

MINUTES OF THE BIG HORN COUNTY FAIR PUBLIC MEETING

Establishment of Fair Advisory Committee

NAME: Big Horn County Fair TYPE: Special Session

PLACE: Big Horn County Fairgrounds

DATE: **December 6th 2016** TIME: 6:00 PM

Chairman: Jerold S. Ewen, Members present: John Hyde, Felix Carrizales, Member Elect Deb Craft Other County Representatives: Sheila Paumer, Fair Facilities Manager, Lori Smallwood, County Clerk

List of attendees on file.

Paumer gave an overview of the handouts, how the Advisory Committee guidelines were developed, and how the nominations are requested to represent all involved in Fair activities. The meeting was opened up for those in attendance to ask questions.

An attendee noted that the design seemed to avoid additional work for 4H advisors as was previously discussed. Ewen clarified that the design was changed based on feedback received at the Commission meeting in October. There was a recommendation that there be student representatives from both 4H and FFA. The suggestion included that these representatives would be non-voting members but provide the valuable input of the youth who participate in the annual fair.

Paumer shared the timeline for nomination, establishment of the Committee, and goal to have the first meeting January 23rd 2016.

The question was posed regarding who would chair these meetings. Discussion determined the group would elect a Chair and Secretary at the first meeting. There was a recommendation that the guidelines incorporate a clause that if more than two meetings are missed the representative would be removed and a replacement would need to be selected.

Ewen asked for public opinion and comment. Comments included:

- This Advisory Committee makeup and structure seems to address many of the concerns that were voiced when the Fair Board was disbanded.
- Former State Fair Advisory Committee members gave an overview of how that design works and gave some suggestions regarding the identification of committee members by the general public during the fair, and assigned areas of responsibility during fair week and events.
- There was a question about the fair budget. Ewen clarified that the Advisory Committee will work with Fair Management and have input on how those funds are budgeted and spent but they will not manage the funds.
- Comments were received regarding the need for additional explanation regarding disbanding the Fair Board. The Commissioners shared that there were a number of factors and that further discussion of that topic would not be beneficial. The goal is to move the Fair forward in a positive and more efficient manner. The specific goal of the Advisory Committee design is that all groups have the opportunity to have input, share in the work of the fair, and be heard.
- Discussion highlighted that the part of the reason for formation of the Advisory Committee is to try to bridge the divide between the north and south ends of the county that was voiced at the

Commission meeting and that with commitment from everyone involved this divide can close and benefit the kids.

- A comment was received that there was concern regarding the budget being controlled by county staff instead of the Advisory Committee.
- An attendee stated that they felt the group that attended the Commission meeting had not been heard. Another attendee commented that the divide between the north and the south is not felt among the kids participating and that adults need to take that approach as well.
- Another comment was made that dedication and involvement is required to bridge the north/south divide.
- There was a bit of discussion about population and areas that don't have as many participants as others. G. Gasvoda-Kelso noted that the numbers of kids in the Ag programs continues to grow. And she is optimistic that this will get folks more committed.
- The question was posed, "How is the Advisory Committee different from the Board." Ewen responded that the Committee does not carry full financial responsibility, the multipurpose building is no longer under the management of the Committee and will not be the responsibility of the Advisory Committee, the time commitment of monthly meetings will be reduced to approximately 4 meetings per year, and the focus of the group is on producing the Fair and not financial management. Their only goal is to make the Fair a success for the kids.
- Another comment was received that non Fair use of the grounds was not as active as it could be and isn't being tracked and worked with as much effort as it should be. Paumer and the Commission shared usage and revenue data from the past months that show substantial increase in the usage of the multipurpose building from the previous year and that non fair events are increasing. Recent increase in revenue was also pointed out.
- There was discussion regarding checks and balance system in place and concerns were expressed that the advice of the Committee would not be taken. Discussion clarified that minutes will be taken at each meeting and will be forwarded to the Commission for their review, thereby removing the notion that one person could choose whether or not to act on advice from the Advisory Committee. Paumer clarified that the Fair Manager and the Committee will work together and that committee recommendations will be followed if the majority of the group thinks that is what is best for the Fair and kids.

Ewen thanked those in attendance for their time and comments.

The meeting was adjourned at 7:30 PM.

**BIG HORN COUNTY, WYOMING
APPLICATION FOR NOMINATION/APPOINTMENT
TO FAIR ADVISORY COMMITTEE**

Name:	
Mailing Address:	
Home Phone or Cell Phone: Work Phone:	E-mail Address:
Occupation or Special Interests:	
Area Representing: Rocky Mountain FFA Representative _____ Paintrock FFA Representative _____ Lovell FFA Representative _____ 4H Educator _____ Livestock Sales Committee _____ North Citizen at Large _____ South Citizen at Large _____	Have you served in this position previously? If yes, how many years?
Reasons for wanting to serve on the Committee:	
If selected for a position, do you agree to read and perform your duties as outlined in the Committee Guidelines? Yes:___ No:___	
List qualifications to serve on the Committee:	
Other comments:	
References (optional):	
Supplemental information such as a resume or reference letters may be attached.	

Signature _____

Date _____

Return completed application to:

Big Horn County Clerk

P.O. Box 31
 Basin, WY 82410
 Phone: 307-568-2357
 Fax: 307-568-9375

GUIDELINES
for the
BIG HORN COUNTY FAIR ADVISORY COMMITTEE

General Information:

Following the dissolution of the Big Horn County Fair Board in 2016 the Big Horn County Commission determined the need for an organized council representing the community to provide assistance and input regarding short term and long range matters of business and operation of the Big Horn County Fair and Fairgrounds. The Advisory Committee is made up of 7 members each representing an organization /component of the annual county fair. Committee members will serve 4 year terms and will rotate on staggered terms to ensure continuity and to insure that experienced members are always present.

Membership and Terms:

The Big Horn County Commissioners will appoint a representative to serve on the committee from nominations received from each of the following groups. Each group will be responsible for nominating not more than three potential appointees.

- Rocky Mountain FFA Representative (3 years) January 2017 – December 31, 2019
- Paintrock FFA Representative (2 Years) January 2017 – December 31, 2018
- Lovell FFA Representative (2 years) January 2017 – December 31, 2018
- 4H Educator (4 Years) January 2017-December 31, 2020
- B. H.C. Livestock Sales Committee Representative (4 years) January 2017-December 31, 2020
- Northern Big Horn County Citizen at Large (3 years) January 2017 – December 31, 2019
- Southern Big Horn County Citizen at Large (4 Years) January 2017-December 31, 2020

The initially established Committee will have staggered terms noted above with subsequent appointments of 4 years each.

FAA and 4 H will each select a Student Representative to serve on this Committee. These student positions will not be voting members but will have valuable input as matters are discussed and planned.

During the first meeting, to be held in January of 2017, the Committee will choose a Chairman and a Secretary from within the current committee. Both positions will serve two year terms. The Chair will work in collaboration with Fair Management to develop meeting agendas, conduct meetings and organize support for all fair events. The Secretary will keep minutes of each meeting. Minutes from each meeting will be presented to the Big Horn County Commissioners no later than 30 days following each meeting.

QUALIFICATIONS:

Each representative member must reside in the geographic area indicated by the position and be an active inclusive representative of the community or organization they represent.

RESPONSIBILITIES:

Each Committee Member is expected to:

1. Represent the community/group/organization from which he/she was appointed.
2. Attend committee meetings (approximately 4 per year).
3. Attend the annual Big Horn County Fair during all major events and special time slots as needed.
4. Advise, Communicate and assist Fair Management in establishing shows, contests, policies, rules, fee schedules and contracting services and entertainment vendors necessary to conduct the Big Horn County Fair.
5. Advise Fair Management in planning construction priorities and assist in consulting with architects, planners and engineers in developing construction documents and projects.
6. Advise Fair Management in preparation of capital construction and operational budgets.
7. Promote funding for the Big Horn County Fair and Fairgrounds by communicating with legislators and other funding sources.
8. Promote increased attendance at the Big Horn County Fair and year round use of the Fairgrounds by increasing public awareness of available facilities and programs.
9. Promote a positive image of the Big Horn County Fair and the educational programs for the Youth of Big Horn County

COMPENSATION:

Service on this Committee is voluntary. Committee members will receive no compensation for their time. Applicable travel, mileage or other expenses that result from duties assigned outside of annual fair business will be reimbursed based on actual expenses incurred and federal travel rates.

MEETING SCHEDULE:

The following regular committee meetings will be scheduled each year. Additional or special meetings may be called at the discretion of Fair Management or the Board of Big Horn County Commissioners. Each meeting will be held at the Big Horn County Fair Grounds, have a published agenda and will be open to the public. Each meeting will have an identified time slot for public comment or concerns to be shared. The remainder of each meeting will be a working session and not subject to additional public comment or disruption.

August- Review of Fair Week

January/February – Review policies that need modification set goals and planning for upcoming Fair.

April/May - Finalize Fair plans and rules/policies for upcoming Fair Week.

June- Finalize and confirm volunteer schedules and duties.