San Gabriel Valley 4-H Fair
Board Meeting – September 18th, 2014
at Mary Lash’s home (9497 E Foster Road, Downey, CA)

Meeting was called to order at 7:39 pm by youth Executive Director Meghan Tahbaz. Meghan lead the American and 4-H pledges.

Minutes for this meeting – Noel Keller agreed to take the minutes for the meeting.

Minutes Approval – It was moved by Dee Keese, second by Rick Herbert and passed to accept the minutes of the May 15th fair board meeting as emailed out and posted on the fair website.

Meeting Minutes – There was a discussion about various ways to handle meeting minutes. There was a suggestion to make an audio recording of the meeting and post it up on the fair website for everyone to be able to hear. Perhaps the meeting could be recorded to help the secretary produce more accurate written minutes. It was felt that written minutes were needed at this time. Minutes do not need to contain all details of discussions, but should summarize what happened at the meeting including all important decisions. It was mentioned that some youth felt intimidated when trying to take the minutes. Secretary is a fair position under the Administrative Director. We shouldn’t need to ask for a different secretary volunteer each meeting. There should be a youth and adult secretary partnership taking the minutes. The youth will learn to take better and better minutes as the year progresses under the mentorship of the adult. Guidelines for taking the minutes do exist in the Fair Policies and Procedure Manual on the fair website, but people are not routinely referencing the website for information. The guidelines will be reviewed and expanded if needed. This opened up another problem – the website has been designated as the central source of fair information but people are not looking at the website. We need to emphasize going to the website for information in the future. It will also help us save paper. We should expect to find the meeting agendas and minutes, fair handbook and manual, forms and other “working” documents on the website. If a person wants a hard copy, they can print it out. Files and information can also be accessed on phones and other devices.

Treasurer’s Report – presented by Ru Ekanayake. It was moved by Rick Herbert, seconded by Dee Keese and passed to accept the Treasurer’s Report as presented. It was requested that a more detailed Treasurer’s Report including income and expenses be presented in the future. There is still some outstanding expenses for awards for the 2014 fair.

Old Business

Review of fair evaluations and suggestions from the prior fair – Since the fair evaluation report was not posted on the fair website for people to look at over the summer as requested, the discussion on the 2014 fair evaluation was tabled until the next meeting. The evaluation report will be put on the fair website now. The minutes of the May 15, 2014 fair board meeting also contain some evaluation comments. People are asked to look at both of these documents and be ready to discuss the evaluations and suggestions at the October fair board meeting.

Missing 2014 club trophies – No “missing” fair perpetual club trophies were found over the summer. A written report of 2014 fair trophies and some questions was presented. Noel Keller, Dee Keese and Bob Sylvest will try to clarify the award results and present a revised report at the
next fair board meeting. It was decided to table until the next meeting the discussion about what to do about the missing perpetual trophies – replace or wait longer to find them. Lindsay Campbell has indicated an interest in donating a new or replacement trophy. It was moved by Mary Lash, seconded by Rick Herbert and passed that it would cost $100.00 for a donor to establish a new trophy.

New Business

Motion Ground Rules and Grievance Procedure – It was moved by Dee Keese, seconded by Rick Herbert and passed to use the same meeting ground rules and grievance procedure as last year.

Nominations and election of rest of fair board – a full slate of directors was presented without any positions with more than one nomination. The attached slate of fair directors was approved by acclamation.

One or two day fair – It was moved by Rick Herbert, seconded by Dee Keese and passed to have a one-day fair for the next three year so that there would be time to evaluate a one-day fair and determine if it can work successfully. We have had a one-day fair for the last two years. After the next three years, we can re-evaluate the one or two day fair issue for the 2018 fair.

Including Fullerton program at the fairgrounds – Guidelines are needed for including the Fullerton program at the fairgrounds while our fair is occurring there this year. The guidelines have not been determined yet, but will include food offerings and scheduling.

Clarification on fair entry judging – The Director of an area decides if they want to request to use judges in another fair area for their entries. Sometimes it is helpful to use other judges if you have a large number of entries in a category that could be judged by another fair area, such as Primary foods items judged in the Home Economics area, but this is not required. It is by mutual agreement between the two area Directors if judges are shared.

Proposed updates to the 2015 SGV 4-H Fair Handbook – A listing of proposed updates to the 2015 SGV 4-H Fair Handbook was posted on the website and sent out by email to fair committee members. It was moved by Dee Keese, seconded by Judylynn Pelling and passed to approve the proposed updates as listed in the attached document. It was moved by Judylynn Pelling, seconded by Rick Herbert and passed that we update the SGV 4-H Fair Policies and Procedures Manual to match the terminology and guidelines approved for the Fair Handbook.

2014-2015 Fair Handbook and Manual Committee - It was moved by Dee Keese, seconded by Judylynn Pelling and passed to continue the summer Handbook and Manual subcommittee as the 2014-2015 Fair Handbook and Manual Committee. Others are welcome to join this committee. This committee currently consists of Noel Keller, Dee Keese, Judylynn Pelling and Mary Lash. The fair handbook and manual are “living” documents and will be updated as needed. Our goal is to approve updates to the handbook and manual at this time and then if necessary make a few updates before the 2015 fair information is finalized in January for the website and distribution in February.

Status of Fair Manual Updates – Noel Keller reported that over the summer the Fair Handbook and Manual subcommittee met five times to review and propose updates to the fair handbook
and fair manual. Our first focus was the fair handbook. Today we approved the proposed updates to the fair Handbook. In a similar manner we will list proposed updates to the Fair Policies and Procedures Manual and post them to the fair website for viewing by the fair board. Directors and others are asked to look at the Manual on the website and send any suggestions or updates for the Manual to Noel Keller (nkeller91711@gmail.com) by November 1. We will vote on updates to the Manual at the November fair board meeting.

Invoice for website
An invoice was presented for the fair website as follows:
Domain name – sgv4hfair.com (5/13/14 - 5/13/15) $14.99
Domain name – sgv4hfair.org (8/6/14 - 8/6/15) $14.99
Web hosting service (11/14 – 10/15) $100.00
It was moved by Dee Keese, seconded by Rick Herbert and passed to pay the invoice.

Call for Fair Theme – We are now asking for suggestions for the theme of the 2015 SGV 4-H Fair. Please send your suggestions to Danielle or Meghan before the next meeting, when we will vote for the theme. The following themes have been suggested so far:
Building the Future One Step at a Time
Fairadise
The Fair - the Great SGV 4-H District Fair
Planting Seeds for Future Generations
Fun for the Whole Herd - SGV 4-H Fair

Election of 2015 fair directors - The 2015 fair department chairs will be elected at the October fair board meeting. Directors should decide what department chair positions they want to use for their area for this year and notify Danielle and Meghan. The department chair positions to be used will be posted on the fair website. Nominations for fair department chairs should be sent to Danielle or Meghan so they can be posted on the fair website department chair nomination listing.

Better way to communicate with online people at meetings – Danielle would like suggestions for a better way to communicate with online people at fair board meetings. What are our options? Please send your suggestions to Danielle.

Adjournment - The fair meeting was adjourned at 9:04pm.

The next fair meeting is Thursday, October 16th at 7:30pm.

Those who attended this meeting included the following:
Shannon Chen  Noel Keller  Dee Keese  Ru Ekanayake
Meghan Tahbaz  Mary Lash  Cindy Narvaiz  Sean Pickman
Danielle Sevilla  Rick Herbert  Camille Norczyk  Johanna Stewart
Judylynn Pelling  Peter Michel

Those who attended the meeting online included:
Trudy Del Ponti  Bob Sylvest  Debbie Treadwell  Alexa Sutter
Mary Madeline Del Ponti  Julie Sylvest  Dixie Yeck  Shelly Roth

Respectfully submitted,
Noel Keller
Attachment for minutes of September 18th, 2014 SGV 4-H Fair board meeting

2014-2015 SGV 4-H Fair Executive Directors:
Youth - Meghan Tahbaz  Adult – Danielle Sevilla

2014-2015 SGV 4-H Fair Directors elected on September 18, 2014

Assistant Executive Directors:
Youth – Shannon Chen  Adult - Dee Keese

General Plants and Animals Directors:
Youth - Sean Pickman  Adult – Judylynn Pelling

Home Economics Directors:
Youth – Katherine Cao  Adult – Margorie Rodriguez

Arts and Craft Directors:
Youth – Megan Okamoto  Adult – Dixie Yeck

General and Other Projects Directors:
Youth – Wesley Rich  Adult – Shelly Roth

Primary Projects Directors:
Youth – Liliana Brown  Adult – William Brown

Small Livestock Directors:
Youth - Courtney Calleja  Adult – Cindy Narvaiz

Large Livestock Directors:
Youth – Alexa Sutter  Adult – Betty Gregory

Activities Directors:
Youth – Camille Norczyk  Adult – Debbie Treadwell

Finance Directors:
Youth – Ru Ekanayake  Adult – Mary Lash

Administrative Directors:
Youth – Julie Sylvest  Adult – Rick Herbert
Add to F. CLUB TROPHIES in GENERAL rules and regulations
See Appendix A in this Handbook for a complete list of club project area trophies that are available and the entries that are needed to earn the trophies.

Add to G. SWEEPSTAKES TROPHY in GENERAL rules and regulations
Only North and South San Gabriel district clubs are eligible to earn this trophy.
And
The Sweepstakes Trophy is a perpetual trophy with the winning club engraved on a plate on the trophy. The trophy is kept by the winning club until a month before the next fair and then returned to the then current Awards Chair.

Add to GENERAL rules and regulations, page 7
M. MEMBER’S AGE: The member’s age is considered to be the age the member was on December 31 of the current 4-H program year.
Correct age date on pages 31, 42
Age as of 12/31 of current 4-H year

Update 7. Overnight camping permits, page 12
Have overnight permits and medical release forms turned into the Camping Chair. Clear your choice of camping site with the Camping Chair.

Update Alumni Entries, page 15
On guideline 4 at top, add “, except for division 6”
Add guideline 7. No fair trophy points are earned by these entries, except for Baked Goods.
Under Division 1, for Cupcakes change 2 dozen to 1 dozen
Add Division 1 Class 6. Other
Add Division 6 ENTRIES FOR DISPLAY ONLY
(display something wonderful that you have made, raised, grown or created)

Update Sheep Department, page 20
Under Division 115, Commercial ewes
Delete “Special Award – Belt buckle awarded to Champion Hampshire Eve by Estes Hamps of Chino”

Update LADS AND LASSIES LEAD, page 22
Add at the end, “American System of Judging. Ribbon offered per class 1st – 3rd. Trophy to first place.” This would make it the same as COTTON AND CREAM LEAD.

Update City Slicker Round Robin, page 29
Add the following:
- No entry limit – enter upon arrival at Fair with Large Livestock Directors. Drawing will be held if over 10 entries.
- Trophy for first place, ribbons for 2nd – 10th place.

Update CAT CARE DEPARTMENT, page 44
Add the following:
Division 482 – Display Cage (with cat)
Class 10. Cage (judged on completeness, suitability, comfort for cat and decoration)

Update BEGINNING 4-H DEPARTMENT, page 46
Change CLASS 3 from “Building and Fixing” to “Arts and Crafts”

Move Electronics into the Electricity Department from Other Projects, page 50

ELECTRICITY & ELECTRONICS DEPARTMENT
Expand division 540 class 9. Other Optional Display, including robotics
Add division 541 class 17. Optional Display of Electronic Application
Add division 541 class 18. Robotics
Add division 542 class 27. Optional Display of Electronic Application
Add division 542 class 28. Robotics

Move Energy Management in the Environmental Stewardship Department, page 48
Change Class 3 to Class 6 Educational displays, posters about knowledge learned
Add Class 3. Energy Management
Add Class 4. Solar and/or Wind Energy
Add Class 5. Other

Update OTHER PROJECTS, page 49
Add “2. Include a cover letter explaining purpose and audience.”
Add Class 6. Drama and Theater Arts
Delete old “Class 6. Climatology”

Move Shooting Sports into its own department from Other Projects, page 50

SHOOTING SPORTS DEPARTMENT
DIVISION 575 – JUNIOR - AGES 9-10
DIVISION 576 – INTERMEDIATE - AGES 11-13
DIVISION 577 – SENIOR – AGES 14-19
Learn by Doing Education poster or display
Class 1. Archery
Class 2. Hunting and wildlife
Class 3. Living history
Class 4. Mussel loading
Class 5. Pistol
Class 6. Rifle
Class 7. Shotgun
Class 8. Other

Score Card for Shooting Sports Department
Neatness and Labeling……………………20%
Scope of exhibit………………………….50%
Clarity of exhibit…………………………30%
TOTAL 100%

Move Graphic Arts into its own department from Other Projects, page 50

GRAPHIC ARTS DEPARTMENT
1. Indicate how entry was created – by hand or computer-generated.
2. Indicate for what audience the entry would be used.
3. Entry should be mounted for display, not just loose.
4. Must be enrolled in the Graphic Arts project.
5. Limit: 3 entries per class.

DIVISION 550 – JUNIOR - AGES 9-10
DIVISION 551 – INTERMEDIATE - AGES 11-13
DIVISION 552 – SENIOR – AGES 14-19
Class 1. Flyers
Class 2. Newsletters
Class 3. Posters
Class 4. Logo
Class 5. Other

Move Individual and Group Sports into its own department from Other Projects, page 50

INDIVIDUAL & GROUP SPORTS DEPARTMENT
1. Must be enrolled in the Individual & Group Sports project.
2. Limit: 3 entries per class.

DIVISION 585 – JUNIOR - AGES 9-10
DIVISION 586 – INTERMEDIATE - AGES 11-13
DIVISION 587 – SENIOR – AGES 14-19
   Learn by Doing Education poster or display
Class 1. Team Sports such as Basketball, Volleyball, Soccer, Football, Baseball, etc.
Class 2. Individual Sports such as Martial Arts, Golf, Gymnastics, Track, Swimming, etc.
Class 3. Other

Move Camping and Outdoors into its own department from Other Projects, page 50

CAMPING & OUTDOORS DEPARTMENT
1. Must be enrolled in the Camping & Outdoor Adventure project.
2. Limit: 3 entries per class.

DIVISION 595 – JUNIOR - AGES 9-10
DIVISION 596 – INTERMEDIATE - AGES 11-13
DIVISION 597 – SENIOR – AGES 14-19
Class 1. Camp craft, including knots, lashing and whittling
Class 2. Orienteering, including compass work, GPS and mapping
Class 3. Survival skills
Class 4. Safety
Class 5. Equipment
Class 6. Other

Move Climatology into its own department from Other Projects, page 50

CLIMATOLOGY DEPARTMENT
1. Must be enrolled in the Climatology project.
2. Limit: 3 entries per class.

DIVISION 525 – JUNIOR - AGES 9-10
DIVISION 526 – INTERMEDIATE - AGES 11-13
DIVISION 527 – SENIOR – AGES 14-19
Class 1. Climatology equipment made by exhibitor
Class 2. Weather forecasting
Class 3. Educational displays, posters, etc.
Class 4. Other

Update Clothing and Textiles Department, page 69
At the end of point 4, add “and special sewn items”

Update Foods and Nutrition Department, page 74
Add “CLASS 43. Other”

Add this appendix to the Handbook
APPENDIX A - San Gabriel Valley 4-H Fair Handbook
Club Trophies and project entries needed for those trophies
1. Primary entries are only tallied for the Primary club trophy
2. Related Project enrollment is required for entries unless marked below as OPEN ENTRY
3. A fair entry can only count towards one club project trophy.
4. There are currently not club project trophies for all entry areas at the SGV 4-H Fair. For example, there is no Pygmy Goat Trophy.
5. To set up a club trophy for a project area not already established with a trophy, contact the Fair Executive Director.
6. Only clubs in the North San Gabriel District and the South San Gabriel District of the LA County 4-H program are eligible to win SGV 4-H Fair Club trophies and/or the Sweepstakes trophy. The club trophies are kept by the winning club for one year and then returned and used for the next fair.

<table>
<thead>
<tr>
<th>CLUB TROPHY</th>
<th>PROJECTS/ENTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweepstakes</td>
<td>all Junior, Intermediate and Senior entries, excluding primary, alumni and adult entries</td>
</tr>
<tr>
<td>Aerospace</td>
<td>aerospace, rocketry project entries</td>
</tr>
<tr>
<td>Ag. Selection &amp; collection</td>
<td>OPEN ENTRY - All Ag. Selection &amp; Collection entries, except primary</td>
</tr>
<tr>
<td>Arts &amp; Crafts</td>
<td>Arts &amp; Crafts, cake decorating (if not enrolled in foods) project entries</td>
</tr>
<tr>
<td>Automotive</td>
<td>Automotive project entries</td>
</tr>
<tr>
<td>Baked Goods</td>
<td>OPEN ENTRY - All auction entries, including adults, primary, and alumni, divided by total youth membership, including primary</td>
</tr>
<tr>
<td>Beef Cattle</td>
<td>Beef project entries</td>
</tr>
<tr>
<td>Bee Keeping</td>
<td>Bees, honey, related products</td>
</tr>
<tr>
<td>Beginning 4-H</td>
<td>Beginning 4-H Project entries</td>
</tr>
<tr>
<td>Bicycles</td>
<td>Bicycles project entries</td>
</tr>
<tr>
<td>Camping &amp; Outdoor Adv.</td>
<td>Camping &amp; Outdoor Adventure project entries</td>
</tr>
<tr>
<td>Cat Care</td>
<td>Cat project entries</td>
</tr>
<tr>
<td>Cavies</td>
<td>Cavies, posters</td>
</tr>
<tr>
<td>Child Care</td>
<td>Child Care, posters</td>
</tr>
<tr>
<td>Climatology</td>
<td>Climatology project entries</td>
</tr>
<tr>
<td>Clothing</td>
<td>Clothing &amp; textiles project entries, fashion show</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Computer project entries, posters</td>
</tr>
<tr>
<td>Crops, Veg. &amp; fruit</td>
<td>Veg. garden, field crops, fruit trees, fruit, home grown entries</td>
</tr>
<tr>
<td>Dairy Cattle</td>
<td>Dairy Cattle project entries, showmanship</td>
</tr>
<tr>
<td>Dairy Goats</td>
<td>Dairy Goats project entries, showmanship</td>
</tr>
<tr>
<td>Dairy Products</td>
<td>Milk, butter, cheese, yogurt, etc. from member’s cattle, goats, etc.</td>
</tr>
<tr>
<td>Dog Care</td>
<td>Dog project entries, obedience, showmanship, posters</td>
</tr>
<tr>
<td>Eggs</td>
<td>All egg entries, related posters</td>
</tr>
<tr>
<td>Electricity</td>
<td>Electricity and Electronic project entries, solar, robotic</td>
</tr>
<tr>
<td>Entomology</td>
<td>Entomology project entries</td>
</tr>
<tr>
<td>Feature Booth</td>
<td>any NSG or SSG district club</td>
</tr>
<tr>
<td>Foods &amp; Nutrition</td>
<td>foods project entries, decorated cakes not counted in Arts &amp; Crafts</td>
</tr>
<tr>
<td>Food Preservation</td>
<td>Food Preservation project entries - jams, jellies, all canned food, dried</td>
</tr>
<tr>
<td></td>
<td>food</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>Graphic arts project entries</td>
</tr>
<tr>
<td>Group Determined</td>
<td>Group projects, approved by county office</td>
</tr>
<tr>
<td>Guide Dogs</td>
<td>Guide dog project entries, posters, showmanship, booths</td>
</tr>
<tr>
<td>Heritage Arts</td>
<td>Heritage Arts project entries</td>
</tr>
<tr>
<td>Home Arts &amp; Furnishings</td>
<td>Home Arts &amp; Furnishings project entries</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Horse</td>
<td>Horses project entries, poster on horses, horse show, showmanship</td>
</tr>
<tr>
<td>Indiv. &amp; Group Sports</td>
<td>All sports project entries, posters, except shooting sports</td>
</tr>
<tr>
<td>Indoor, Mini Gardens</td>
<td>Indoor Mini Garden project entries, potted gardens, bonsai, potted plants</td>
</tr>
<tr>
<td>Leather craft</td>
<td>Leather craft project entries</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>Marine biology project entries, sea life entries, posters</td>
</tr>
<tr>
<td>Ornamental Horticulture</td>
<td>Ornamental Horticulture project entries (landscaping plans, cut flowers, potted plants)</td>
</tr>
<tr>
<td>Photography</td>
<td>Photography project entries</td>
</tr>
<tr>
<td>Primary Participation</td>
<td>ONLY PRIMARY MEMBERS - All primary projects entered and exhibited at fair counted as 1 point</td>
</tr>
<tr>
<td>Poultry</td>
<td>Chickens, ducks, geese, pigeons, game birds (except for wild life)</td>
</tr>
<tr>
<td>Pets &amp; Small Animals</td>
<td>Pets &amp; Small Animals project entries (All pets, lizards, snakes, reptiles, mice, rats, and posters)</td>
</tr>
<tr>
<td>Rabbits</td>
<td>Rabbits project entries, posters, showmanship</td>
</tr>
<tr>
<td>Sheep</td>
<td>Sheep project entries, lambs, showmanship</td>
</tr>
<tr>
<td>Shooting Sports</td>
<td>Shooting Sports project entries, rifles, guns, and archery</td>
</tr>
<tr>
<td>Swine</td>
<td>Swine project entries, showmanship</td>
</tr>
<tr>
<td>Table setting</td>
<td>OPEN ENTRY - Any member can enter, settings for 2 or 4 people, except Primary</td>
</tr>
<tr>
<td>This is 4-H</td>
<td>OPEN ENTRY - Any member can enter this category, except Primary</td>
</tr>
<tr>
<td>Tractor &amp; Small Engines</td>
<td>Tractor and small engine project entries</td>
</tr>
<tr>
<td>Trees, Plants &amp; Flowers</td>
<td>Forestry, potted plants, potted flowers, cut flowers, gardening projects</td>
</tr>
<tr>
<td>Veterinary Science</td>
<td>Veterinary Science project entries</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Wildlife project entries</td>
</tr>
<tr>
<td>Woodworking</td>
<td>Woodworking project entries</td>
</tr>
<tr>
<td>Wool</td>
<td>Wool fleece entries</td>
</tr>
</tbody>
</table>