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 31st 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 15th 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 8th), 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 16th
- 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 16th, 2015 at 7:30pm at the home of Mary Lash.

Those who attended this meeting included the following:
Marjorie Rodriguez
Meghan Tahbaz
Danielle Sevilla
Judylynn Pelling
Noel Keller
Mary Lash
Camille Norczyk

Rick Herbert
Sean Pickman
Wesley Rich

Dixie Yeck
Cindy Narvaiz
Bob Sylvest

Those who attended the meeting online included:
Julie Sylvest
Shannon Chen

Michelle Sylvest
Danielle Sylvest

Maria Sutter

Respectfully submitted,
Sean Pickman and Noel Keller
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?
   - [ ] Pre-Fair publicity
   - [ ] Small Livestock competition
   - [ ] Large Livestock competition
   - [ ] Dog competition
   - [ ] Posters and Displays
   - [ ] Opportunity table
   - [ ] Silent auction
   - [ ] Food Auction
   - [ ] Foods
   - [ ] Activities for youngest participants
   - [ ] Awards
   - [ ] BBQ
   - [ ] Show Your Talent Opportunity
   - [ ] Archery Contest
   - [ ] Cat Show
   - [ ] Horse Demonstration
   - [ ] Honor Court
3. How important were the following in your decision to participate in the Fair?

<table>
<thead>
<tr>
<th>Reason</th>
<th>Very important, a key reason</th>
<th>A good reason for my participation</th>
<th>One of the reasons I came, somewhat important</th>
<th>Not particularly important to me</th>
<th>Unimportant / Doesn't apply to me</th>
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</thead>
<tbody>
<tr>
<td>To gain experience in a leadership activity</td>
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<td>I wanted to see all the entries or my child's entries</td>
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<td>I had a responsibility at the Fair</td>
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<td>Have fun with my friends or visit with other parents</td>
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<td>The Fair is another important activity for my Record Book</td>
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<td>Learn from the experience or from other 4-H members</td>
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<td>Win ribbons or trophies</td>
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<td>Other (please specify):</td>
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4. What is your feeling about the judging of the entries? Answer as many or few as you like.

- Large Livestock
- Small Livestock (cat, dog, rabbit, cavy, poultry, pigeons, waterfowl)
- General Plants & Animals (bees, eggs & dairy, plants, fruit & veg crops, Ag collection/selection, wildlife & pets)
- Home Economics (clothing, foods/nutrition, preservation, home & heritage arts, fashion show, child care)
- Arts & Crafts (Jr, Int, Sr)
- General and Other (electricity, leathercraft, aerospace, computer, photography, sports, woodworking)
- Auction (food and alumni entities)
- Primary

Please make any comments on judging here.
5. Please rate your feelings about the following organization issues:

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<th></th>
<th>Great! Don't change a thing.</th>
<th>Almost perfect, very small improvement needed</th>
<th>Ok for now or ok.</th>
<th>In need of a little improvement</th>
<th>Needs work.</th>
<th>Worth looking into for an upgrade</th>
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<tr>
<td>I felt the general Fair organization was</td>
<td>○</td>
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<td>I thought the Fair information and handbook were</td>
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<td>I felt the layout of the space was</td>
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<td>I found the clarity of what was expected of me was</td>
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<td>The training I had for my role was</td>
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<td>I thought the opportunity table was</td>
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<td>I found the silent auction to be</td>
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<td>I thought the awards process was</td>
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<td>In my opinion, the food was</td>
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<td>The activities taking place on the stage were</td>
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<td>The fashion show was</td>
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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)
### Individual Special Awards

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Club</th>
<th>Award For</th>
<th>Pin</th>
<th>Trophy</th>
<th>Rosette</th>
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**Total Special Awards**

### Flat and Other Ribbons Awarded:

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<tr>
<th>1st Blue</th>
<th>2nd Red</th>
<th>3rd Yellow</th>
<th>4th White</th>
<th>5th Pink</th>
<th>6th Green</th>
<th>Participant Green</th>
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**Total Flat Ribbons**

**Total Awards**

**Received by**

1. There will be only one award per entry: A Best of Show or Judge's Choice recipient does not also receive a place ribbon.
2. There will be a maximum of two Judge's Choice and one Best of Show per Department, with the exception of Arts & Crafts.
3. It is not mandatory to award ANY Judge's Choice or Best of Show to any given Department.