

**San Gabriel Valley 4-H Fair
Board Meeting – April 14, 2016**

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

Meeting was called to order at 7:24pm by youth Executive Director Camille Norczyk. Camille led the Pledge of Allegiance and the 4-H pledge.

Roll Call and Quorum Check – An attendance sheet was passed around and those attending on the conference call were noted. It was determined that a quorum for the meeting was present. The meeting Ground Rules were posted on the wall.

Treasurer's Report – Mary Lash gave the Treasurer's Report as follows:
Bank Balance was \$15,002.69. After paying for the fair awards, use of the fairground and some food, the current balance as of March 31 was \$11,625.79. Rick Herbert moved, Liliana Brown seconded and it passed to accept the Treasurer's Report and file it for audit.

Minutes Approval – It was moved by Rick Herbert, second by Abigail Wright and passed to accept the minutes of the March 17th fair board meeting as posted on the fair website.

Old Business –

PA System – Peter Michel will bring his PA system for use inside the building. The South Section Short Circuit Crew will be asked to borrow their PA system for use outside at the fair. Amanda Penicks is an advisor for the South Section tech team and will be contacted.

Fair Banners – A large "Keepin' It Fresh" banner was borrowed from South Section Council for use on the stage. Two fair banners were donated and will be used outside on the fence to advertise the fair.

New Business

Fundraising –Danielle Sevilla reported that PVP 4-H Club raised \$231 with their pizza fair fundraiser. Greenleaf 4-H Club will have their pizza fundraiser on April 18th. Noel mentioned that the Pomona Valley 4-H Club still was hoping to have a pizza fundraiser, but after the fair. Danielle mentioned that she was uncertain if that would be possible. Danielle will check with the office and get back to Pomona Valley about it.

Director Reports:

Assistant Executive Director - Danielle Sevilla reported that she checked with the fairground about our concerns. The kitchen is reported as being in order. There were two items noted as follows: 1) bales of hay for archery are not usually available and we should check back with them on Friday or Monday to see if we need to bring them and 2) the show ring will be cleaned up with no trash, but light shavings are part of the ring.

Administration – Each area director should still send a list of their chairs to Shannon Chen for the fair roster and the fair program. If not already done, youth directors should email a photo of themselves to Shannon Chen (chen.shannon@cox.net). If there are any errors on any of the fair forms, please contact Peter Michel immediately so they can be corrected. Fair banners on the

grounds fences will go up on Monday. Fair awards are ready. Bob Sylvest showed the card that will be used for presenting Best of Show medals. Tonight fair entry forms, club rosters, club project rosters, project counts and entry fee checks are due. One copy of the entry forms should go to Rick. The other copy should go to the Area director for the entry. Peter Michel had copies of the fair program for final proofing.

Large Livestock – Large Livestock entry forms should be given to Dee Keese tonight. Alexa and Betty were not present at the meeting.

Silent Auction and Opportunity Table – Remember to bring your club baskets and other items for the silent auction.

Camping – Be sure to let Kathy Richards know in advance if you are planning to camp at the fairgrounds. If no one mentions in advance that they will be camping, the option will not be available.

Finance – Mike Spaziano mentioned that in the past there has been an anonymous donor who has paid for all the concession expenses so what is sold is all profit. He will check to see if this will happen again this year.

Activities – Jill Okamoto and Joanna Cao will run the Show Your Talent activity. A flyer for the opportunity should go out. Club leaders are asked to let their members know about the opportunity. Camille will try to locate her flyer from last year and send it to Debbie.

General Plants and Animals – Ready to go.

Home Economics – Victoria Rosenfield will not be able to be at the fairgrounds on Friday so youth director Katherine Cao will handle the set up and receiving entries on Friday. Noel collected the fair entries for this Area at the meeting so she could give them to Katherine Cao.

Small Livestock – Peter Michel reported that there will be no dog show this year. There was only one entry, so the show has been canceled.

Tablecloths – Peter Michel will purchase two rolls of green plastic and two rolls of white plastic for covering the tables at the fair. If he is unable to do that, he will inform by Mike Spaziano by Wednesday evening and Mike will do it.

Fair Event Survey – Bob Sylvest reported that he has updated the SGV fair survey on Survey Monkey from last year. He made two changes: 1) he asked if people knew what the fair theme was this year and 2) changed the questions to be more positive. There are the same number of questions as last year. Last year there was not much response – about 38 surveys submitted. This year Bob will email out the link for the survey to the club enrollees. He will email the survey link out on the evening of the fair and request that the survey be completed in about two weeks. He will report the results of the survey at our next fair board meeting.

Entry, judging and award processing procedures - Judylynn Pelling asked if there were any questions about processing the entry forms, judging and giving the awards. She reminded us about the following:

- Set up your judging sheets from your entry forms before coming to the fair on Friday.

- When you are setting up your judging sheets, leave holes in the numbering so there is room for late entries. Mark entry numbers on entry tag, entry form and judging sheet in red. The red entry numbers in your Area should be unique so items are easily found for judging.
- Late entries will be processed at the fair by first going to the Administrative table to be processed (late payment made and two copies of the entry form received) and then the member takes the entry and one of the entry form copy to the appropriate fair section, where it will be checked in, given an entry number on its entry form and tag, and added to the appropriate judging sheet. A note will be made to indicate that the late entry is not eligible for a special Judges Choice or Best of Show award.
- There should be no hesitation in giving a red or white ribbon if a blue ribbon is not earned.
- Write comments so they are readable. Write in pencil so comments can be adjusted if needed.
- There should always be comments about ways to improve the entry if a blue ribbon is not given.
- Try to provide at least two comments about what was liked about the entry before indicating comments for improving the entry.
- Only one award should be given to an entry – ribbon, rosette, medal or trophy. Give the highest award earned by the entry, not a Blue ribbon and a Best of Show medal.
- There will be no general judges orientation this year. Directors should run an orientation for their judges including additional comments about judging their particular departments.

Nominations for 2017 SGV Executive Directors – Youth Camille Norczyk and Adult Marjorie Rodriguez were nominated for youth and adult 2017 Executive Directors. Additional nominations and the election of the 2017 Fair Executive Directors will occur at the May fair board meeting.

Adjournment - The fair meeting was adjourned at 8:17pm.

Those who attended this meeting included the following:

Noel Keller	Marjorie Rodriguez	Judylynn Pelling	Dee Keese
Camille Norczyk	Mary Lash	Victoria Rosenfield	Ashlyn Spaziano
Abigail Wright	Elizabeth Wright	Rick Herbert	William Brown
Liliana Brown	Johanna Steward	Mike Spaziano	Bob Sylvest
Peter Michel	Shelly Roth		

Those who attended the meeting online included:

Shannon Chen	Debbie Treadwell	Kiran Ekanayake
Julie Sylvest	Alexa Sutter	Michelle Sylvest
Danielle Sevilla	Marie Sutter	Phil Sutter

The next fair board meeting is **Thursday, May 19th** at 8:17pm 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.
- Bring nominations for the 2017 youth and adult fair executive directors.

Respectfully submitted,
Noel Keller