

San Gabriel Valley 4-H Fair

Board Meeting – January 19th, 2017

at Mary Lash's home (9497 E Foster Road, Downey, CA 90242)

Conference call (605) 475-3220 Access Code 758600#

At the 7:30pm published starting time for the meeting, a quorum for the meeting was not present. While we were waiting for others to participate in the meeting, discussions were held on the 2017 fair schedule, activities and program. At least one of the directors (youth or adult) of a fair area should be participating in the fair board meetings. We need to meet the quorum requirements so a fair meeting can be held for our planning. If you cannot participate in the entire meeting, please at least call in for part of the time.

The meeting was finally called to order at 8:27pm by youth Executive Director Camille Norczyk. Camille lead the American and 4-H pledges.

Roll Call and Quorum Check – An attendance sheet was passed around and it was determined that a quorum for the meeting was now present or online. The meeting Ground Rules were posted on the wall.

Treasurer's Report – Mary Lash reported that there was no fair income or expenses since our last meeting and that the fair account balance was \$14,685.04. The money from the Greenleaf 4-H Club 2016 fair pizza fundraiser has not been received yet. Danielle Sevilla still needs to pick up the check from the restaurant and send it to Mary.

Minutes Approval – It was moved by Mary Lash, seconded by Victoria Rosenfield and passed to accept the minutes of the November 17th fair board meeting as posted on the fair website. In addition to posting the minutes on the website, we will now try to send them out to the fair directors so they can read them and pass them onto their chairs.

Old Business

Changes to the Fair Handbook and Policies & Procedure Manual – No additional changes were requested for the fair Handbook or Policies and Procedures Manual. Noel Keller will make the changes from the last meeting and email the updated fair Handbook and Manual to Peter Michel to post on the fair website. Please look over the fair Handbook and Manual and bring any final updates to the 2017 fair Handbook and Manual to the February fair board meeting.

Riverside County 4-H participation – Betty Gregory had indicated that there was some interest in the Riverside 4-H program for their members to participate in the 2017 SGV 4-H Fair. Betty was not present to comment further on this at this meeting.

Fundraising – To raise some money for the fair expenses, Camille had suggested that we consider having some ads in our fair program for local restaurants, but it was decided that it was too late to get the permission to do this. Danielle Sevilla will look into the opportunity to sell Sees Candy as a fundraiser for the fair and get back to the clubs about this before the next board meeting. People with other fundraising ideas for the fair should contact Danielle Sevilla before the next fair board meeting, so Danielle can check with the 4-H office for approval before the board discusses the idea further at our next meeting.

New Business

Director Reports

General Plants and Animals – Judylynn Pelling reported that she went over the notebook for this area with Kiran Ekanayake.

Administration – Judylynn Pelling reported that she is still looking for an adult Awards Chair. Alexa mentioned that she will be updating the information on the fair directors and chairs on the fair website and program.

Home Economics – Victoria Rosenfield reported that the youth director Katherine Cao was interested in training someone to be able to do her position at the fair for next year. Victoria has confirmed her judges for Food Preservation. She has a call out to a chef. She is looking for a judge for Heritage Arts. (Dee mentioned that she would contact her Heritage Arts project to see about a suggestion for a judge.) Victoria would like to be able to display quilts at the fair and was looking for suggestions on that.

Fair Details – The fair details need to be finalized by the February fair board meeting. Peter has put the fair information on the fair website, but it needs to be updated for the 2017 fair. Please look at the forms, flyers, program, flysheet, handbook and manual on the fair website and send Peter the updates before the February fair meeting.

Fair Schedule – It was noted that there were several activities happening at the same time at the fair last year. It was suggested that the Fashion Show would only need 30 minutes so could be held from 1-1:30pm. The Archery Competition could then be held from 1:30-2:30pm in the small livestock area. The Horse Exhibition could then follow. The Show Your Talent event could go from 3:30-5pm. The fair schedule will be discussed further and finalized at the February fair meeting.

Director Reports – We want to have the plans for our fair to be progressing. Fair directors should be prepared to give a brief status report on the planning for their area at fair board meetings. Youth and adult directors should be working together on their area plans. Preferably, the status report should be given by the youth director for the area. If you cannot participate in the meeting, please email your report to Camille (camille.612@hotmail.com) before the meeting so she can present your area status report.

Upcoming February fair board meeting –The next fair board meeting will be very important. Details of the 2017 SGV 4-H Fair should be discussed and finalized at the February meeting. The 2017 fair information needs to be up on the fair website by the end of February. That means that the fair flyers, website and flysheet need to be ready for **final** approval by the fair board meeting on February 16th.

Adjournment – The fair meeting was adjourned at 8:35pm.

Those who attended this meeting included the following:

Noel Keller	Camille Norczyk
Mary Lash	Victoria Rosenfield

Those who attended the meeting online included:

Dee Keese Judylynn Pelling Kiran Ekanayake Alexa Sutter
Danielle Sevilla Maria Sutter Rick Herbert Liliana Brown
Michelle Sylvest

The next fair board meeting is **Thursday, February 16th, 2017** at 7:30pm
at the home of Mary Lash.

Reminders for the next meeting:

- Read the minutes of this meeting and be ready to vote on approving/correcting them.
- Bring details of 2017 fair activities/opportunities that are needed for the 2017 fair publicity.
- Directors should be prepared to present a brief status report on the preparation being done for their area in the fair. At each meeting a brief fair area report should be given so that we know that the fair preparations are moving forward and if any problems have developed. If they cannot participate in the meeting, please email the status report to Camille (camille.612@hotmail.com) in advance of the meeting so she can present the report.

Respectfully submitted,
Noel Keller