Meeting Minutes for Small Animal Committee  
Monday, October 8, 2018  
705 Oakwood Street, Room 101, Ravenna, Ohio 44266

President: Chris Campbell  
Vice President: Karen Watson  
Treasurer: Diane Ebie  
Asst. Treasurer: Tim More  
Secretary: Lesa Carson

Meeting called to order by Chris Campbell, President, at 7:05pm.
Attendance Sheet/Contact List was circulated for signatures.

Attendance
-Pam Gardner  
-Dan Schrack  
-Cathy Boring  
-Carolyn Eiermann  
-Ann Neal  
-Lisa Zavara  
-Angie Kuchenbecker  
-Chris Campbell  
-Janeen Skipper  
-Karen Watson  
-Diane Ebie  
-Kim Nelson  
-Judy Moreland  
-Tim More  
-Jamie Hottensmith  
-Fran Mansfield  
-Jodie Dillner  
-Dan Martin  
-Lesa Carson  
-Jeremy Sasala  
-Trisha Mazanek

Secretary’s Report
Minutes from September 10, 2018 meeting read - had not been posted to website or shared. Minimal changes will appear when posted. Carolyn Eiermann made a motion to approve; Cathy Boring seconds. Minutes stand as written, with corrections.

Treasurer’s Report
Ending Balance from previous meeting: $14,769.37
Minus checks written: < 929.38>
Plus money received: + 585.41
Interest earned: + 0.08
Total funds available as of this meeting: $14,375.48
Pam Gardner made a motion to accept Treasurer’s Report; Dan Schrack seconds. Approved.

1. Fran Mansfield submitted a check for $45 from the Goat Committee to cover the cost of 10 bales of shavings purchased from SAC for the fair.
2. Fran Mansfield submitted a Thank You card from Maria Lonneman for the $100 Scholarship that was awarded to her.
3. Pam Gardner submitted a check for $20 for pop that she purchased from fair concession leftovers.
4. Carolyn Eiermann made a motion for Diane Ebie to write checks up to $2,400 in total to pay for Clem’s (trophies) & Pleasant Valley (processing) upon receipt. Invoice estimates are $1,000-$1,200 and $1,200, respectively. Pam Gardner seconds. Approved.
5. Tim More made a motion to donate the 5 bales of shavings that were used by the Fair Board for rain control at the fair; Carolyn Eiermann seconds. Approved.
6. $130 received from Fair Board to cover Fair Bucks expense.
7. Dan Schrack reports that Mr. Hyde’s daughter said a gift certificate to a nice restaurant would be appreciated. After discussion, it was decided that Diane Ebie will purchase two $100 gift certificates to Arnie’s Steakhouse for Mr. Hyde and Mr. Zeller for donating their time & materials.

County
1. October Announcements email sent from Po. Co. Extension Office Monday, October 8; Chick hatching, Spooktacular @ Camp Whitewood, Fundraiser for Tracy Nicholas, Beginning Cooking class, Camp Counselor Applications & Ohio Military Kids.
2. Volunteer Celebration - email sent from P. Co. Extension Office Monday, October 8.
3. Fran Mansfield reported that on October 19 a 4-H presentation will be delivered to Southeast students, K-2 from 2:30-3:15pm. Judy Moreland said she would like to help. Other school presentations planned to share 4-H opportunities: VOLUNTEERS REQUESTED to set up promotional tables from 3:30-6:30pm on November 1 & 8, and March 7 & 14 at both Willard and Carlin Schools in Ravenna. Please contact Ashley Hughey @ 330-296-6432 or hughey.28@osu.edu if you are able to help at any of these presentations.

4. Po. Co. Extension Office hours are Monday, Wednesday & Thursday from 8-4:30pm.

Committee Reports

- **Auction**
  1. Meeting on the 26th reported 39 4-H members have yet to submit Thank You letters. Checks will only be distributed after Thank You letters are sent. **CHECKS MUST BE CASHED BY NOVEMBER 30, 2018.**
  2. Sale order was discussed and it was decided that the order will remain as it was in 2018; back-to-back.
  3. Taking into account issues loading swine and the closing of both Mahan’s & Hartville Locker between now and fair 2019, discussion is turning toward loading some large market animals (swine, lambs, goats) at 5am to help alleviate existing issues and accommodate extra travel time to new available processors. Possible processor mentioned: Heffelfinger’s Meat, Inc. @ 469 County Road 30a, Jeromesville, Ohio 44840. (Approximately 1 hour, 15 minutes south west of fairgrounds, between Wooster & Ashland.) More discussion needs to take place before any final decisions are made.

- **Barn Duty & Work Night**
  No report at this time.

- **Cats**
  No report at this time.

- **Cavy**
  No report at this time.

- **Cavy Showmanship**
  No report at this time.

- **Cloverbud**
  No report at this time.

- **Concession Stand /Fundraising**
  1. Carolyn Eiermann donated approximately 12 cases of (mostly) diet pop, which expires quicker than regular, to the Center of Hope with the approval of Chris Campbell.
  2. Carolyn Eiermann reports that the concession stand damage still has not been fixed; gutter isn’t on the building and the wood is starting to swell from rains. Chris Campbell will contact Linda Kisamore about the possible need to tarp the building while waiting for repairs.

- **Costume Show**
  No report at this time.

- **Fair Board**
  1. Per Linda Kisamore, Chris Campbell reported that financing for the livestock complex will be secured shortly. Anyone wishing to sponsor any part of this endeavor should contact the Fair Board.
2. Kiko’s was going to be asked to auction current buildings, however, the cost would be approximately $3,000; others that have made similar arrangements only profited around $4,000. Contact Jeff Kisamore if interested in purchasing existing structures.

3. Rule Books are due February 1, 2019 for approval.

4. Saturday, October 27; Storage from 8am-3pm & Fair Board voting from 3-7pm.

5. Livestock Committee meeting will be reviewing Show & Sale Rules; guidelines for attendance at what events will be discussed and decided. Decisions will be adopted into our rules. [Lists cannot be used as proof of which kids sold for others at the 2018 4-H Jr. Livestock Sale, so no disciplinary action will be taken.]

6. There were a lot of compliments shared concerning 2018 SAC barn set up.

   - **Fun Show**
     No report at this time.

   - **Indoor Caged Birds**
     No report at this time.

   - **Pen Judging**
     No report at this time.

   - **Pigeon & Doves**
     No report at this time.

   - **Pocket Pets**
     No report at this time.

   - **Poultry - Market**
     1. Fran Mansfield reports that there are two items still in Harold Manfield’s freezer, left from people that did not pick up their processed purchases; one duck and one rabbit. Chris Campbell says that if nothing is heard from buyers by tomorrow, items may be donated to the Center of Hope, as stated in our rules. *Tim More tried to contact Ag Tech (rabbit buyer) but received no response; Fran will donate.*

   - **Poultry - Non Market**
     No report at this time.

   - **Poultry Showmanship**
     No report at this time.

   - **Project Judging**
     No report at this time.

   - **Rabbits**
     1. Chris Campbell reports that she is looking for judges.

   - **Rabbit Showmanship**
     No report at this time.

   - **Recognition, Ribbons & Trophies**
     1. Fran Mansfield reports a $63.00 invoice for County Gold Awards.
2. Advisory Committee Meeting on Tuesday, October 23 (here) at 6:30pm - perfect time to discuss how much SAC, Lifeskills & Goat all dislike the nomination form.

3. Carnation Dog Shows during the months of May, June & July could provide $200/weekend to a club that is willing to set up and tear down mats (Thursday to Sunday) for competition arena. Mats are heavy and need to be sanitized. Contact Fran Mansfield at 330-325-1672 if interested in this opportunity or in participating in a dog project.

- **Reptile**
  No report at this time.

- **Review & Evaluation**
  1. We welcome Shannon Settle for beginning her review.

- **Rooster Crowing**
  No report at this time.

- **Rules**
  1. Proposed changes (attached) were written up by Karen Watson. Changes made during the meeting are written in the margins.

    Not attached: Rooster Crowing rules will remove #7 “No verbal coaching or otherwise prodding of the roosters is permitted during the show.”

**Youth Reps**
No report at this time.

**Old Business**
No report at this time.

**New Business**

1. **Election of Officers**
   - President: Chris Campbell (Unopposed)
   - Vice President: Karen Watson (I), Dan Schrack...Karen Watson remains.
   - Treasurer: Diane Ebie (I), Diane Bishop...Diane Ebie remains.
   - Asst. Treasurer: Tim More (I), Fran Mansfield, Carolyn Eiermann...Tim More remains.
   - Secretary: Lesa Carson (Unopposed)
   *
   *(I) = Incumbent

2. **Committee Changes:**
   - Benefit: Angie Kuchenbecker removed; Harold Mansfield, Fran Mansfield remain; add Jamie Hottensmith
   - Advisory: Bonnie Marek removed; Carolyn Eiermann remains; add Pam Gardner.
   - R&E: Pam Gardner, Fran Mansfield, Karen Watson, Bonnie Marek & Carolyn Eiermann remain.
   *Committee List was circulated to add or remove names as interested.*

3. Tim More made a motion to purchase $15 gift cards for Volunteer Banquet; he will secure cards. Dan Martin seconds. Approved.
Announcements:
1. 14 doves available to good homes. Angie Kuchenbecker will share contact information with Carolyn Eiermann & Judy Moreland, who both showed interest.
2. Fran Mansfield announces that Ravenna Masons are looking for servers. Nosey Nibblers earned $157 for one night serving and providing desserts (for approx. 50). Looking for interested clubs to work November 23rd & December 22nd from 4:15-6:15pm. Contact Fran Mansfield at 330-325-1672.
3. $5 raffle tickets available through Southeast Lions Club. First prize is $125 at Portage Meats. Contact Fran Mansfield at 330-325-1672 if interested.

Adjournment:
Carolyn Eiermann made a motion to adjourn the meeting; Pam Gardner seconds. Approved.
Meeting adjourned at 9:31pm.

Next meeting will be held at Room 101, 705 Oakwood Street, Ravenna (across from Extension Office) at 7pm on Monday, November 12, 2018.

Minutes respectfully submitted by Lesa Carson, Secretary.

Attachments:
Rule Change Suggestions and Adjustments
## Proposed Changes to the SAC Rules Book

<table>
<thead>
<tr>
<th>Page 5</th>
<th>Check-In Day</th>
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<td>Barn duty</td>
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### Check-In Day

1. All small animals must be checked in and in their pens by designated check in day and time. Exhibitors name plates must be in place by start of Fair. Name plates must have exhibitor’s name and club name on it.
   - **Current Check in is Sunday before Fair, From 11:00 AM to 7:00 PM**
   - **Any species committee members that are scheduled to check in animals for that committee may check in their family’s animals from 10:30 AM to 11:00 AM.**
   - This includes cloverbuds

2. All Small Animals projects must pass a health check by the species committee. If determined to not be healthy, they will be sent home.

3. All Auction participants must completely fill out and turn in the DRUG USE NOTIFICATION Forms (DUNF). Forms are to be turned in upon weigh in to the appropriate animal committee before the market animals are allowed to stay on the fair ground. One form per pen.

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### Pens:

**Definition:** A cage has 2 doors and a pen has 1 door.

1. A 4-H/Jr. Fair exhibitor may exhibit a limit of 10 pens with a maximum of 20 entries (i.e. one Litter Pen = one entry, showing Doe separate from litter = one entry, so a total of 2 entries are charged) in the Small Animal Barn.

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### Page 6

**Pens:**

5. **CAGES MUST BE CLEANED BY:**
   a. 8:00 PM the Monday prior to fair
   b. 9:00 AM Tuesday through Sunday of fair week. Barn rules over club rules.
   Exception:
   i. Saturday, the day of the Auction – All auction pens must be cleaned by 8:00 AM. When the auction is over, all auction participants must make sure their animals have feed and water.
   ii. Night/evening pen cleaners – their cleaning time is to be completed by 8:00 – 10:00 PM each day. Those members that are night/evening cleaners must be noted on the pen judging form and
# PEN JUDGING FORM

**PEN FOR SPECIES:**

**Responsible Advisor:**

**CLUB NAME:**

**Contact Phone #:**

*One (1) Ribbon per species—no matter how many entries in that species*

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BARN DUTY & WORK NIGHT
1. Schedule work nights at barn and list of tasks for each night, equipment needed to do the job, etc.
2. Also prepares barn duty roster and list of what barn duty includes, then gets consent of clubs assigned.
3. Sign up for barn duty at the May Meeting.
4. Each club and committee must be represented at every work night.
5. There will be a schedule available in May for clubs to sign up for various jobs to prepare for fair week.
   a. Including the following:
      i. Unload pop and water into coolers
      ii. Clean off freezers, wipe off water bottles to be frozen and place back into the freezers
      iii. Barn set up
      iv. Removal of extra equipment
      v. The week before fair: sweep the barn and organize the barn
      vi. Sunday of fair at 7:30 am – Return/unloading of items stored off site during fair week

BARN DUTY
1. Barn Duty Time Schedule is 10am to 11pm
2. Check water containers and water as needed without opening cage.
   a. Pocket Pets and Reptiles, Pheasants and Quail are to be watered by the exhibitor only.
3. Don’t feed any animals.
4. Even with clubs on barn duty, each member/exhibitor is responsible for keeping their own area cleaned and picked up.
5. All clubs in the Small Animal Barn must do barn and concession stand duty during fair week.
   a. This includes show and go animals
6. All clubs must do assigned time slots in the barn and concession stand.
   a. Preferred time slots can be requested at the May Small Animal Committee Meeting.
   b. Cloverbuds are exempt from your club count.

CONCESSION/FUNDRAISING
1. Each club should participate in fundraisers to offset yearly expenses.
2. Plan and purchase supplies for fundraisers, fair, clinics, concessions, etc.
3. Schedule for and get consent of those to work in concession stand at each event.
4. Keep careful records and inventory.
5. Read all the rules before you start to work.
6. The money made in this stand goes to support this barn and scholarships.
7. Each club must have an advisor or parent on duty for each time slot they are assigned to work in the stand.
8. An adult must be present at all times in the concession stand.

Change to page 9, 14, 22
Rabbit Rules – In addition to general rules:
1. This sub-committee follows ARBA Book of Standards as a guideline.

Market Rabbit Project # 226:
1. Meat Pen will consist of three (3) rabbits from the same litter.
2. Age limit is 8–10 weeks old as of entry day of fair.
3. Each market rabbit must weigh between 3 to 5 5/2 pounds.
10. All meat pens that do not conform to the requirements and are disqualified will be sent home.
   c. Fryer Pens – 4-H/Jr. Fair exhibitor may change from a Meat Pen to a Fryer Pen, if their entire meat pen doesn’t meet the Market Rabbit rule requirement of 3-5 5 1/2 pounds, or if one of their meat rabbits die.

   d. Exhibitors will then be allowed to enter one (1) rabbit per meat pen entered as a fryer or have a meat pen and one (1) fryer pen – following the 2-1-1 rule. The rabbit entered, as a fryer must follow the Market Rabbit Rules of 3-5 5 1/2 pounds, 8-10 weeks old.

Pet Rabbit Project #227:
1. Exhibitors are not permitted to bring their animal to the fair because the state interpretation of “Pet Rabbit” is that the animal is housed in the house, away from the weather elements, the stress. They are strictly a companion animal which means inside.
2. All 4-H/Jr. Fair exhibitors in this book will need to perform Showmanship at the club level.
3. Participate in Grade Day prior to the Fair.
4. Bring a poster to the fair on Check-In Day.

Moved what was #4 up to #1 due to the importance of the information

Proposed Changes to the SAC LEADER Book
**Night Cleaning Form** *(At the end of this document)*  

**Page 8-9**  
5. All 4-H/Jr. Fair exhibitors that are auction 4-H/Jr. Fair exhibitors must be present to sell their own animal(s). If the exhibitor cannot be present to sell their own animal:  
   a. They must complete the Request for Auction Participant Substitute Form and submit it to their club advisor.  

**Page 13**  
**Non-Market Poultry Rules – In addition to general rules:**  

*(add) The Non-Market Poultry Committee follows the Standard Book of Perfection as a guideline.*

**Page 13**  
**Market Poultry Rules – In addition to general rules:**  

**Ordering Market Poultry**  
1. A parent/legal guardian/4-H/Jr Fair exhibitor must attend one (1) mandatory meeting to order and purchase market poultry animals each year.  
2. This will be the time to sign up to help with the market animal management during and after the fair.  
   a. Families will be given an opportunity to volunteer for their first, second, third choice of service support.  
   b. Market Poultry Committee will then assign jobs and notify families and notify club advisors of the duties.  
   c. **Failure of the family to show up AND complete their assigned job will result in the family’s club being fined $50 per non-compliant family for lack of family support to the Market Poultry Committee.**  

**Page 16**  
**Market Poultry Sale Order Determination**  
Committee proposed the sale order return to the way it was previously that exhibitors will sell their second pen in sequential order after each exhibitor has sold 1 pen. That the pens would not be sold back to back.
and reptiles. (Example: Application and other documents are due March 2018 through August 2019) Small Animal Committee Meeting for the profound project interest during the period of April 2018 through February 2019. (Example: Application and other documents are due September 2020.) The Small Animal Committee Meeting will be held at the county awards ceremony.

Current 4-H/Jr. Fair exhibitor, in good standing, who will be 14 years old on January 1 of the award year and not older than 18 years of age on January 1 of the award year, and who have demonstrated enthusiasm, good sportsmanship and a willingness to share their project knowledge with others are eligible. The prize consists of a $100 award and a certificate, which will be given at the county awards ceremony.

In order to apply, nominees must complete an application and project report form and submit a letter or recommendation from an advisor or adult by March 1. 2019 (or SAC Meeting in March and in 2020 by the September 2020 SAC Meeting). They must explain their project or activity and how they have helped another 4-H/Jr. Fair exhibitor and also detail how they will use the award money.

Once application packets have been received, nominees will be individually interviewed by the Trophy and Recognition Committee if necessary. The winner will be contacted by phone and must submit a thank you note to the Small Animal Committee within thirty (30) days of accepting the award in order to receive the cash award.

The application packet may be submitted to:
Small Animal Trophy & Recognition Committee
c/o 4-H/Jr. Fair Small Animal Committee
OSU Extension – Portage County
705 Oakwood Street
Ravenna, OH 44266

The award winners will receive their awards and certificates at the May 2019 Small Animal Committee Meeting and in 2020 the award winners will receive their awards and certificates at the October 2020 award presentation. This would be a good time for the Thank You cards to be submitted to the committee for the $100 Scholarship.
MARCH
1. Honor Club Application & all club enrollments due at the Extension Office on March 1st.
2. 4-H Enrollment continues. All enrollments must be complete by April 1st. Review enrollment reports periodically to ensure your members have enrolled in the correct projects.
3. Small Animal Committee awards and scholarship nominations due at the March Small Animal Committee Meeting for 2018 Fair.
4. Request educational money from Benefit Committee in writing (there is a form to fill out – normally due beginning of May).

MAY
1. Watch for barn set up dates.
2. Clubs sign up for Barn Duty and Concession Stand Shifts. (Document presented so advisors can sign up for Barn Duty/Concession Stand preferences and number of small animal exhibitors)
3. The Small Animal Committee Award presentation will occur in May for the 2018 Fair.
4. Prior Year IRS Tax Year Filing for 4-H Clubs & Committees due May 15th.
5. Quality Assurance – market exhibitors must attend 1 session annually – watch for dates and times from Extension

JUNE
Add #5: 5. Verify the number of exhibitors in each club.

SEPTEMBER
Add #9: 9. Small Animal Committee awards and scholarship nominations due at the September Small Animal Committee Meeting (Beginning September 2019).

OCTOBER
Add #4: 4. The Small Animal Committee Award presentation will occur in October beginning 2019.

NOVEMBER
1. New Officers take office at November Meeting.
2. New rules that were presented at the October SAC meeting to be voted on at the November Small Animal Committee Meeting.
3. Recognition, Trophies & Ribbons sub-committee will present the chosen quote for Auction Banners at the November Small Animal Committee Meeting.
Remove #4 as it separated the statement in #3.

SMALL ANIMAL COMMITTEE AWARD
The purpose of the Small Animal Committee Award (formerly the Ron Cady Award) is to recognize the special 4-H/Jr. Fair exhibitor who have shown a profound interest in the project areas of the previous year (including April through February during 2019) in the project areas of: caged birds, cats, cavies, pigeon & doves, pocket pets, non-market poultry, market poultry, rabbits in Sept 2019 including April-August.