



2025 Grand County Fair Board

Meeting Agenda

Date: Tuesday, March 17th, 2025

Time: 3:00pm

Old Spanish Trail Arena Conference Room

Google Meets Meeting Link:

<https://meet.google.com/zdo-yafk-zmr>

Or dial: (US) +1 417-719-7728 PIN: 832 579 394#

Agenda Items:

- Call the meeting to order
- Welcome introductions for new individuals as necessary:
- Meeting breakdown and structure reminder:
 - These are public meetings. They will be announced and posted in accordance with state and county policy. The minutes will be documented and the meetings will be recorded.
 - We will go through the agenda as outlined.
 - Be respectful of everyone's time, keep side conversations and chit chatting to a minimum, or until after the meeting has concluded.
 - Note your questions and hold them until the end of each section.
- Approval of Meeting Minutes: discuss and approve 3-11-25 meeting minutes.
- Review old business:
 - Google Drive Tour continued
- Board Member Report:
 - Angie
 - Greg
 - Nicolle
 - Heidi
 - Deborah
- SPONSORS:
 - Cover Letter to include past Sponsorship donations; **The sponsorship thank you's are in the thank you section of the sponsorship package in both the print and electronic copies.**
 - Sponsorship List missing business contact information; **The excel spreadsheet I printed for you did not include all**

information because it would not have fit and been legible in print form. The print form was just a snap shot of some of the information for you to do a quick glance at. The 2024 spreadsheets are too large for print. We general do everything electronicly and reserve print for situations as dictated by need or standard operating procedure. The electronic file has all the information, contacts and notes that we documented. We can collect anything that may be missing, but there will need to be some sponsorship communications going through Angie because they are linked to contracts. For example the company we contracted last year to do the sound for live music gave us a discount and they were given in-kind sponsorship credit. Those communications and contacts go through the arena director on behalf of the county fair in the name of the county. I do encourage all board members to keep their information organized and keep track of their information in a way that is accessible and make sense. You do not have to use Mackenzie's spreadsheets from last year. Any documents generated in the name of the county fair will need to be collected, recorded and archived as part of the county records keeping process.

- Homepage Sponsor Link does not include the Sponsor Form. No registration links have been posted at this time because no registrations have been opened, that does include sponsorships. Board members can make the decisions when they are ready to start collecting information and post links. Please not that sponsors, vendors and participants ask to see the fair schedule. The fair schedule has not been confirmed or published.

■ VENDORS:

- Fee for Merchants? No registration links have been posted at this time because no registrations have been opened, that does include sponsorships. Board members can make the decisions when they are ready to have links posted and collect information.
- Can choose certain days? Yes, the vendors usually request our schedule and choose their schedule based on the fair's events.
- Can choose inside/outside? Yes and no, the primary location is outside with some limited options inside reserved for certain groups and events. It's more about logistics and determining the flow of the fair.
- EINs for Tax Commission - who is responsible for paperwork? All financial and legal paperwork is handled by the arena staff, i.e. Angie and Mackenzie, on behalf of the county fair in the name of Grand County. The Grand County Fair has already turned in the

event application to the special event office at the State Sales Tax Commission for 2025. Paperwork and notes are on file. Vendor documents and reporting will be completed and turned in accordance with County and State regulations.

- SCHOLARSHIPS:
 - Collegiate and Leadership - have these ever been awarded? **No, there were no sponsors for this program in 2023 or 2024. It is a "future" goal. Arena staff did not have the time or resources to continue the develop of this program in previous years.**
 - Forms? **We have not published nor have we developed them at this time because it has not a program that has been developed or executed.**

- Ashley
- Trisha

- New business:
 1. Board member interview – Michelle Strong
 2. 4-H Livestock Show at the County Fair
 3. Banner Options
- Next Meeting's Agenda Items:
- Next Meeting: Discuss and decide on next meeting date and time.
- Adjourn:

Email notifications sent to:

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