

**San Gabriel Valley 4-H Fair
Board Meeting – March 15, 2018
Held at the home of Mary Lash (9497 E Foster Rd., Downey, CA)
Conference call (605) 475-3220 Access Code 758600#**

In these minutes,
Park refers to Ernie Howlett Park
School refers to Valmonte Elementary School.

The meeting was called to order as a conference call at 7:36pm by Youth Executive Director Ashlyn Spaziano. Ashlyn led the pledges.

Roll Call and Quorum Check – Attendance was taken and it was determined that a quorum for the meeting was present or on the conference call.

Those who attended the meeting in person included:

Noel Keller	Rick Herbert	Dee Keese	Marjorie Rodriguez
Judylynn Pelling	Mary Lash	Ashlyn Spaziano	

Those who attended the meeting on the conference call included:

Betty Mullen	Michelle Sylvest	Alexa Sutter	Leila Nuryan
Andrew Nunley	Alexander Nunley	Patrick Kam	Troy Mullen
Wesley Rich	Mariela Diaz-Brown	Niki Yunker	

Minutes Approval – It was moved by Dee, seconded by Judylynn and passed to accept the minutes of the February 22, 2018 fair board meeting as published.

Treasurer’s Report – Mary reported that that were two expenses since our last meeting of \$34 and \$3, resulting in a new balance of \$13,431.35. It was moved by Dee, seconded by Rick and passed to accept the Treasurer’s Report as presented.

Old Business

Fair Position Vacancies - No new appointments for Chairs were announced. Directors should let Ashlyn and Michelle know if new Chairs are appointed.

Fair Publicity

Publicity is planned for the area about the fair venues. NSG and SSG clubs are encouraged to do some publicity for the fair in their areas

The fair website still needs some updating for the 2018 SGV 4-H Fair. Please look at the fair website and send website information additions/corrections to Peter Michel (pvp4hclub@gmail.com) as soon as possible. We need the website to be accurate with information that can be easily found.

Fair Posters at County Field Day – Noel will put out SFV 4-H Fair flyers at County Field Day on March 24 at Mt. SAC.

New Business

Layout at school – Dee mentioned that the areas will be laid out in a similar configuration as usual, just closer together. Since there is no stage on the one end, Primary will be moved to that end. She has arranged for 40 tables. Covered areas outside can be used for displays. Dee will bring tablecloths if needed. Large and Small Livestock will have their posters at the Park. Dee has the fair signs for the Park. She has 6 posts for the area signs for the School, but needs 2 more.

Division of overseeing events – Dee mentioned that it is planned that Judylynn and Rick will oversee the activities at the School on Saturday morning, while Dee and Betty are overseeing the events at the Park. The two Honor Court members will stay at the School to help. Betty will come over to the School around noon for the Honor Court activities and lunch and then return to the Park.

Director Reports

Home Economics – Marjorie reported she is still working on getting judges. If space is a problem, she mentioned that she could bring some free-standing shelves for her area.

Finance – Mary mentioned you need to let her know if your area needs a money box and/or start-up money. No money is being collected for a BBQ. People should pay for their own food at the restaurant after the fair activities on Saturday.

General and Other Projects – Wesley reported that he is still looking for judges.

Small Livestock – Shannon reports that she has all her judges.

Large Livestock – Dee reported that she and Jamie have been over to the Park to plan which animal rings will be used. Large Livestock has all its judges.

Arts & Crafts – It was reported that they have a few judges for Arts & Crafts, but are looking for more. Alexander Nunley reported that he was working on getting some more judges.

Cats – Judylynn will be updating the information about cat entries on the website.

Fair Support and Backup – Directors should have a backup plan for their areas. There should be a rain plan in case the weather is windy, cold or wet. It is suggested that Directors have extra judges in mind in case some of their judges cannot come at the last minute. Directors are reminded that they need people to clerk and put ribbons on their entries. We should know the contact information for a vet in the area and other emergency facilities in case they are needed. If an emergency occurs during the fair, contact Ashlyn and/Betty. If a director is ill and cannot attend the fair, contact Betty and Ashlyn as soon as possible.

Recycling at the Fair – The Administration area will arrange for the recycling of items at the fair.

Ground Rules for the Two Venues of the fair – The Administration area will review and post the rules for the School and set up rules for the Park.

Grievances Procedures – The Administration area will review the Fair Grievances Procedures to see if any changes are needed.

New Procedure – Best Director and Non-Director – It was suggested that only youth directors who are eligible for Best Director should be listed on a ballot for voting. It was suggested that to be eligible the youth director should be present and working at the fair all three days. The Best Non-Director would need a write-in ballot. The suggested requirements for that award was not discussed yet. Only Fair Directors would be eligible to vote for these awards on Sunday morning. Ashlyn and Betty would count the ballots. It was decided to vote on the details of a new procedure for selecting the Best Director and Non-Director at the next fair meeting.

Awards for group entries – Only one award is given to a group entry. It was moved by Judylynn, seconded by Dee and passed to allow members of a group entry to request to purchase awards for themselves.

Entry forms – Entries for multiple fair departments should not be on the same entry form. A separate entry form should be used for each department. The writing on the entry form should be easy to read. The entry form should have the required signatures. Two copies of each entry form are required - one for the Administration area and one for the area where it will be judged.

Fair Evaluation Form – The Administration area is responsible for setting up the fair evaluation form, collecting the data and summarizing the data to be presented at the May fair board meeting. The evaluation form and procedure should be presented for approval at the April fair meeting.

Community Service Activity at the Fair – It was suggested that a request could be made for people to bring canned goods to the fair for a community service project.

All Youth Directors should attend the next fair planning meeting – All youth fair directors should attend the next fair planning meeting so they can receive the entry forms for their areas and Judylynn can show them how to fill out the judges' sheets for the entries.

Adjournment – It was moved by Dee, seconded by Judylynn and passed to adjourn the meeting. The fair meeting was adjourned at 8:41pm.

The next fair board meeting is **Thursday, April 19, 2018 at 7:30pm at Mary Lash's home.**

Reminders for the next meeting:

- Read the minutes of this meeting and be ready to vote on approving/correcting them.
- Look at the meeting agenda on the website and be prepared.
- Directors should be ready to report on the status of their areas.
- Club member entry forms (2 copies each), club member list, club project lists and entry fees should be turned in at the meeting. If possible, please type the two club lists. Turn in one club check for all the club member entry fees.
- 2017 Fair project trophies and sweepstake trophy should be turned in at this fair meeting.
- This is final fair planning meeting before the Fair.

Respectfully submitted,
Noel Keller