

Minutes for

Special summer SGV 4-H Fair Reconstruction Committee meeting – July 30, 2013

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

The meeting was called to order at 7:45pm by Executive SGV 4-H Fair adult Director Judylynn Pelling. Posters for the 6 C's Theory for Positive Youth Development were put on the wall. The Group Norms (Ground Rules) for the meeting were reviewed and put up on the wall. A revised 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 Judylynn Pelling, seconded by Danielle Sevilla and passed to approve the July 23, 2013 committee meeting minutes as written.

Old Business

Timeline for the completion of our committee tasks

The committee discussed and agreed to revise the timeline for our remaining committee tasks as follows:

- 1) August 6 - additional committee meeting - discuss and create initial drafts of remaining required documents
- 2) August 13 committee meeting – discuss and make necessary changes to required documents to submit to Keith for a first review
- 3) August 15 – submit revised proposal to Keith with response date request of 8/23
- 4) August 27 – 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 September 2
- 5) September 3 committee meeting – review comments received on recommendations and possibly make changes to the recommendations
- 6) September 5 – optional Fair Board meeting – presentation and discussion of committee recommendations
- 7) 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
- 8) **by September 30** – final version of committee recommendations submitted to Keith.

Note that an additional meeting on August 6th was added to our original meeting schedule.

Fair Educational Goals and Objectives

The committee discussed the revision of the fair educational goals and objectives. Both Danielle and Cindy had drafts for reorganizing Appendix C. It was agreed that Danielle and Cindy would work to combine their drafts and produce a new version of Appendix C by the weekend, when the draft could be sent out to committee members.

Fair Leadership Structure

Drafts for the Fair Leadership Structure were discussed. See the attached Appendix A for the current initial draft.

Ground Rules

It was decided that the term “Group Norms” to be used for what is usually called “Ground Rules” might be too confusing for youth and adults at this time, so we will change and use “Ground Rules” in our proposal documents.

Proposal For Change Format

The committee discussed and agreed on the general format of our initial draft of our Proposal For Change, as follows:

Proposal For Change

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 N – Summary of Robert’s Rules of Order

Appendix Z – Special Summer SGV 4-H Fair Reconstruction Committee

The Proposal For Change will serve several purposes – a fair reconstruction proposal for the 4-H Office to approve and a reference document for fair committee members. Particular appendices could be given out during training sessions. Parts of the Proposal will be incorporated into the Fair Policies and Procedure Manual and the Fair Premium Book.

New Business

Proposed 2014 SGV 4-H Fair Budget

The committee worked on a proposed fair budget, but didn’t have enough time or information to complete a draft. Working from a 2013 fair financial report, a 2014 budget is being created.

Fair Written Plan

The committee discussed and updated the Fair Written Plan. See the attached proposal and appendices for the resulting current initial drafts. The remainder of the appendices will be discussed and updated at the next additional fair committee meeting on August 6th. For the August 13th regular committee meeting, it is hoped that initial drafts of all the required

documents will be ready for the fair reconstruction committee final review before we send a first draft off to Keith for his initial comments.

Agenda for the August 6th committee meeting –

- 1) Approval of the minutes of the July 30 fair committee meeting
- 2) Discuss Appendix B – 7/30 draft, Appendix D – 7/30 draft, Appendix H – 7/23 draft and Appendix M core values – 7/23 draft.
- 3) Review the revised version of Appendix C.
- 4) Create a proposed 2014 SGV 4-H Fair budget for Appendix G.
- 5) 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 30, 2013 meeting minutes
- 2) At the July 23rd and July 30th committee meetings, several drafts were brought by committee members. For this meeting bring your comments and suggestions for Appendix B, D, G, H and M. Contact Noel (nkeller91711@gmail.com) if you need copies of these drafts to review.

The goal of the meeting is create initial drafts of 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.

Adjournment - The fair meeting was adjourned by Judylynn at 11:14pm

The next fair committee meeting is scheduled for **Tuesday, August 6th at 7:30pm** at a location in north Torrance. Please notify Noel Keller by Saturday August 3, if you will be able to attend this additional committee meeting so we know how large a facility we will need for the meeting. **Please notify Noel in advance if you are unable to attend the meeting and have suggestions and comments to share with the committee.**

Meeting attendance

Judylynn Pelling – ERHP
Cindy Narvaiz – Harbor Lights
Noel Keller – Pomona Valley
Danielle Sevilla - PVP

Respectfully submitted,

Noel Keller

Attachments:

Proposal For Change
Appendix A – Fair Leadership Structure
Appendix E – Notes from 2013 fair evaluations
Appendix F – Suggested Timeline for 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 Z – Special Summer SGV 4-H Fair Reconstruction Committee