

**San Gabriel Valley 4-H Fair
Board Meeting – January 15th, 2015**
at Mary Lash’s home (9497 E Foster Road, Downey, CA)

Meeting was called to order at 7:42 pm by youth Executive Director Meghan Tahbaz. The American and 4-H pledges were led by Meghan. The meeting ground rules were posted on the wall. An attendance sheet was passed around.

Minutes Approval – It was moved by Dee Keese, seconded by Camille Norczyk and passed to accept the minutes of the November 20th fair board meeting as emailed out and posted on the fair website.

Treasurer’s Report – It was moved by Camille Norczyk, seconded by Mary Lash and passed to accept the Treasurer’s Report as presented and file it for audit. There was no income and no expense since the last report and the account balance was \$15,594.61.

Old Business

Fair Manual Approval – Over the summer a fair subcommittee reviewed the fair Handbook and Manual. Since then the fair directors and chairs have been asked to review the updates, corrections and additions to the manual, along with making suggestions for manual changes. The latest version of the SGV 4-H Fair Policies and Procedures Manual for 2015 was posted on the fair website on December 19 and there has been no requested changes since then. It was moved by Noel Keller, seconded by Dee Keese and passed to approve the Manual (v.8) that is currently on the fair website. Noel will forward to Peter the manual appendices from the Proposal For Change that are referenced in the fair manual that should also be posted on the fair website.

Club representatives to fair board – For the Macy 4-H Club, Mike Lopez will be the adult representative and Johnathan Martinez will be the youth representative on the fair board. Harbor Lights 4-H Club still does not have a youth representative. Cindy Narvaiz should be contacted to find out about the Harbor Lights 4-H Club youth representative to the fair board.

Group Introductions – Everyone present at the meeting introduced themselves.

Fair Committee Roster – Shannon Chen has compiled a roster of fair directors, chairs and club representatives, and emailed it out to the fair committee, who should now review the roster for accuracy and omissions. Please email any corrections or additions for the fair roster to Shannon by Jan. 23. She will update the roster with the new information and then email out a revised roster.

New Business

Fair director reports

Assistant Executive – Dee Keese reported that she has been in contact with the fairgrounds about the contract and that Dawn Fuller in the 4-H office is working on the insurance for the event. We can use the horse rink with no extra charge and it is okay for us to have an archery competition there. Phil from the Fullerton School District has expressed interest in again sharing the fairgrounds with us in

April. Dee suggested we consider having an archery competition at the fair this year. Only members enrolled in an archery 4-H project would be eligible. Dee suggested that we have a special form, for liability purposes, signed by the leader to insure that the member in the archery contest is enrolled in the archery project and has had the appropriate training for archery contests.

Home Economics – Marjorie Rodriguez reported that they are working on getting judges. She wants to know by the next fair board meeting which other fair departments would like to have her judges judge items from their sections, such as Primary or Beginning 4-H, so she can plan the correct number of judges that she'll need. She suggests that all Food Preservation entries should be judged by her knowledgeable judges due to the strict guidelines for preparing the entries.

Administrative – Rick Herbert mentioned that entries will be handled like last year. Entry forms due April 1, but two copies of the entries can be turned in at the April fair board meeting. Bob Sylvest is checking with a donor on a new club trophy, perhaps for Goats. Still looking for a Building and Grounds Chair. For publicity, Peter Michel will be asked to send copies of last year's flyers to Danielle and Rick. The flyers and forms will be sent out for updating and then sent back to Rick and Danielle. Publicity for the fair will go out to the local media so it will appear the week before the fair. The fence banners will go up on the fences as early as the Monday before the fair. It was moved by Rick Herbert, seconded by Dee Keese and passed for Rick to spend up to \$300.00 for a new portable PA system which is currently on sale. Danielle offered her husband to be the Security Chair. It was moved by Dee Keese, seconded by Mary Lash and passed to add "Class 9 – Archery competition" to the SGV 4-H Fair Handbook section on Shooting Sports.

Large Livestock – Alexa Sutter mentioned that Barbara Crane will be a judge for goats. The horse show at the fair this year would be in the form of a demonstration rather than a competition.

Activities – Debbie Treadwell reported she had reviewed the Activities part for the fair Manual and had no changes. She reported that the interviews for the Honor Court would occur on Sunday, March 8 from 10am-noon at the Treadwell's house, 624 E Grand Ave, Pomona. An interview questionnaire will be sent by email. She needs to know the honor court names, email addresses and phone numbers. The honor Court members can send in a photo of themselves and the completed questionnaire and call in for the interview if unable to attend in person.

Finance – Mary Lash mentioned that she still needed to know in advance if any of the fair sections needed a cash box and/or start up money. Mary will update the BBQ flyer. BBQ reservations should be sent to Mary. She is still working on the menu for the BBQ and the costs. If possible, she would like one check per club for the BBQ reservations. Dee Keese indicated that she would donate three cash boxes to the fair for use by the Opportunity Table, the live Auction and Administration. Having food items for sale will be put on the agenda for the next fair board meeting.

Arts and Crafts – Debbie Treadwell reported that they have three judges and are working on getting three more.

Small Livestock – no report

General Plants and Animals – no report

General and Other Projects – no report

Primary – no report

Publicity – review publicity information, including but not limited to dates, schedules, forms and procedures, for fair – this was mostly discussed during the Administrative Director’s report. All fair entry forms, flyers, website and flysheet should be finalized at the next fair board meeting. All publicity materials should be ready by County Judging Day. Be prepared to have all these items voted upon and approved at the February fair meeting.

Fair website – presentation and voting on updates to the website – Suggestions for updates and changes to the fair website should be sent to Peter Michel by February 1, and then will be voted on at our next fair meeting.

Fair Theme – Building the Future One Step at a Time – How can the fair theme be more incorporated into the fair? How to make more of the fair theme in the event? Several suggestions were offered including the following:

- fair centerpiece contest – entries could be displayed on the edge of the stage
- table activities involving the theme (coloring pictures, etc.)
- Honor court could make something special involving the theme – Honor Court probably too busy
- have a general fair entry category for the theme

Will discuss this further at our next meeting. Give suggestions for this to Danielle or Meghan.

It was the first time Macy 4-H Club had representation at one of our fair board meetings. We thanked the members of the Macy 4-H Club for their participation in the meeting and asked what they might like to work on for the fair. Johnathan asked if we did recycling at the fair. We mentioned that it had not been done last year at the fair, but had been done years before. Johnathan expressed some interest in helping with recycling this year.

Adjournment – It was moved by Rich Herbert, seconded by Dee Keese and passed to adjourn the meeting. The fair meeting was adjourned at 9:10pm.

The next fair meeting is Thursday, February 19th, 2015 at 7:30pm at the home of Mary Lash.

Those who attended this meeting included the following:

Marjorie Rodriguez	Noel Keller	Dee Keese	Rick Herbert
Meghan Tahbaz	Mary Lash	Mike Lopez	Johnathan Martinez
Danielle Sevilla	Camille Norczyk	Johanna Stewart	Aidan Gallarzo

Those who attended the meeting online included:

Debbie Treadwell	Marie Sutter
Shannon Chen	Alexa Sutter

Respectfully submitted,
Noel Keller