

**San Gabriel Valley 4-H Fair  
Board Meeting – February 19th, 2015**  
at Mary Lash's home (9497 E Foster Road, Downey, CA)

Meeting was called to order at 7:40 pm by youth Executive Director Meghan Tahbaz. The American and 4-H pledges were led by Johnathan Martinez. The meeting ground rules were posted on the wall. An attendance sheet was passed around.

**Minutes Approval** – It was moved by Rick Herbert, seconded by Dee Keese and passed to accept the minutes of the January 16th fair board meeting as emailed out and posted on the fair website.

**Treasurer's Report** – Mary Lash reported that there was a starting balance of \$15,594.61 with income of \$95.00 for a new club trophy for Goats, given by Lindsay Fisher Campbell honoring the memory of Barbara Hawley Hartley. It was moved by Dee Keese, seconded by Rick Herbert and passed to accept the Treasurer's Report as presented and file it for audit. Dee asked when do we need to send the check to the fairgrounds. Johanna reported that it has been done as early as mid February and as late as April in the past. Dee will check with the fairgrounds for this year. The insurance for the event has been done by Dawn Fuller.

## **Old Business**

**Fair Theme – Building the Future One Step at a Time** – Several suggestions were offered for how incorporate the fair theme into the event, including the following:

- fair centerpiece contest – entries could be displayed on the edge of the stage
- table activities involving the theme (coloring pictures, etc.)
- Honor court could make something special involving the theme
- have a general fair entry category for the theme

It was moved by Dee Keese, seconded by Mike Lopez and passed to have a general entry category for this year's fair for items made to reflect the fair theme (Building the Future One Step at a Time). There will be no age levels for the entries. This option will be included on the fair flysheet, but not put in the Fair Handbook this year. Members will be encouraged to enter this category. The theme could also be used in some of the table activities, the fair decorations and items donated to the fair for the opportunity table. Suggestions for fair decorations or table activities should be sent to Debbie Treadwell by April 1.

## **New Business**

### **Fair director reports**

**Assistant Executive** – All fair youth and adult directors should be working together on their sections. Shannon Chen has compiled a roster of fair directors, chairs and club representatives. Please email any corrections or additions for the fair roster to Shannon. She will update the roster with the new information and then send out a revised roster. Dee Keese reported that she has been in contact with the fairgrounds about the contract. We can use the horse rink with no extra charge and it is okay for us to have an archery competition there. Phil from the Fullerton School District has not yet gotten back to Dee about sharing the fairgrounds with us on April 25<sup>th</sup>. Dee reported that it was not decided yet whether there would be a horse show demonstration at the fair this year. She hopes that will be decided by mid March. The fair archery competition will be on Saturday at 2pm. Information about this new category will be put on the fair flysheet. Additional information about a special form or

statement, for liability purposes, to be signed by the archery project leader to insure that the leader is a certified archery project leader and that the member has had the appropriate training for archery contests, will be added to the Fair Handbook.

**Administrative** – Rick Herbert mentioned that the fair flyers have been updated for this year. Any additional flyer information should be sent to Rick and Peter by Feb. 25<sup>th</sup>. The fair flysheet is being worked on. Publicity for the fair will go out to the local media so it will appear the week before the fair. The fence banners will go up on the fences as early as the Monday before the fair. Noel mentioned that the minutes of the fair meeting will be up on the fair website a few days after the meeting so look for them there.

**Finance** – The menu of the fair BBQ was discussed. It was decided to have a 2-piece meal with the same menu as last year. We would not be offering a small and a large meal option. The dessert would come from the Home Economics section entries that did not win a Judges' Choice or Best of Show award. It was decided to have one price of \$10.00 for the meal and the meal tickets would be ordered by April 16<sup>th</sup>, either by mail to Mary Lash or in person at the April fair committee meeting. Mary requested that the word "chicken" be removed from the BBQ title on the flyer. There will be no mention of buying BBQ tickets at the fair on the BBQ flyer. If people come to the fair without ordering a pre-sale ticket and wish to purchase a meal, then they will be put on a waiting list. If we have enough food for them, then they will still pay \$10.00 for the meal. Victoria Rosenfield needs some volunteers to help with the Opportunity Table and Silent Auction.

**Small Livestock** – Cindy Narvaiz reported that she again wanted to upgrade the sophistication of the poultry showmanship to a higher level. She will notify the clubs about the publications on showmanship to review.

**Activities** – Camille Norczyk discussed having some activities on Saturday afternoon for the youth at the fair so people could be kept occupied during the fair. It was decided to have a Show Your Talent opportunity starting at 3pm. Youth would be encouraged to sign up at 3pm for "showing their talent". The event would be held on the fair. The talent would not be judged. Talent could include cultural arts, song leading, speech, demonstration, or a reading. This opportunity would be listed on the fair flysheet.

**General and Other Projects** – They have all their judges for the fair.

**Large Livestock** – no report

**General Plants and Animals** – no report

**Home Economics** – no report

**Arts and Crafts** – no report

**Primary** – no report

**Publicity** – review publicity information, including but not limited to dates, schedules, forms and procedures, for fair – this was mostly discussed during the Administrative Director's report. The fair program needs to be updated the new Goats fair trophy, the archery competition and the Show Your Talent opportunity. All updates needed for the fair website should be sent to Peter by February 25 and be put on the website by February 28. All fair entry forms, flyers, handbook, website and flysheet should be finalized by County Judging Day on February 28.

**Fair website** – It was mentioned that the fair website is currently set up for the fair committee and should now be made more user friendly for general fair participants, with fair committee information

more “out of the way”. Noel asked if the Fair Manual appendices should be added to the Manual link or offered as individual links. It was decided to keep the fair manual appendices with the fair manual and not separate.

**Fair Awards** - Bob Sylvest mentioned that there will be a large Sweepstakes traveling trophy this year, which will be engraved with the winning club each year. It was moved by Judylynn Pelling, seconded by Camille Norczyk and passed to award pins this year for all “Best of Show” Senior entries in their respective project, except for livestock which will remain with ribbons. The actual award pin to use has not yet been determined.

**Ground Rules and Grievance Procedure for Fair** – It was moved by Judylynn Pelling, seconded by Camille Norczyk and passed to use the same ground rules and grievance procedure as last year for the fair this year.

**Fair Evaluation forms** – It was suggested that the fair evaluation should be done online, with perhaps using SurveyMonkey. After looking at the previous evaluation forms, a new one should be set up for review at the next fair committee meeting. Bob Sylvest mentioned that he and Julie Sylvest could work on creating the evaluation form online. It was suggested to keep the survey simple and quick, perhaps keep it to one page and put a link to the survey on the fair program. Bob suggested having a computer available at the fair for people to complete the survey online before they leave the fair.

**Recycling at the fair** - Johnathan Martinez asked how many recycling containers are needed for the fair. It was decided to have 5 containers (2 inside the building, 2 outside in front of the building, 1 in the barn area).

**Inviting San Bernardino County clubs to participate** – Camille Norczyk suggested that we invite nearby San Bernardino County 4-H clubs to participate in the fair. Noel Keller mentioned that in the past all San Bernardino County clubs were invited to participate and sent the fair information. A list of the contacts for the San Bernardino County clubs can be obtained from their county 4-H office.

**Adjournment** – It was moved by Dee Keese, seconded by Rick Herbert and passed to adjourn the meeting. The fair meeting was adjourned at 9:00pm.

The next fair meeting is Thursday, March 19<sup>th</sup>, 2015 at 7:30pm at the home of Mary Lash.

Those who attended this meeting included the following:

Marjorie Rodriguez	Noel Keller	Dee Keese	Rick Herbert
Meghan Tahbaz	Mary Lash	Mike Lopez	Johnathan Martinez
Danielle Sevilla	Camille Norczyk	Johanna Stewart	Aidan Gallarzo
Judylynn Pelling	Bob Sylvest	Sean Pickman	Cindy Narvaiz

Those who attended the meeting online included:

Debbie Treadwell                      Wesley Rich  
Shannon Chen

Respectfully submitted,  
Sean Pickman and Noel Keller

