Meeting Minutes for Small Animal Committee  
Monday, November 12, 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 7:06pm  
Attendance Sheet/Contact List was circulated for signatures.

**Attendance:**  
-Pam Gardner  
-Shannon Settle  
-Angie Kuchenbecker  
-Kim Nelson  
-Dan Schrack  
-Chris Campbell  
-Lesa Carson  
-Carolyn Eiermann  
-Karen Watson  
-Jamie Hottensmith  
-Diane Ebie  
-Fran Mansfield  
-Debbie Coffee  
-Lisa Zavara

**Secretary’s Report**  
Minutes from October 8, 2018 meeting were read - had not been posted to website or shared. Accepted as read.  
Corrections to September 10, 2018 minutes:  
2. New Business: Dan Martin offered to list Pelouze Digital Utility Scale for sale on Craigslist; not Dan Schrack.  

**Treasurer’s Report**  
Ending Balance from previous meeting:  $14,375.48  
Minus checks written:              <  1,427.10> Pleasant Valley (processing)  
Minus expenses:                    <   30.00> Two $15 gift cards for Advisor Banquet  
Plus money received:               +  1,652.10  
Plus Interest earned:              .09  
Adjustments from previous months:  <  121.50>  
Total funds available as of this meeting:  $14,449.07  
$200 check for Arnie’s Steakhouse & $100 check for Maria Lonneman will be written tonight, as approved; Items #2 & 7 under Treasurer’s Report from October 8, 2018 meeting.

Karen Watson made a motion to approve Treasurer’s Report; Pam Gardner seconds. Approved.  
1. Fran Mansfield asks that $50 be donated from committee funds to Tracy Nicholas fundraiser.  
Discussion about the need for a Sunshine Fund, past requests and committee decision, etc.  
Pam Gardner made a motion to make the donation; Jamie Hottensmith seconds. Approved by a show of hands. Diane Ebie will write a check to Tracy Nicholas for $50; Fran Mansfield will deliver to Tracy on Saturday, November 17, 2018 at the Spaghetti Dinner & Raffle Benefit in Tracy’s honor at Ravenna Eagles Club from 4-8pm.
1. Spaghetti Dinner & Raffle to Benefit Tracy Nicholas on Saturday, November 17, 2018 at Ravenna Eagles Club, 812 Cleveland Rd, Ravenna, Ohio 44266 from 4-8pm.
2. A beginning cooking class will be offered on Saturdays from 10-noon starting January 6, 2019 for 8 weeks. Registration is required by December 1st. It is open to anyone from 9-18 years old. A maximum of 10 participants will be accepted. Registration fee is $5 and due at registration. This class can count toward a beginning 4-H project, if desired. Call Fran Pruchenski for questions or if interested at 330-221-0628 or the Extension Office 330-296-6432 before December 1st. This is a “hands-on” class and members will be sampling their food products.
3. 4-H EVENT/OPPORTUNITY: 4-H Camp Counselor applications are due to the OSU Extension Office no later than December 3rd by 4:30pm.
4. Fran Mansfield reported that the Advisory Banquet took place on October 21st with approximately 70 in attendance. It is hopeful that the banquet will be planned for earlier in October 2019.
5. Fran Mansfield reported that both planned Ravenna school presentations were completed with various responses; reminiscent to not knowing 4-H was still around.
6. Chris Campbell reported that meeting rooms for this committee are reserved through the beginning of 2020.

Committee Reports

- Auction
  1. Reminder that all checks must be cashed by November 30th or money is forfeited. All Thank You letters completed by Small Animal members.
  2. Sale Committee will meet on Wednesday, November 28th.
  3. Diane Ebie starts a discussion about requesting extra money from Market Poultry members to cover trophies, replacement animals, etc. She referenced past discussions about money being deducted from sales and that the money should be earmarked specifically for SAC use. She asks if she can submit an invoice to the Sale Committee for the reimbursement of 12 replacement birds that needed to be purchased following 2018 fair. General consensus is unsure whether extra money was actually approved in the past, however, an invoice can be submitted to see if reimbursement will occur.

- 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 reported that the building was still not repaired as of October 24th; no tarp or protection from weather. Chris Campbell will reach out to Linda Kisamore again.

Costume Show
No report at this time

Fair Board - Chris Campbell reports for Linda Kisamore
1. All members were re-elected; no new members.
2. Some sponsors/donors are reportedly backing out of, or adjusting their pledge amounts for the proposed Livestock Complex. There are still plenty of pens available for sponsoring. There’s talk of an incentive program, getting 4-H kids involved in securing donations. Latest construction can start in April for 2019 fair completion. Jeff Kisamore (or other Fair Board members) may reach out to advisors for involvement.

Fun Show
No report at this time

Indoor Caged Birds
1. Fran Mansfield has members potentially interested in this project. Judge would need to be secured.

Pen Judging
No report at this time

Pigeon & Doves
No report at this time

Pocket Pets
No report at this time

Poultry - Market
1. Diane Ebie provided MANDATORY MEETING DATES FOR 2019 to Order, Pay For & Sign Up for Jobs. Tuesday, January 29 and Thursday, January 31 at 7pm at Ravenna High School. One of these two meeting MUST BE attended to participate in a market poultry project for fair 2019; No Exceptions.
2. Diane Ebie reported that the 2018 judge asked that birds be one week younger to make the birds more competitive. Dan Schrack asked if ducks can still be ordered/picked up at same time as chickens. Diane will discuss with hatchery to find out how many ducks are needed to fulfill a separate order. Our rule requires ducks to be a minimum of 7 weeks old and weigh at least 5 pounds. Kim Nelson adds that the 4-H website also says ducks must be 7 weeks old.
3. Cathy Boring is working on updating paperwork to include discussed job changes/information.
4. It has been decided that a $50 will be charged to clubs whose members do not fulfill (or find replacements) for their jobs. Details will be outlined when Rules are approved & updated.
- **Poultry - Non Market**
  No report at this time

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

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

- **Rabbits**
  1. Fran Mansfield presents leg bands to Chris Campbell (as discussed in September’s meeting) to see if they could be used for rabbit identification. They will not work, but Fran has other styles at home and will bring them to February’s meeting.

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

- **Recognition, Ribbons & Trophies**
  1. Fran Mansfield reported that there is no commitment for 2019 sponsorship yet. She asks if year can be removed from ribbons so they can be ordered in bulk and used from year to year. Committee agrees.
  2. Fran Mansfield reported that the Fair Board said they’d donate market poultry ribbons because we donated shavings for rain control during 2018 fair. PCRF logo can remain on ribbons if ordered through Fair Board; not if ordered independently. Fran will order Skill-A-Thon awards ahead of time and speak to Shirley Ryan about ordering ribbons with, or without logo. (Shirley agreed to sponsor ribbons while her children are involved in projects.)
  3. May 2019 will be recognition for fair 2018 awards. Rule change possible for future to distribute awards closer to the end of fair.
  4. Banners - Nancy Pollen & Pay Allen are considering creating banners again this year, however, Fran Mansfield currently has no bids. Diane Ebie mentions wanting silk screened banners vs embroidery; committee wholly disagrees and chooses to stick with embroidery. RRT Committee will collect bids and decided who will complete 2019 fair banners in time for our February 2019 meeting.

- **Reptiles**
  No report at this time

- **Review & Evaluation**
  1. Bonnie Marek will remain on the Advisory Committee as an “at large” member.
  2. Pam Gardner reported that the Advisory Committee loves the Gold Medal Nomination Form just as it is and it will not be changed, even though many committees mentioned its tediousness. It was remarked that the largest amount of large animal nominations were received in 2018.

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

- **Rules**
  1. Please see attached proposed rule changes & adjustments. (Rules are typed in black, proposed changes in **red & green** and approved changes written in by Karen Watson.)

Dan Schrack made a motion to accept all rule changes after changes; Pam Gardner seconds. Approved.

**Youth Reps**
No report at this time

**Old Business**
1. Fran Mansfield asks about ordering new poultry pens. Dan Schrack says he will have information gathered for February’s meeting.

**New Business**
1. Committee List was circulated and will be printed in new rule book.

**Announcements**
1. Fran Mansfield says that Rootstown Small Ones (RSO) will hold their annual Roller Skating Canned Goods Drive on Sunday, February 17, 2019 at Deerfield Skating Center, 8135 Waterloo Rd., Atwater, Ohio 44201. 2 canned goods to enter + skate rental from 4-6pm.
2. Pam Gardner announced that Crazy Critters signed up to serve Ravenna Mason’s dinner on Saturday, November 24th from 4:30-6:30pm.
3. Chris Campbell announced that Kritters N Kids will be joining Portage County Shepherds to form one club, known as Postage County Shepherds. The change is being implemented to wisely use advisor resources to better serve the 4-H members involved.

**Adjournment**
Carolyn Eiermann made a motion to adjourn the meeting; Pam Gardner seconds. Approved.
Meeting was adjourned at 9:00pm.

Next meeting is scheduled for Monday, February 11, 2019 at 705 Oakwood Street, Room 101, Ravenna, Ohio 44266. (Across from Extension Office.)

Minutes respectfully submitted by Lesa Carson, Secretary.

Thanks to Jeanie Stenson @ Extension Office for making these minutes available for viewing at [https://u.osu.edu/portage4h/2018/07/23/small-animal-committee-meeting-minutes/](https://u.osu.edu/portage4h/2018/07/23/small-animal-committee-meeting-minutes/)

Attachments:
Rule Change Proposals and Adjustments, to be sent for Fair Board approval.
Proposed Changes to the SAC Rules Book

Page 5
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. (Do not use Foam or Toxic Materials)
   - 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 sub-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.

Page 5

Pens:

Definition: A cage has 2 doors and a pen has 1 door. For Barn setup purposes.

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

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...
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. (The Sale Committee has asked the Livestock Committee to decide what the rule will be)

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, and 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 or find a replacement for assigned job 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. If all of the market animals die, the family donating animals are still required to fulfill their assigned jobs.

Page 16
Market Poultry Sale Order Determination
The Sale 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.

The Sale Committee said this rule will not change.

Page 16
Rabbit Rules – In addition to general rules:
1. This sub-committee follows ARBA Book of Standards as a guideline.

Page 17

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.

Page 18

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. Bring a poster to the fair on Check In Day. Moved what was #4 up to #1 due to the importance of the information.

Added page 20

Rooster Crowing

Remove #7 do not cissy rooster prodding of verbal coaching is allowed.

Proposed Changes to the SAC LEADER Book

Page 7 & 8

MARCH

SMALL ANIMAL YEARLY CALENDAR continued

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 2019 **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.**

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**Page 9**

**SMALL ANIMAL YEARLY CALENDAR continued**

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**SEPTEMBER**

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

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**OCTOBER**

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

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**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.**

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**Page 14**

**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 out 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 barn items stored off site during fair week (added)**

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<thead>
<tr>
<th>Page 18 Pen Judging Form (Include a column for “Night Cleaning”)</th>
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<td>Need to add the proper years and dates</td>
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**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 exhibitors 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 and reptiles. (*Example: Application and other documents are due March 2014. 2019 Small Animal Committee Meeting for the profound project interest during the period of April 2014 through February 2015.* Example: Application and other documents are due September 2020; at the Small Animal Committee Meeting for the profound project interest during the period of October 2019 through August 2020.)*

Current 4-H/Jr. Fair exhibitors, in good standing, who will be 14 years old on January 1 of the award year and not older than 19 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 annual awards ceremony May 19, 2020.

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 2019). By the September 2019 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

Going forward the nominating forms will be due in Sept SAC Meeting.

\[awards given at SAC Meeting] \]
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.
PORTAGE COUNTY SMALL ANIMAL COMMITTEE
MEETING AGENDA

7:00 PM
- Meeting called to order
- Introduction of Members
- Approving minutes of last meeting
- Reading and Approving Treasurer’s
  - Report Present and Approve Bills
- County Office
- Committee Reports
  - Auction
  - Barn Duty & Work Night
  - Cats
  - Cavy
  - Cavy Showmanship
  - Cloverbud
  - Concession Stand/Fundraising
  - Costume Show
  - Fair Board
  - Fun Show
  - Indoor Caged Birds
  - Pen Judging
  - Pigeon & Doves
  - Pocket Pets
  - Poultry
    - Market
    - Non-Market
  - Poultry Showmanship
  - Rabbits
  - Rabbit Showmanship
  - Recognition, Trophies & Ribbons
  - Reptile
  - Review & Evaluation
  - Rooster Crowing
  - Rules
- Youth Reps
- Old Business
- New Business
- Announcements

8:30 PM Adjourn Meeting

✓ Changes approved for 2019
  On 11-12-18 Sec Mgr.