

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

Meeting 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

APPROVED UPDATES FOR SGV 4-H FAIR HANDBOOK 2015

9/18/14

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”

Delete Classes 8. Graphic Arts, Class 12. Group Determined Projects, Class 13. Camping and Outdoors, Class 14. Shooting Sports, and Class 15. Electronics.

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.

CLUB TROPHY

PROJECTS/ENTRIES

Sweepstakes	all Junior, Intermediate and Senior entries, excluding primary, alumni and adult entries
Aerospace	aerospace, rocketry project entries
Ag. Selection & collection	OPEN ENTRY - All Ag. Selection & Collection entries, except primary
Arts & Crafts entries	Arts & Crafts, cake decorating (if not enrolled in foods) project entries
Automotive	Automotive project entries
Baked Goods	OPEN ENTRY - All auction entries, including adults, primary, and alumni, divided by total youth membership, including primary
Beef Cattle	Beef project entries
Bee Keeping	Bees, honey, related products
Beginning 4-H	Beginning 4-H Project entries
Bicycles	Bicycles project entries
Camping & Outdoor Adv.	Camping & Outdoor Adventure project entries
Cat Care	Cat project entries
Cavies	Cavies, posters
Child Care	Child Care, posters
Climatology	Climatology project entries
Clothing	Clothing & textiles project entries, fashion show
Computer Science	Computer project entries, posters
Crops, Veg. & fruit	Veg. garden, field crops, fruit trees, fruit, home grown entries
Dairy Cattle	Dairy Cattle project entries, showmanship
Dairy Goats	Dairy Goats project entries, showmanship
Dairy Products	Milk, butter, cheese, yogurt, etc. from member's cattle, goats, etc.
Dog Care	Dog project entries, obedience, showmanship, posters
Eggs	All egg entries, related posters
Electricity	Electricity and Electronic project entries, solar, robotic
Entomology	Entomology project entries
Feature Booth	any NSG or SSG district club
Foods & Nutrition	foods project entries, decorated cakes not counted in Arts & Crafts
Food Preservation	Food Preservation project entries - jams, jellies, all canned food, dried food
Graphic Arts	Graphic arts project entries
Group Determined	Group projects, approved by county office
Guide Dogs	Guide dog project entries, posters, showmanship, booths
Heritage Arts	Heritage Arts project entries
Home Arts & Furnishings	Home Arts & Furnishings project entries

Horse	Horses project entries, poster on horses, horse show, showmanship
Indiv. & Group Sports	All sports project entries, posters, except shooting sports
Indoor, Mini Gardens	Indoor Mini Garden project entries, potted gardens, bonsai, potted plants
Leather craft	Leather craft project entries
Marine Biology	Marine biology project entries, sea life entries, posters
Ornamental Horticulture	Ornamental Horticulture project entries (landscaping plans, cut flowers, potted plants)
Photography	Photography project entries
Primary Participation	ONLY PRIMARY MEMBERS - All primary projects entered and exhibited at fair counted as 1 point
Poultry	Chickens, ducks, geese, pigeons, game birds (except for wild life)
Pets & Small Animals	Pets & Small Animals project entries (All pets, lizards, snakes, reptiles, mice, rats, and posters)
Rabbits	Rabbits project entries, posters, showmanship
Sheep	Sheep project entries, lambs, showmanship
Shooting Sports	Shooting Sports project entries, rifles, guns, and archery
Swine	Swine project entries, showmanship
Table setting	OPEN ENTRY - Any member can enter, settings for 2 or 4 people, except Primary
This is 4-H	OPEN ENTRY - Any member can enter this category, except Primary
Tractor & Small Engines	Tractor and small engine project entries
Trees, Plants & Flowers	Forestry, potted plants, potted flowers, cut flowers, gardening projects
Veterinary Science	Veterinary Science project entries
Wildlife	Wildlife project entries
Woodworking	Woodworking project entries
Wool	Wool fleeces entries