

Minutes for

Special summer SGV 4-H Fair Reconstruction Committee meeting – July 23, 2013

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

The meeting was called to order at 7:38pm by Executive SGV 4-H Fair adult Director Judylynn Pelling. Posters for the 6 C's for Positive Youth Development were put on the wall. The Group Norms for the meeting were reviewed. A roster of committee members with contact information was given out to the committee members present.

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

Approval of Minutes – It was moved by Peter Michel, seconded by Noel Keller and passed to approve the July 2, 2013 committee meeting minutes as corrected with the following:

In the section for Presentation on THRIVE framework concepts, add the following:

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”.

Noel Keller suggested that we alter the proposed meeting agenda to start with decision of the committee time line and 2013 fair evaluations. The committee agreed.

Timeline for the completion of our committee tasks

The committee discussed and agreed to the 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 committee meeting – review evaluations of the 2013 fair, create first draft of required documents to submit to Keith for a first review
- 6) July 30 committee meeting - finalize first draft of required documents to submit to Keith for a first review
- 7) July 31 - submit proposal to Keith with response date request of 8/8/13
- 6) August 13 committee meeting – discuss and make necessary changes to required documents to submit to Keith for a second review (if needed)
- 9) August 14 – submit revised proposal to Keith with response date request of 8/19
- 7) August 20-23 – put committee recommendations up on fair website for general and Fair Board review and comment, in preparation for in-person presentation and discussion; deadline for response by August 31
- 8) September 3 committee meeting – 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, election of new Fair Board to occur at October Fair Board meeting

11) **by September 30** – final version of committee recommendations submitted to Keith.

Note that an additional meeting on July 30th was added to our original meeting schedule.

Old Business

Fair Vision, Mission and Purpose – The committee reviewed, discussed and agreed to the following:

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 4-H fair 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 proposal:

The purpose of the SGV 4-H Fair -

- 1) to provide a safe place to exhibit individual and group 4-H achievements
- 2) to empower youth with the responsibility and a safe, positive experience in planning, organizing and running a large successful event
- 3) to forge healthy youth and adult (Y-A) partnerships
- 4) to move youth toward being prepared to reach their full potential
- 5) to showcase, market and promote the 4-H program
- 6) to provide a fun, educational 4-H fair experience for all involved
- 7) to promote the development of life skills, including good critical thinking, problem solving and decision making
- 8) to foster good character, including

TRUSTWORTHINESS

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

RESPECT

Listens to advice of peers, leaders and staff
Helps and encourages others
Works effectively in a team

RESPONSIBILITY

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

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

Seeks opportunities to volunteer and help others
Models good sportsmanship
Develops and practices leadership skills
Models good citizenship

Locations of our future meetings

It was agreed that the next committee meetings of July 30 and August 13 would be at Good Shepherd Lutheran Church in Los Angeles.

New Business

Fair Educational Goals and Objectives

Drafts were submitted for the Fair Educational Goals and Objectives by Cindy and Noel. The drafts were discussed. Both contained important information but seemed to have a different focus. It was decided that the information in Cindy's draft might be more appropriate for the Youth and Adult Partnership Plan, so further decision was deferred until discussion of that plan. It was suggested that the information in Noel's draft might be reorganized by goals and objectives. Danielle volunteered to work on that for the next meeting.

Fair Leadership Structure

Drafts were submitted for the Fair Leadership Structure by Judylynn and Noel. Discussion on the drafts started but will need to be continued at the next meeting. See Attachment A for the current reconstruction that is being considered for directors and division chairs. It is thought that the Arts and Crafts and the Primary entry areas are large enough to require their own Directors. The exact Directors and their areas were not decided yet. It was tentatively decided that

- 1) the number of Directors should be reduced,
- 2) that Directors have the voting power on the fair board (with an exception that if a NSG/SSG club does not have a youth Director from their club that the club can have a voting youth representative on the fair board and likewise for an adult Director),
- 3) that directors and some division chair positions should be held as youth-adult partnerships
- 4) that youth should be planning, organizing and running the fair with adult mentors, as much as possible
- 5) that all divisions for departments (Director's areas) may not be needed each year, but it should be the decision of the fair board which divisions are not offered in a particular year, not the Director of the area
- 6) that directors should attend the fair board meetings, but division members are not required to attend board meetings. The Directors can hold meetings, trainings, work sessions, etc. for their department separate from the fair board meetings.

Proposal For Change

In order to have some drafts to start with, Noel submitted drafts for a SGV 4-H Fair Proposal For Change with the following sections:

- Table of Contents
- Overview
- Fair Vision Statement
- Fair Mission Statement
- Fair Purpose Statement
- 2014 SGV 4-H Fair Plan
- Appendix A – Fair Leadership Structure
- Appendix B – Fair Youth and Adult Partnership Plan
- Appendix C - Fair Educational Goals and Objectives
- Appendix D – Fair Safe and Thriving Environment

Appendix E – Notes from 2013 fair evaluations
Appendix F – Suggested Timeline for the 2014 SGV 4-H Fair
Appendix G – Proposed Fair Budget for 2014
Appendix H – Transition Plan for the leadership of the 2014 SGV 4-H Fair
Appendix I – Recommended changes
to SGV 4-H Fair Policies and Procedure Manual
Appendix J – Recommended changes
to the SGV 4-H Fair Premium Book
Appendix K – Suggested changes to the SGV 4-H Fair website
Appendix L – Suggested Timeline for the SGV 4-H Fair for future fairs
Appendix M – 4-H Basic Core Values
Appendix Z – Special Summer SGV 4-H Fair Reconstruction Committee

During the meeting, some of these section drafts were referenced but discussions on the drafts were not done or were incomplete. Hopefully, the committee can look over the drafts and be prepared to discuss them and initially confirm, recreate or delete them at the next meeting.

2013 Fair Evaluations

Kim Espinosa, although not present at the meeting, submitted a summarization document of the 2013 Fair Evaluations. Discussion was started on the evaluations, but not completed. It was questioned whether the 2013 Fair evaluations should be included in our Proposal For Change. It was mentioned that a brief summary of the evaluations might be included to indicate that the committee was aware of the evaluation comments and suggestions when they worked on the fair Proposal For Change. The summary should include those particular topics that the committee wanted to address in their Proposal For Change.

Proposed 2014 SGV 4-H Fair Budget

A draft of a proposed budget for the SGV 4-H Fair was submitted by Peter Michel with information from Mary Lash. See Attachment B for the draft. There wasn't time to discuss the budget draft. The following should be noted, when looking over the draft:

? = unknown, didn't know if a budget item is needed

+ = dollar amount is an "income" figure

(...) = dollar amount is a "donation" figure

Agenda for the July 30 committee meeting –

- 1) Approval of the minutes of the July 23 fair committee meeting
- 2) Discuss individual drafts and continue to create committee initial drafts for the initial proposal to submit to Keith.
- 3) 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 23, 2013 meeting minutes
- 2) At the July 23rd committee meeting, several drafts were brought by committee members, including drafts for an entire Proposal For Change (nkeller91711@gmail.com), 2014 fair budget (pvp4gclub@gmail.com), leadership structure (jlpelling@yahoo.com), a summary of 2013 fair evaluations (harbor_lights@sbcglobal.net), and educational goals and objectives (shnuggle@sbcglobal.net). Committee members now are asked to read over the drafts, think about any needed changes and come prepared to complete a preliminary proposal draft of the various areas for Keith to initially review.

The goal of the meeting is create initial drafts of the required items designated for Keith Nathaniel's approval. The intention is to submit the drafts to Keith to get an initial reaction on

our plans to be sure we are heading in the correct direction with our proposal. This will be an important meeting for the committee and we hope that all committee will try to attend. As stated, most of the drafts of other than the fair mission, vision and purpose statements are still in the form and opinion of the individual who prepared it and not confirmed as the committee opinion. Keep that in mind as drafts are reviewed. The drafts are considered as a starting point. What changes are needed? Representatives of each club received copies of the drafts and should share them with their other club members and adults on the committee. If additional copies are needed, use the email address after the draft above to get the copy. **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 9:07pm

The next fair committee meeting is scheduled for **Tuesday, July 30 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

With all NSG and SSG represented:

Judylynn Pelling – ERHP
Cindy Narvaiz – Harbor Lights
Peter Michel – PVP
Noel Keller – Pomona Valley
Victoria Rosenfield - Scorpions
Mehgan Tahbaz – PVP (youth)
Mary Lash – Greenleaf
Kathy Richards – Greenleaf
Danielle Sevilla - PVP

Respectfully submitted,

Noel Keller

Attachment A – SGV 4-H Fair Leadership Structure under discussion

Attachment B – draft of proposed budget for 2014 SGV 4-H Fair

**Attachment A -
SGV 4-H Fair Leadership Structure
under discussion**

Youth-Adult (Y-A) Executive Directors

Y-A Administrative Directors

**Secretary Chair
Program Chair, including PA system
Security Division Chair
Awards Division Chair
Website Manager
Publicity Division Chair**

Y-A Finance Directors

**Opportunity Table Division Chair
Silent Auction Chair
Vendor Fair Chair
BBQ Division Chair
Food Concession Division Chair
Baked Foods and Auction Division Chair**

Y-A Activities Directors

**Camping Division Chair
Hobby Horse Division Chair
Honor Court Division Chair
Inspirational Program Division Chair
Dance Division Chair
Table Activities Chair
Contests Chair
Special Events Division Chair**

Y-A Small Livestock Directors

**Cat Division Chair
Dog Division Chair
Rabbit Division Chair
Cavy Division Chair
Poultry Division Chair
Pigeon Division Chair**

Y-A Large Livestock Directors

**Horse Division Chair
Hoof Stock Division Chair
Other Livestock Division Chair
Round Robin Division Chair
Barn Management Division Chair**

Y-A Home Economics Directors

Clothing Division Chair
Foods and Nutrition Division Chair
Food Preservation Division Chair
Heritage Arts/Home Improvement Chair
Home Arts and Furnishing Division Chair
Fashion Show Division Chair

Y-A General Plant and Animals Directors

Bees and Entomology Division Chair
Climatology and Wildlife Division Chair
Club Feature Booth Division Chair
Eggs and Dairy Products Division Chair
Forestry, Home grounds, Plant Propagation, Trees/Turf /Weeds Div Chair
Indoor and Mini-Gardens Division Chair
Vet Science Division Chair
Fruit and Vegetable Crops Division Chair
Ag Collection and Selection Division Chair
Pocket Pets Division Chair

Y-A General and Other Projects Directors

Beginning 4-H Division Chair
What is 4-H Division Chair
Automotive and Bicycle Division Chair
Child Care Division Chair
Electricity Division Chair
Leathercraft Division Chair
Aerospace and Rocketry Division Chair
Computer Division Chair
Photography Division Chair
Small Engine Division Chair
Woodworking Division Chair
Self-Determined Division Chair
Miscellaneous Division Chair

Y-A Arts and Crafts Directors

Junior Chair
Intermediate Chair
Senior Chair

Y-A Primary Projects Directors

Home Economics Chair
Animals & Plants Chair
Arts & Crafts Chair
Other Projects Chair