**WASHINGTON STATE 4-H FAIR BOARD**

**FEBRUARY 23, 2019**

**OLYMPIA, WA**

The meeting was called to order by Kirk Gresham at 10:03. In attendance were Tom Gwin, Bruce Bradley, Sabrina Wood, Jeff Floyd, Debbie Smith, Anita Mastin, Kirk Gresham, and Jennifer Leach.

**Financial Report:** Tom provided a financial report through January 31. He also indicated that we received an unsolicited donation of $1,000 from a family in Florida. He further indicated there were 300 premium checks outstanding which was approximately the same rate as prior years.

**Annual WSDA Report:** Tom distributed the annual State report to WSDA containing the application for state funding. This source represents approximately 65-70% of our total operating expenses. The reported exhibitor numbers were close to the same as the prior year.

**Equine Positions:** Since Steve Vonderau was scheduled to join us at noon, we discussed the equine staffing requirements for the horse show. Steve has agreed to handle the pre and post fair setup and tear-down process. However, we did not receive any applicants for the two performance sections, the two gaming sections or the harness section. It was concluded that Tom would relist the posting on Tuesday News for interested candidates.

**Ways and Means Committee** - Bruce discussed thoughts for increasing revenue sources. It was emphasized that the board and staff have been diligent in years past to contain expenses. Ideas for new sponsors and funding sources were discussed to include individuals work companies who often provided support for company employees who supported local charities. It was noted that Matt has sent out some sponsor request letters. We will request a list. Tom has a standard thank you letter he uses when a donation is received.

**Inclusion of LGBTQ Community** -Jennifer lead a discussion related to the inclusive considerations within the LGBTQ community. Nancy Deringer had prepared Q and A covering many of the key concerns that we, as a board and representatives of 4-H, need to be aware of and understand changes which need to be made. The document describing WSU policy and procedures is attached to these minutes.

Location of Still Life Exhibits 2019 - The Board took a break from the agenda to receive a briefing from Andrea Thayer addressing the changes planned for the fair in 2019. 4-H still life exhibits will be moving from the first floor to the second floor of the Pavilion. The power point presentation is attached.

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**Equine Issues** - Steve Vonderau arrived at noon to discuss the changes and concerns related to Equine. It was re-emphasized that the earlier announcement for horse section staffing did not result in any applicants and it was questioned whether the announcement was effectively distributed.

Steve indicated he would still be willing to hire the judges for the various equine sections. Jennifer will follow-up with Nancy to ensure that 4-H online could generate an eblast to help disseminate the information for the section superintendents.

The board discussed the past practice of tack check. Some volunteers who were performing this check in the past had expressed a concern that if they checked tack, they could then be held liable if equipment subsequently failed. The board proposed we eliminate the tack check. Jennifer will coordinate with Nancy. The Board will vote on the recommendation in April.

**Concussion Protocol** - The concussion protocol was discussed in relation to current language. Tom will add language to the exhibitor guide as well as the equine section of the animal guide. Tom will develop a release form for parents to sign if they decline emergency transportation in the instant of a head injury.

**Promotion and Recognition Committee** – Jeff provided an update of plans for the dog and cat barn during the first weekend of fair. Many suggestions were provided to include STEM, two cats in each day, tri-folds from each county, Archery, fashion review, Reptiles, Camping display, International Exchange programs, KYG, Ambassadors, Robotics, Outdoor adventure, Drones, Advisory board, Scholarships and grant opportunities, and Teen Rally.

**Tri-Fold Flyer** -The State 4-H Fair tri-fold was reviewed and discussed. It was decided that we would prepare a condensed sponsor letter to be distributed along with this tri-fold. Some minor revisions were proposed. Bruce made a motion to accept the brochure with modifications. Debbie seconded. Motion carried.

**Horned Animals** - Tom will clarify the guidelines in the exhibitor guide and animal letter, by stating that tips will be on animals while showing but may be removed while in the pen. Jeff moved and Sabrina seconded that this language be included. Motion carried.

**Adult Sitting Space in Animal Barns** - After discussion, Tom will develop a written policy which describes seating arrangements for all animal species.

**Swine Housing** - Swine will move out of the loading dock and back in to the H Barn which is where they have been for many years.

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**Age of Beef Bulls** - Recommended age of beef bulls at the state fair. Counties may be more restrictive but not less. After discussion, it was concluded that the current guidelines of less than six months will be retained.

**Nursing Animals at the Fair** - After discussion, it was concluded that current offspring who are nursing under normal conditions will be allowed to join their mom at fair. Some class rules may prevent nursing animals at the fair.

**Service Dogs in Cat Barn** - Tom will add a statement to the exhibitor guide and animal letter which indicates service dogs of the exhibitor may be allowed in the cat barn as long as the superintendent is notified prior to arriving at fair. Motion made by Bruce and seconded by Jeff. Motion carried.

**Commodity Presentations** - Jeff moved and Bruce seconded that we remove the class from the exhibitor guide since participation has significantly declined. Motion carried.

**Previous Minutes** - Minutes of the October meeting were approved by Jeff and seconded by Sabrina as published. Motion carried. It was suggested that after the minutes were approved, they be added to the website.

**Goat Breeds** - Discussion followed on certain breeds of goats did not appear to belong in the project. After discussion, it was determined that newer goat breeds of Nygora and Pygora were acceptable. Tom will adjust the exhibitors guide to accommodate these newer species.

**Impact of the Still Life Exhibit Move** - Table settings activity will move out of the kitchen to another area, possible the public presentation stage. Table setting will be scheduled in to 30 minute time slots. We are looking at possible locations for the fashion review judging. Kitchen activities will be limited to five days as we will be sharing the demonstration kitchen with home arts. As we get into putting schedules together, we may have other impacts that will need to be addressed.

**Personnel Committee** – Debbie. Debbie reviewed the employee handbook and trustee guideline. The guideline has been updated. A description of trustee expectations to be accepted as a board member will be developed and added to the back of the trustee form.

**By Laws** - An ad hoc committee was established of Tom and Kirk to prepare proposals of changes to the by-laws. The by-laws ad hoc committee will include three modifications in their review. Trustee terms will be reduced to three years, a break between every two terms will be removed and no limit on the number of terms. Sabrina moved and Jeff seconded these changes. Motion carried.

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**Novelty Sales** - A general discussion followed about merchandise available for sale during the year. Sabrina indicated she would take a look at the 4-H catalog and make recommendations. Tom indicated he tried to purchase new items during major sale periods.

**Next Meeting**:- Spring meeting will be held on April 20.

The meeting adjourned at 5:45.

Respectfully Submitted,

Kirk Gresham, Board President