

NAVAJO COUNTY FAIR, Inc. BOARD OF DIRECTORS
Minutes April 8, 2009

Board Members in Attendance: Mike Sample, Rusty DeSpain, Redgie Justman, Kelly Favro, Wes DeSpain, Don Fischer, Allen Mitchell, Sara Hansen, Anna Amos, Wendell DeCross, Tim Kelley, Mike Mellor

Staff in Attendance: Mina Henning, Laura Brooks

Guests: Shannon Newman

Excused Board Members: Lori Reynolds

Unexcused Board Members: Kenny Larson, Jimmy Crosby

1. **Call to Order:** Mike Sample called the meeting to order at 7:00 p.m.
2. **Approval of Minutes** – Regular Meeting March 11, 2009 – Mike Mellor made a motion to approve the minutes of March 11, 2009. Anna seconded. Motion carried.
3. **Call to the Public:** Shannon Newman, Bread of Life Mission Board of Directors President, has talked with the Lion’s Club about their concession stand. The Lion’s Club has decided that they cannot man the booth and will not be renewing their contract. The Bread of Life Mission is looking at working a deal with the Lion’s Club to purchase their equipment and would like to lease the building for the fair and any other events. Mike Sample stated that the board will need to go over their options of what to do with the building. If the board decides to lease it to the Bread of Life, we would draw up a contract and contact Shannon. The Lion’s Club would like to see the building remain in the hands of a local, non-profit organization.
4. **Rodeo Queen Update:** Mina stated that the girls are doing really good. Some recently attended Buckeye and some attended Miss Rodeo Arizona. They are doing a great job.
5. **President’s Report:**
 - a. **Facility Requests:**
 - i. Tap Tools requested the facility for a tool auction on April 21st. Since we already approved a blanket request for them, this is for information only. They will also be holding a tool sale somewhere during the time of May 16 thru the 19. There are no conflicting dates. Rusty stated that only tool sales were approved, not auctions. Mike Sample will pull the minutes and verify.

APS has met with the county in regards to the electrical box at the grandstands. It is now in Mike Cole’s hands. He has not gotten back with Dan to let him know what needs to be done. We have received a quote for \$25,000 for the equipment that would be needed. APS should be letting us know what kind of time frame we are looking at for replacing the equipment. There may be some grants available from APS if we replace some of our lighting with more energy efficient lights. There is no known cost sharing capabilities with APS. Jose is working on installing the new hood in the Cantina. He is currently working on the ceiling. On Monday Mike will be meeting with Cher from Sentry Fire to look at the project and so that she can order the necessary parts. Bret Starns has received a bid for a single phase unit for the walk in. He is working on a bid for a three phase unit. Lori gave an estimate of about \$4,000. Once the bids are in, it will come before the board. The Lion’s Club will not be signing the contract for their booth. They do not have the man power to man it during the fair. Mr. Barger has talked with the Bread of Life Mission about having them purchase the equipment and run the booth. The board has the option of moving Suzie’s to the current Lion’s Club booth and using Suzie’s booth for a storage area. We could also move the storage next to the Cantina. The board will need to make a decision. Mike read Kenny Larson’s resignation letter. Rusty made a motion to approve Kenny Larson’s resignation. Don seconded. Motion carried. Mike stated that we will have an election at the next meeting to fill the vacant position. Rusty asked why we aren’t just appointing the next highest vote receiver from the annual meeting. Mike stated that the by-laws require us to have nominations and elections at the next meeting. Rusty said that if the whole board agreed, we could

appoint someone. Mike stated that it had to be done according to the by-laws. Mike has the list of committees and we still need someone to head Opening Ceremonies and Vendors. Allen has agreed to take on the Demolition Derby. Mike has talked with Joni and she will be willing to help the person that takes on Opening Ceremonies. We need to get volunteers for both positions as soon as possible.

- 6. Event Director's Report:** Mina reported that since it is April, it is coming up time to print the fair book and other printings. She has contacted printers and received bids from the Print Place and Allegra. They are the same amount as last year for the fair book. She has also spoken with White Mountain Publishing, which is the Independent, to see about doing a different fair book. They did the book for Apache County. They have come up with something similar to the Pinal County fairbook. It will be 80 pages long. They will insert it into the Navajo County distribution of the paper and will be giving us quite a few extras to hand out. Our information will be about 35 – 40% of the book. It will be done more along the lines of a program and will include the Little Buckaroo Rodeo, Ranch Rodeo, Ranch Horse Competition, etc. All of the entry forms will be in the center of the book with one staple so that when you pull those out, the book is still stapled. They will print between 10,000 and 12,000 books with a full color front and back cover. The entry forms will be on heavier paper. They will insert it into about 2,500 – 4,500 papers for distribution. They will give us between 7,500 and 8,000 for us to distribute. They will upload the entire book to their website which had over 200,000 views in March. Our 35 – 40% will include the buyer's invitation, articles, etc. They will distribute it around the end of June, beginning of July, which is their biggest distribution. They would like to have recognition during the fair. They will only charge us the price of insertion which is \$1,500. There will be no charge if we do not do an insertion into the paper and they would only print 6,000 – 7,000 books. They will sell the ads for the book. Last year we paid \$3,200 for 2,000 fair books. Print Place and Allegra are quoting us the same price again this year. This will be a definite savings and we would receive 7,500 to 8,000 books to hand out during the fair. They will have schedules, entry forms, etc. in them. Rusty asked if this was going to be the total cost for printing, ads, etc. It was questioned whether or not we had this in writing. Mina stated that she does have it in writing and it is the total cost. If we cover the cost of insertion they will sponsor the rest. Sara asked whether or not 8,000 books would be over the top since we normally only do 2,000. Mina stated that this will be different and more like a program. In the past the books have not included the information on the events or had schedules. Rusty made a motion to approve the printing of the fair books with White Mountain Publishing for \$1,500. Kelly seconded. Motion carried. Mina asked when the board would like to go to print for placemats and napkins, etc. Mike stated that he thought the board already said May. Rusty asked if the funding was there. Mike said that we are alright. Rusty said that if we don't have the sponsors and the money, then we should hold off.
- 7. Secretary/Accountant's:** We have received the money from Turf Paradise for this year. It is \$13,541.46 which is down \$3,823.32 from last year. Apache County is moving their fair this year. It will be September 9 – 12 which is the week prior to our fair. Laura has contacted a collection agency regarding their prices to collect on our past due stall accounts. There rates are 30% of all judgment accounts (accounts that we have court judgments against) and 25% on all other accounts. They work on a contingency basis, and if they don't collect the money they do not charge us. If they had to forward to an attorney, then the costs would increase and we would be responsible for all court costs. Currently we have about \$11,000 in past due accounts and would collect about \$8,400. The board questioned whether there were current renters who were behind. Laura stated that all current renters have current accounts and clean stalls. Rusty asked if anyone had contacted Jim Beech because he does collections. Mike Sample suggested tabling this item until the next meeting and he will contact Jim Beech. Mike Mellor would like to know who owes how much before making any decisions. Wendell made a motion to table until the next meeting after talking with Jim Beech. Anna seconded. Motion carried.
- a. Expenditures** –Rusty made a motion to accept the expenditures as presented. Mike Mellor seconded. Motion carried. Wendell wanted to know exactly what the income from Turf Paradise was. Rusty stated that since we no longer hold races here, we contract with Turf to hold our race dates. In return, they give us a percentage of the income. We have no choice but to contract with

Turf because it would cost us about \$1.5 million to bring horse racing back to the fairgrounds. Wendell asked if we knew why the income from them was declining each year. Rusty stated that our income was dependent upon the amount received at the betting windows.

8. New Business

- a. **Camping Fees:** Mike Sample stated that he wanted to readdress this. The board did recently increase the fees to \$35 per night. There have been many complaints and one email that requested a \$20 refund. Mike has researched this and some of the larger sites charge \$30 - \$35. Mike has authorized Laura to charge only \$15 the last couple of weeks. Mina has had to deal with some complaints and Laura received the email. He feels that \$15 is fair and comparable. The standard is \$15 - \$20. Mike Mellor asked if we have that many overnighters. Mina stated that we have quite a few and can have as many as 3 – 4 a night. One of the complaints was about having to clean out the overnight stalls before they could place their horses in them. Mike thought that Jose cleaned them out. Rusty made a motion to lower camping fees to \$15 per night. Mike Mellor seconded. Motion carried.

9. Old Business:

- a. **Personnel:** Mike Sample has contacted Vicky James and she has given him some information and contact numbers. He has contacted the school's personnel director and she is willing to work with us in forming a personnel policy. It is believed that both employees are non-exempt and receive time and a half for overtime. Mike hopes to have a policy before the next meeting. Rusty asked about the job descriptions from when the employees were hired. Mike stated that we need to make sure that we are following FLSA because we are currently doing things illegally. Mike said that the board can give them options but also limit them. Rusty stated that the board does not have the funds to pay overtime and that the board will have to lay an employee off. Mike stated that if the school personnel director cannot help us, he will contact the county personnel director.
- b. **By-Laws:** Mike stated that there is a meeting next week with the county attorney's office. We do need to change some portions of the by-laws to coincide with the way that we do business. We do not have to change the way we do things, just amend the by-laws to the way we do it. The meeting will be on the 16th at 5:30 p.m.

10. Executive Session: None

11. Post Executive Session: None

12. Upcoming Meetings: April 14, 2009 @ 5:30 p.m.; April 16, 2009 @ 5:30 p.m.; May 13, 2009

13. Adjournment: Wendell made a motion to adjourn at 7:56 p.m. Rusty seconded. Motion carried.