



BOARD OF DIRECTORS MEETING

Wyoming State Fairgrounds
State Fair Office, Conference Room & Via Call In
400 W Center Street
Douglas, WY
April 16th, 2024
10:00am MST
Call In Information: 877 278 2734; pin #795536

I. – 10 am - CALL TO ORDER 10:01

II. - ROLL CALL

- A. Introduction of Guests: no guests
- B. Shawn Steffen, JD Sater, Jarrod Robles, Dan Barks, Stacy Broda, Dan Barks, Courtney Conkle, Laurie Boner, Steve Price, Jill Tregemba Sara Doyle, AJ Deines, Rindy West, Becky Podio, Doug Miyamoto
- C. On Phone, Diana Berger, Vicki Haley, Nick Neylon, Devin Finson

III. - APPROVALS

- A. Approval of Agenda

Added Top Five to New Business

Motion: Barks Second: Tregemba carried

- B. Approval of Minutes

Motion: Boner Second: Barks carried

IV. - PUBLIC COMMENT

Please note that public comments are limited to 5 minutes per person.

V. – GENERAL MANAGER REPORT – Courtney Conkle

This is our last meeting to make any major changes before we solidify 2024. Conkle formally introduced Jarrod Robles, our new Partnerships and Events Coordinator. This is his third week with us and he has already done a lot. He will share later. Conkle shared a little about Sara and Devin. We did some restructuring in the fall. Sara and Devin now report directly to the GM. We have been able to really refine these roles. We've been setting expectations and timelines, with best procedures and policies. We are making great strides. We have a final content copy of the premium book for the first time at the April meeting. Conkle voiced my appreciation for these two positions. We have also had Kota for almost a year in her role, and it has been huge for us. Having an in-office communications role has been a dynamic change. We appreciate Office of Tourism for their help in having that position. Today we will hear from Rindy and the Endowment, there is so much momentum there. She has taken us to a whole new level. She is helping us to create the next generation of support, helping us to have sustainability and stability.

Conkle asked Becky Podio to share about a situation with our 2024 rodeo. We are in a circle with Baker, MT and Billings, MT, so our contestants either go there first or go there

after. We had previously agreed with Baker that we would not have steer roping slack on the same day as they do. They have moved that date now and are unwilling to move it back. This impacts our entire schedule for rodeo. Our highest number of entries are in steer roping. They are guaranteed two steers and we do a 16-man short round. In the last 4 years, we have only had one world champ that was NOT in steer roping. Converse County is also a big home for steer roping. Podio talked with the military groups, they are willing to switch their night. Still having to touch base with Miss Rodeo Wyoming. Podio is communicating that we are the ones that are going to make it possible for the contestants, despite the wrenches Baker threw in. So, every slack is switching days, every perf is switching, everything is switching. Baker has more money, so if we don't move we won't have contestants. We will be co-sanctioning with three circuits instead of two, which is an improvement. Steffen added that we will do a breakaway and breakaway jackpot with Ranch Rodeo, will try to co-sanction with permit holders. Conkle pointed out that it hurts routing for the contestants, but we are going to make the decision that is best for them and not just do the easy thing. Wyoming State Fair is one of the oldest PRCA rodeos, one of the few original members. We are one of about 8 that sticks with the older traditions, having a steer roping helps keep us unique in this group.

Director Barks asked if the changes are in the premium book that was handed out. No, we wanted to get the support of the board first. Conkle said if the board is good, we will switch. No concerns expressed from the board, directed Podio and Conkle to go ahead.

On AJ's team, we are still down one position. We have posted the job twice, had a few interviews, but they were not a good fit for the organization. We are moving to a rolling interview process so we can not have lag time. HR did bring a few points up to see if the jobs are in the right class codes. We will be having those conversations with HR on two operations and one admin position. We will also be posting our seasonal positions soon. We are going to push these hard, but we have not been able to fill the positions in several years. Our hourly rate is not at a desirable rate. We raised from \$10 to \$13, but \$13 is not as attractive now. We are leaning more on our external partners like Stinson's to help fill those gaps. We are constantly evaluating and will continue to do so.

We do have our internship positions that will be posted soon. We relaunched these last year and have refined the program. We will have Taylor McGill back to head up that group. Conkle will send it out to everyone so they can share them out. We have four positions that are summer long and four that are fair time only in Marketing, Executive, Hospitality, and Partnership. They do get college credit and compensation. We have changed it to a lump sum instead of hourly. We do help them with housing. For fair time they can be at the Academy or have a comped RV spot. We will share out to colleges and universities. Please spread the word.

Conkle has been able to finalize the documentation for the economic impact study. Conkle pulled everything she could think of and has handed it off to Worth. We may need to pull a little more. We may be surprised by the impact we have when we see the report. We hope it is eye opening for others.

We will have a lot of facilities discussion today. We have so many projects going right now. When we started as a board there wasn't this kind of traction, so it's exciting to see the momentum.

Regarding the Silver Arena. Conkle is under the impression that it is still a viable project, that we are still on track. She wants to make sure that the Board is still supportive of that directive. The board indicated they have not changed their intent with that.

Livestock judges—historically, we have tried to keep them under \$1500 so we didn't have to go through the process for higher contracts. Conkle has the full roster confirmed but is still in negotiations on rate. The big issue is cost of flights. We need to seriously look at this for this year and the future in order to have quality judges. We can get through this year, but need to have good discussion on it for 2025. We are still on track to do a public release on May 5th to announce.

Wyoming Singer Songwriters—we are partnering with this competition this year to do our musical acts on stage for 2024. They are all Wyoming based singers and songwriters who have participated in the competition. It helps us celebrate homegrown talent, and pull in the fans of these groups. This helps us provide good entertainment without having to spend a ton of money on it.

Conkle would like to thank Stacy Broda for having us at the FFA State Convention. We have our volunteer days thanks to Laurie Boner. On April 21st, Laurie called saying she had someone who could demo the old stage. We just hadn't had the bandwidth to do the demo. Laurie said Jerry's Welding was willing to do it for free. A few days later, the stage was gone! It was so big that it couldn't get it out the gates. This was right by the VIP area, so Jarrod gets a clean slate to develop the VIP area without the old stage.

Longevity and Incident Planning—Last year was a wakeup call that we don't have an incident command structure in case someone is out during fair. We have not had this type of conversation before. We need to have these discussions and have a plan in place. We will include Becky, Rindy, and Kota, along with our team, and iron these out in the coming weeks. We are also working on updating Conkle's succession plan. There have been a lot of changes in the last two years. Conkle would like to take some time in September to walk everyone through that and to share the resources. With at-will employees, it's good to have duality of control so that if someone leaves, we don't lose control. Both Conkle's position and Doyle's position will be doing a full succession plan. We are also documenting all our Standard Operating Procedures. Conkle would like to have a little more dialogue around longevity, incident, and long-term fair planning.

We will also so our daily schedule with the team so we know what's coming.

Conkle wanted to thank everyone. This last year has been a lot, and the support, the space, and the ability to grow our team has been wonderful.

Director Barks asked about Drug Testing—we will go over that with the Youth Show report. We are going to recommend increasing total numbers of test taken and test tested. It works within the budget.

VI. – PARTNERSHIPS & EVENTS COORDINATOR REPORT – Jarrod Robles

Robles thanked everyone for the kindness and welcome. Over the past few weeks, he's been sifting through all the data, doing an internal audit. Looking at sales, pricing and assets are accounted for. What's efficient, what's not. He included a few spreadsheets for the board to see. He has evaluated what every activation is valued at and what it costs us. Anything red is a loss or inefficiency. About 30% were at a loss—they were not optimized, no overhead accounted for. This process hasn't been done before. Everything now is in the black, making profit. If anything doesn't make sense, please reach out. This system is plug and play, so we can drop in a new partner and it will calculate things automatically.

He's reviewing contracts to make sure that we are giving what we say and saying what we give.

Meeting with sponsors. Will met with Oxy this week, also looking at Pepsi and others. Just looking to get out of the office and meet our partners.

VII. – OPERATIONS SUPERVISOR REPORT – AJ Deines

Deines shared an overview. Last Saturday was our last winter team roping. In the coming weeks we will clearing out Ford and get things out. We will keep some panels there for volunteers to paint, it's a great place to paint. Frank has continued to do a lot of maintenance on vehicles and buildings. He has built a few more bow gates, which has saved up having to buy more. This supports summer horse events. Chris has really gone above and beyond trimming trees around the grounds. He put in a lot of extra effort, at least 4-5 days' worth of working down midway, all the legacy trees, energy lane, and around the office. Pine trees are trimmed up for mowers. We are very appreciative of his work.

Major maintenance—we have about 11 projects going on. Those finished or almost finished are the fans in Equine (they are installed, inspected and walk through—they have small labels and then it's done). This will be a game changer for summer shows. They are user friendly and look intentional. We also did a final walk through on the Crow's Nest. There are a few minor punch list items like paint touch up to finish. The new area is very nice and it's going to be great. It's stable, safe, and has AC. The attention to detail was good. It's very impressive. Divider walls in McKibben are installed. They are very nice. They are better soundproofing, easier to clean, and look professional. Current projects: working with Amundson Associates for new seating for the food court, repairing/upgrading bleachers (including some ADA compliant ones), new roof on Midway bathrooms, plumbing in Bridger and Laramie (we did LIDAR scanning to help speed it up).

Director Broda asked if we will have plumbing in Laramie by State Fair? We were hopeful but it is not looking like we will. We are working on a plan to further work on Bridger with AJs team to have better solutions so we can accommodate. Conkle added we put some

money aside to see if we need to rent/purchase a solution for 2024. Broda asked that 4-H, FFA and Conkle get together in the next month or so to iron out details.

Denies continued that the other project is the Host Committee building, new siding and new roof, to shore up issues. Ryan, Conkle, Deines and the contractors are meeting weekly. The last project is Ag/Natural Resource area of the building to make it secure and safe for use. They are about half way through. Meeting with them every other week. They are making good progress.

Last item is the open position on the operations team. We reworked the position to better represent the responsibilities. We wanted it to be clear that it's a forward-facing position. We got five applications, we asked to extend interviews to four. HR was unable to make contact with any of them. Finally got one reply that they took another job. The other three never responded. Conkle and Deines brainstormed how we can get more interest. State HR pointed out that it is posted as entry-level, but we are looking for someone who isn't entry level. There are fast food places in town that start entry at \$18 and \$22 an hour, and we are under that. We can't hire entry level when the team is so small and with the work we do. We need experience, but the pay doesn't line up. Deines did some brainstorming, and the one solution he hit on was reclassing both the maintenance buildings and grounds positions to one level up to the specialist. That puts it at about \$20 an hour. Not the greatest pay but better. We have had qualified people that just can't work at the current rate. Ultimately, if we try to keep going as we are without the full team, if we have any staff turnover we would be dead in the water. Looking to the future, we need to build more and treat people fairly for the work they do.

Director Tregemba thanked AJ for his willingness to find solutions. She asked about how maintenance looks for fair time. Especially toilets and showers. AJ shared we have had to contract that out. At fair time, if we don't have the lead time, we have to do it ourselves. During fair, we have one person dedicated to barns, one to the arena, and one to address issues, and AJ coordinating. We are stretched very thin during fair. Director Tregemba asked if there is room in the budget to have an on-call plumber? We have talked about it and might have to look more closely. Part of the issue is we don't have a lot of local plumbers, so it has to come out of Casper. We have used CK Mechanical, and they are great. Conkle added there hadn't been historically, but with the 900 series, we can look at a small-scale plumbing contract for fair time if we can get someone interest. Director Barks asked if the discussion had taken place on the pay rate with personnel committee yet. Conkle said no, all of this info has been revealed in the last few days. Conkle has already reached out to HR to look at the reclassing, but we haven't started yet.

VIII. – VENDOR COORDINATOR UPDATE – Devin Finson

Finson handed out a vendor timeline. This has been a good tool for him and for succession. Where we stand now, we have one, 10x10 on the midway and two 10x10s inside to fill. We have more applications than spaces, so we can pick and choose the best ones. A packet was handed out with which vendors we have. We have sent out contracts and many have sent back and sent in payments already. Highlighted vendors are new ones. Finson can

focus now on getting arrival schedule set up to help the maintenance team for forklift use. This should make it easier for us and smoother for the vendors.

We are going to do some fun promotions with “Fair Food Flights” to help increase sales and get people to try more things. We will provide them with the cup. This helps to elevate our vendors and create more interest. With commercial vendors, we are going to code them so people can find them easier. This will help with loading, and directing people to the right vendor.

We have been asked for a food vendor down by Pavilion. We first opened it up to Rotary. They were thankful for the opportunity, but they don’t want to take that on. We are still looking for the right food truck/food vendor to do that. If anyone has anyone who would be good, let Devin know.

Director Haley asked have we addressed the issues with WIFI connections? Conkle is working with ETS on the connectivity across the fairgrounds. We are also looking at StarLinks, but can’t purchase that until July. It may take several years to get it sustainable, but we are working on improving.

Accounts Payable—got to sit with Conkle and Director Boner to help set expectations, that’s been very helpful. Currently a 3 day turn time, once he has all the elements. Identifying recurring invoices, forecasting ahead and keeping those things on the forefront. Working with contractors to make sure there are no hiccups. Looking to have all invoices in right after fair so we can get payments out asap. Conkle expressed appreciation for the team, we have all agreed that reconciliation will be complete by September 30 for the 2024 fair.

IX. – EXHIBITS COORDINATOR UPDATE – Sara Doyle

Doyle shared that the premium book is with a copy editor now, and that each board member has a copy. If anyone sees anything that needs changed, please let her know. We are on track to publish online by May 13. Doyle also attended the ShoWorks conference in Cody and was able to make a lot of connections. She will be working on getting the Google form for 4-H and FFA ready after the premium book is done. This will help to alleviate the issues with the Exhibitor’s Office. She will work with Director Berger on this, as well as Youth Show Committee as needed. We are still looking for a few superintendents/coordinators for Open Static, specifically in Visual Arts (both positions), and Culinary and Crafted Arts (coordinators), as well as an Open Sheep Coordinator. These, along with judges, will be the next big focus after the book.

X. – FUNDRAISING & REVENUE GENERATION REPORT – Rindy West

West shared a spreadsheet of what is coming in. There are some projections on where she thinks we will land. \$465,630 is where we are pledged at the moment. Oxy is considering an endowment gift of \$25,000, Devon Energy is considering a gift as well. We are looking for some sponsors for the Golf Tournament. We have a generous in-kind donor so all the other sponsorships go straight to the endowment. We have now secured 470,000. Rindy

thinks we will see another \$125,000 from asks, and another \$5000 from the under \$500 asks.

We have the Endowment Auction as well, and looks like about \$10,000 could come in there.

Director Tregemba asked if it's cash in hand or pledges—it is cash in hand, money in the bank. Rindy will get with Julie Cook in early May to make sure things match.

Highlights—focusing on the match campaign. The stories and the connections are amazing. We have made connections with donors we can continue to grow with over years. And we are making connections that can go to sponsorships, so it's good synergy.

Director Barks shared that he sees really good salesman on the committee, it's amazing some of the contacts, and that this is happening on a regular basis. The committee is very motivated and they are a great group. West shared that they are rock stars and we have a great group. Director Barks shared that the city of Douglas pledged \$50,000.

Rindy shared some numbers (in her report) on asks and average donations.

The training was vital and it has been paying off. Committee members still have \$180,000 out in requests. Bloedorn Lumber is another one that wants to move to a sponsorship. The networking is leading to great things.

West joins in on any asks over \$10,000. It gives the committee another level of support.

Golf tournament is planned for May 31st in Casper. We have some sponsor opportunities for holes. Stotz Equipment gets two tournaments on the golf course to host, and they offered to host the tournament as in-kind. That allows us to put everything that comes in as endowment revenue. The check will go to Fair Posse as a 5013c, and Fair Posse will write the check to the golf course. If we know anyone who wants to be scorecard sponsor and 18-hole sponsors (16 now, two are spoken for).

Blue & Green Challenge—still hoping to raise a few thousand.

Big Horn CoOp & Purina—potentially \$5000—a celebration for the Blue & Green Challenge and Donor Celebration at Fair.

Going forward, going to see if we can get a donor on board to match to reinvigorate and continue donations. We will start to shift to the 10 Million in 10 Years as we hit the \$500,000 goal for this legislative match.

Non-profit foundation update—IRS advised they are short agents so it's taking the longer time to establish. We are looking at July. We might give our reps a call to see if we can get it pushed sooner. Board of directors is formed, Haycoop, Dilts are two, Rindy can provide all of the names and positions. Working on the MOU draft so we can start running as soon

as we have the approval. Conkle shared we are looking at the sustainability of the organization. It's good to have these conversations now while things are positive and stable. Outlining it now will help those 40 years from now have a solid foundation that will allow the fair to continue to thrive.

Lunch break at 12:14

Resume at 12:48

Mandy Marney joined via video

XI. - 2024 COMMITTEE REPORTS

A. State Fair – Director Miyamoto

Met April 5. Wanted to touch base on general updates on State Fair planning and know what they need to do to support. Discussed plumbing in Laramie and Bridger and the roof in Laramie. The plumbing may be impacting mold. There is asbestos in Laramie, possibly in Bridger. Looked at possible facilities for FFA if needed. Touched on the rodeo situation with Baker, as Podio updated. Discussed security and cameras. We will have cameras in locations, as determined by the board, and any places money is exchanged or stored. We got CapCon for fencing and lighting. We will need to hire additional security around doors/barns. Director Haley requested a disclaimer for cattle tied out, Conkle will discuss with Sater to see what is reasonable.

Director Price mentioned he met with Alco. For the gate, a 12 foot x 6 foot is \$200, if we get the gate he can add the wheels, so \$250 each gate to secure—there are 8 places to secure. Would need to also get chain and padlocks, posts are already there.

Director Barks asked if this is a board decision. Chairman Steffen thinks it is a board decision. Conkle refreshed that it was a board directive to shutter the barns at night. Chairman Steffen suggested 8 total, one on each side of each of the two buildings. This gives good ventilation. Director Barks asked if there are any fire concerns. Conkle mentioned there are no people in at this time, those on grounds for overnight would have keys, and there are emergency egress bars on the doors that would be closed. Conkle had \$3000 earmarked for the infrastructure. Chairman Steffen suggested we go ahead and order. Director Haley mentioned that Albany county has keys/locks that are keyed alike. Director Broda asked how we will roll this out to exhibitors. Conkle explained we will launch the overnight security in the exhibitor newsletter, likely in May.

Rindy interjected—the Converse County Commissioners pledged \$50,000 last night. We are AT OUR GOAL for the match!!!

B. Ad Hoc Endowment Auction – Director Price

Director Price shared a handout for the auction. They met in March, went over the items we've had in the past. They kept a lot of things the same. They combined the market goat into two pens, golf cart parking and fitting area into one item, as there hasn't been much

interest. They added another camp spot (6 total). They have had 3 feed trailer choice, they dropped it to 2 because one was given to the Blue & Green Challenge. In the past we have had VIP for the rodeos, this year they combined all three nights into one package. Added a \$50 donation to the endowment. We have a donated cooler and a BBQ grill, will fill the cooler with fun stuff. We can also throw in some WSF swag. Wednt Group is happy to help out again. June 24th is the day. We had a gentleman call to donate three items— one is a WY whiskey package (\$1800 value), a 307 Brewery light, and a 307 seasoning package. We want to keep it at 45 items or under. West suggested maybe doing the whiskey as a raffle at the October event for donors.

For future, once we get the 5013c, we will likely get a commissioner's tag, looking at a firearm and optics package, so this might go nicely with this grouping. Podio asked about a silent auction at the VIP tent to raise \$ for the endowment through fair week.

Podio suggested a goat roping on Wednesday. The board likes this idea. Podio will pursue.

Director Miyamoto left at 1:19

C. Facilities – Director Bridges

Conkle and Deines shared on behalf of Bridges. The Park County Fair and Junior Livestock Board are donating a scale to WSF.

We have 11 unique projects:

Replacing midway restrooms

General landscaping 5 areas around the grounds, determining those areas this week, reseeding and tree replacement

Gate and entry enhancements

Ft Fetterman interior

Bleachers

North stage. We will rent one for 2024, and we will design and build/procured before 2025.

There is moisture in the membrane of Ft. Laramie that is causing issues. The roof will need to be replaced. Because this is newly identified, so project manager Ryan Scranton will get this fast tracked.

For this package product, we meet weekly.

This is a good balance of useful and aesthetically pleasing elements.

We did final walk through on Crow's Nest and the Pepsi Arena fans. New partitions are installed in McKibben. We are working on the structural updates to the Dairy Barn. We will make it useable for this year, then do a level 1-2 feasibility on if it's cheaper to replace or repair. In July we will go out for RFP on the feasibility study.

Our Master Plan expansion did get put back in CapCon. We do a rolling plan, and this will be the first update. Because things change, we need to update and modify. This is a new process and we are the first to manage our planning process this way. Every 5 years we will revise and work on a new 10 year out plan. This helps us keep up with information, keep up with the market, and be more engaged. They state is going to use our master plan as an example for others.

We have had 44 completed projects in the last five years.

Next steps will be facility planning on Thursday. Major Maintenance includes 9 projects, and ongoing support for level 3 on dairy barn and silver arena.

We have 30 other projects approved, funding available, just waiting for the bandwidth to do.

We want to add replacing garage doors on a few of the buildings, some paving projects for outdoor spaces, striping and ADA package for parking and curbs. The biggest one is the campground hydrants. Hopefully replacing, it's currently at around 20%. If that expands, we may have to discuss redoing the campground. We do struggle to keep up with the plumbing, it's just the age of the things. We are trying to be more proactive on plumbing projects to keep them working. If we stagger them, then useful life will be staggered, so future generations won't have to do everything at once. We are trying to also make the grounds more beautiful.

Roof leaks: cafeteria, Reno and the shop.

Replacing the bucking shoots in the arena. Last update was in the 1970s.

Trying hard to get where we can vision instead of just shoring things up.

D. Finance/Budget – Director Barks

Barks reported they meet on a monthly basis. Barks reports that the budget process is quite complicated. Barks called attention to the packet document "WSF Budget Overview". This is a brief summary that helps explain the budget process. Conkle added that, with the statutory change, we have to take more of a lead on how things are done. We have the opportunity to be more involved with the process. We can set the groundwork on what each one is so we can be clearer on what they need to be. Now that this is on us at a different level, we want to make sure the process is solid. The committee has developed a one-line description of each line item to help clarify how things work.

We are the ones who have to put in the revenue as the State isn't set up to be revenue generating. We are going to incorporate that. SF14 opens us up to some more responsibility. We will work with an accountant, and we will have a better process. Conkle will meet with a CPA next week. Conkle expects this to be in place by July 1, and we will have a recommendation for the reconciliation process. When we meet in September it will be the start of a biennium.

1. 0801 Executive Summary
2. 0801 State Fair Budget FYTD through February
3. 0850 State Fair Board Budget FYTD through February
4. 0803 Non-Fair Budget FYTD through February

E. Personnel/Rules – Director Boner

Boner shared that all the updates have been shared.

F. Marketing/Promotion/Planning Events – Director Tregemba for Director Shober

Director Tregemba reported that the committee hasn't met since Feb. Kota is working on media buys and strategic directions. We have volunteer days, we created magnets to help get the word out. We are doing banners around the grounds. Focusing on getting more local people to participate. We hope to get them on the Douglas table tents. Ace Hardware is doing a Mother's Day event, they will hand out flyers at that event. Kota shared. We are tweaking the mission statement. The media buy, she is working with New Thought, they will present that to Converse County Tourism today.

Conkle mentioned the Cowboy Channel. CCT gave us a \$7000 spot for an ad. We will have a 30 second add running in several rodeos. The ad was just finalized today.

G. Youth Show Committee – Director Broda for Director Berger

Director Broda reported for the committee. We have spent some time with Jordy Drug Testing on recommendations. We have updated the documents, and we have decided to increase testing. Had some requests from superintendents, were able to move the swine show times, and no limits on number of alpacas that can be shown per exhibitors. We discussed removing 2 market animal limit. The main issue is housing the animals. We are not looking at that for 2024. We will look at this for 2025, once we have numbers.

The committee is recommending that we do 60 tests. The board is in support of this recommendation.

H. Sponsorship Ad Hoc Committee – Director Tregemba

Director Tregemba reported that they have not met since Feb. They formed to lend a hand as we filled the Partnerships and Events position. They like that Jarrod is taking a data approach. That we want to do things well. She thinks the committee will stand to the side until needed.

I. Executive Committee – Chairman Steffen

Steffen reports they will meet right after the board meeting. Their focus is the MOUs drafted and executed by June 30 so we start the new biennium with those in place.

XII.- OLD BUSINESS

- A. Legislative Session updates – SF14, Master Plan Expansion, & Dairy Barn LI/LII
Conkle would like to expand on the Master Plan and SF14. The Master Plan Expansion, last time we used the Facility Committee. Can we do that again? Yes.

On SF14. Conkle prepared a handout on the current contract process and how it will change. It has been streamlined a lot, 12 steps from the original 30 step process. Both Conkle and Robles can draft and upload contracts. These are all the over \$1500. We have waited to upload those, waiting on who would be the 4th signatory. Cook expressed that the WDA no longer needs to see our contracts, proof them, or have a 4th signer. Conkle suggests that we have a 4th signer over a specified amount. Conkle needs to know if we are okay with using scanned signatures on everything other than AG, do we want a 4th signer, if so, at what threshold, and where do we want to store the signed agreements. We need this so we can move forward with all our contracts.

Director Barks clarified that these are any 0801 or 0803, so this is anything from security contract to the judges. Barks asked Sater if 3 were enough. Sater confirmed 3 is enough. Director Tregemba suggested a threshold, with her agency it's \$100,000.

Conkle shared the 2023 numbers.

Chairman Steffen suggested a 4th signature on any over \$1500 to cover our staff.

Director Berger asked what the new process will be. The current process is 12 steps. There are 6 steps that are required. Conkle and Robles will proof each other's contract as a second pair of eyes. They then still go through Cobblestone. Director Berger asked about having another board member review, Conkle explained that defeats the purpose of the bill and negates the ability to be nibble. Conkle does have Sater review things on new contracts. Director Tregemba asked Sater, what is board member liability on signing contracts. Sater doesn't think there is any personal liability since it's within the scope of their duties. Director Barks asked about form review. Sater explained that they look that the agency isn't putting the state in a bad position. Director Barks would like to have an attorney of ours review. Sater expressed that the bulk of our agreements have his eyes or the AG's on it. Conkle explained that every over \$1500 goes through Cobblestone.

MOVED: All contracts over \$100,000 require board approval (moved by Director Tregemba, seconded by Director Broda)

Director Barks clarified that under this threshold is signed by Conkle. Conkle is comfortable with that, but wants to know if the board is comfortable with it as well. We want to be efficient but also accountable.

Conkle said there is only one contract over \$100,000, and that should be brought to the board. She would like to have a 4th signer on ones that are under \$100,000.

Director Barks asked for Sater's input on other boards.

Director Berger asked, is there a way for a board member to know what contracts are given to whom and why?

Conkle asked if she can include a roster in her GM report each quarter. Sater confirmed that would be okay.

Conkle recommends starting at the September meeting, the GM includes a quarterly report of over \$1500 contracts that have been executed since the last board meeting.

Director Barks asked if we could move the threshold to \$2500? Conkle is okay with that.

Conkle would like it to be a protected document to prevent price fixing for RFPs. Conkle has a contract tracking sheet. Everyone could then have access to that tracking.

Conkle believes we have two options, we can share the contract tracking sheet or she can provide a report at each meeting.

Sater said, recognize that live documents are harder. Explained that the Google Sheet saves instantly.

Conkle will share as a "view only" the contract tracking sheet. Board is in consensus

Director Barks moved to amend Tregemba's motion to \$50,000, Director Broda seconded. Motion carried.

Director Tregemba would appreciate scope of work in the approval.

Revised motion: All contracts over \$50,000 require board approval. Motion carried.

Conkle shared the 4 contracts that fall into this category. The first is New Thought Media.

Director Barks moved to approve the \$62,000 contact for New Thought Digital Agency, Seconded by Director Price. Director Tregemba asked where they are headquartered and timeline of deliverables. They are in Jackson, WY. They have a page and a half of deliverables. Contract begins in late May and goes 12 months. Director Price asked what the dates are. Conkle explained it from the executed date, and 12 months. Director Tregemba asked if we are comfortable with single sourcing them? Yes, Conkle thinks we should give them another year. We can use them 3 years if we like. MOTION PASSED, CONTRACT APPROVED

(Jumped to State Vet, see below)

The security contract is under \$50000, but the electrical contract is, a total of \$60,000 for one year. Director Barks moves to approve the contract for electrical contract, Director

Boner seconded. Director Tregemba asked for contract dates. Subject to executed dates, essentially it will be July 1 through June 30. MOTION PASSED, CONTRACT APPROVED

Temp services for 2024 State Fair, effective through Sep 2024, Black Diamond out of Gillette WY. Not to exceed \$86,620. Covers stall clean out, clerks, administration set up, garbage clean up, ticketing. 35,078 hours. Director Barks moved that we approve the Black Diamond contract. Director Broda seconded. MOTION PASSED, CONTRACT APPROVED

Conkle added, if there is ever a contractor who is over \$50,000 in total contracts, that should also come to the board.

0803 budget, non-fair time. Raiser Consulting, fundraising and development, out of Sheridan WY. \$138,500, scope is extensive. Director Boner moves to approve contract, Director Price seconded. Director Tregemba asked what the goal is to continue? Conkle explained 10 million in 10 years, so we will stick with endowment. Is there a deliverable? Conkle explained we will look at that and establish that. Chairman Steffen asked how it works with the foundation and sponsorship? Conkle explained that we will walk those partners to the right place.

Director Tregemba would like the process a bit more fleshed out for the future as far as deliverables, perhaps they should come through committees. Director Barks explained the speed is due to SF14, but does think having them go through a committee might be a good way for it to go.

MOTION PASSED, CONTRACT APPROVED

Conkle will work on a drafted policy based on the directives today. She anticipates we won't have any additional contracts of this size for 2024, so the next round will be in September for 2025. Sater advised that the policy on financial contracts needs to be updated before July.

XIII.- NEW BUSINESS

A. State Vets 2024 State Fair involvement

Steve True and Halie Hazel from State Vet's Office. They want to know if there is anything else the board needs from them. For roping, as soon as we know the contractors for that, let their office know so they can coordinate. Dr. Hazel explained we are going back to CVI because there was so much confusion. This is an official CVI, not just a piece of paper. They will help getting out the information on this requirement. They can use an electronic version, but it must be available at all times. They want to make sure that the board is aware and supports this. The board is in support of this. Dr. Hazel explained that this year they will have a little leeway, but in the future if they don't have their CVI, they won't be able to be in the barns.

Last year, they noticed with the swine check-in, many were withholding water. They are concerned about that. The sheep are required to have water, but it's not spelled out for swine. The ventilation in the swine barn is not ideal. We want to make sure these animals are being cared for. Conkle explained we were going to watch this this year and see if it has self-corrected.

They will not be doing vet work, will assist in any emergency until another vet can get on grounds.

Berger asked if the supers will collect or State Vet will collect CVIs. They will not be collecting, but will ask the exhibitors to have a copy and to show them upon request. It is advised they have them in their show box or on their phones.

Director Haley asked about poultry and rabbits. Hazel explained they will do avian testing, it is a voluntary program. With rabbits, they have not been able to convince the rabbit exhibitors that we have bio-security issues. Recommendations have been ignored, so it's show at your own risk.

Director Broda asked State Vet if they will remove an animal if they are diseased. State Vet will work with show staff and follow as the premium book explains.

- B. Breakaway Roping (in conjunction with the Ranch Rodeo scheduling)
We are going to have this, looking to do a jackpot, more Western lifestyle.
- C. Friday 'All Wyoming' Team Roping—
All Wyoming Team Roping in Silver Arena on Friday. The cost will be low for WSF, we will have an open and a numbered. Steffen has a contractor. Podio recommends doing them at 9AM to match up with slack.
- D. Placing the Top 5 Market Animals Proposal Review
Conkle shared the proposal from one of our livestock superintendents. She would like the board to consider not having superintendents doing the fundraising to prevent other people from taking money on behalf of the Fair. Also, if this is a duty of the superintendent, that will be hard to get new supers in the future. This also impacts drug testing as we will have to do more. We need to look at sustainability.

Director Barks asked what the state fair gains from this. Conkle explained that it would add prestige to the show, that it would increase participation. Director Berger mentioned that we could do this as sponsors, we just have a short time line for this year. Director Berger is not willing to put Fair money into that at this point. West added that the superintendents, for this year, informally, they have people ready to give for this year. Many fairs run it through a booster club.

Director Broda suggested Jarrod meeting with the supers to gage longevity of the donors that are waiting in the wings. Conkle suggested she and Robles could meet with them. We would like to figure out the value and make sure that we keep it as equitable as possible.

We want to make sure that a donor isn't getting more than a sponsor. We don't want to turn away money. Once we have the foundation going, they could take over that process of getting the funds. That helps keep the presenting sponsors as the highlight.

It is the pleasure of the board that Conkle and Robles meet with the superintendents.

XIV.- ADJOURN 3:49