

## **Minutes for Special Summer SGV 4-H Fair Reconstruction Committee Meeting - August 6, 2013**

Held at IHOP Restaurant (21716 Avalon, Carson CA)

The meeting was called to order at approximately 7:23pm by Noel Keller.

Posters for the 6 Cs Theory for Positive Youth Development and the Ground Rules were not posted due to the public location of the meeting.

**Minutes for this meeting** – Danielle Sevilla volunteered to take the minutes for the meeting.

**Approval of Minutes** – It was moved by Peter Michel, seconded by Cindy Narvaiz and passed to approve the July 30, 2013 committee meeting minutes as written.

**Order of Agenda** – Noel Keller suggested that we go through the agenda out of order, that the meeting would move more smoothly if we discussed new business first followed by old business. All present agreed to do this.

### **New Business**

**Appendix M – 4-H Basic Core Values** – The committee agreed that the Core Values in Appendix M should be reformatted and that two people should start the process and then provide a draft for the rest of the committee to review. Danielle and Cindy volunteered to complete this task.

**Appendix B – Youth and Adult Partnership** – The committee discussed the use of the term “partnership” and the use of the word “mentor.” It was noted that the use of “partnership” is a 4-H term and that it is coming from a higher level than the committee, and as such we are not really at liberty to change it.

There was some concern about making sure that it is clear that for purposes of the fair, this “partnership” and the adult as “mentor” means that the young people are mentored and guided by the adults but that they are given a voice in the process, they are given real responsibilities, and that they are allowed to carry out tasks that have value.

It was agreed that 1) a clear description of what it means for us is needed 2) this should be part of training on Youth and Adult Partnerships 3) there should be an evaluation process for the youth and adult directors to give feedback on what worked and what didn't work, and give suggestions for changes and improvements.

The committee reviewed the Plan for the Fair Youth and Adult Partnership of Appendix B and agreed on changes for the document. There was significant discussion on the language and ideas in number two and number 14, and the committee agreed that these should be revised. Noel Keller and Kim Espinosa volunteered to work on the revision.

The committee did not write the reference information in Appendix B, so it does not need to be reviewed by the committee for revisions; however, committee members should review the information and make suggestions on adding or subtracting from it.

The committee reviewed Judylynn's suggestions for the Youth and Adult Partnership and agreed that it should they should be incorporated into the job descriptions.

**Appendix H – Transition Plan** – The committee reviewed Appendix H in its entirety and agreed on changes to the document.

**Decide on titles and terms for use in initial proposal and document drafts** – The committee discussed various terms used in the proposal and documents and agreed on “Reconstruction Committee” for the name of our committee, “Proposal for Change” for the proposal itself, and “Ground Rules” rather than “group norms.” The committee agreed to defer to Noel on the names for the “Fair Handbook” and the “Policies and Procedure Manual,” which she may change for clarity.

**Appendix D – Plan for a Safe Space for Adults and Youth Involved in the Fair** - The committee did not have time to review Appendix D. Committee members should review Appendix D and come prepared to discuss it at the next committee meeting. If someone is unable to attend the next meeting, they may review the document and email suggestions so that the committee can consider them.

**Appendix N - Robert's Rules of Order** - The committee did not have time to review Appendix N. Appendix N is background information on Robert's Rules of Order including purpose, basic principals, and parliamentary procedure. The committee did not write the reference information in Appendix N, so it does not need to be reviewed by the committee for revisions; however, committee members should review the information and make suggestions on adding or subtracting from it. Committee members should review the document and come prepared to discuss it at the next committee meeting. If someone is unable to attend the next meeting, they may review the document and email suggestions so that the committee can consider them.

**Sending first draft to Keith, review timeline and milestones for the completion of committee tasks** – The committee discussed timeline and milestones, including sending first draft to Keith. The committee decided that it would wait until the next committee meeting to see where we are at on the documents and make a more informed decision on if changes are needed to timeline and milestones.

### **Old Business**

**Appendix G – Fair Budget** - The committee began a discussion and review of Appendix G – Fair Budget but did not have time to complete it.

There was discussion on whether the committee is reviewing the budget in order to make suggestions on the format of the budget and what should be included, or if the committee is reviewing the budget in order to approval an actual working budget for the 2014 Fair. It was noted that the committee does not necessarily have enough information to create and

approve a budget for the fair itself. If possible, both tasks will be undertaken – the Proposal for Change will include a budget format as well as a draft budget for the 2014 fair.

Committee members should review Appendix G and come prepared to discuss it at the next committee meeting. If someone is unable to attend the next meeting, they may review the document and email suggestions so that the committee can consider them.

**Appendix C – Fair Educational Goals and Objectives** – The committee reviewed the revised draft of the document and agreed on changes.

**Adjournment** – It was moved by moved, seconded and passed to adjourn the meeting at 11:00 p.m.

**Next Meeting** – The next fair Reconstruction Committee meeting will be held on Tuesday, August 13 at 7:30 p.m. at Good Shepherd Lutheran Church in Los Angeles. Please notify Noel in advance if you are unable to attend the meeting but would like to submit comments and suggestions to the committee.

**Meeting Attendance** – Peter Michel, PVP; Danielle Sevilla, PVP; Noel Keller, Pomona Valley; Cindy Narvaiz, Harbor Lights; Kim Espinosa, Harbor Lights; via telephone Victoria Rosenfeld, Scorpions

#### **Agenda for the August 13, 2013 meeting**

- A. Call meeting to order
- B. Roll Call
- C. Ask for volunteer to record the minutes of the meeting
- D. Approval of the minutes – August 6, 2013
- E. Old Business
  1. Discuss Appendix G – Proposed 2014 Fair Budget draft 8/6/13
- F. New Business
  1. Discuss Appendix D – Plan for Safe Space for Adults and Youth involved with the Fair draft 7/23/13
  2. Discuss Appendix M – 4-H Basic Core Values new draft – draft 7/23
  3. Discuss Appendix N – Robert’s Rules of Order draft 8/6/13
  4. Discuss sending first draft to Keith and discuss timeline and milestones
  5. Set the agenda for the next committee meeting (date to be determined, in case an additional special meeting is scheduled)
- G. Adjournment

Meeting minutes submitted by Danielle Sevilla.

#### **Attachments**

**Appendix B – Fair Youth and Adult Partnership Plan**

**Appendix C – Fair Educational Goals and Objectives**

**Appendix H – Transition Plan for the leadership of the 2014 SGV 4-H Fair**