

**San Gabriel Valley 4-H Fair
Board Meeting – April 16th, 2015**

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

Meeting was called to order at 7:33 pm by adult Executive Director Danielle Sevilla. The American and 4-H pledges were led by Alex Mullen. The meeting ground rules were posted on the wall. An attendance sheet was passed around.

Minutes Approval – It was moved by Dee Keese, seconded by Rick Herbert and passed to accept the minutes of the March 19th fair board meeting as emailed out and posted on the fair website.

Treasurer's Report – \$300 startup was requested for the cash box at the fair. \$40 startup was requested for the barbecue cash box. Rick Herbert moved, Dee Keese seconded and it was passed to accept the Treasurer's Report.

Old Business

Review Fair Website - The layout of the current fair website was discussed. More proofing, editing and information is needed for the website. It was decided that not much editing can be done now on the forms on the website since the fair is only about a week away. The listing of the fair directors and chairs on the website still has errors and is incomplete. Fair Directors and Chairs were again asked to look at the website as soon as possible and notify Peter Michel if any corrections or updates are needed for the fair information. The camping form was discussed.

Late fair entries – It was confirmed that late fair entries will have an entry fee of \$3.00. Rick Herbert moved, Judylynn Pelling seconded and it was passed that a late entry will be disqualified from the possibility of receiving a Judges Choice or Best of Show award at the fair.

New Business

Entry Forms collected – Clubs were asked to turn in their club enrollment, project enrollment counts and project member lists, plus two copies of their club member fair entry forms. For the entry forms, Rick Herbert was to receive one copy of all the entry forms and then the corresponding section Directors were to receive the other copy.

Fair director reports – Fair directors and chairs were asked if they had any reports to give.

Activities – Camille Norczyk reported that the Show Your Talent flyer was on the fair website. Some people mentioned that they were having a problem viewing the flyer. The flyer should be emailed out to the committee members and the clubs to remind them of this new opportunity at the fair this year. She reported that decorations for the fair were progressing.

Administration – Rick Herbert reported that there will be a PA System at the fair on Saturday. Fence signs will go up on Sunday before the fair. An ad will run in the local Chino newspaper the week before the fair.

Small Livestock – Cindy Narvaiz reported that an email was sent out to all Small Livestock project leaders, which included important information about entry guidelines and video examples of

showmanship. Please contact Cindy if you have any questions about entries. There is important entry information also included in the fair Handbook.

Awards – Bob Sylvest reported that we will use the larger flat ribbons for the fair this year. The fair awards were ordered and about \$1200 has already been spent now on awards. It was decided that the name of the recipient should appear on the front of the Best Director and Best Non-Director award plaques. Bob reminded the Directors about using the new Awards Receipt form for getting awards to put on judged entries this year. He will have the forms available at the fair. The form was an attachment to the prior fair board meeting minutes.

Fair Evaluation Form – Bob Sylvest reported that the Survey Monkey fair evaluation form was ready. There will be a poster at the fair about how to use it. People will be asked to complete the survey within a week after the fair so he will have enough time to analyze the data so he can present the summarized data at the May fair board meeting.

Baked Goods Auction – Sepali Ekanayake reported that a flyer was sent to Danielle to go out to clubs and the committee. Dee offered to send the flyer out. For Baked Goods entries, you need two entry tags, no ingredient list, no entry free and no entry fee paid. It was then decided that when the baked goods entry is checked in, an ingredient list should be requested for safety reasons. Sepali mentioned that she would think about how to make getting the ingredient list easy, perhaps a small check-off form. For next year, perhaps some kind of color coded tags could be used to indicate special ingredients in an entry or a checklist form could be used.

Home Economics – Marjorie Rodriguez still wanted to know if the Primary and Beginning 4-H home economics entries wanted to be judged by her home economics judges. She wanted to know the entry quantity as soon as possible so she could arrange for enough judges. It was discussed and voted at the prior fair board meeting that, for health and sanitation reasons, all food entries made for the Primary and Beginning 4-H areas be judged by the Home Economics section judges. She suggested that entries coming to Home Economics to be judged should be brought there first and then she will return them back to the sending sections. She mentioned that entries should follow the entry directions in the fair Handbook for serving size. If the directions are not followed, the entry will be disqualified. Please let Marjorie know as soon as possible if Clothing, Decorated Cakes and/or Heritage Arts entries from other sections want to be judged by her Home Economics section judges.

Opportunity Table and Silent Auction – Victoria Rosenfield reminded us to bring items for the Opportunity Table and Silent Auction on Friday and Saturday morning.

Honor Court - Honor Court members should be planning their lunch food basket, which will be auctioned off to raise money for the fair. Even if an Honor Court member did not go to the Honor Court interviews in March, they are still on the Honor Court for the fair. Debbie Treadwell was asked to send out an email to all the members of the Honor Court to remind them of their duties during the fair.

Fair Program – The current draft of the 2015 fair program was discussed. Updates and corrections are still needed for the fair program. Please contact Peter Michel or Danielle Sevilla with your comments for corrections to the fair program. Next year we should attempt to have the fair program approved earlier in the year. The program includes the list of the fair committee, the schedule of the fair activities and a listing of the possible project-related trophies

that can be earned by NSG and SSG district clubs. Peter will be asked to print 100 copies of the fair program for the event. Rick Herbert moved, Judylynn Pelling seconded and it was passed that the following corrections be made on the 2015 fair program:

- Large Livestock judging should start at 8:00AM, not 8:30AM, and “proceed” should be corrected to “precede”
- “2PM - 3PM – Horse Exhibition (horse arena)” should be added to Saturday afternoon schedule
- Security Chair information should be added under Administration
- Danielle Sevilla should be removed from Adult Publicity Chair
- Alikah Beatty is replacing Charmine McClain for Arts & Crafts Senior Youth Chair
- the names of Camille Norczyk, Conner Treadwell and Joanno Cao need to be correctly spelled

Entry, judging and award processing reviewed

- Set up your judging sheets from your entry forms before coming to the fair on Friday
- Late entries will be processed at the fair by first going to the Administrative table to be processed (late payment made and two copies of the entry form received) and then the member takes the entry and one of the entry form copies to the appropriate fair section, where it will be checked in, given an entry number on its entry form and tag, and added to the appropriate judging sheet. A note will be made to indicate that the late entry is not eligible for a special Judges Choice or Best of Show award.
- There should be no hesitation in giving a red or white ribbon if a blue ribbon is not earned
- There should always be comments about ways to improve the entry if a blue ribbon is not given
- Try to provide at least two comments about what was liked about the entry before indicating comments for improving the entry
- There will be no general judges orientation this year. Directors should run an orientation for their judges including additional comments about judging their particular departments.
- After a department is judged, an Awards Receipt form should be completed and submitted to the Awards counter. The requested awards will then be given for the department.
- It was decided that there should be ribbons for Judges and Directors to wear so they can be easily identified. The flat ribbons could be held on with straight pins. Bob Sylvest volunteered to arrange for the ribbons.

Nominations for Fair 2016 Executive Directors

Camille Norczyk was nominated for the 2016 Youth Fair Executive Director. Marjorie Rodriguez was nominated for the 2016 Adult Fair Executive Director. Both were present and accepted their nomination. There will be an election at the next fair board meeting in May for the 2016 SGV 4-H Fair Youth and Adult Executive Directors. Additional nominations will also be accepted from the floor before the election.

Awards Ceremony – At the Awards Ceremony, the Sweepstakes Trophy, the Best Director plaque and the Best Non-Director plaque will be announced, but each will still need to be engraved and actually given out at the May fair board meeting. It was moved by Dee Keese, seconded by Mariela Diaz-Brown and passed that the club project trophies will not be announced or handed out at the Awards Ceremony. A listing of the club project trophy winners will be posted on the fair website and will be included in the next issue of Clover Notes. The club project trophies with the 2015 winners engraved upon them will be signed out to the winning clubs at the May fair board meeting.

Table Covers – It was decided that we will use white table covers this year. Green was considered but it was thought that white would show off the entries better. Dee offered to buy

some rolls of white table covering material, probably plastic. Dee mentioned that we had enough caution tape in our inventory for the fair this year. Caution tape will be used to block off areas during judging.

Director Reminders -

- Directors should be at the fairgrounds on Friday by 4pm and ready to receive fair entries by 4:30pm. On Saturday, directors need to be at the fairground and ready to receive entries by 7am.
- Directors are encouraged to download a copy of the current 2015 SGV 4-H Fair Handbook from the fair website to use as a reference when they are checking in entries.

General Reminders -

- Please be thoughtful in how you deal with everyone during the fair. We are all trying to make the fair run smoothly and be a wonderful experience for all those who attend it.
- All those who can help with the set up of the fair, including tables and chairs, are asked to be there around 3pm on Friday afternoon.

Adjournment – The fair meeting was adjourned at 9:11pm.

The next fair meeting is Thursday, May 21st, 2015 at 7:30pm at the home of Mary Lash.

Those who attended this meeting included the following:

Marjorie Rodriguez	Noel Keller	Rick Herbert	Joanna Stewart
Mike Lopez	Mary Lash	Sean Pickman	Cindy Narvaiz
Danielle Sevilla	Camille Norczyk	Wesley Rich	Bob Sylvest
Judylynn Pelling	Marie Calleja	Courtney Calleja	Kathy Richards
Sepali Ekanayake	Ru Ekanayake	Jenny O’Daniel	Danel Slyves
Kathren Choa	Betty Mullen	Ashlyn Spaziano	Lucia Brown
Mariela Diaz-Brown	Dee Keese	Victoria Rosenfield	Shelly Roth
Johnathan Martinez	Aidan Gallarzo	Alex Mullen	

Those who attended the meeting online included:

Julie Sylvest	Michelle Sylvest	Danielle Sylvest	Shannon Chen
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Respectfully submitted,
Sean Pickman and Noel Keller