



**Fair Manager Report:**  
**Kelsey Stephens**  
May 2024

- Updating Classes for Fair Book and Sho Works
- May Buckle Order-
- Working all marketing projects.
- List of Social Media postings.
  - Create Event Dates- Completed
  - New static Awards
  - The community service opportunity for local 4-H groups helping with setting up the barn.
  - Get to know the Super- no one is getting me the questionnaires back
  - Get to know your board members
  - Release a schedule of events.
- Web site for fair photo for easy access to exhibitors- almost done
- Ribbon Order-Completed
- News letter- Showworks- Schedule- Barn Set Up
- Sue Anderson- Using Showworks
- Fair Logo
- Fair insurance- Working on it

**Converse County Fair Board**  
**Balance Sheet**  
As of May 2, 2024

	May 2, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Converse County Bank - 839	177,469.88
CCB-6036 - Market Sale Acct	24,769.99
<b>Total Checking/Savings</b>	202,239.87
<b>Accounts Receivable</b>	
<b>Grants/Foundations</b>	
Converse County 2023/2024	49,625.00
<b>Total Grants/Foundations</b>	49,625.00
<b>Market Sale A/R</b>	-9.79
<b>Total Accounts Receivable</b>	49,615.21
<b>Total Current Assets</b>	251,855.08
<b>Fixed Assets</b>	
<b>Fair Equipment</b>	
Sound System	1,610.00
<b>Total Fair Equipment</b>	1,610.00
<b>Office Equipment</b>	1,496.25
<b>Total Fixed Assets</b>	3,106.25
<b>TOTAL ASSETS</b>	<b>254,961.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	9,111.80
<b>Total Accounts Payable</b>	9,111.80
<b>Other Current Liabilities</b>	
Payroll Liabilities	837.50
<b>Total Other Current Liabilities</b>	837.50
<b>Total Current Liabilities</b>	9,949.30
<b>Total Liabilities</b>	9,949.30
<b>Equity</b>	
Retained Earnings	167,581.37
Net Income	77,430.66
<b>Total Equity</b>	245,012.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>254,961.33</b>