

## **San Gabriel Valley 4-H Fair**

### **Special summer reconstructing fair committee meeting – June 11, 2013**

at Good Shepherd Lutheran Church (6338 N. Figueroa St., Los Angeles)

Meeting was called to order at 7:30pm by Executive SGV 4-H Fair adult Director Judylynn Pelling. Executive youth Director Daniel Espinosa was unable to attend the meeting.

**Minutes for this meeting** – Noel Keller was asked to take the minutes for the meeting.

**Goals of the Committee** - Keith Nathaniel's meeting of May 23<sup>rd</sup>, 2013 and his article about the fair in the Policy section of the June 2013 Clover Notes issue were discussed. Specifically, the tasks to be completed by the committee by September 30, 2013 are as follows:

- 1) Vision statement for the Fair
- 2) Mission statement for the Fair
- 3) Purpose statement for 2014 Fair
- 4) Written plan for 2014 Fair
- 5) Education goals and objectives for 2014
- 6) A clearly articulated youth and adult partnership plan
- 7) A leadership structure consistent with YAP and a Thriving framework for 2014 (using iThrive and iChampion)
- 8) Creating a space for safety for youth and adults
- 9) Provide a fair budget that shows expected revenue and expenses
- 10) Minutes of each meeting

It is the goal of the committee to complete these tasks before September 30, 2013 by refocusing our efforts on positive youth development, creating a healthy environment for 4-H members and leaders, establishing a Thriving vision for the fair and laying a pathway for the way forward.

**Thrive framework** – What is the Thrive framework? Noel mentioned that she had talked with Keith about getting more information about the Thrive framework and getting a Thrive Manual. Keith mentioned that you needed to receive Thrive training before you could get a manual. Keith offered to come to one of our committee meetings and conduct some Thrive training, which would take about an hour. Please notify him at least three days before we would want him to come to a meeting. The committee decided to invite Keith to our next meeting so we could learn more about the Thrive framework.

**LA County Office Approval** – During a discussion of a timeline for our committee work, it was determined that we were uncertain about the approval timing of our committee work by the LA County 4-H Office. Did the office want to approve our committee work (fair vision statement, mission statement, etc.) before it was presented to the Fair Board at its first meeting in September (the 19<sup>th</sup>) or after it was presented to and approved by the Fair Board? Noel mentioned that she would talk with Keith to get this clarified. During the summer the committee plans to present some preliminary drafts to the county office for comment and to see that the committee work is moving toward a satisfactory completion.

**Ground Rules for our meetings** – Ground rules for our meetings were brainstormed and discussed. We decided on the following rules:

- 1) Respect the opinions of the other committee members
- 2) No personal attacks

- 3) Have one speaker at a time
- 4) No cross talk
- 5) Keep the goals of this committee in mind and the time frame
- 6) Stick to the meeting agenda
- 7) Be open-minded
- 8) Listen to others
- 9) Try to deal with concerns within the committee first
- 10) All are welcome to help on the committee
- 11) Want to have all NSG and SSG district clubs represented on the committee

It was suggested that the ground rules be displayed on a large sheet that could be up on the wall during the meetings.

**Grievance Process** – The following process was agreed upon with the provision that committee members will have a roster with contacts for the committee members:

- 1) Go to and discuss the problem/concern with the person involved in the problem/issue
- 2) If not resolved, go to the committee chair with the problem/issue
- 3) If not resolved, go to the full committee with the problem/issue
- 4) If not resolved, invite the county office to mediate the resolution of the problem/issue

**Committee meetings:** The dates, times and locations of committee meetings were discussed.

1) The following dates were agreed upon:

Tuesday, July 2 (or Tuesday, July 9 if Keith cannot attend the July 2 meeting)

Tuesday, July 23

Tuesday, August 13

Tuesday, September 3

2) The July 2 meeting will be at Good Shepherd Lutheran Church (6338 N. Figueroa St. in Los Angeles). At that meeting we will discuss the locations of the following meetings. Committee members were asked to bring ideas for possible other locations for the meetings to the July 2 meeting. Most of the committee felt it was okay to continue to meet at Good Shepherd Lutheran Church, but Judylynn reminded us that the church is only available when she can attend the meeting and she was uncertain what her current summer plans were. She expected to be out of town sometime during the summer.

3) The meetings will be held from 7:30-9pm.

4) Some of the committee work will be done outside of the committee meetings (perhaps by individuals or sub-committees), and brought to the meeting or sent to committee members for review.

**Meeting minutes and agendas** – Meeting minutes and agendas were discussed. The following was decided:

- 1) meeting agendas would be set by the committee at the prior committee meeting
- 2) the agenda would be followed at the meeting
- 3) if items on the agenda could not be completed at a meeting, the items would be put in a “parking lot” (holding state) for a future meeting
- 4) minutes/agenda should go out within a week
- 5) minutes/agenda should be posted on the SGV 4-H Fair website (the Fair Committee page)
- 6) minutes/agenda do not need to be emailed out to committee members, who should view them on the fair website

**Fair Vision, Mission and Purpose** – The committee had hoped to do some brainstorming on the vision, mission and purpose of the SGV 4-H Fair at this meeting, but we ran out of time. It was decided that there would be a “remote” meeting by something like AdobeConnect on Tuesday, **June 18 at 7:30pm** with the purpose of brainstorming the vision, mission and purpose of the fair and hopefully developing an initial draft of each of these.

1) The following items are to be emailed in advance to the committee members:

Purpose statement from the fair manual

Link to the county 4-H mission and vision statements

2) Not all committee members indicated that they could participate in the “remote” meeting on June 18. The results of that meeting will be shared with the committee members before the July 2 meeting, when the entire committee will discuss the fair vision, mission and purpose further.

3) Peter will look into a “remote” meeting method that we can use and notify us how to participate in the “remote” meeting. Sometimes Peter needs to work on Tuesday evening at the last minute and he indicated that this could be a problem, if he is the “host” for the “remote” meeting. Danielle felt that that situation shouldn’t be a problem and that something could be worked out.

**SGV 4-H Fair Policy and Procedure Manual** – It was noted that Judylynn has a copy of a prior 1975 policy and procedure manual for the fair. It could be helpful to reference this prior manual for some ideas. The most current SGV 4-H Fair Policy and Procedures Manual is available on the SGV 4-H Fair website on the Fair Committee page.

**SGV 4-H Fair (Premium) Book** – The most current SGV 4-H Fair Book is available on the SGV 4-H Fair website on the Forms page.

**Adjournment** - The fair meeting was adjourned at 9:10pm.

**Agenda for the July 2 committee meeting –**

- 1) Participate in the presentation by Keith Nathaniel on the Thrive framework, including iThrive and IChampion
- 2) Clarification of the LA County office approval of our committee work
- 3) Approval of the minutes of the June 11 (and June 18) fair committee meetings
- 4) Set timeline and milestones for the completion of our committee tasks
- 5) Discuss locations of our future meetings
- 6) Discuss Fair vision statement initial draft
- 7) Discuss Fair mission statement initial draft
- 8) Discuss Fair purpose statement initial draft
- 9) Plan how the work is to be done on our other committee tasks
- 10) Set the agenda for the next committee meeting of July 23

The next regular fair committee meeting is scheduled for Tuesday, July 2 at 7:30pm at Good Shepherd Lutheran Church in Los Angeles. A “remote” meeting is being planned for Tuesday, June 18 at 7:30pm using something like AdobeConnect.

**Meeting attendance** - Those who attended this meeting and signed the Sign In Sheet are as follows:

Judylynn Pelling – ERHP – 323-255-9870 – jlpelling@yahoo.com

Noel Keller – Pomona Valley – 909-621-2373 – nkeller91711@gmail.com

Rick Herbert – PVP – 310-377-9773 – rherb13943@aol.com  
Danielle Sevilla – PVP – 310-710-3264 – suarezwoman@hotmail.com  
Peter Michel – PVP – 310-493-5559 – pvp4hclub@gmail.com  
Mei Matsuo – PVP – 310-648-5025 – chilimei5@gmail.com  
Rachel Klose – PVP – 310-377-6470 – rklose@COX.NET  
Kim Espinosa – Harbor Lights – 424-210-5481 – [Harbor\\_Lights@sbcglobal.net](mailto:Harbor_Lights@sbcglobal.net)

It was noted that the following had indicated an interest in being on the committee, but were unable to attend the meeting tonight:

Debbie Treadwell – Pomona Valley

Meghan Tohbaz – PVP

Victoria Rosenfield – (SSG district)

Mary Lash - Greenleaf

Respectfully submitted,

Noel Keller