

San Gabriel Valley 4-H Fair

Board Meeting – February 16th, 2017

at Mary Lash's home (9497 E Foster Road, Downey, CA 90242)

Conference call (605) 475-3220 Access Code 758600#

The meeting was called to order at 7:38pm by youth Executive Director Camille Norczyk. Camille lead the American and 4-H pledges.

Roll Call and Quorum Check – An attendance sheet was passed around and it was determined that a quorum for the meeting was present or online. The meeting Ground Rules were posted on the wall.

Treasurer's Report – Mary Lash reported that there was no fair income or expenses since our last meeting and that the fair account balance was \$14,685.04. The money from the Greenleaf 4-H Club 2016 fair pizza fundraiser has still not been received yet. It was moved by Noel Keller, seconded by Liliana Brown and passed to approve the Treasurer's Report and file it for audit.

Minutes Approval – It was moved by Mary Lash, seconded by Judylynn Pelling and passed to accept the minutes of the January 19th fair board meeting as posted on the fair website. In addition to posting the minutes on the website, the minutes were emailed out to the fair directors for whom Noel had email addresses, so they can read them and pass them onto their chairs.

Old Business

Riverside County 4-H fair participation – Betty Gregory reported that there was still some interest in the Riverside 4-H program for their Large Livestock members to participate in the 2017 SGV 4-H Fair. They are looking into some seminars that might be given at the fair. The Small Livestock Riverside members have another event that day and are not interested in participating in our fair this year. Betty will let us know when Riverside has decided for sure if they will participate.

Fundraising –Danielle Sevilla looked into the opportunity to sell Sees Candy as a fundraiser for the fair. A minimum of \$500.00 would need to be sold. It was decided that it is too late this year to start a fundraising activity for this year's fair. During the summer, Danielle will look into some options for next year and present them early in the Fall so we would have enough time to plan some fundraising efforts.

Fair Schedule – It was decided to move around some of the fair activity times so that people will be able to go to more things. The fair schedule would now include the following:

10:00 AM - 12:00 PM - Activities, games & crafts (outside)

10:30 AM - 11:30 PM - Hobby Horse & Round Robin

11:00 AM - 3:00 PM - Food Concession is open for lunch

12:00 PM - 1:00 PM - Honor Court Auction & Lunch (judging & activities stop for lunch)

1:00 PM - 1:30 PM - SGV 4-H Fair Fashion Show

1:30 PM - 2:30 PM - Archery Competition (small livestock area)

2:30 PM - 3:30 PM - Horse Exhibition (horse arena)

2:00 PM - 4:00 PM - Opportunity table auction, Silent Auction & Food Auction

4:00 PM - 5:00 PM - Show Your Talent Show (sign-ups @ 3PM)

4:00 PM - Food Concession Stand CLOSES

5:00 PM – Large & Small Livestock check-out (after pens & cages are left clean)

After Awards Ceremony – Begin to check-out entries

After Awards Ceremony – Begin to clean-up

Club leaders should remind their members that fair entries cannot be taken from the fair display area until after the Awards Ceremony. Signs and announcements at the fair should also remind people not to remove their entries early from the fairgrounds. If someone needs to leave early, then they should arrange for someone else to pick up their entries after the Awards Ceremony. This does not apply to Small and Large Livestock entries, which may be checked out starting at 5pm after their pen or cage area is left clean.

Fair Flysheet – The 2017 SGV 4-H Fair Flysheet was discussed. The flysheet will be much the same as last year with the current year's fair theme and date updates. The above fair schedule changes will be made on the flysheet. It was moved by Mary Lash, seconded by Abigail Wright and passed to approve the 2017 flysheet for the fair. Noel Keller will make the updates and send the 2107 fair flysheet to Peter Michel to post on the fair website.

New Business

Director Reports

Administration –

Judylynn Pelling reported that she is still looking for an adult Awards Chair. Alexa Sutter mentioned that her mother would be willing to help with the awards on the day of the fair. Julia Brown is the youth Awards Chair. Bob Sylvest should be contacted for the inventory of awards left from last year. The awards are currently stored at Dee Keese's house. When it is determined what awards need to be ordered, Noel Keller should be informed so she can arrange for those awards. Noel will also arrange for the engraving of the awards after the fair.

Judylynn wanted it clarified that the Activities fair area was in charge of decorating the fair stage.

It was suggested that the Southern Area Director John Trammell should be contacted about borrowing sound equipment for the fair. The Area currently has sound equipment available. Youth Xavier Cruz of Macy 4-H Club is currently on the state/area "tech" team.

Home Economics – Victoria Rosenfield would like to be able to display quilts at the fair. It was suggested that description and history information should be displayed with the quilt. It was suggested that the person providing the quilt should arrange for displaying the quilt along with the information "card" for the display.

Finance – Abigail Wright will be replacing Elizabeth Wright as youth Finance Director.

Large Livestock – It is not known yet if there will be a Horse Show Demonstration at the fair.

Honor Court interviews – The fair honor court interviews will be held on Saturday, March 4th at 9am at the home of Dee Keese.

Camille Norczyk email address – Youth Fair Executive Director Camille Norczyk has a new email norczykcamille@gmail.com, but her email Camille.612@hotmail.com also still works.

Fair Details – Peter Michel is still waiting for the fair information for the fair website. Please look at the forms and flyers on the fair website and send Peter the needed updates by Feb. 25. Peter will attempt to update the forms, flyers and website with the current fair dates and theme, but directors should still proof the changes on the website for their fair area.

Fair Roster – The fair roster is still not complete. All fair directors should ASAP email Camille the names, position and contact information for their current area chairs. If directors prefer not to designate a specific position for a person, the person will be listed as General for that area. The roster names and positions will appear on the fair website and the fair program.

Fair Program – The fair program is not complete yet. Camille will need to forward the roster information to Peter Michel so it can be included in the tri-fold fair program, along with the new schedule changes. If no person is designated for a chair position, the chair position will not be included in the program.

2017 Survey/Evaluation – It was discussed that the survey was good last year and that we should do the same type of survey for this year. Bob Sylvest should be contacted about last year's survey. There should be signs at the fair to encourage people to fill out a 2017 fair survey. This will be discussed further at the next fair committee meeting.

Publicity/fair posters – Rick Herbert should be contacted about the fair posters from last year. People will be needed to put the posters on the fairground fences on the Monday before the fair. It was suggested that the fair posters should be brought to the March fair committee meeting so there is time to repair any of the posters before the fair.

When the fair website is ready with the current fair information, information about the fair should be sent out to clubs so they know to look at the fair website for the details. As NSG and SSG club and not attending fair planning meetings, Macy, Altadena Foothills and Beverly Hills Heart Helpers 4-H Clubs should particularly be sent the fair information and encouraged to participate.

Trash/Recycling – It was mentioned that a dumpster has not been donated for our use at the fair the last several years because we have not anticipated much livestock trash due to low numbers of entries in this area. The livestock trash has been included with the other fair trash. If we expect an increase in the large livestock entries, we should reconsider the need for a dumpster. Betty Gregory will let us know if Riverside County will be having Large Livestock entries for our fair. If needed, we could perhaps try to startup getting a donated dumpster for the fair or ask Riverside to make arrangements for a dumpster.

Signs at the fair – Informational signs at the fair are important to let people know the fair guidelines and schedules. We should remember to post the fair conduct guidelines, activity schedules, check-out rules, BBQ dinner option and survey/evaluation option. Signs should be posted inside and outside.

Help during clean-up after the fair – Abigail Wright mentioned that there was not much help last year after the fair in getting the small livestock cages back into the storage area. It was discussed that perhaps the livestock participants should help with moving the cages, but it was

noted that the cages are not individual cages. Participants would have to wait around for all participants in their cage group to be ready to check-out and this did not seem workable. It was then further discussed that all fair directors should be helping with clean-up of their areas and then helping others. If directors outside need additional help with clean-up, they should let directors inside know. The directors inside are more aware of who and what needs help inside, but should be willing to assist others outside.

Fair committee meeting dates – The next two fair board committee meeting dates are March 16 and April 13. The meetings will be held at the home of Mary Lash. Camille would like directors to finalize their evaluators (judges) by the March meeting.

Director Reports – We want to have the plans for our fair to be progressing. Fair directors should be prepared to give a brief status report on the planning for their area at fair board meetings. Youth and adult directors should be working together on their area plans. Preferably, the status report should be given by the youth director for the area. If you cannot participate in the meeting, please email your report to Camille (camille.612@hotmail.com) before the meeting so she can present your area status report.

Adjournment – The fair meeting was adjourned at 9:08pm.

Those who attended this meeting included the following:

Noel Keller	Camille Norczyk	Patrick Kam	Abigail Wright
Mary Lash	Marjorie Rodriguez	Ashlyn Spaziano	Leila Nuryen

Those who attended the meeting online included:

Judylynn Pelling	Alexa Sutter	Wesley Rich	Georgia Pike
Danielle Sevilla	Liliana Brown	Betty Gregory	Michelle Sylvest

The next fair board meeting is **Thursday, March 16th, 2017** at 7:30pm at the home of Mary Lash.

Reminders for the next meeting:

- Read the minutes of this meeting and be ready to vote on approving/correcting them.
- Directors should be prepared to present a brief status report on the preparation being done for their area in the fair. At each meeting a brief fair area report should be given so that we know that the fair preparations are moving forward and if any problems have developed. If they cannot participate in the meeting, please email the status report to Camille (camille.612@hotmail.com) in advance of the meeting so she can present the report.

Respectfully submitted,
Noel Keller