



Albany County Fair
3510 S. 3rd Street Laramie, Wyoming 82070
(307)742-3224
manager@albanycountyfair.org

**ALBANY COUNTY FAIR BOARD REGULAR MEETING AGENDA
ALBANY COUNTY FAIRGROUNDS, MEETING ROOM
MARCH 13, 2023**

REGULAR MEETING: 6:30pm

1. Call to order & roll call
2. Public Comment (Limited to 3 minutes per speaker)
3. Consideration of Changes to Agenda
4. Approval of Consent Agenda

CONSENT AGENDA

1. Minutes of the Regular Meeting
Action: that the Board **approves** the minutes of the February 2023 Regular Meeting
2. Treasurer's Report for February/March 2023.
Action: that the Board **approves** the treasurer's report.
3. Approve Vouchers for March 2023.
4. Minutes of the Sale Committee
Action: that the Board **approves** the sale committee minutes.
5. Acknowledge receipt of correspondence.

OLD BUSINESS

NEW BUSINESS

1. **Direct** Chairperson & Treasurer to sign First Interstate Bank letter for signatures of the board.
2. **Discuss and Take Action** on Jubilee Days 2023 Contract
3. **Discuss and Take Action** on selling old swine pens to local exhibitors
4. **Approve** regulation changes for 2023-2024.

ADJOURN



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**ALBANY COUNTY FAIR BOARD REGULAR MEETING AGENDA
ALBANY COUNTY FAIRGROUNDS, MEETING ROOM
FEBRUARY 13, 2023**

REGULAR MEETING: 6:30pm

1. Call to order & roll call
Chairman Senior called the meeting to order and Taylor completed Roll Call.
2. Public Comment (Limited to 3 minutes per speaker)
None
3. Consideration of Changes to Agenda
Chairman Senior added a birthdate policy for New Business. Scott moved to add the item to the agenda. Nolan seconded the motion. Motion carries.
4. Approval of Consent Agenda
Katie moved to approve the consent agenda. Scott seconded. Motion carried.

CONSENT AGENDA

1. Minutes of the Regular Meeting
Action: that the Board **approves** the minutes of the January 2023 Regular Meeting
2. Minutes of the Special Meeting
Action: that the Board **approves** the minutes of the January 30, 2023 Special Meeting.
3. Treasurer's Report for January/February 2023.
Action: that the Board **approves** the treasurer's report.
4. Approve Vouchers for January/February 2023.
5. Minutes of the Sale Committee
Action: that the Board **approves** the sale committee minutes.
6. Minutes of the Judges Committee
Action: that the Board **approves** the Judges Committee minutes.
7. Acknowledge receipt of correspondence.

OLD BUSINESS

NEW BUSINESS

1. **Welcome** Nolan as the new Board member with a term expiration of 2028.
Chairman Senior welcomed Nolan to the board. Taylor will put an introduction post on our facebook.
2. **Discuss and Take Action if needed** on Rabbit Show judge travel.
Chairman Senior asked Freda to give some history on the judge request for 2023. Because the board put a limit of \$250 on travel for judges, Freda was asked to present to the board to raise the level for travel. Brian moved to make an exception for judges' travel. Scott seconded. Motion carried.
3. **Discuss and Take Action if needed** on non-vaccinated rabbits showing in breed show.
Freda discussed feedback from parents about vaccination requirements. ARBA has not been requiring vaccinations for RHDV2. Freda is proposing that unvaccinated breeding rabbits can come the day of the show only and would not receive premiums. Scott moved to make an exception for unvaccinated rabbits to come in for a day show. Nolan seconded. Motion passed.
4. **Approve** the addition of the Smoker competition, tractor pull contest and over the hill showmanship to the 2023 ACF Schedule.

Katie moved to approve the additional activities at the fair. Brian seconded. Motion carried.

5. **Discuss and Set** price for renting the Activities Center parking lot for a car show.

The board moved to approve usage of the parking lot if the building is rented also.

6. **Approve** opening a position on the Junior Livestock Sale Committee.

If a member leaves, they can replace the member. Katie moves to approve the opening of a member upon the resignation of a current member. Nolan seconded. Motion carried.

7. **Approve** hiring Eli Mosley to sing at the Smoker Competition on Friday night of County Fair according to the presented contract.

Scott moves to hire “the dude” at 2,000. Katie seconded. Motion carried.

8. **Discuss and Take Action** on Applications for Superintendents to continue rotation of terms.

Brian moved to approve opening applications for superintendents. Katie seconded. Motion carries.

9. **Discuss and Take Action** on Updated Fire Occupancy Levels and **Direct** Taylor to purchase new signage to reflect the updated numbers.

EAST ROOM

300 with tables and chairs

600 with chairs only

WEST ROOM

200 with tables and chairs

400 with chairs only

TOTAL BUILDING

600 with tables and chairs

1000 with chairs only

175 Persons for vendor shows

Katie moves to adopt the new numbers for occupancy. Scott seconds. Motion carries.

10. **Discuss and Take Action if needed** on adding initialed portions on contract with updated occupancy levels.

Taylor will work with Jen to update the rental contract as needed. No motion needed.

11. **Discuss and Take Action if needed** on Sportsman’s Raffle Event

Chairman Senior updated the board about the 2022 and 2023 events. Chairman Senior explained the communication that has taken place since the event.

Katie moves to decline rental to the Hospital Foundation. Scott seconds. Motion carries. Jen will prepare a letter making the Hospital Foundation aware of the board decision.

12. **Discuss, Nominate and Vote** on President, Vice President and Treasurer/Secretary for 2023 and obtain Bond for Treasurer.

Scott nominates: Katie-Chair, Brian-Vice Chair and Andrea-Secretary/Treasurer with Scott and Nolan as members and “eye candy”. Nolan seconded. Motion carries.

13. **Discuss and Take Action** on Birthdate Policy.

No action taken.

14. Executive Session pursuant to W.S. §16-4-405(a)(ii)

Return to Regular Session, Action, if needed, regarding Executive Session.

Katie moves to the executive session. Nolan seconds.

ADJOURN



Albany County Fair
Sale Committee
3510 S. 3rd Street Laramie, Wyoming 82070
(307)742-3224
salecommittee@albanycountyfair.org
09 March 2023

REGULAR MEETING Scheduled for 6:30PM

1. The 06 March 2023 meeting was postponed and held on 09 March 2023. The meeting was called to order promptly at 6:30 PM (1830 hours, Zulu Time, GMT (Greenwich Mean Time)/UTC (Universal Time Coordinated)1:30 AM) on Monday, 09 March 2023
 - a. Attendees: Heather Alexander, Taylor Haley, Arvin Martinez, Rod Rogers, Leah Churches, Jarod Edwards and Cassidy Newkirk
2. **Public Comments:** Nothing Significant to Report (NSTR)
3. **Consideration of Changes to Agenda:** It was noted that the TV (Television) and K/C (Kids & Critters) need to be added to the agenda
4. **Review and Approve Minutes from February Meeting:** No Changes were noted, a motion was made by Ms. Churches and seconded by Mr. Martinez
5. **Review and Approve Treasurer's Report from February 2023.** It was noted that the current balance of \$40,455.99, (checking) and \$45,100.40 (savings) is accurate to date, due to all accounting checks and balances have equaled out. Future expenditures will be 2-3 cocktail tables for upcoming K/C venue. A motion was made by Mr. Edwards and seconded by Mr. Martinez

OLD BUSINESS:

1. Show Screen:
 - a. The Casper Event Center, personnel met with Heather and Taylor in regards to the "Show Screen." They indicated that Albany County can rent/borrow their TV/Show Screen system and they will assist in the set up and show us how it works with "Show Works" and the ins/outs of the system. It was discussed that we will move forward with this course of action (COA) and possibly purchase the system next year, utilizing the Albany County Regional Airport donation.
 - b. Mr. Edwards suggested that we (JLSC member) attend/reconnoiter the Casper/Natrona County Fair, held at the beginning of July to take notes on their setup
2. Combines:
 - a. Taylor has made significant progress in getting this "Combines" idea off and running! This first year the "Combines" will be advertised as "Farms To Communities." It was discussed that buy-ins will start at \$250. Contracts and or written agreements are being developed, to indicate the ins/outs of this program. E.g. a "Combine" purchases a product, to be distributed to a school system or soup kitchen, etc, the "Combine" party will be responsible for delivery of product from the processor to the donated organization, etc. more to follow
 - b. The projected goal for 2023 is to have around five thousand dollars in the Combine account

3. K/C (Kids & Critters)
 - a. The current situation for the K/C, set for 23 March 2023 is GTG (Good To Go).
 - b. Bonds Brewing is locked in
 - c. Raffle items are:
 - i. Sweat Shirts
 - ii. Cutting Boards
 - iii. Possibly donated Flowers
 - iv. Any other items people would like to donate

NEW BUSINESS

1. Taylor indicated that she will be out for four (4) weeks in April, May or September due to knee surgery but felt that this will not affect the JLSC as she will continue to do her due diligence in her duties (HIPPA privacy was not violated here due to the fact that Miss Haley gave up this information freely to be released to the public).
2. Superintendents of the barns will be required to attend the sale on sale day.

Meeting Adjourned at: 7:01 PM (1901 hrs.)

Rod Rogers
JLSC Secretary

Albany County Fair Association

Account QuickReport
February 10 - March 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
FIB CHECKING #8048								79,196.36
	Beginning Balance							79,196.36
02/13/2023	Bill Payment (Check)	28921	Trisha Coker		FIB CHECKING #8048	R	-350.00	78,846.36
02/13/2023	Payment		Wyoming Sportsman Gun Show		FIB CHECKING #8048		1,650.00	80,496.36
02/13/2023	Check	28920	WYOMING DISPOSAL SYSTEMS		FIB CHECKING #8048		-880.77	79,615.59
02/13/2023	Check	28919	WYOMING DEPARTMENT OF AGRICULTURE		FIB CHECKING #8048	R	-40.00	79,575.59
02/13/2023	Check	28918	WYOMING ASSOCIATION OF FAIRS		FIB CHECKING #8048		-150.00	79,425.59
02/13/2023	Check	28917	WESTERN WATERWORKS		FIB CHECKING #8048	R	-30.00	79,395.59
02/13/2023	Check	28916	The Apple Cart		FIB CHECKING #8048		-150.00	79,245.59
02/13/2023	Check	28915	SOUTH OF LARAMIE WATER & SEWER		FIB CHECKING #8048		-109.32	79,136.27
02/13/2023	Check	28914	Sheridan Buckle Company		FIB CHECKING #8048		-3,150.00	75,986.27
02/13/2023	Check	28913	Rocky Mountain Air Solutions		FIB CHECKING #8048		-97.94	75,888.33
02/13/2023	Check	28912	MASTERCARD		FIB CHECKING #8048		-2,717.59	73,170.74
02/13/2023	Check	28911	Mardee Aanonsen	NOVEMBER	FIB CHECKING #8048	R	-550.00	72,620.74
02/13/2023	Check	28910	Livestock Equipment LLC		FIB CHECKING #8048		-2,159.00	70,461.74
02/13/2023	Check	28909	Integrated Services, Inc.		FIB CHECKING #8048		-24.87	70,436.87
02/13/2023	Check	28908	Fair Publishing House		FIB CHECKING #8048	R	-7,387.05	63,049.82
02/13/2023	Check	28907	Delta Dental		FIB CHECKING #8048	R	-199.80	62,850.02
02/13/2023	Check	28906	CITY OF LARAMIE		FIB CHECKING #8048	R	-1,379.09	61,470.93
02/13/2023	Check	28905	Cintas		FIB CHECKING #8048		-1,211.06	60,259.87
02/13/2023	Check	28904	Bluffs Facility Solutions		FIB CHECKING #8048		-80.50	60,179.37
02/13/2023	Check	28903	APG of the Rockies		FIB CHECKING #8048	R	-18.89	60,160.48
02/13/2023	Check	28902	ALBANY COUNTY ROAD & BRIDGE		FIB CHECKING #8048		-80.16	60,080.32
02/13/2023	Check	28901	ACE HARDWARE		FIB CHECKING #8048	R	-1,256.07	58,824.25
02/13/2023	Check	28900	A-ONE RENTAL, INC.	GREENE	FIB CHECKING #8048		-180.00	58,644.25
02/13/2023	Payment	2115	Albany County Stock Growers		FIB CHECKING #8048	R	919.57	59,563.82
02/15/2023	Check		Payroll Bamboo HR		FIB CHECKING #8048	R	-5,494.34	54,069.48
02/21/2023	Payment	20349	ALBANY COUNTY EXTENSION		FIB CHECKING #8048	R	280.23	54,349.71
02/21/2023	Deposit				FIB CHECKING #8048	R	2,615.00	56,964.71
02/22/2023	Expense		Black Hills Energy		FIB CHECKING #8048	R	-3,289.53	53,675.18
02/22/2023	Expense		Further Further	FURTHER EDI PYMNTS SG022723	FIB CHECKING #8048	R	-6.50	53,668.68
02/27/2023	Payment	1755	HIGH SCHOOL RODEO CLUB		FIB CHECKING #8048		275.00	53,943.68
02/28/2023	Payment		FIRST INTERSTATE BANK		FIB CHECKING #8048		1.67	53,945.35

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
03/02/2023	Check		Payroll Bamboo HR		FIB CHECKING #8048		-5,622.31	48,323.04
03/07/2023	Deposit				FIB CHECKING #8048		3,395.00	51,718.04
03/10/2023	Deposit				FIB CHECKING #8048		845.00	52,563.04
03/10/2023	Payment	1036	Athena Fosnight		FIB CHECKING #8048		1,875.00	54,438.04
Total for FIB CHECKING #8048							\$ -	
							24,758.32	
TOTAL							\$ -	
							24,758.32	

3 March 2023

First Interstate Bank
221 East Iverson Street
Laramie, Wyoming 82070

To Whom it May Concern,

Please accept this letter as the Albany County Fair Board's notice of change to the board of directors. The following names should be added to the bank account for signature capabilities:

Nolan Woodruff

The following names should be removed from the bank account for signature capabilities:

Mark Wade

The following names should be listed on the account currently:

Andrea Senior

Scott Lake

Nolan Woodruff

Brian Coxbill

Thank you for your continued support and assistance to the Albany County Fair. We look forward to working with you in the future.

Thank you,

Albany County Fair Board Chairman

Albany County Fair Board Treasurer

Albany County Fairgrounds Director

- **Number of Animals Allowed**
 - You may weigh up to eight (8) animals in market classes, per species, at the spring weigh.
 - You may enter six (6) at the fair.
 - Following the scheduled weigh in at the fair, weight classes will be established and any exhibitor that has more than two (2) animals in any one weight subdivision (class) will be asked to take the excess animals home immediately.
 - You may not show more than two animals in any weight class.
 - Classes or Shows with three (3) or less entries may be combined or canceled.
 - The decision will be made by show management.
- **Market Animals**
 - Lambs, goats, and hogs must be females or castrated males. Market beef must be steers or heifers. Market heifers must be spayed, or pregnancy checked open on grounds to be eligible to exhibit.
 - Only polled or dehorned cattle are eligible.
 - Market goats may be dehorned, disbudded or naturally polled. However, they may have horns.
- **Marketability**
 - Animals must have met weight requirements, been judged saleable by the official fair judge or **Fair Board**, and been entered in and shown by the consignor in the market animal classes in the Junior Division of the current year's Albany County Fair.
 - In order to show, a qualified entry must be willing to sell their animal, should that animal win the Grand Champion title for their species.
 - No improper drugs may have been administered to this animal before this sale pursuant to USDA slaughter restrictions. You must certify this when you consign.
 - **At Veterinarians discretion, an animal may be declared ineligible for the sale for reasons including but not limited to; illness, lameness, unsoundness. Animals declared as such shall be immediately removed from the fairgrounds following recommendation from a Veterinarian and a vote of the Fair Board.**
- **Pen or Stall Reservations & Bedding**
 - Space is at a premium at our fair. We need accurate counts on the numbers of animals you are bringing.
 - Species Superintendents may adjust stall assignments as they see fit in their species barn.
 - Breeding animals may be required to be brought on show day.
 - Bedding must be used.
 - NO straw bedding allowed.
 - Hogs and poultry can be stalled on shavings only.
 - Beef can be stalled on sand or shavings
 - Goats and sheep can be stalled on shavings or carpet only.
- **Post Sale Animal Removal**
 - Animals that are removed from the grounds without approval will be subject to their sale being voided, buyers money returned, and the exhibitor being ineligible to sell for 1 year.
 - Animals attending the state fair must check out with a sale committee representative.
- **Proof of Ownership**
 - Ownership Deadlines are set by the State 4-H & FFA Organizations. The Albany County Fair recognizes the authority of those two organizations to set these deadlines and will enforce their policies. Questions regarding eligibility or ownership should be referred to the county agents or FFA advisors.
 - February 1 Market Beef and Dairy Cattle
 - June 1 All other species and Breeding
 - Exhibitors of cattle & sheep must present a current brand inspection. Hogs, goats, rabbits, & poultry must present a current bill-of-sale except in some cases of home raised animals.
 - Poultry and Rabbits must be purchased and identified by June 1st.
- **Sale Checks & Commission**
 - Checks must be cashed within 90 days of the issue date. Checks not cashed will be voided.
 - If a previous auction sales invoice was signed by the consignor's parent, immediate family and/or guardian and remains unpaid, auction sales proceeds will be withheld from the exhibitor