

**San Gabriel Valley 4-H Fair  
Board Meeting – Thursday, May 17, 2018  
Held at the home of Mary Lash (9497 E Foster Rd., Downey, CA)  
Conference call (605) 475-3220 Access Code 758600#**

In these minutes,  
Park refers to Ernie Howlett Park  
School refers to Valmonte Elementary School.

Although Betty Mullen Adult Fair Executive Director was on the conference call, the Adult Assistant Executive Director Dee Keese decided to call the meeting to order and run the meeting at 7:35pm. Alexa Sutter led the Pledge of Allegiance and the 4-H Pledge.

**Roll Call and Quorum Check** – Attendance was taken and it was determined that a quorum for the meeting was present. There was no official agenda sent out for the meeting a week in advance or present at the meeting so the meeting was not properly called (announced). Although a suggested agenda prepared from the SGV 4-H Fair Procedures and Policies Manual was offered to Dee, she did not accept the suggested agenda.

Those who attended the meeting in person included:

Noel Keller	Rick Herbert	Dee Keese	Judylynn Pelling
Mary Lash	Johanna Stewart	Marie Sutter	Alexa Sutter

Those who attended on the conference call included:

Betty Mullen	Andrew Nunley	Lucia Brown	Nicoleene Yunker
Wesley Rich	Marina Krishmar	Patrick Kam	Alexander Nunley
Kiran Ekanyake			

**Minutes Approval** – It was moved by Judylynn, seconded by Rick and passed to accept the minutes of the April 19, 2018 fair board meeting as published, with the correction of the time that the food trucks would be available at the School to 9:30am, not 8:30am.

**Treasurer’s Report** – Johanna reported that for the month of April there was income of \$625 in fair entry fees and \$729 in auction sales, plus expenses of \$957.77 for award and engraving costs, resulting in a new bank balance of \$13,928.08. It was moved by Rick, seconded by Marie and passed to accept the Treasurer’s Report as presented.

**Director Reports** – none given

## **Old Business**

### **Nominations for Adult and Youth Executive Directors for the 2019 SGV 4-H Fair –**

At our April fair board meeting, Betty Mullen had been nominated for 2018-2019 Adult Executive Director and Kiran Ekanayake had been nominated for the 2018-2019 Youth Executive Director. Both since then decided to decline their nominations. At this meeting Nikki was nominated for the 2018-2019 Youth Executive Director. There were no other nominations. It was moved by Rick, second by Marie and passed to elect Nicoleene Yunker as the 2018-2019 SGV 4-H Fair Youth Executive Director. Judylynn was nominated for the 2018-2019 Adult Executive Director, but she declined the nomination. Dee was nominated for the Executive

Director. There were no other nominations. It was moved by Rick, second by Alexa and passed to elect Dee Keese as the 2018-2019 SGV 4-H Fair Adult Executive Director.

The remaining 2019 fair directors are scheduled to be nominated and elected at the September fair board meeting and the 2019 fair department chairs are scheduled to be nominated and elected at the October fair board meeting.

**Fair Evaluation Form** – Youth Administrative Alexa Sutter reported the following for a 2018 Fair Evaluation from the fair evaluation forms turned in at the fair.

1. As expected, the most attended day at the fair was Saturday.
2. We had a good range of members, leaders, parents and guests respond to the evaluation.
3. A lot of attendees were only able to attend either the livestock area or the exhibits in the auditorium. A lot commented that seeing both would be nice.
4. Most people found the fair well organized and many commented on how smoothly it ran. Some suggestions were a posted schedule and big signs so locals know to check out the fair. It was also suggested that the auditorium be set up before the time that members are told to drop off their projects.
5. The responses of what people found enjoyable were pretty varied. Some of the more popular responses were the posters in the auditorium, the rocketry demo, the fruit truck, and the fashion show.
6. Some points that people thought could be improved: better trained and less harsh judges, especially towards the younger members, more hand-on activities for kids, food at the livestock area, a posted map and schedule and more positivity.
7. Opinions on the 3-day fair were split. About half said the 3-day fair was effective and the other half thought it could be cut down to setup on Friday and the fair on Saturday.
8. A large majority of the responses said they liked the new locations in PV; however, many people commented that they would have liked it to be in only one location. They found the fair was disjointed when there were two separate places.
9. Most people said they could come back next year.

A discussion of some of these points followed. 106 evaluation forms were turned in, but no breakdown of who completed the forms was available. It was suggested that the completed evaluation forms be turned over to the next Fair Executive Directors for further examination of details of improvements and suggestions that could be helpful in planning our fair for next year.

### **Fair Evaluation at the meeting**

Further evaluation comments at the meeting included:

- a. Have the fair schedule out sooner
- b. Have better training for the evaluators
- c. Comments should be given on the evaluation of all entries at fair, especially when Red and White ribbons are awarded. For Red and White ribbons, there should be comments included about how to improve the entry.
- d. Large livestock should stay at the Park longer than noon so those coming from the School can still see the livestock
- e. To include a horse show would be nice
- f. Need to get permit to put up signs in the community about the fair
- g. No coffee was available on Saturday at the School – need to provide
- h. Need to have Fair Directors there on Friday to receive entries
- i. Some public visiting the Park came over to see what was happening with our event - good

- j. Some people attending a Boy Scout event and Little League games at the School stopped by to see what was happening at our event - good
- k. The School was impressed about how clean we left the School on Sunday
- l. Need more activities planned for Sunday
- m. Consider starting the Sunday activities at the fair at 1pm, instead of 8am
- n. Consider extending the time on Saturday at the fair to include the Sunday activities so Sunday can be eliminated for the fair
- o. Consider accepting payments at the fair by credit card
- p. Re-evaluate the Honor Court feature of the fair
- q. The LA 4-H Office mentioned that they had received some comments and complaints about the fair, but did not share those comments with us.
- r. The LA 4-H Office commented that the Chino Fairgrounds expected our fair to be there this year. We didn't understand the confusion because no contract was negotiated or signed for this year nor deposit made with the Fairgrounds.
- s. The SGV 4-H Fair Policies and Procedures Manual needs to be updated. Some of the information in the Director Notebooks needs to be included in the Manual. The Director Notebooks need to be updated with the new fair procedures. The Director Notebooks and Fair Manual should coincide.

## **New Business**

**2019 Fair Venue** – There was a brief discussion of the fair venue for next year, but it was decided to continue the discussion at our fall fair board meeting when the new fair directors will be known. It was not decided if we would use the same venues as this year for the next year or if next year there would be a 2-day or 3-day fair.

**Awards** – The engraved 2018 fair trophies and plaques were given out to the clubs before and after the meeting. The fair award results are posted on the fair website and were available in the May Clover Notes.

**Recycling at the Fair** – Zavian Gonzalez from ERHP 4-H Club organized some recycling for the fair. Collection boxes were available at the School and \$6.41 was earned for the fair.

**Adjournment** – It was moved by Dee and seconded by Rick to adjourn the meeting. The fair meeting was adjourned at 8:47pm.

The next fair board meeting is **Thursday, September 20, 2018 at 7:30pm at Mary Lash's home.**

Reminders for the next meeting:

- Read the minutes of this meeting and be ready to vote on approving/correcting them. Please send any corrections to Noel Keller.
- Look at the meeting agenda on the website and be prepared.
- Send nominations for the 2018-2019 SGV 4-H Fair Directors (youth and adult) to Dee Keese or Nikki Yunker. The 2019 fair Directors will be elected at this meeting on Sept. 20, 2018.

Respectfully submitted,  
Noel Keller