

**NAVAJO COUNTY FAIR, Inc. BOARD OF DIRECTORS**  
**Minutes April 9, 2008**

**Board Members in Attendance:** Rusty DeSpain, Redgie Justman, Kelly Favro, Joni Gillespie, Tim Kelley, Marlene Spencer, Kenny Larson, Mike Sample, Jamie Chapman, Wes DeSpain, Don Fischer, Sara Hansen  
**Staff in Attendance:** Laura Brooks, Mina Henning  
**Guests:** Linda Kor, Don McMasters, Alexandra Jeffers-Sample  
**Excused Board Members:** Lonnie Sherwood, Lori Reynolds  
**Unexcused Board Members:** Edna Dashner

1. **Call to Order:** Rusty DeSpain called the meeting to order at 7:06 p.m.
2. **Approval of Minutes from March 12, 2008:** Joni made a motion to approve the minutes as presented. Redgie seconded. Motion carried.
3. **Call to the Public:** None.
4. **Rodeo Queen Update:** Alexandra Jeffers-Sample reported that on March 7/8 they attended the Little Colorado Round-Up in Needles, California. They will be attending the Globe Rodeo and Parade on April 26. Mina reported the girls are doing a great job. No direction from the board.
5. **President's Report:** Rusty asked for the board's permission to negotiate an agreement with Richie to maintain the equipment for the cost of labor and us buying the parts. Don made a motion stating the above. Mike seconded. Motion carried. Some of the items in the auction pile will bring in more money by sending them away as scrap metal. Don stated that historically you do not get the value of an item at auction and if it is worth more as scrap metal, then do it that way. Wes made a motion to send the stuff off as scrap metal rather than auction it. Kenny seconded. Motion carried. The pig barn has been delivered. The reason that the expenditure was \$9,100 was because the supplies were ordered to enclose the Jr. Livestock Barn. The cost for the trucking was \$913.20 and was paid to Dale Whitlow. It was still cheaper than the other bids that we had received for the one barn. The construction of the pig barn will be started this weekend. Clay Hansen will be starting work on the sub grade. If anyone would like to help, Clay will be here around 8:00 a.m. on Saturday. This weekend we have the Dine Land Senior Rodeo Association awards banquet. There is a funeral in Joseph City which will be taking some of Lori's attention away from the dinner. Any help from the board will be greatly appreciated. Tim is working on the APS project at the north end of the grounds. Calvin is also here and working on projects throughout. We need to add the north parking lot and 4-H parking to next month's agenda. Graham County Fair sent us tickets to their event. It was a nice gesture. The Arizona Fairs Association meeting has been changed to April 24<sup>th</sup> at 11:30 a.m. at the Pima County Fairgrounds in Tucson. Since no board members would like to attend, Rusty recommends sending Mina. Mike made a motion to send Mina and pay for one night of lodging and three meals. Jaime seconded. Motion carried.
6. **Event Director Report:** Mina introduced Don McMasters with RBSLynk to discuss accepting credit cards at the fairgrounds. Don McMasters is a rate analyst with RBS Lynk. Discussion revolved around how the equipment works. For the office, discussion revolved around a virtual terminal. It has a mag stripe that attaches to the computer. You log onto a website and swipe the card and handle all the details on the computer. This unit is considerably less than a terminal (\$550) at \$125, plus a one-time account setup fee of \$275. The monthly access fee is \$9.95 with a \$10 administrative fee. We can rent regular units for \$25 per month, which includes insurance and all the supplies needed. Any dormant accounts are charged a \$10 per month fee. If we rent units for the fair, the account would have to remain open and be charged that dormant account fee. The units are rented out for a four month minimum. The cost for most transactions is 1.49% and a \$0.25 transaction fee. So for each \$10 transaction, we are paying about \$0.40. The average merchant pays about 2% per transaction. The first year we should see an increase of about 17-19%. Rusty's recommendation is to purchase the unit for the office to be used year round and in June rent one unit for the Cantina and send it back at the end of September. Kenny made a motion to purchase one unit for the office and rent one unit in June for four months for the Cantina. Wes seconded. Motion carried.
  - A. **Fair Books: Items B & C discussed with item A.** We have received a quote from the Print Place for the fair books, placemats and color sheets. The reason that requested a quote for

color sheets is because some restaurants will not accept place mats, but would like color sheets. The total price for 2,000 fair books, 10,000 placemats, 5,000 color sheets and 20,000 napkins is \$5,230.30 plus tax. Mina stated that the other quotes received were significantly higher. Rusty is against the color sheet. Mike made a motion to go ahead with the printing of the fair book, placemats, color sheets and napkins. Kenny seconded. Motion carried.

B. **Placemats: discussed with item A**

C. **Color Sheets: discussed with item A**

D. **Purchase of Golf Carts:** Pinetop Lakes Country Club has purchased all new golf carts and will be auctioning off the old ones. In the past they have gone for \$200 - \$700. Is this something that the board would like to pursue, if we cannot get them to donate them? Rusty recommends tabling a motion until we receive a price. We have not had good experience with golf carts in the past, typically they cost more than they are worth to maintain.

7. **Secretary/Treasurer Report:** Laura reported that she was scheduled to attend a grant writing class for non-profits, but it has been postponed due to the instructor having a family emergency. Once the class is rescheduled, she will be attending. Laura will be attending a meeting sponsored by the USDA in regards to funding rural projects to see if we can receive funding from them.

A. **Expenditures:** Stoney is a contractor who is working on different projects around the grounds. The expenditure for Walmart for NABRA is not a voided transaction, the expense had not occurred at the time of printing the expenditures for the packet. Pete Peterson – we had to buy the website from Pete. He owned [www.navajocountyfair.org](http://www.navajocountyfair.org) and would not turn it over until we paid the past charges on it. Wes made a motion to accept the expenditures as presented. Jaime seconded. Motion carried.

8. **City Council Report**

A. **Stalls:** Councilmember Darris is not present, so we will table this until the next meeting.

9. **New Business:**

A. **Facility Requests:** Leslie Williams is requesting the use of both arenas for a team roping event to be held May 2, 3 and 4. He would like for the concessions to be open. They will start at about 9:00 a.m. and end about 6:00 p.m. each day. He was quoted a price of \$600 plus a \$50 refundable deposit and insurance. Rusty stated that there would probably not be grandstand seating available due to the construction that is currently taking place. Mike made a motion to accept the event with the stipulation that insurance had to be provided by the 15<sup>th</sup> of April with half of the money down, non-refundable. Kenny seconded. Motion carried. NABRA is requesting May 3, 17 and 31 to hold barrel races. There is a conflicting date with the 3<sup>rd</sup>, as we just approved the team roping event. Rusty recommends offering them a replacement date for the 3<sup>rd</sup> and waiving the rental fess for all three days. Joni made the motion, stating Rusty's recommendation. Kelly seconded. Motion carried. TAP tools would like to hold a tool sale sometime between June 7 and the 16<sup>th</sup>. It will be a one or two day event. They are waiting on the events before this one to finalize dates and then they will be able to give specific dates. No dates conflict. Rusty recommends giving them the dates and that we will guarantee them a pathway to the building as we are scheduled to be under construction at that time. Kenny made a motion to accept at \$200 per day, with the understanding that we will probably be under construction. Wes seconded. Motion carried.

10. **Old Business:** There are projects going on here every Saturday, please come down and help when you can. Tim has talked to Jack Young about being the host bar for Saturday night during the fair. It will be placed on next month's agenda.

11. **Executive Session:** None

12. **Post Executive Session:** None

13. **Next Meeting – May 14, 2008**

14. **Adjourn:** Mike made a motion to adjourn at 9:10 p.m. Kenny seconded. Motion carried.