

## **Minutes for**

### **Summer SGV 4-H Fair Reconstruction Committee meeting – August 27, 2013**

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

The meeting was called to order at 7:46pm by Executive SGV 4-H Fair adult Director Judylynn Pelling. Posters for the 6 C's Theory for Positive Youth Development and the committee Ground Rules were on the wall.

**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 Dee Keese and passed to approve the August 13th, 2013 committee meeting minutes as printed and distributed.

## **Old Business**

### **Comments from Keith on submitted Proposal For Change**

Noel incorporated the revisions from our August 13<sup>th</sup> committee meeting into our Proposal and hand delivered the SGV 4-H Fair Proposal For Change to Keith Nathaniel on Thursday, August 15<sup>th</sup> for his review and comments. Before delivering the hard copy of the Proposal, Noel also sent Keith an email containing computer files for the Proposal and Appendices A, B, C, D, H and Z. We requested his review comments by Monday, August 26<sup>th</sup> so that we could discuss his comments at our special Tuesday, August 27<sup>th</sup> committee meeting. We also invited Keith to attend our committee meeting on August 27<sup>th</sup> if he wanted to share his proposal comments directly with the committee. Judylynn nor Noel received any comments from Keith by the time of this meeting. We understand that Keith is now tied up with jury duty until September 27<sup>th</sup>. Noel has emailed Keith to see when he might be able to get comments on the proposal draft back to us. Noel indicated to Keith that until we hear from him, we will continue with our plan for change as outlined in our Proposal.

### **Proposal For Change content**

The Proposal For Change submitted to Keith contained the Proposal For Change, Appendices A thru N, Appendix Z and copies of the minutes of all the fair reconstruction committee meetings. The numbering was changed on the Proposal package so that each Appendix had its own numbering system, for instance the pages of Appendix A are numbered A1 thru A6. This was done to make it easier to reference portions of the documents and to make changes without affecting the numbering of the entire Proposal package.

### **Revisions for Appendix A**

A few revisions were discussed for Appendix A and approved as follows:

- 1) On page A-1, item 6, at the end add the sentence "If no new candidate expresses interest in a specific fair position, the 2-year/3-year cap for that position is waived for that fair year.
- 2) Page A-2, item 11, Quorum was reviewed as correct.
- 3) On page A-2, item 12, at the end add the sentence "At the end of each fair year, each Youth and Adult Partnership Directorship is required to complete an end-of-the-year report for their fair department, which will include what was done, what worked well, what should be improved, suggestions for changes and a reporting of any income and expenses".
- 4) Page A-3, item 17 was reviewed as correct.

## **Proposed 2014 Fair Budget**

The committee discussed Appendix G – Proposed 2014 Fair Budget draft 8/14/13. It was decided to add an income line of \$500 for the sale of the new Fair Handbooks, donations, possible sponsorships, etc. That will bring the income on the proposed 2014 fair budget to \$6,025 with expenses of \$6,100. It was again mentioned that our budget was only a starting proposal and that the new 2014 fair board would be completing a 2014 fair budget in the fall when the details for the 2014 fair would be discussed and decided. Our proposed fair budget is a general budget, but we expect that there would be more details observed and kept at the fair department levels.

## **New Business**

### **Addition for Proposal For Change**

After some discussion, the committee decided to add to item 12 on page 5 of the Proposal the following sentence, “Mentoring is encouraged”. We are encouraging mentoring for positions so new people will be learning how to function in that position in the future.

### **Changes needed to the Proposal**

The committee felt there were no other needed changes to the Proposal For Change packet at this time. The Proposal was ready for emailing out and posting on the fair committee page of the SGV 4-H Fair website, requesting review and comments by the full fair reconstruction committee and the 2013 SGV 4-H Fair committee participants.

### **Posting the Proposal for review and comments**

The committee decided that the current draft of the Proposal For Change including the few additions from this meeting will be made available for review and comment by the full committee and the 2013 fair committee participants. Along with the Proposal, there should be a comment form available, which would include the person’s name and club, what section, page and item number is being referenced and the comments on that item. Peter will create the comment form and bring the results of submitted forms to the September 3<sup>rd</sup> committee meeting.

It was agreed that the page numbering on the Proposal for review would stay the same as what was sent to Keith so it will not be confusing on what version is being cited. It was decided that Proposal would not be “cleaned up” with a general font and print size at this time so the paging would not change for the proposal review.

In the email announcing the Proposal For Change review and comment request, it will be mentioned that the comments are due by online form or by email to Judylynn or Noel by noon on Tuesday, September 3<sup>rd</sup>. We will announce the special fair board meeting on September 5<sup>th</sup> to discuss the proposal and comments. We will mention that we encourage people to review the Proposal before attending the meeting and that a copy of the full Proposal will not be distributed at the meeting. If a hardcopy of the Proposal is needed, participants are encouraged to printout their own copy.

### **Locations for upcoming meetings**

Tues, September 3 – committee meeting at Good Shepherd Lutheran Church at 7:30pm

Thurs, September 5 – special fair board meeting to present and discuss the Proposal at Mary Lash’s house at 7:30pm

Thurs, September 19 – regular fair board meeting at Mary Lash’s house at 7:30pm

### **Agenda for the September 3rd fair reconstruction committee meeting -**

- 1) Approval of the minutes of the August 27 fair reconstruction committee meeting
- 2) Discuss and review comments and suggestions from Keith's first look at our proposal draft
- 3) Discuss and review comments and suggestions received from the fair reconstruction committee, 2013 fair committee participants and other interested people
- 4) Discuss any revisions that need to be made to the Proposal and the possible need for additional committee meetings
- 5) Discuss the final format of the Proposal

If there are no comments submitted on the posted Proposal For Change by noon on Tuesday, September 3<sup>rd</sup>, then this meeting will be canceled and we will proceed with our plans for the Thursday, September 5<sup>th</sup> special fair board meeting. Fair reconstruction committee members should watch for an email announcement on Tuesday afternoon about this meeting. We hope to have comments from Keith to discuss so please assume at this time that the meeting will be held.

### **Agenda for the special September 5<sup>th</sup> fair board committee meeting**

- 1) Background and purpose of the Fair Reconstruction Committee
- 2) Fair Vision, Mission and Purpose statements
- 3) Brief summary of the 2014 SGV 4-H Fair Plan
- 4) Content of the SGV 4-H Fair Proposal For Change
- 5) Questions
  - a) comments suggested before the meeting
  - b) open comments from this meeting

It was decided that the meeting will start promptly at 7:30pm. If Judylynn is unable to be there at the time, then Danielle Sevilla will start the meeting. It will be mentioned that during the question period that people should speak no longer than three minutes at a time and that all attending will be given an opportunity to speak. Fair reconstruction committee members should attend this special fair board committee meeting to hear the comments given so that committee decisions can be made about making any needed adjustments to our Proposal For Change.

**Adjournment** – It was moved by Noel, seconded by Peter and passed to adjourn the meeting. The fair meeting was adjourned by Judylynn at 9:18pm.

The next fair reconstruction committee meeting is scheduled for **Tuesday, September 3rd at 7:30pm** at Good Shepherd Lutheran Church (6338 N. Figueroa St., Los Angeles 90042). **Please notify Judylynn Pelling ([jlpelling@yahoo.com](mailto:jlpelling@yahoo.com)) or Noel Keller ([nkeller91711@gmail.com](mailto:nkeller91711@gmail.com)) in advance if you are unable to attend the meeting and/or you have suggestions and comments to share with the committee.**

### **Meeting attendance**

Judylynn Pelling – ERHP	Victoria Rosenfield - Scorpions
Cindy Narvaiz – Harbor Lights	Dee Keese - PVP
Noel Keller – Pomona Valley	Danielle Sevilla - PVP
Peter Michel – PVP	

Respectfully submitted,  
Noel Keller