

## **San Gabriel Valley 4-H Fair Board Meeting – March 19th, 2015**

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

Meeting was called to order at 7:37 pm by youth Executive Director Meghan Tahbaz. The American and 4-H pledges were led by Meghan Tahbaz. The meeting ground rules were posted on the wall. An attendance sheet was passed around.

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

**Treasurer's Report** – Mary Lash reported that there was a starting balance as of January 31<sup>st</sup> of \$15,594.61 with income of \$95.00 for a new club trophy for Goats and a check sent to the fairgrounds for \$2,335.00, resulting in a current balance as of March 15<sup>th</sup> of \$13,259.21. It was moved by Rick Herbert, seconded by Noel Keller and passed to accept the Treasurer's Report as presented and file it for audit.

### **Old Business**

**Fair Website** – The layout of the current fair website was discussed. Since last meeting, the fair website has become more user friendly with extra tabs on the right side of the first page which transfer you to important information on the website. More proofing, editing and information is needed for the website. The Show Your Talent flyer is not yet up on the website. The listing of the fair directors and chairs on the website still has errors and is incomplete. Fair Directors and Chairs are 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. Fair Directors are reminded that they are responsible for their areas, which includes training their department chairs, providing and proofing information about their areas, staffing their areas and passing fair information from meetings onto their staff.

### **New Business**

**Fair Evaluation forms** – Bob Sylvest thanked those who gave him comments on an online SurveyMonkey fair evaluation survey that he and Julie Sylvest had created and recently sent out for comments. They considered the comments and created a revised version of the survey, which he presented at the meeting. There was much discussion of the survey revision and additional changes were made. The changes included eliminating question #4, adding additional fair areas to question #2 and changing the answer column titles for question #5. See the attached survey form for the changes. It was moved by Noel Keller, seconded by Rick Herbert and passed to accept the revised fair evaluation survey form with the indicated changes.

Bob mentioned that no area on the survey is required for completion so people can fill out those parts that they want to answer. Bob suggested having a computer available at the fair for people to complete the survey online before they leave the fair. It was suggested that there be a poster at the fair that would display the computer link for the survey. The fair evaluation survey link could also be included in the fair program and/or emailed out to clubs after the fair. Half sheets of paper indicating the survey link could be available at the fair. One person suggested having an incentive given for submitting a fair evaluation, but it was decided that would be too difficult to provide. It was suggested to have a "Suggestion Box" on the Administrative table where there could be paper and pencils for people to use to drop in a suggestion for the fair. It was decided that there would be no paper copies of



the fair evaluation survey provided at the fair and that computer online submission of the evaluation would be encouraged. However, if someone decided to print out the survey on their own and submit it to the fair committee, it would be accepted.

The fair evaluation surveys should be submitted online by about two weeks after the fair (about May 8<sup>th</sup>), thus allowing Bob Sylvest time to analyze the survey data so it can be presented in summary form at the May fair board meeting.

**Training for procedures (entry, judging and award processing)** – Judylynn Pelling reviewed the entry processing and judging procedures for the fair. Reminders for us included the following:

- include a brief description of the entry on the entry form and entry tag so the entry can be located more easily
- entry numbers should be written in red so they are quickly visible
- every entry in your fair section (i.e. Home Economics) should have a unique number
- set up your judging sheets from your entry forms before coming to the fair on Friday
- decision of the judges is final
- 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
- Directors should expect to give judges additional comments about judging their particular departments after the judges attend the general judging orientation
- judges and clerks for judging are arranged by the section Directors
- clerks for judging write down the judges comments on the back of the entry tag; clerks do not offer their own comments during the judging; clerks do not reveal the member identify for an entry to the judges; a clerk could have an entry in the area being judged
- section Directors will receive the submitted entry forms for their section at the fair committee meeting on April 16<sup>th</sup>
- late entries will be processed at the fair by first going to the Administrative table to be processed (payment made and two copies of the entry form received) and then the member taking 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

Bob Sylvest explained the award processing procedure that he wanted followed at the fair. 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. The new Awards Receipt form is attached. The form will be corrected at the top with the word "Section" (i.e. Home Economics) instead of the incorrect term "Division". A few directors requested the option to be given a group of ribbons to put on judged entries quickly. Bob will work out a procedure to process this kind of request and still keep track of the number of awards given out. It was suggested that this new Awards Receipt form should be included in the director packet, emailed out and/or available from the fair website.

**Fair director reports** - There wasn't enough time for all directors to give reports for their areas. Danielle asked if any directors or chairs had items that needed to be brought up at this meeting.

**Horses** – Meghan Tahbaz reported that there will be no horse show at the fair this year, but there will be a horse demonstration lasting about 20-30 minutes, using two or three horses. Maria Sutter wanted to know where the horse demonstration would occur on the fair schedule.



**Home Economics** – Marjorie Rodriguez 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 by this meeting so she could arrange for enough judges. The Primary Director and the Beginning 4-H Chair were not present at the meeting. She recommended that all food entries made by Primary and Beginning 4-H members, for safety reasons, should be judged by her experienced “food” judges because the entries are sold in the auction. It was moved by Judylynn Pelling, seconded by Mary Lash and passed, for health and sanitation reasons, that all food entries made for the Primary and Beginning 4-H areas be judged by the Home Economics section judges.

**Fair Awards** - Bob Sylvest inquired about the fair budget for awards. The current fair budget listed \$1,344.44 for awards. He indicated that he estimated that he would need about \$1,700 for awards this year. It was moved by Judylynn Pelling, seconded by Rick Herbert and passed to increase the awards budget to \$1,700 for this year. Bob showed us the design of the new Best of Show pin being made for the fair. The new pin will cost about half the price of Best of Show trophy that we use. Although, due to the minimum quantity needed for an order, we will have enough Best of Show pins for all the age levels for non-livestock Best of Show entries, we will continue with our plan to only use the Best of Show pins for Senior non-livestock entries.

**Computer Department entries** – Rick Herbert mentioned that there will be some video game entries in the Computer Department. As technology moves forward, we should try to keep up with it. He suggested that arrangements should be made so the judges for these entries would actually be able to play the video games as part of the judging. The committee agreed.

**Review of fair support and backup plan** – not discussed

**Adjournment** – It was moved by Camille Norczyk, seconded by Rick Herbert and passed to adjourn the meeting. The fair meeting was adjourned at 9:20pm.

The next fair meeting is Thursday, April 16<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	Rick Herbert	Dixie Yeck
Meghan Tahbaz	Mary Lash	Sean Pickman	Cindy Narvaiz
Danielle Sevilla	Camille Norczyk	Wesley Rich	Bob Sylvest
Judylynn Pelling			

Those who attended the meeting online included:

Julie Sylvest	Michelle Sylvest	Maria Sutter
Shannon Chen	Danielle Sylvest	

Respectfully submitted,  
Sean Pickman and Noel Keller

Fair committee approved this survey  
with marked changes.

## 2015 San Gabriel Valley 4-H Fair

### 2015 San Gabriel 4-H Fair Survey

Can you spare 5 minutes?

We want to make the San Gabriel 4-H Fair the best it can be. And you can help.

Here is a brief survey about the 2015 San Gabriel Valley 4-H Fair. There are only 7 questions.

You can skip questions or, in some cases, give multiple responses. Your answers will remain anonymous. We are only interested in making next year's Fair even better.

Thank you,

SGV 4-H Fair Committee

#### \* 1. Overall, how did you find this year's SGV 4-H Fair?

- Much better than I expected
- Better than I expected
- About what I expected
- Somewhat below my expectations.
- Far below my expectations.

#### 2. Even if you thought the Fair was successful, which area(s) do you think might benefit from positive changes?

- |  |  |
|--|--|
| <input type="radio"/> Pre-Fair publicity                   | <input type="radio"/> BBQ                          |
| <input type="radio"/> Small Livestock competition          | <input type="radio"/> Show Your Talent opportunity |
| <input type="radio"/> Large Livestock competition          | <input type="radio"/> Archery Contest              |
| <input type="radio"/> Dog competition                      | <input type="radio"/> Cat Show                     |
| <input type="radio"/> Posters and Displays                 | <input type="radio"/> Horse Demonstration          |
| <input type="radio"/> Opportunity table                    | <input type="radio"/> Honor Court                  |
| <input type="radio"/> Silent auction                       |  |
| <input type="radio"/> Food Auction                         |  |
| <input type="radio"/> Foods                                |  |
| <input type="radio"/> Activities for youngest participants |  |
| <input type="radio"/> Awards                               |  |

Other?



**3. How important were the following in your decision to participate in the Fair ?**

	Very important, a key reason	A good reason for my participation	One of the reasons I came, somewhat important	Not particularly important to me	Unimportant / Doesn't apply to me
To gain experience in a leadership activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I wanted to see all the entries or my child's entries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had a responsibility at the Fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have fun with my friends or visit with other parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Fair is another important activity for my Record Book	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learn from the experience or from other 4-H members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Win ribbons or trophies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**4. What is your feeling about the judging of the entries? Answer as many or few as you like.**

	It seemed very fair, best entries were recognized	Generally quite fair and equitable	The judging was generally ok	The judging seemed a little bit spotty	An "opportunity for improvement" area
Large Livestock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small Livestock (cat, dog, rabbit, cavy, poultry, pigeons, waterfowl)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Plants & Animals (bees, eggs & dairy, plants, fruit & veg crops, Ag collection/selection, wildlife & pets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Economics (clothing, foods/nutrition, preservation, home and heritage arts, fashion show, child care)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Crafts (Jr, Inter, Sr)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General and Other (electricity, leathercraft, aerospace, computer, photography, sports, woodworking)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auction (food and alumni entries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Remove*

Please make any comments on judging here.

5. Please rate your feelings about the following organization issues:

	Great! Don't change a thing. <b>5</b>	Almost perfect, very small improvement needed <b>4</b>	On balance good or ok	In need of a little improvement	Needs work. Worth looking into for an upgrade <b>1</b>
I felt the general Fair organization was	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I thought the Fair information and handbook were	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt the layout of the space was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the clarity of what was expected of me was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training I had for my role was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I thought the opportunity table was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the silent auction to be	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I thought the awards process was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my opinion, the food was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The activities taking place on the stage were	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The fashion show was	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on anything that was below your expectations

6. What was the absolutely best thing about the Fair for you?

7. To help the committee prepare an even better Fair for next year, what one thing would you suggest to improve the Fair?

\* 8. I am (select from dropdown menu)



