

**San Gabriel Valley 4-H Fair
Board Meeting – November 20th, 2014**
at Mary Lash's home (9497 E Foster Road, Downey, CA

Meeting was called to order at 7:37 pm by youth Executive Director Meghan Tahbaz. The American and 4-H pledges were recited. The meeting ground rules were posted on the wall. An attendance sheet was passed around.

Minutes Approval – It was moved, seconded and passed to accept the minutes of the October 16th fair board meeting as emailed out and posted on the fair website.

Treasurer's Report – It was moved, seconded and passed to accept the Treasurer's Report as presented and file it for audit

Old Business

Remote meeting participation – Trials on finding a reliable and cost-effective solution was put to a halt. We hope to resume the trials and request that several conference-callers pitch in. Please let Danielle know if you have any suggestions for improving remote meeting participation.

Review the fair evaluations and suggestions from the prior fair – It was mentioned that the fair evaluations on the website were difficult to review. The graphs were difficult to look at. How can we make the evaluation review process more user friendly in the future? It was suggested that the evaluation form format should be reviewed to see if it can collect the data more easily for summary review. It was noted the 2014 fair evaluation data was available in May and was used in fair committee work over the summer and early fall. Directors should be encouraged to look at the fair evaluations particularly in their area.

Missing 2014 club trophies – It was reported that Bob Sylvest checked with Diana Kaljumagi to see if you still had any of the missing 2014 club fair trophies, which were earned by PVP. Diana does not have the Automotive, Swine, Dairy Cattle or Baked Goods club fair trophies. It was decided that these four trophies would not be replaced immediately but would be replaced if earned by a club at the 2015 SGV 4H Fair. In the meantime we will continue to look for the missing trophies.

Fair Manual Updates – Over the summer a fair subcommittee reviewed the fair Handbook and Manual. At the September fair board meeting we approved the updates for the fair Handbook. The Manual was updated to coordinate with the approved Handbook updates. The final review of the 2015 fair Manual will follow the following schedule:

November 24 – updated SGV 4-H Fair Policies and Procedures Manual for 2015 on fair website

November 25 – December 12 – fair directors and others review the Manual and send any suggestions/corrections/additions for the Manual to Noel Keller (nkeller91711@gmail.com). Director and chairs are particularly asked to review their areas in the Manual and notify Noel when their review has been completed and if any updates that are needed (at the latest by Dec.12)

December 13 – December 18 – comments reviewed and updates made to Manual

December 19 - revised SGV 4-H Fair Policies and Procedures Manual for 2015 posted to the fair website
December 20 – January 14 – last review of the Manual before the discussion and vote to approve the Manual for 2015
January 15 – fair board meeting – final discussion and vote on fair Manual for 2015

It was decided that the term “section” would be used in the Manual to describe the fair area for which fair directors are responsible. In the past Manual the term “Department” was used, but that now conflicts with the term used in the fair Handbook for the areas under the fair directors so it needs to be changed.

It was moved by Dee Keese, seconded by Judylynn Pelling and passed to update the Honor Court area in the fair Manual with the following changes:

Delete “Arrange for six escorts for coronation ceremony”.

Add “One of the judges may be from outside 4-H. Judges should not be affiliated with any of the contestants.”

Add “Optional” after “Bring record book. (up-to-date)” and add “Complete and turn in a SGV 4-H Fair Court King/Queen Application form before the interview day”.

Delete “You will be judged on modeling”

Add “You will be judged on your experience with the SGV 4-H Fair, your enthusiasm to make the fair this year a success and your poise.”

Add “By the date of the January fair board meeting, a notice should be given for the date of the judging. An attempt should be made to accommodate the current schedules of the Fair Court members so that all can participate in the interview process for the judging.”

Add “For a 4-H member of the Fair Court to be selected as King and/or Queen for the fair, they:

Must work at the fair each day

Must participate in the Interview process for the judging.”

Add “Judges should be instructed to select a Queen and/or King from those Fair Court members that they interview. If more than one member would qualify, an alternate for the King and/or Queen can be designated in case the first selected King and/or Queen cannot attend the fair at the last minute.”

Noel gave each fair director present at the meeting a handout of the Table of Contents of the current fair Manual. The other directors will receive the handout in person or by mail. It included a listing of the above schedule for the review of the 2015 fair Manual and the request to look over the 2015 fair Manual on the website and submit updates to Noel by December 12th.

New Business

Assignment of Chairs – It was moved by Debbie Treadwell, seconded by Dee Keese and passed to lower the minimum age for fair chair positions from 12 years old to 11 years old to be in line with the state age guidelines for junior leaders. The following open fair chair positions were filled as follows:

Opportunity Table and Silent Auction Chair – adult – Victoria Rosenfield

Table Activities Chair – youth – Lindsey Burruss

Cat Chair – youth – Sayble Lightbourne

Rabbit Chair – additional youth – Ariella Lightbourne

Poultry Chair – additional youth – Angelica Narvaiz

Club representatives to fair board – ERHP 4-H Club does not have a youth director so their club youth representative will be Adiva Gonzalez. Harbor Lights 4-H Club does not have a youth director and Macy 4-H Club does not have either an adult or youth fair director. The deadline for these two clubs was extended to the January fair board meeting for naming their club representatives to the 2015 SGV 4-H Fair board. Noel will contact the Macy 4-H Club for their representatives; Cindy Narvaiz will contact the Harbor Lights 4-H Club.

Fair Court Nominations – NSG district nominated Katherine Cao and Megan Okamoto. SSG district nominated Sean Pickman, Shannon Chen, Meghan Tahbaz and Camille Norczyk for the Fair Honor Court.

Fair director reports

Assistant Executive – Dee Keese reported that she has been in contact with the fairgrounds about the contract and that Dawn Fuller in the 4-H office is working on the insurance for the event. Phil from the Fullerton School District has expressed interest in again sharing the fairgrounds with us in April. He will get back to Dee later about this. Dee suggested we consider having an archery competition at the fair this year. Only members enrolled in an archery 4-H project would be eligible. She has discussed this with the fairground and they said it could be done in the horse rink if we provided the bales of hay for the competition, targets, etc.. Dee will now check if there would be an extra charge for using the horse rink. A roster with contact information for the fair directors and chairs is being compiled and will be available next week.

Home Economics – Marjorie Rodriguez reported that they have not started to get judges yet. She suggests that we again use the baked good fair entries not earning a Best of Show or Judges' Choice ribbon for dessert choices for the fair BBQ.

Small Livestock – Cindy Narvaiz mentioned that she had three additional members who wanted to be chairs for her area. They are indicated above.

Large Livestock – Marie Sutter and Dee Keese – It was suggested that there be a horse show at the fair this year. Marie was suggesting that the show would be in the form of a demonstration rather than a competition. The committee indicated interest in seeing this happen this year. Dee mentioned if the horse show would happen, the archery competition could be moved to another area at the fairgrounds. Again, Dee was going to check if there would be a charge for using the horse rink.

Activities – Camille Norczyk reported that a talent show is being considered for the fair. It would be a chance for members to have fun and perform. It would not require advance registration or an entry fee. It would not be judged.

Finance – Mary Lash mentioned that she needed to know in advance if any of the fair sections needed a cash box or start up money. This could include the areas of Hobby Horse, Silent Auction, live Auction, Opportunity Table, Late Entries and Concession or any other areas that handle money at the fair. It was suggested that this request should be included in the fair Manual. Dee Keese indicated that she would donate two cash boxes to the fair for use by the Opportunity Table and the live Auction.

General Plants and Animals – Sean Pickman – no report at this time

Administrative – no report

Arts and Crafts – no report
General and Other Projects – no report
Primary – no report

Next Meeting Date – It was confirmed that the fair board committee would not meet in December.

Fair Budget – Using the income and expense details from last year’s fair, a budget was created for the 2015 SGV 4-H Fair and discussed. It was decided that the expenses for the Honor Court t-shirts should not be part of the budget. The t-shirts should be purchased by the honor court members. It was suggested that they bring the money and size for the Honor Court t-shirt to the February fair board meeting and then receive their t-shirts at the March fair board meeting. It was moved, seconded and passed to approve the 2015 fair budget as attached to these minutes.

For better planning and coordination next year, directors are asked to keep detail records of their income and expenses this fair year so a more detailed fair budget can be created for next year.

Adjournment – It was moved by Dee Keese, seconded by Sean Pickman and passed to adjourn the meeting. The fair meeting was adjourned at 9:07pm.

The next fair meeting is Thursday, January 15th, 2015 at 7:30pm at the home of Mary Lash.

Those who attended this meeting included the following:

Marjorie Rodriguez	Noel Keller	Dee Keese	Sean Pickman
Meghan Tahbaz	Mary Lash	Cindy Narvaiz	
Danielle Sevilla	Camille Norczyk	Johanna Stewart	

Those who attended the meeting online included:

Judylynn Pelling	Cindy Narvaiz	Debbie Treadwell	Marie Sutter
Shannon Chen	Phil Sutter	Ru Ekanayake	Wesley Rich
Shelly Roth	Katherine Cao		

Respectfully submitted,
Sean Pickman and Noel Keller

SGV 4-H Fair 2015

Fair Budget for 2015

Debit	Amt.
Chino Fairgrounds	\$ 2,335.00
Web Site	\$ 101.00
Awards	\$ 1,344.44
Concession & BBQ food	1230.49
Peter Michel-Sound system rental	\$ 50.00
Total Expenses	\$ 5,060.93

CREDIT	
Opportunity Table	\$ 324.02
Silent Auction	\$ 432.00
Recycle - Cash 2013	\$ 13.58
Concession	
Concession Booth	\$ 831.85
BBQ 104 tickets	\$ 832.00
Fair Entry Fees	
Greenleaf	\$ 75.00
Eagle Rock	\$ 42.00
Harbor Lights	\$ 78.00
Palos Verdes Penn.	\$ 417.50
Alvord AG	\$ 34.00
Glen Avon	\$ -
Pomona Valley	\$ 253.00
Auction & Baskets	\$ 940.50
HobbyHorse	\$ 60.00
FFA	\$ 500.00
Total Income	\$ 4,833.45
SUMMARY	
Total Expenses	\$ 5,060.93
Total Income	\$ 4,833.45
Difference -	\$ (227.48)

Approved 11/20/2014

