

4-H State Advisory Board
April 23, 2016
Pasco, WA

In Attendance: SW-Carol Ervest, Sam Smith, Joy Wilken, Wesley Simmons; NE-Holly Haddenham, Robin Minaker; NW-Don Ballard, Jean Lindsey, Sabrina Wood, Serah Comstock; SE-Richard Weitman, Erin Hightower; Extension-Michelle Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; Interim 4-H Program Leader-Doreen Hauser-Lindstrom; WSU Faculty-Jan Klein; WSU Volunteer Development Specialist – Eric Larsen

The 4-H State Advisory Board meeting was called to order at 9:09 am.

Sam Smith led the State 4-H Advisory Board in the 4-H Pledge and the Pledge of Allegiance.

The board members introduced themselves.

On March 25, 2016, Vicki Contini emailed the minutes of the January 2016 State Advisory Board meeting to the board members for their approval. The minutes were approved as of April 3. Ten (10) board members responded and indicated their approval of the minutes as submitted. Vicki shared with the State 4-H Advisory Board some additional comments that were received after the minutes were approved.

Treasurer's Report

The investment account is currently at \$33,364.33, which is an increase of about \$500. Chuck Todd reported that with the market jumping all over the place we're lucky to see any kind of rise. The major source of income this quarter was from the county dues. Chuck has received dues from about half of the counties. Costs associated with the January 2016 meeting were a little over \$1,000, which is much lower than usual. Non-reimbursed expenses totaled \$261.85. The checking balance on the first page is incorrect and will change the other totals. **A new cover sheet will be mailed to each of the State 4-H Advisory Board members.** The correct amount of the checking account balance is \$35,604.70, which makes the Advisory Board Balance \$30,662.89.

The State Ambassador's income comes from the State Ambassador jackets and shirts. The State Ambassadors pay half of the purchase price. The other half comes from State Ambassador funds. There was an income of \$373.20 and expenses of \$391.59 with an ending balance of \$902.78. The State 4-H Advisory Board handles some money for the State Ambassadors and the State Horse Project. State Ambassador money is money raised by the State Ambassadors. The State Ambassador money handled by the 4-H Foundation is money from the Lewis County Trust Fund.

There have been no changes in the State Horse Project money, except for the Hippology Contest expenses. Some of their expenses have already been paid.

April 2015 Action Item

10. Done - Promoting 4-H using traveling displays/power presentations will be discussed by the Teen Leadership Committee

October 2015 Action Item

2. Done - Don Ballard contacted Jessica Pack. She would be happy to do a voice over of her slide show that can go on our website to promote Forum. She will be unable to work on it immediately. Don will get a completion date from her.

January 2016 Action Items

1. Done – Erin Hightower prepared a draft sponsorship letter that will be shared and discussed at the Fund Development meeting.
2. Done – Chuck Todd will add the Forum website information explaining how to use a credit card to pay for the Forum registration fee.
3. Done – Kevin Wright has agreed to prepare a Hall of Fame nomination form for Pat BoyEs.
4. Done – Robin Minaker prepared an update of the letter that is sent to the counties inviting leaders to attend Forum. The Public Awareness Committee will review the letter prior to presenting to the Advisory Board later this weekend.
5. Done - Erin Hightower and Jean Lindsey prepared a forum outreach document targeting new leaders. It has been posted on u-tube and the forum facebook page. Advisory Board members are encouraged to view and share this document. Erin will email a copy to the Advisory Board members.
6. In Progress – Robin Minaker will work on updating the information about the 4-H window display contest that takes place during National 4-H Week. She will email it to the Advisory Board members for their approval.
7. Done – Sabrina Wood shared the information she received concerning a traveling trophy for the state winner of the window display contest. She found that a plaque with name plates would be the most cost effective (\$30-50) trophy for the window display contest between counties. The winner would have their name engraved on the plaque. The presentation of the plaque could be done at forum. The possibility of doing a workshop at forum about the window display contest was discussed. There is also a “Paint the Town Green” national opportunity.
Motion: Joy Wilken made a motion that a plaque with name plates be purchased to recognize the winner of the state window display contest. The motion was seconded by Erin Hightower and unanimously approved by the State 4-H Advisory Board.
8. In Progress – Over this weekend Erin Hightower & Robin Minaker will work on the Public Relations Campaign for the liking and sharing of Forum information with a reward of \$25 off a registration for likes and shares of facebook posts.
9. In Progress – The Teen Committee is working on an update to the promotion page for the teen positions to develop ideas for getting teens interested in the State Advisory Board and the materials needed to develop interest and understanding.

10. Done – Joy Wilken prepared a draft of the application criteria for teens. After it has been reviewed by the Teen Committee, it will be presented to the Advisory Board for their approval.
11. Done – Jan Klein surveyed the attendees of the Know Your Government training that takes place during Forum. The preferred date for this training is Saturday because a number of the participants only come to Forum for the Saturday events. The training can be scheduled for either the morning or the afternoon.

2017 forum

Negotiations are currently underway with the Great Wolf Lodge. They have reduced the cost of the rooms and waived the resort fee. At this time, they have not reduced the total number of room nights. They will be contacted to see if they will reduce the total room nights. At this time there are 30 room nights on Thursday, 125 room nights on Friday, and 125 room nights on Saturday. The food minimum is \$10,000. We will need only one conference room on Thursday evening. Contracts with the hotel will need to go thru WSU. ALL contract MUST go thru WSU. Thurston County will be the hosting county and Kendra Meek will be the local contact. Robin Minaker will send the forum information guide to Jan Klein.

2018 Forum (Spokane)

Robin Minaker gave board members copies of the proposals from Mirabeau Park and Red Lion Hotel at the Park. Either facility would have the space to host the 2018 Forum. Joy Wilken mentioned Ritzville as a possible future location. There are now hotels in Ritzville and the meals could take place at the high school. Unfortunately, the high school could only seat a maximum of 200 people for meals.

2020 Forum

Yakima's tourism bureau is very interested in helping us have the event in Yakima.

Jan Klein asked if forum is still meeting the needs of volunteers since attendance is going down. Joy Wilkin responded that there is still a need for forum. The forum is the only training opportunity for leaders. It is also the place for leaders to find out what is happening in clubs across the state. The Sunday of forum is when leaders have the opportunity to provide input on and propose changes to the state 4-H program. A lot of networking takes place at forum.

State Directors Report

- Doreen Hauser-Lindstrom introduced Erik Larsen. He was born and raised on a family farm, served on the 4-H Foundation Board, interned with LABO in Japan, has a master's degree, and worked in Arizona as a 4-H Educator. He is now responsible for volunteer development across WSU Extension, not just within 4-H.
- Christi Axtel is the person to contact about things to be put on facebook and working on new website. E-learning modules did not automatically roll over, but

- is now on the new website. She is new to extension but very experienced in electronic media.
- National 4-H Marketing Campaign – 4-H Grows Here is the theme of the new 4-H national marketing campaign. There will be more national marketing pieces. Connecting with alumni, increasing membership, and increasing financial contributions are the three goals. Participation in this campaign cost \$25,000 for first year. This is a three-year commitment. Doreen is looking for funding for the 2nd and 3rd years.
 - Doreen passed out the new 4-H state policy. As of last week, it has been reviewed by 4-H faculty, staff, WSU Extension Administration, COHE (CAHNRS Office of Human Engagement) and the Attorney General's office. A few more changes will take place between now and when it goes into effect in October 2016. The new policy will tighten up financial management checks and balances. Shooting sports national safety protocol and rodeo guidelines will be added. County faculty and staff know about the changes and will have regional trainings in June/July of 2016. This will be more closely aligned the Washington 4-H state policy with the USDA national policy. For one year only, counties will be able to grandfather in the oldest 4-H members who would be adversely affected by the change from grades to ages. Families can be a family "group" or "learning group" but not a "club". National Rules require a club be composed of a minimum of five (5) members from three (3) different families. Clubs that do not meet this requirement cannot be tax exempt. 4-H clubs, who meet the requirements, should be chartered by the local WSU County Extension – 4-H program. There is a national policy guide for the 4-H name and emblem. It will be posted on-line with links in the document. This board's constitution will need to be adjusted as a result of some of the changes in the policy.

LUNCH

Don Ballard left to judge posters at the Rabbit show at the Benton County Fairgrounds.

District Meetings

SE District Report – The committee discussed the 2016 4-H Forum taking place in Pasco and impending vacancies in their district on the State 4-H Advisory Board. Paint the Town Green was a big success. The Dell fundraiser was successful. Benton-Franklin County is working on their 4-H camp which will take place June 14-19. Youth from other counties are welcome to attend and do not need to currently be enrolled in 4-H. Teen Rally will take place October 1-2.

NE District Report – Stevens County won the state Hippology Contest and will be going to nationals. On June 16 there will be county activity day with outside activities. The Camp Princes Pine 4-H Horse Camp will take place in June or July. On October 1 Ferry County will have a tractor ride (26 miles) fundraiser and BBQ. Chelan-Douglas County will be hosting a 4-H leader shooting sports training on May 14-15 in Wenatchee.

SW District Report – The Wahkiakum Great White Tail Run will take place on May 14. The Covered Bridge Dinner is scheduled for the 1st Saturday in October. The robotics club made a presentation to their Commissioners. Skamania County held a Super Saturday. A poultry event will take place on May 7. The Wahkiakum fair was dedicated to retired farmers. Lewis County had a spring youth fair preparation day. Jefferson County 4-H and the high school stem robotics club joined forces. A leadership retreat took place. On Thursday there was a fun fitness event. Pacific County held a Super Saturday preparation day.

NW District Report – This weekend the spring expo dairy goat and small animal expo took place. New member training for King County has been scheduled. Program Leader/Superintendent update meeting in Snohomish County will be taking place in the near future. The State Shooting Sport Competition will be on May 20-22 in Eatonville. Fort Casey will be the location of the NW Teen Rally. Their Public Presentation Day has taken place and they hosted the State Hippology Contest.

Western Regional 4-H Conference

Michelle Lain attended the Western Regional 4-H Conference in Alaska. One of the workshops she attended dealt with the implications of sexting and how the person that pays the bill is ultimately responsible for how the device is being used. She also attended a social media workshop on how to use social media to advertise for your events. This workshop shared information on how and when to use social media for 4-H within the context of your event. Carol Ervest attended this conference and went to a sportsmanship and tracking workshop. Bristol Bay 4-H has some unique challenges because many of their areas are not connected by roads. Their Shooting Sports Workshop was geared toward new leaders. She learned a lot about Alaska. One of the interesting activities she attended was panning for gold. Alberta, Canada is the site of the next conference.

2016 Forum Report

Food Monitoring - Monitoring of attendance at meals during forum was discussed. It is especially important that we figure out a way to ensure that only the attendees who paid for a box lunch pick one up. There is usually some confusion regarding who should be getting a box lunch. If this is on badge, the letters need to be in bold and larger. Chuck Todd stopped doing tickets (which cost 10 cents each) because they are very time consuming to sort and put in individual envelopes.

Don Ballard returned.

Balloons at Auction - Board members discussed giving balloons to winning bidders at the live auction. It was the consensus of the State 4-H Advisory Board that this should be done again this year. **Vicki Contini will get balloons for the live auction.**

Golden Tickets – Income from the sale of these tickets was only \$740 last year. The value of item selected is used as the amount received for the item during the live auction. Concern was expressed that we need to be careful we don't detract from the live auction.

The State 4-H Advisory Board unanimously decided not to continue selling the Golden Tickets.

Workshop Evaluation Form – Robin Minaker updated the evaluation form and provided copies for each board member. We need to provide a paper evaluation, but this could also be done as an electronic evaluation (survey monkey) or a QR Scanner code generator could be provided in every workshop room. Robin will work on the survey for forum with Erin Hightower.

Keynote Speakers – Neither of the keynote speakers for the 2016 Forum is charging a fee. Ann Erika Whitemarsh will be speaking on Sunday. She is the founder of Rascal Rodeo. Ryan Kruger, Alliance for Child, is a former 4-H'er who works with at risk youth (gangs, violence, etc.) and trains new foster parents. He may be able to do a workshop. A biography for Ann Erika Whitemarsh has been provided and posted to the Forum website. Erin Hightower will send a biography for Ryan Kruger to Robin Minaker. Robin will get Ryan's biography posted to the Forum website.

State Décor – Stage décor will be the wooden “kids” used to decorate the 4-H building at the Benton-Franklin 4-H Fair.

Teen Activities – Work on teen activities is in progress.

Workshops – A review of the workshops that have been turned in for consideration will take place tonight after the conclusion of the Advisory Board meeting. The results will be presented to the Advisory Board during tomorrow's meeting.

Hospitality Room – Neither TRAC nor the hotel will allow outside food except from an approved vendor. Conversation circles will be set up in the Atrium area at TRAC.

Hotel/RV Options – My Place Hotel (\$90) is an inexpensive hotel option. This hotel is close to TRAC but the rooms are small. There is an RV park at TRAC and another off Road 100.

Gift/Goody Bag – Since most of the promotional items are just thrown away, the local forum committee has decided to keep it very simple. The goody bag will probably be a small bag with a pen and pad of paper as well as some food items. Some mints and Washington Grown magnets have already been received. Other possible items include dairy products from the Dairy Products Commission. Sam Smith knows the current Dairy Princess and will ask her to contact Erin Hightower.

Displays – All of the displays will be in the Expo Hall at TRAC. Silent auction items and the Hall of Fame pictures from previous years will also be in the Expo Hall. Because this area is extremely large, three classrooms and tables for meals will be here.

Flowers – Hall of Fame corsages/boutoneers will be provided by a local FFA chapter or a flower shop.

Entertainment – Entertainment at the Award Ceremony on Friday night will be provided by some youth in a local Cloggers group. This group includes some of our 4-H'ers. (Dinner will not be provided to those providing the entertainment.)

Meals – Meals at the 2016 Forum were reviewed and approved for submission to TRAC.

Friday Lunch - Prefer box lunch [40%-turkey/25%-ham/25%-beef/10%-vegetarian sandwich, mayo/mustard on the side, chips (not salad), cookie, soda]

Friday Dinner – Roasted Pork Loin (\$17.95 plated) with double layer chocolate cake
Vegetarian option – Eggplant and Zucchini Manicotti (\$17.95 plated)

Saturday Lunch – Winter Steak Salad (\$15.95 plated) request cabernet dressing on side

Saturday Dinner – Gold Rush Feast Buffet (\$27.95 Buffet)

Sunday Brunch – Great Start Breakfast Buffet (\$15.95 buffet)

Ala Carte – If necessary to meet minimum dollar amounts, an ala carte option of granola bars is available for \$3 per person. Other options include bagels with cream cheese, muffins, mini croissants, chocolate brownies, and candy bars.

Water Service – Water service will be provided in conference rooms and the Expo Hall/Atrium. The coffee service will be in the Expo/Atrium. Vicki Contini will find out if hot tea is included in the coffee service and submit the meals to TRAC.

Tour

Banquet tables for 260 people (8 per table)

- Friday -white table cloth with green napkins
- Saturday/Sunday – black table cloth with white & green napkins
- Put 3' curtain around banquet area

Stage (12' deep x 16' wide x 3' high)

- Podium
- 2 ramps (one on each end of stage)

Auction Tables

- Black table cloths

Display Tables (Hall of Fame and table tops)

- White table cloths

AV Expo Hall Equipment (Friday pm thru Sunday afternoon)

- Hand held or clip on – Vicki Contini will get prices.
- Use our projector (projectors cost \$275)
- Need sound equipment
- One or two screens – Vicki Contini will get prices.

Posters

- Hang posters on curtains around the room using binder clips

Hall of Fame Pictures

- May hang on dowel using paper hanger on back of picture and large paper clip

Vicki Contini will share the above preferences of the Advisory Board with TRAC's Sales Manager.

Door Prizes – There was a discussion of possible changes to make the door prizes more exciting. The Advisory Board decided to have fewer door prizes and the door prizes will have a value of \$10-\$20. Door prize winners will not be posted on a board. Up to five winners will be announced during each meal and the donor will be acknowledged. Advisory Board members will be asked to bring at least one door prize to forum.

Food Drive – A food drive similar to last year's food drive will take place at Forum. Only non-perishable food will be collected. The food collected will go to the local Second Harvest organization.

Committee Meetings

Teen Leadership Committee

They discussed the need to make a video using short quotes from teens to promote the State 4-H Advisory Board to teens. They want to have people speak at teen rally to promote the State 4-H Advisory Board. It was recommended that the State 4-H Advisory Board teen elections be moved from the teen rally to the district meetings at forum. Changes will need to be made to the constitution about officer mandates to allow teens an equal opportunity to serve. This was tabled for review by the Constitution Committee. It was suggested that changes be made to the teen application and the adult application forms to align them more closely with each other. The forms need to specify who at the extension office signs the application form. It was also recommended that the qualifications be changed or made more equal between teens and adults. Sabrina Wood asked why the voting power to select teen representatives was taken from teen peers. Sam Smith said that most teens don't understand what the State 4-H Advisory Board is doing. For this board, the peers of the teen board members are actually the adults. A digital display will be used instead of a board display. Robin Minaker will draft forms for review and approval tomorrow.

Motion: Joy Wilken made a motion that the election of teen representatives to the State 4-H Advisory Board be moved to the district meetings at forum where adults are elected beginning with the 2016 elections. The motion was seconded by Jean Lindsey and unanimously approved by the State 4-H Advisory Board.

Public Awareness Committee

The committee put together a description of what this committee does.

The Public Awareness Committee is a subcommittee of the Washington State 4-H Advisory Board with the goal of:

- Creating programs and provisions to increase the awareness of 4-H

- Creating programs and support towards the awareness of 4-H's opportunities for youth and volunteers
- Creating awareness of the 4-H Advisory Board's mission, value, and programming
- Creating outreach for the forum, awards, and opportunities

The committee discussed a letter to the presidents of county 4-H councils asking them to support the attendance of their leaders at forum. Workshop descriptions will be put (1-2 at a time) on the facebook page. The 4-H facebook page and Tuesday news will be used to generate interest in open positions on the State 4-H Advisory Board.

4-H State Advisory Board
April 24, 2016
Pasco, WA

In Attendance: SW-Carol Ervest, Sam Smith, Joy Wilken, Wesley Simmons; NE-Holly Haddenham, Robin Minaker; NW-Don Ballard, Jean Lindsey, Sabrina Wood, Serah Comstock; SE-Richard Weitman, Erin Hightower; Extension-Michelle Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Faculty-Jan Klein

The 4-H State Advisory Board meeting was called to order at 8:08 am.

Grants and Recognition Committee

Toni Dell will be contacted by Don Ballard regarding the Hall of Fame nominations. Copies of the nominations received by June need to go to the Grants and Recognition Committee no later than June 13. A conference call will be scheduled for Thursday, June 30 at 7 pm to select the 2016 Hall of Fame recipients.

Toni Dell will be contacted by Don Ballard about putting the Hall of Fame awards and certificates together for the award ceremony at the Forum.

When the state award nominations arrive September 1, Don Ballard will distribute them to the committee for review.

Kevin Wright agreed to write a State Hall of Fame biography for Pat BoyEs for submission this year. Don Ballard will coordinate this.

Fund Development Committee

The committee discussed the need for higher priced auction items. The committee would like to encourage rivalry during the auction between WSU and University of Washington by putting their auction items next to or right after each other. If cases of wine are received, the wine cases should be split. During the live auction, the individuals that volunteer to be “callers” need to be reminded to stay in their assigned sections. It was suggested that the “caller” who has the most winning bidders will receive special recognition. Robin Minaker will provide this recognition. Local advertisement for auction and dinner will be pursued by local committee.

The Shriners Hospital sent the Advisory Board a thank you note for the books they received.

Forum Workshop Committee

The committee only eliminated two workshops. The draft workshop schedule was reviewed with the Advisory Board.

Raise the Paddle Activity – Since Burundi has been the recipient of these funds for several years, other possible recipients were discussed. The possibility of supporting all Washington State teens attending National Conference or National Congress as state delegates was discussed.

Motion: Joy Wilken made a motion to have the “Raise the Paddle” fundraiser at end of auction with the funds going into a State 4-H Advisory Board account designated for 4-H National Conference or National Congress delegates who would apply for these funds. The motion was second by Sabrina Wood. The motion was unanimously approved by the State 4-H Advisory Board.

The National Conference is in March of 2016. National Congress is the day after Thanksgiving. Jan Klein said she could get the teens who attend these events to give a presentation at forum. The Grants and Recognition Committee will need to create a scholarship form.

It was recommended that a Burundi presentation take place before lunch on Saturday. Kevin Wright will be contacted regarding the need for auction items that can be used to raise funds for Burundi.

A meeting room has been requested by Scott Vanderway for a Challenge meeting on Friday of Forum from 10 am to 4 pm. It was suggested that they use the boardroom in TRAC for their meeting. They will buy lunch on Friday for their group.

Forum Committee

The committee met Friday night to discuss how to make changes to improve forum more proactive than reactive. Potential donors for forum need to be identified. It was felt that attendees need to be able to use credit cards to pay their registration fee. There was a discussion concerning what the board could do to solicit the workshops that are of most interest to the attendees. It was also recommended that board members should be presenting more workshops. It was suggested that the Advisory Board become the group to which people send their workshop proposals. With all the budget cuts WSU has undergone we don't know how long Toni Dell at the State 4-H office will be able to continue doing this for us. The Advisory Board will probably always need to use the state office as our mailing address. A generic email address for the Advisory Board may also need to be established. There was a discussion about the possible use of google docs for registration and workshop submittals. There will be no hospitality room at forum this year because outside food is not allowed at either TRAC or the hotel. Advisory Board members who were going off the board were encouraged to find people to run for their office. All board members were asked to encourage people in they know to apply for open positions on the Advisory Board. The constitution and by-laws for State 4-H Council were found in the Advisory Board handbook. Advisory Board members were reminded that Extension staff cannot be a voting delegate during the State 4-H Council meeting on Sunday. If you see your staff person trying to vote, remind them that they are not eligible to be a voting delegate. Erin Hightower will have the local Forum

Committee make signs for each delegates chair. During the voting on Sunday, delegates are seated at the front. Hall of Fame pictures will be displayed the entire weekend.

Blazers for National Trips

Last year Robin Minaker was given the green blazers that were purchased by the Advisory Board for youth attending national events. The blazers were purchased by Advisory Board in about 2009. Robin asked the Advisory Board what they wanted to do with these blazers. It does not appear the blazers are going to be used again. There are at least 12 blazers. Sabrina Wood will bring the blazers to forum.

Motion: A motion was made by Erin Hightower to sale the blazers at the silent auction until they are gone. Sabrina Wood seconded the motion. The motion was unanimously approved by the State 4-H Advisory Board.

Changes to Teen and Adult Advisory Board Application Form

Robin Minaker reviewed her proposed changes to these application forms. The signature of the Faculty Administrative Coordinator was added. The positive traits listed on the teen form were added to adult form. The numbers “1”, “2”, and “3” which indicate which position the person is applying for within each district were eliminated. The changes to the teen application form included who the form would be sent to and the signatures.

Motion: A motion was made by Sabrina Wood to accept the proposed changes to the Adult and Teen Application forms. Sam Smith seconded the motion. The motion was unanimously approved by the State 4-H Advisory Board.

Robin Minaker will make the changes and submit the updated teen and adult application forms for the State 4-H Advisory Board to Christy for posting on the Advisory Board website.

Letter to County Presidents

Sabrina Wood explained the changes she made to the letter that is sent to county presidents each year asking for support of the Forum. During the discussion it was suggested that a link to the forum website and the facebook page be moved to the first sentence of the letter. The letter will be sent out twice prior to Forum. A bullet about the inspirational speakers will be added to encourage leaders to attend. The bullet will include when each individual is speaking. Robin Minaker will send this letter out via email.

By-Laws and Constitution Committee

A By-Laws and Constitution Committee will need to be formed to update and bring the by-laws and constitution into line with the new application policy. Board members were asked to get their comments to Don Ballard by May 9. Don Ballard volunteered to chair the committee. Sabrina Wood, Michelle Lain, Joy Wilkin, Robin Minaker, and Sam Smith also volunteered to be on this committee.

Committee Liaison Reports

4-H Foundation – Robin Minaker told the Advisory Board that Amazon Prime gives 5% of every sale to the 4-H Foundation. The program is called “smile.” Robin will send everyone the link. Dell has 18 stores in 11 of Washington State’s counties. The store held their annual 4-H fundraiser recently. The 4-H Foundation may become a part of the WSU Foundation. It will be discussed in a meeting taking place on Thursday.

Clothing and Textile – no activity

Dogs – There has not been a lot of activity.

Equine – State Hippology Contest has taken place. State Horsebowl Contest will take place in a couple of weeks.

Teen Leadership – Serah Comstock volunteered to be the board representative to this committee.

Challenge – The Gibbs Lake challenge course is having an activity this summer.

Camping – The camping standards are being reviewed by Mike Jensen.

Cats – Sam Smith reported that Steve Richmond will be the new Cat Superintendent at the state fair. The Cat Committee asked Sam to find out what the requirements are to have a committee meeting at forum. Sam was told that the committee members need to register to attend forum. If the committee has any recommendations they want to submit concerning cats, a “Recommendation” form needs to be submitted according to the process explained on the State 4-H website. The forms are also available on this website.

Shooting Sports – Sabrina Wood told the Advisory Board that the state competition will take place on May 20-21 in Eatonville.

State Fair Board – Sabrina Wood informed the Advisory Board that the State Fair budget will be reapproved in 2017 thru the State Legislature. The Fair Board discussed recommendations for fair book changes. They also discussed having trustees present every day of fair. The Fair Board is concerned about the amount of money it costs them to attend forum (over \$3,000 for all of their members). Only one or two board members would attend if it were not for the council meeting which takes place on Sunday. Since there isn’t enough time on Sunday after Forum for a State Fair Board meeting, they may send only those necessary to cover state fair committee meeting and the council meeting on Sunday in an effort to reduce their costs. Sabrina Wood suggested we offer them the teen/speaker rate (\$50 discount) or give a grant (\$1,000) to offset their cost if they attend and give them a meeting room. Either Sabrina Wood or Tom Gwin will contact Vicki Contini by May 16 to confirm the need for a meeting room on Friday and/or Sunday of Forum.

Motion: Joy Wilken made a motion to offer the Washington State 4-H Fair Board members the presenter registration rate (\$50 discount). The motion was seconded by Jean Lindsey. The motion was unanimously approved by the Washington State 4-H Advisory Board.

Miscellaneous Items

Jan Klein encouraged the board members to make personal phone calls and visits to county councils or county staff.

It was suggested that board members respond to any emails they receive so the sender knows it has been received.

TRAC Arena – Erin Hightower reported that at this time no classes are scheduled for the arena which will cost us \$850. Chuck Todd and Erin Hightower will discuss whether or not it would be advisable to change the contract and eliminate this expense.

Next Advisory Board Meeting

The next Advisory Board meeting is scheduled for the Thursday before Forum (October 20) at 7:00 pm. Dinner will not be included in this meeting.

Adjourned 11 am.

Respectfully submitted,
Vicki Contini, Secretary

January 2016 Action Items

6. In Progress – Robin Minaker will work on updating the information about the 4-H window display contest that takes place during National 4-H Week. She will email it to the Advisory Board members for their approval.
8. In Progress – Over this weekend Erin Hightower & Robin Minaker will work on the Public Relations Campaign for the liking and sharing of Forum information with a reward of \$25 off a registration for likes and shares of facebook posts.
9. In Progress – The Teen Committee is working on an update to the promotion page for the teen positions to develop ideas for getting teens interested in the State Advisory Board and the materials needed to develop interest and understanding.

April 2016 Action Items

1. Chuck Todd will mail a new cover sheet to each of the State 4-H Advisory Board members.
2. Robin Minaker will contact the Great Wolf Lodge will be contacted to see if they will reduce the total room nights.
3. Robin Minaker will send the forum information guide to Jan Klein.
4. Vicki Contini will get balloons for the live auction.
5. Robin Minaker and Erin Hightower will work on the survey for forum. Robin updated the evaluation form and provided copies for each board member. We need to provide a paper evaluation, but this could also be done as an electronic evaluation (survey monkey) or a QR Scanner code generator could be provided in every workshop room.
6. Erin Hightower will send a biography for Ryan Kruger to Robin Minaker.
7. Robin Minaker will get Ryan Kruger's biography posted to the Forum website.

8. Sam Smith knows the current Dairy Princess and will ask her to contact Erin Hightower.
9. Vicki Contini will find out if hot tea is included in the coffee service and submit the preferred meals to TRAC.
10. Vicki Contini will get the prices for microphones (hand held or clip on) and projection screens (one or two screens), and sound equipment for the stage.
11. Vicki Contini will share the preferences of the Advisory Board concerning the arrangements in the Expo Hall with TRAC's Sales Manager.
12. Advisory Board members will be asked to bring at least one door prize to forum.
13. Public Awareness Committee (Robin Minaker/Erin Hightower) - Workshop descriptions will be put (1-2 at a time) on the facebook page.
14. Public Awareness Committee (Robin Minaker/Erin Hightower) - The 4-H facebook page and Tuesday news will be used to generate interest in open positions on the State 4-H Advisory Board.
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16. Don Ballard will contact Toni Dell about putting the Hall of Fame awards and certificates together for the award ceremony at the Forum.
17. Don Ballard will distribute the state award nominations to the committee for review after the September 1 due date.
18. Don Ballard will coordinate the submission of a State Hall of Fame biography for Pat BoyEs for this year.
19. Robin Minaker will provide recognition to the "caller" who has the most winning bidders during the live auction.
20. The Grants and Recognition Committee (Don Ballard) will create a scholarship form for the teens that receive an Advisory Board grant to attend National Conference or National Congress. Jan Klien said she could get the teens who attend these events to give a presentation at forum.
21. Erin Hightower will have the local Forum Committee make signs for the chair of each of the voting delegates at the State Council meeting.
22. Sabrina Wood will bring the green 4-H blazers to forum where they will be included in the silent auction until they are gone.
23. Robin Minaker will make the changes and submit the updated teen and adult application forms for the State 4-H Advisory Board to Christy for posting on the Advisory Board website.
24. Robin Minaker will send the revised letter to county council presidents out via email.
25. Sabrina Wood or Tom Gwin will contact Vicki Contini by May 16 to confirm the need for a meeting room on Friday and/or Sunday of Forum.