

Minutes for

Summer SGV 4-H Fair Reconstruction Committee meeting – September 3, 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 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 Peter Michel, seconded by Noel Keller and passed to approve the August 27th, 2013 committee meeting minutes as printed and distributed.

Old Business

Comments from Keith on submitted Proposal For Change

Keith Nathaniel provided the following comments from his initial review of our SGV 4-H Fair Proposal For Change – draft 8/15/2013.

“Generally speaking I like the document. I wonder if it's too dense? Can some appendices be consolidated or referenced? I'm afraid folks will not read and absorb the process if it's too layered. Where can we economize for more efficiency?”

I think what the team has laid out is a far more effective and transparent process and will make for a better fair experience for all. I especially like the re-focus on youth development.”

The committee discussed Keith's comments and were pleased that Keith was not suggesting any changes to our Proposal For Change Plan. The Committee felt that the current outline and format of the Proposal was appropriate for the task we were given, would be helpful as a reference and for training, and provided the detail that was needed to eliminate confusion during the transition to the new fair leadership structure. We know that there is redundancy in the some of the appendices, but that redundancy holds the documents together while allowing the appendices to be stand-alone documents for reference. We felt we were asked for specific plans to be established and our appendices line up with those plans and concepts that were requested by the 4-H Office. The committee decided to keep the outline and format of the Proposal the same, but to try to make the seven pages of the Proposal document more “reader friendly” including a brief statement about the structure and use of the Proposal For Change document information.

Revisions to the Proposal document

The committee went through the seven pages of the Proposal document and made some grammatical changes to clarify and make the points more readable. Noel agreed to make the changes into the Proposal document in time for the September 5th special fair board meeting. See the attached document for the resulting Proposal document. The revisions will be reviewed at the next Committee meeting.

Dee agreed to make 20 back-to-back copies of the Proposal document (pages 1-7) for the Sept. 5th meeting. Noel was asked to get Dee the revised Proposal document by noon on Sept. 5th so the copies can be made.

Posting the Proposal for review and comments

The current draft (8/15/2013) of the Proposal For Change including the few additions from the August 27th fair reconstruction committee meeting were made available early on August 30th on the fair website and by email for review and comment by the full fair reconstruction committee and the 2013 fair committee participants. Along with the Proposal, there was a comment form available, which included the person's name and club, what section, page and item number being referenced and the comments on that item.

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 was 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 was mentioned that the comments are due by online form, fax or by email to Judylynn or Noel by noon on Tuesday, September 3rd. We announced the special fair board meeting on September 5th to discuss the proposal and comments. We mentioned 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 was needed, participants were encouraged to printout their own copy.

New Business

Comments from Posting the Proposal for Review and Comment

Comments on the Proposal were received from the following people:

Meghan Tahbaz – PVP - youth

Shannon Chen – PVP - youth

Noel Keller Pomona Valley

Mike Spaziano - Greenleaf

The Committee was pleased that only positive comments about the Proposal were received. There was one comment about the fair being run for 2-days to raise more money, but the Committee felt that that comment was not appropriate for consideration by our Committee.

What comes after the approval of the Proposal For Change

Noel mentioned that there is still work to be done by the Committee after the final draft of the Proposal For Change is approved. The *SGV 4-H Fair Policies and Procedures Manual* and the *SGV 4-H Fair Handbook* need to be updated with the concepts of the Proposal before the October fair board meeting. Noel suggested that an initial draft of those updates should be done so the Committee could discuss and finalize the needed updates. It was decided to discuss this topic further after the special fair board meeting on Sept. 5th. At that time, we would know more about any additional changes that need to be made to the Proposal. Noel will consider making the initial draft of those updates needed to the Manual and Handbook.

Review of Agenda for the special September 5th fair board committee meeting –

No changes made. Judylynn Pelling will run the meeting. The Committee agreed that Daniel Espinosa should be encouraged to attend this meeting, if possible, so he will be better prepared to run the Sept. 19th fair board meeting as the 2013 SGV 4-H Fair Youth Executive Director.

- 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.

Agenda for the brief Fair Reconstruction Committee meeting which will follow the special September 5th fair board meeting

- 1) Approval of the September 3rd committee meeting minutes
- 2) Review of the Sept. 3rd revisions to the Proposal document
- 3) Discussion of comments and suggestions from the earlier Sept. 5th meeting
- 4) Discussion of changes and adjustments that need to be made to the full Proposal packet
- 5) Set the agenda for the September 19th fair board meeting
- 6) Review the plan for the Proposal presentation for the Sept. 19th fair board meeting
- 7) Needed updates to the P&P Manual and the Handbook
- 8) Review timeline and milestones for the completion of our committee task

Adjournment – It was moved by Peter, seconded by Noel and passed to adjourn the meeting. The fair meeting was adjourned by Judylynn at 8:50pm.

The next fair reconstruction committee meeting is scheduled for **Thursday, September 5th** after the special meeting for the fair board for discussing the Proposal For Change, expected to start at about 9:05pm at the home of Mary Lash (9597 E. Foster Road, Downey, CA 90242). **Please notify Judylynn Pelling (jlPELLING@yahoo.com) or Noel Keller (nkeller91711@gmail.com) in advance if you are unable to attend these meetings and/or you have suggestions and comments to share with the committee.**

Meeting attendance

Judylynn Pelling – ERHP
 Noel Keller – Pomona Valley
 Peter Michel – PVP

Dee Keese – PVP – on the phone
 Danielle Sevilla – PVP – on the phone
 Rick Herbert – PVP – on the phone

Respectfully submitted,
 Noel Keller

Attachment:
 Proposal document for SGV 4-H Fair – 9-3-13