

San Gabriel Valley 4-H Fair

Board Meeting – May 15th, 2014

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

Meeting was called to order at 7:07 pm by youth Executive Director Meghan Tahbaz. Meghan lead the American and 4-H pledges.

Minutes for this meeting – Shannon Chen agreed to take the minutes for the meeting.

The **Ground Rules** for the meeting were posted on the wall.

Minutes – It was moved by Rick Herbert, second by Dee Keese and passed to accept the minutes of the April 17th committee meeting as printed.

Treasurer's (Finance) Report – It was moved, seconded and passed to accept the Treasurer's Report as presented and file it for audit. There is still some outstanding income and expenses for the 2014 fair.

New Business

Distribution of engraved trophies and plaques - All the earned fair trophies and plaques that we had were engraved with this year's winner's name and given to the clubs. A few trophies were still missing so they could not be engraved. At the September fair meeting, it will be decided what to do about the missing perpetual trophies – replace or wait longer to find them.

Director notebooks

2014 fair directors were asked to update their director notebooks over the summer so the notebooks will be ready by the September fair meeting.

Evaluation of 2014 SGV 4-H Fair

Kim Espinosa compiled into a report the comments and suggestions from the 2014 Fair Evaluation forms. Kim's report will be put up on the fair website for all to look at during the summer so they can come to the September meeting with their ideas of what might be done for the 2015 fair. Comments about the report should be emailed to Kim by July 4th. Those attending the meeting were asked for their additional comments of evaluation for improving the fair next year. See the attached listing of those comments.

Sweepstakes Trophy – It was moved by Dee, second by Kim and passed that the fair Sweepstakes Trophy should be a perpetual trophy that is larger than the prior sweepstakes trophy and is held by the winning club for just that following year.

New project club trophy – If someone wants to donate a new project area club trophy, it should be done by January so the trophy can be listed in the fair program and handbook. Someone has indicated some interest in donating a trophy. The topic was tabled until the fall.

Entry Tags – It was moved by Dee, seconded by Dryden, and passed that all entry tags should be complete including the project leaders' signatures. Project leaders must make sure that entry tags are filled out properly and correctly.

Subcommittee to update the fair Handbook and Policies and Procedures Manual

A subcommittee was established to review and suggest updates to the fair Handbook and Policies and Procedures Manual during the summer. Their goal would be to present their update suggestions at the September fair board meeting. Noel, Dee, Danielle, Judylynn, Dryden and Kim volunteered to be on the subcommittee. Their tasks would include making departments for all trophy categories not currently existing such as Graphic Arts, instructions for determining the club trophy winners, and aligning the terminology of the Manual to match the Handbook. Update suggestion for the fair Handbook and Manual were requested to be sent to Danielle Sevilla by July 4th. Danielle will forward the suggestions to the subcommittee.

Election of Fair 2015 Executive Directors:

Danielle Sevilla and Meghan Tahbaz volunteered to be Executive Directors for the 2015 SGV 4-H Fair. There were no other nominations. They were elected as the Executive Directors for next year’s fair.

Election of remaining 2015 fair directors

The remaining 2015 fair directors will be elected at the September fair board meeting. Nominations for the directors should be sent to Danielle or Meghan. The department chairs will be elected at the October fair board meeting.

Adjournment - The fair meeting was adjourned at 9:07pm.

The next fair meeting is Thursday, September 18th at 7:30pm at Mary Lash’s home.

Those who attended this meeting included the following:

Shannon Chen	Noel Keller	Dee Keese	Dryden Unszusz
Meghan Tahbaz	Mary Lash	Cindy Narvaiz	Kim Espinosa
Danielle Sevilla	Rick Herbert	Marjorie Rodriguez	Johanna Stewart
Judylynn Pelling			

Those who attended the meeting online included:

Trudy Del Ponti	Wesley Rich
Bob Sylvest	Daniel Espinosa
Madeline Del Ponti	

Respectfully submitted,
Shannon Chen

Attachment for minutes of May 15th, 2014 SGV 4-H Fair board meeting

Recommendations/suggestions for Fair 2015 at the meeting included the following:

Exhibits – Parents did not get to see exhibits. They need more opportunities to see their work. Also, the caution tape keeps getting pushed over. Ribbons should be placed on the projects quickly so that kids won't push caution tape over.

Activities – There should be a dance for teens. Food auction took too long. Usually, opportunity table is very crowded with items that it is hard to see what is offered. Interviews for honor court should be scheduled better. Directors should also keep in touch with each other so that duties that come up won't be thrown on to someone else unexpectedly. Also, the fair scenery should be made more aesthetically pleasing; banners and posters should focus on one theme. Then the fair would have a more focused theme and be more exciting.

Fair – the fair agenda should be organized so that activities do not conflict with each other.

Awards – use pins and medals instead of trophies. That way the children would be more excited.

Activities - More activities at the fair so there is no free time and it is less boring. Announce the times of the activities. Have a class in the sewing project. Better announcing of the activities.

Cat Show – keep it in one place

Showmanship – have it between 8-9am. Have Poultry showmanship first.

Fair Handbook and Manual – review and update over the summer

Fashion Revue – add fashion revue to the fair next year

Caution tape - the tape was up too long. People wanted to see the exhibits sooner.

Honor Court – ask clubs to volunteer to create a food basket. It is not fair to require the honor court members to make the food baskets for the auction.

Showmanship – Increase the difficulty of questions for showmanship for the senior level. Update the judges' guidelines. Run showmanship in the afternoon. Run showmanship more like a class with members can learn more about showmanship and livestock judging.

Incorrect categories – Auction, Baked goods, and Foods & Nutrition are placed in the wrong categories. Leaders and members should pay more attention to where items are entered. The leaders should check that the item is entered in the correct category.

BBQ reservations – BBQ reservations should go to Mary. There were more people than expected for the BBQ resulting in a shortage of food.

Suggested food item – Lasagna (no, ovens not hot enough)

Food Auction – took too long

Dog Show – too long

Checklist – have a checklist of tasks for the directors, including the Executive Directors

Hobby Horses – better location for the activity, too close to Fullerton activities

Awards – get the awards on entries quicker

Food – offer coffee during the meal; having a variety of desserts out was good; offer a vegetarian meal

Opportunity Table – too crowded

Directors – Directors should hold at least one meeting during the year outside of the monthly fair board meeting for their chairs, etc. Directors should touch base with their chairs at least once a month.

Call in system for fair meeting – a better call-into-the-meeting system should be used such as Skype or Adobe Connect

Camping – there should be activities planned for the campers

Fair evaluation form – should be improved and made simpler to process

Dust pan – bring a dust pan to help with cleanup