

San Gabriel Valley 4-H Fair

Special summer reconstructing fair committee meeting – July 2, 2013

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

The meeting was called to order at 7:50pm by Executive SGV 4-H Fair adult Director Judylynn Pelling.

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

Approval of Minutes – It was moved by Victoria Rosenfield, seconded by Noel Keller and passed to approve the June 11, 2013 committee meeting minutes as printed and to approve the June 18, 2013 committee meeting minutes with the correction of “SSG” to “SGV” at the start of the last paragraph on the first page of the minutes.

The committee agreed to move the first two items under New Business to the beginning of the meeting, so Keith could participate in them and then leave the meeting.

New Business – first two agenda items

Presentation on THRIVE framework concepts – by Keith Nathaniel

There was not enough time to be given a complete presentation on the Thrive Framework, so Keith talked about some pieces of the framework that he thought would be helpful in our fair committee work. It is good to have ground rules for behavior agreed upon in advance. We reviewed our committee ground rules and Keith thought they were good. He talked about the six C's theory of positive youth development that help youth grow into thriving and successful adults: Competence, Confidence, Connection, Character, Caring and Contribution. See **Attachment A** for further details on the six C's. Keith suggests that the ground rules and six C's be displayed for quick reference and reviewed at the start of each meeting.

When we make a personal commitment about our attitudes and behavior to each other, we are more likely to stick to our commitment. Just as important, when we agree as a group to certain expectations, our feelings of safety increase. We know how to behave in this group and what to expect from others. Using the words “Group Norms” helps members understand that being courteous, respectful, etc., is normal and not the exception. It tends to have a little more stabilizing effect than “Group Agreements” or “Ground Rules”.

There was concern by some members of the committee that people may continue to act inappropriately (aggressive, demanding, argumentative, rude, toxic, without regard to other's feelings, fixed, without compromise, etc.). Keith suggested that we decide what should be done if it happens, establish a policy/procedure to deal with it, be prepared, establish rules and consequences in advance and determine responses to such situations. Perhaps the committee could do some roleplaying to work out what to do. Be prepared to deal with it in a positive, constructive manner.

Keith offered to come to one of our meetings again if we needed some additional guidance on how to implement the Thrive concepts.

Clarification of the LA County office approval of our committee work

Keith indicated that on the matter of the Fair Board approval of our committee proposals, that before he sees the committee's final recommendations that the Fair Board should at least see the document. Keith wants to see the final version of the plan that our committee is

recommending after the Fair Board has weighed in on it. As far as he is concerned though, the Fair Board doesn't necessarily have to "approve" the plan. The recommendations from our committee may become the guiding document for the SGV Fair and should include a plan for the fair's governing structure and decision-making process (which may be very different from what currently exists). For this reason, the Fair Board doesn't have to approve it.

Keith suggests that the committee try to get input from and the support of the current Fair Board for our recommendations. Next year the county 4-H office wants voices to be heard, a broader gathering of opinions and meetings run without "chaos".

Alternate method for possible future "remote" committee meetings

Keith suggested that the committee try AdobeConnect for possible future "remote" committee meetings. The county 4-H office could help us set it up. It would be a conference call in real time. The office has had good results in using it for "remote" meetings. The office will be using it for some trainings in the future. Peter Michel mentioned that he was familiar with the AdobeConnect set up.

Old Business

Fair Vision, Mission and Purpose – The committee brainstormed ideas on a fair vision statement, mission statement and purpose statement. Refer to **Attachments B and C** for some details on the discussions for the following proposals. Hopefully those ideas not recorded will be incorporated into the future drafts and ideas brought to the next meeting.

SGV 4-H Fair Vision statement proposal:

To Make the Best Better one step at a time through a complete 4-H fair experience.

SGV 4-H Fair Mission statement proposal:

To provide a safe, caring environment for our entire 4-H community of members, leaders, volunteers, families and guests to learn, grow and have fun together.

SGV 4-H Fair Purpose statement starting draft:

- 1) to provide a place to exhibit individual and group 4-H achievements
- 2) to empower youth with the responsibility and a positive experience in planning, organizing and running a large successful event
- 3) to forge healthy youth and adult partnerships
- 4) to foster good character, including

TRUSTWORTHINESS

Observes enrollment and entry deadlines
Develops original, creative project exhibits
Works independently with adult guidance
Follows through on accepted tasks

RESPECT

Listens to advice of 4-H leaders and staff
Helps and encourages others

RESPONSIBILITY

FAIRNESS

Gracefully accepts winning and losing
Follows 4-H rules and regulations
Shows integrity in work and projects
Enters their own work

CARING

Assists and shares knowledge with others
Shows kindness and concern for others

CITIZENSHIP

Plans and completes project goals
Plans and completes fair tasks
Cleans up when done
Participates in fairgrounds clean up

Volunteers at 4-H events and community activities
Models good sportsmanship
Develops and practices leadership skills

New Business – remaining agenda items

Timeline for the completion of our committee tasks

Noel Keller proposed a timeline for our committee tasks as follows:

- 1) May 23 – Keith’s SGV 4-H fair meeting
- 2) June 11 – Determine committee goals, ground rules, grievance policy, meeting membership, meeting locations
- 3) June 18 – “remote” meeting – brainstorm vision, mission, purpose and core value statements
- 4) July 2 – Thrive presentation by Keith, creation of vision, mission and purpose statements, how to complete remaining committee tasks
- 5) July 23 – complete first draft of required documents to submit to Keith for a first review
- 6) August 13 – discuss and make necessary changes to required documents to submit to Keith for a second review
- 7) August 29 – put committee recommendations up on fair website for general and Fair Board review and comment, in preparation for in-person presentation and discussion
- 8) September 3 – review comments received on recommendations and possibly make changes to the recommendations
- 9) September 5 – optional Fair Board meeting – presentation and discussion of committee recommendations
- 10) September 19 – regular fall initial Fair Board meeting – discussion and get support/“approval” of committee recommendations, nominations for fair leadership positions, elections of new Fair Board to occur at October Fair Board meeting
- 11) September 30 – final version of committee recommendations submitted to Keith

There was not enough time at the meeting to discuss the details of the proposed timeline, but the committee generally seemed to like it. It will be discussed at the next committee meeting.

Locations of our future meetings

It was agreed that the next committee meeting on July 23 should be an in-person-meeting. Judylynn said that Good Shepherd Lutheran Church was available for our next committee meeting on July 23 so that is the location for the next meeting. Judylynn was uncertain if it would be available for the August 13th committee meeting. Peter Michel mentioned that the City of Rolling Hills Estates Community Room (2500 Palos Verdes Drive North) would be available then if needed. The locations of the August 13th meeting and future meetings would be decided at future meetings.

How work will be done on remaining committee tasks

It was decided that it is very helpful to have an initial draft to start with at a committee meeting. At our next committee meeting we want to have initial drafts for our remaining committee document requirements, so we decided that committee members should be encouraged to bring initial drafts of any or all of the remaining documents/tasks to the July 23rd meeting. To insure

that we would at least have one initial draft of each of the documents/tasks, initial draft documents were accepted/assigned as follows:

Written 2014 fair plan – Noel

Educational goals and objectives – Cindy

Youth and adult partnership plan – Judylynn

Leadership structure plan – Judylynn

Safe Place Plan for youth and adults – Noel

Budget proposal – Peter

2013 Fair Evaluation results – Kim

Procedure and Policy Manual changes – Victoria

We realized that there seemed to be overlapping parts of these plans/documents, but decided that that would be cleared up as we worked on the drafts at our next meeting.

Agenda for the July 23 committee meeting –

- 1) Approval of the minutes of the July 2 fair committee meeting
- 2) Discuss timeline and milestones for the completion of our committee tasks
- 3) Discuss locations of our future meetings
- 4) Review Fair vision statement proposal
- 5) Review Fair mission statement proposal
- 6) Discuss and create Fair purpose statement initial draft
- 7) Discuss individual drafts and start committee initial drafts of 2014 fair written plan, educational goals and objectives, youth and adult partnership plan, leadership structure, plan for safe space, fair budget and changes to the SGV 4-H Fair Policy and Procedure Manual
- 8) Set the agenda for the next committee meeting of August 13

For this meeting, participants are requested to bring

- 1) any needed corrections to the July 2, 2013 meeting minutes
- 2) an initial draft of any or all of the following: 2014 fair written plan, purpose statement, educational goals and objectives, youth and adult partnership plan, leadership structure, plan for safe space, budget and changes to the SGV 4-H Fair Policy and Procedure Manual
- 3) ideas for locations for future fair committee meetings.

The goal of the meeting is create initial drafts of the required items designated for Keith Nathaniel's approval. **If a committee member is unable to attend this meeting, please send any of the above to Judylynn Pelling in advance so she can present your ideas and information at the meeting.**

Adjournment - The fair meeting was adjourned by Judylynn at 10:07pm

The next regular fair committee meeting is scheduled for **Tuesday, July 23 at 7:30pm** at Good Shepherd Lutheran Church (6338 N. Figueroa St.) in Los Angeles. The church parking lot will be open for parking. Please enter the meeting room from the parking lot. **Please notify Judylynn in advance if you are unable to attend the meeting.**

Meeting attendance

Judylynn Pelling – ERHP

Cindy Narvaiz – Harbor Lights

Peter Michel – PVP

Noel Keller – Pomona Valley

Victoria Rosenfield - Scorpions

Keith Nathaniel – 4-H office - left after his presentation before committee work started

Respectfully submitted,

Noel Keller

Attachment A – Notes from Keith’s THRIVE presentation

Thriving is about communities where young people feel and know that they are persons of value and worth; that they have something unique to offer the world; and that they have the courage to act on their talents. Six Important characteristics that help young people grow into thriving and successful adults are:

Competence: Positive view of one’s actions in specific areas, including healthy habits, life skills, love of learning, emotional competence, and social skills.

Committee thoughts: ability to perform what you are being asked to do, understanding job, following through, co-operating with team members.

For the fair: listening with intention to understand what was being said, completing assigned tasks, making an effort to do tasks well.

Confidence: An internal sense of overall positive self-worth, persistent resourcefulness and self-efficacy.

Committee thoughts: positive experiences, reinforcing good work, knowledge that a person can do something, work done on time, work planned ahead.

For the fair: ask for clarification if necessary, let me understand why we should do this, coming from trust situation.

Character: Respect for societal and cultural norms, possession of standards for correct behavior, a sense of right and wrong (morality) and integrity.

Committee thoughts: Personality distinction, being respectful, honest, loyal, good sportsmanship, fairness, diligence, good work ethic .

For the fair: not having hidden agendas, accepting committee decisions, respect opinions of others, be fair and consistent.

Connection: Positive bonds and relationships with people and institutions.

Committee thoughts: Communication, youth and adult partnerships, networking, empowering, listening to others, validating others’ opinions, helping when needed.

For the fair: helping with needed, to act in a manner that establishes trust, get to know others that you are working with.

Caring: A sense of sympathy and empathy for others.

Committee thoughts: Helping others, mentoring, empathy, listening, helping when needed, giving encouragement and praise.

For the fair: never use body language that might offend or provoke others, concern how others may feel, act thoughtfully.

Contribution: What is given to others.

Committee thoughts: making a difference in lives, financial support, speaking up, compromise.

For the fair: positively participate in something successful, having everyone going in the same direction on a task, do your part, be part of the team, be alert to how you can help.

All these characteristics work together and support each other. All should be encouraged.

Attachment B – Committee notes on Fair Vision and Mission Statements

A **Mission statement** talks about HOW you will get to where you want to be. Defines the purpose and primary objectives. A **Vision statement** outlines where you want to be. Communicates both the purpose and values of your business.

A **Mission statement** defines the organization's purpose and primary objectives. Its prime function is internal. A **Vision statement** also define the organization's purpose, but this time they do so in terms of the organization's values rather than bottom line measures (values are guiding beliefs about how things should be done). The vision statements prime function is external.

Vision and mission statements should be brief, all encompassing and one sentence, if possible. Vision and mission statements should pertain to the fair, not the entire 4-H program.

SGV 4-H Fair is a place for 4-H members to exhibit their project work and have it judged, an opportunity to discover leadership skills through mentorship, the opportunity for youth to discover what it takes to set themselves on a path toward achieving their full potential in life, opportunities to practice and apply newly learned skill, and offer the public to see the accomplishments of 4-H members.

The SGV 4-H Fair enables youth to be engaged in exhibiting/showcasing and demonstrating their work which could forge a healthy Youth and Adult Partnership giving youth the ability to be the organizers of the fair with adult volunteers as mentors.

Mission Statement: To create a safe environment for our 4-H community of members and volunteers, a fun-filled creative learning experience as a whole.

Vision Statement: to empower youth to be all that they can be through a complete fair experience.

Mission Statement:

The SGV 4-H Fair enables youth to be engaged in

- partnerships with caring adults
- positive learning environments
- developing their fullest potential
- practicing life skills

while planning, organizing, running and participating in a 4-H fair.

San Gabriel Valley fair is here to teach leadership, organization, and life skills as they demonstrate what they have learned and achieved throughout the 4H year

opportunity for youth to submit their work to be judged, opportunity for youth to demonstrate their growth and development in projects, opportunity for youth to develop leadership skills, opportunity for youth and adults to see what other clubs are doing

youth empowerment, learning by doing, one of our 4H strengths...our philosophy of making ourselves better, keeping up with technology is one of our core values... having fun, learning, teaching others, hands on, sharing with friends

Ideas from the South Dakota 4-H Program:

Vision Statement

South Dakota 4-H empowers youth to become self-reliant, contributing, and productive members of society.

Mission Statement

South Dakota 4-H enables youth to be engaged in:
partnerships with caring adults;
positive learning environments;
developing their fullest potential; and
learning life skills.

Values Statement

Throughout the South Dakota Cooperative Extension Service's 4-H/Youth Development program, we value:
youth, families, and communities;
partnerships and coalitions that work for the betterment of youth in our state, and combined strength of local programming in cooperation with the land-grant university, South Dakota State University;
every child's individuality and uniqueness;
diversity and an inclusive environment that assures all youth access to programming;
caring adults who volunteer to work with, mentor, and teach youth; and
the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship
For children and youth, we believe that 4-H:
advances the acquisition of positive life skills through experiential learning;
contributes to the development of critical communication skills, including the ability to interact with others, to speak and write with clarity, and to utilize technology with competence;
empowers youth to be independent thinkers who are developing their critical thinking, problem solving, and decision making skills;
encourages youth to become good citizens through leadership development, volunteerism, and community service; and
promotes the involvement of youth in community building and equal partnerships of youth working closely with adults.

Attachment C – Committee notes on Fair Purpose Statement

Purpose Statement:

Our 4-H Community supports our mission statement and our vision through a commitment by generous giving of our time and talent. Our core values are to commit ourselves, one another, and our whole 4-H Community in a thriving learning experience.

Fair Purpose Statement:

- to provide a place for 4-H members to exhibit/showcase/demonstrate their work
- to forge healthy youth and adult partnerships (YAP)
- to have youth organize and run the fair with adult mentors
- to promote the development of life skills
- to foster good citizenship and good sportsmanship
- to showcase, market and promote the 4-H program
- to provide public acknowledgement and recognition
- to move youth toward being fully prepared to reach their full potential
- to provide youth specific intentional learning opportunities
- to promote a belief in a hopeful future and contribution to others
- to develop good critical thinking, problem solving and decision making skills
- to empower youth with the responsibility and a positive experience in planning, organizing and running a large successful event
- to have fun while planning, running, participating and attending the fair, which is embodied with the 4-H core values

4-H Core Values:

- youth empowerment
- adult/youth partnerships
- learn by doing
- experiential learning
- the 4 H's – thinking, loyalty, service to others and healthy living
- making the best better – improving and changing for the better
- providing a thriving environment for youth (and leaders), which includes growing and sustainability while being productive, safe and beneficial
- Goal setting
- Moving toward your potential
- Staying up with current technology and science
- Leading the edge of youth development theories
- Incorporating new technologies and concepts into the program delivery and curriculum
- Educational activities for citizenship, leadership and life skills
- Co-ed, family-oriented program
- Skill development – learn, teach, and judge
- Youth teaching/leading other youth
- Making learning fun
- Working well with other people
- Good sportsmanship
- Developing friendships and networking with others
- Concern for the state and wellness of our environment
- Creating youth to be responsible citizens and respect others
- Offer opportunities for youth to explore various careers
- Accurate Record keeping

- Good communication skills
- Use of good meeting procedures, including agendas , minutes and rules of order
- Observance of rules, deadlines, respect for others and fairness
- Encouragement of creativity, uniqueness and thinking “outside of the box”
- Embrace diversity and respect the opinions of others.