4-H Leader’s Council Meeting

Minutes for January 19, 2017

Meeting called to order by Jessica Simpson, President

* Present:

Country Pride: Jessica Simpson, President

Mandy McElfish, Vice-President

Kathy Olmstead

Diane Lukas

Lulu Lukas

GDC: Vickie Blanchet, Treasurer

WSU Extension: Mike Jensen

Dixie Chichester

Alex Laughery

* Pledges at 6:42 PM

Minutes were passed as written. 1st: Kathy 2nd: Diane

Treasurer Report

* As of the January 5, 2017, there is $352.35 in the account.
* Kathy Olmstead, Scott Ellsworth and Vickie Blanchet will be going to Mountain West Bank on Friday, January 20, 2017, to change the signatories on the account. At that time, the books will be handed over to Vickie Blanchet, the new treasurer. The two names on the account will be Kathy Olmstead and Vickie Blanchet. Another officer will be added at a later date.
  + Please Note: At the bank it was discovered that Patty Cutshall was still a signatory on the account and would have to sign to change the account unless there was a vote to remove her as a signatory. Since it had been agreed that the two account signatories would be Kathy and Vickie, the three members who were at the bank wrote and signed a resolution to that effect.
* Dixie signed the minutes of last meeting to certify that this change of signatories has been approved by the Council.
* Questions arose about the low balance, specifically whether or not the pop stand money had been deposited. Since Vickie would not have answers until the next day, It was moved that the Treasurer’s Report was tabled until next month. 1st: Kathy 2nd: Vickie

OLD BUSINESS

* Signing of minutes/signatory authorization for Vickie: Dixie signed the minutes of last meeting to certify that this change of signatories has been approved by the Council.
* ATM Machine at Fair: No Report
* Premium Points System
  + Dixie shared that a lot of 4-H goodies were ordered as incentives for meeting attendance. The committee needs to develop policies and procedures to govern their disbursement.
  + A question arose about who would be keeping track of meeting attendance. Wendy Allegreto had volunteered for this position. The sign-in sheet should be used to keep a record and those present should be noted in the monthly minutes along with a report on how many points each club had accumulated.
  + This total should also be put in News & Views along with information about the Premium Points Incentives Program.
  + A job description revision is needed for the Reporter in order to add the extra responsibilities – discussed later under new business.
* Super Saturday Committee
  + Super Saturday will be held on Saturday, March 18, 2017, from 8:30 AM – 2:30 PM at Stratton Elementary.
  + It was suggested that a Chairperson was needed to contact everyone and to keep track of all the details as there was confusion last year regarding who was bringing what to the event.
  + Dixie will send out the agendas from the last two year’s Super Saturdays by email so that people can review what was done in the past and bring their ideas to the February meeting.
  + Teens should be encouraged to be part of the planning committee and asked to teach some of the classes (with an adult helper).
  + As soon as an agenda is created, Mike and Dixie will send it out to the surrounding counties to invite their 4-H club members to participate.
  + Planning for the event was tabled until the February meeting. 1st: Vickie 2nd: Kathy
* Archery Training
  + Archery & Rifle Instructor Training will be held on March 3-4, 2017.
  + Classroom Training: March 3rd at WSU Extension Office & by Zoom from 6:30-9:00 PM
  + Hands-On Training: March 4th at Stratton Elementary from 9:00 AM – 5:00 PM
  + Cost: $75.00 – This will cover the materials & fees as well as the housing & meals for the trainer.
  + Twelve people are needed for the class and we currently have seven.
  + Contact Vickie Blanchet ([blanchetvickie@newportgriz.com](mailto:blanchetvickie@newportgriz.com) or (509) 671-2428) to register.
  + Mike will contact people in the north part of the county.
  + Other counties can participate.
  + Mike will be going to the National Training of Trainers in late Spring. After that he’ll be able to teach the archery instructor’s course.
  + Coeur d’Alene will also be hosting a Shooting Sports Instructors Training, April 22-23, 2017. Dixie has no other details as this time.
* PUD Truck Wash Fundraiser: No report at this time

NEW BUSINESS

* 4-H Building Superintendent: Kathy has requested that a replacement be found to serve as the 4-H Building Superintendent for the fair.
  + Mandy McElfish will help with calls . . .
  + Kathy has a folder with all the changes that need to be made to the Fair Book. However, she needs someone to help prepare this for the Fair Committee.
  + Mike noted that the ages need to be changed to reflect the new 4-H rules changes. Kathy has the IT person’s name and contact information so that changes can be passed onto him.
  + Dixie will put this announcement in the News & Views
  + Other responsibilites of this position include ensuring that the Record Books are submitted and working with volunteers.
* KYG Code of Conduct: These need to be signed & submitted before registrations are approved.
* Club Updates

Tech Wizards

* Everyone is invited to the Tech Wizards Capstone Event on Sunday, January 22, 2017, at the CAMAS Center. The event is free and food will be provided. However, it would be appreciated if those intending to attend would RSVP as soon as possible. Currently, there are between 30-40 planning on being there including students from the GDC and people being brought by Diane Lukas. Background checks are mandatory for adults. Dixie purchased insurance with money from a grant received to fund this event.
  + WSU POC Extension has received a $20,000 grant for 2017-18 Tech Wizards program. Mike is now the Washington State Director for Tech Wizards. This will allow the office to expand staffing hours for Dixie, Bev and Alex’s positions. Our office will also be the host for the state Tech Wizards equipment. This can be borrowed by clubs throughout the state ~ it will just be easier and more convenient for the clubs in Pend Oreille County.
  + Alex Laughtry developed a set of Ozobot activity, which he and Mike will be presenting at the National Tech Wizards Conference in DC in two weeks.

GDC

* The January babysitting course is cancelled and will be re-scheduled for March or April. Please let your clubs know and encourage those interested to contact Vickie Blanchet if they have students interested in taking the course.
* KYG: Our group of four students is preparing for the mock trial of Hogwarts vs. Hagrid the Giant. Representing Hogwarts in this civil suit, they will be crossing swords with the defense team from Country Pride in front of Judge Van de Veer on January 31st at the County Courthouse.
* Starry Night Arts & Science Evening: The GDC is hosting “A Starry Night” at Newport High School on February 22, 2017, from 6:00-8:00 PM. This is a free event for the whole family and will feature . . .
  + Programming LEGO Mindstorm Robots to traverse a Mars landscape
  + Embroidery Constellations
  + Masterpiece Mosaics ~ Enlarging a small piece of Van Gogh’s Starry Night to make a new mural
  + Rubix Cube Starry Night – Using Rubix Cubes to create Starry Night cube by cube
  + Starry Night Puzzle
  + Constellation Wheels
  + Ozobot Activities
  + Constellation Dot Art from Australia using mosaic tiles
  + 3D Printing
  + College and Career Information
  + And Much More!
* Volunteer Hours: Please make sure you and ALL your leaders are logging volunteer hours each month. Dixie will send out personal emails to people not currently logging their hours.
* Published: An article Mike Jensen wrote has appeared in the American Camp Association magazine. It’s entitled, “Don’t Let Your Camp Go to Pot” and deals with the issues surrounding the legalization of marijuana. Another of his articles, “Volunteers Who Love Camp Too Much,” will appear in the April or May issue. Mike sends out a huge thank you to tall those who provided information so that he could write these two articles.
* Reporter Job Description
  + The Bylaws to not need to be revised – only the job description. The revision will need to be approved by the Leader Council
  + While a special committee was suggested, the council decided that the information put in previous minutes along with the current job description would be sent out in the next News & Views. Everyone is asked to review it and bring their suggestions to the next meeting, where the actual revisions will be done.
* New 2016-17 Publications & Projects catalog is in the office for clubs to pick up if they want one.

Next Meeting will be held at the WSU Extension Office on February 16, 2017 from 6:30-8:30 PM/

Meeting was adjourned at 7:50 PM 1st: Lulu 2nd: Diane

ADDENDUM:

Treasurer’s 2016 Report

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| --- | --- | --- |
| REPORT FOR 2016 |  |  |
|  | INCOME | EXPENDITURES |
|  |  |  |
| Beginning Balance | $ 3,178.60 | $ |
|  |  |  |
| Projects |  |  |
| State Dues |  | (45.00) |
| Know Your Government | 4,075.26 | (4,959.11) |
| Super Saturday |  | (56.43) |
| Pop Stand | 2,234.32 | (2,967.03) |
| Back Gate 2015 & 2016 | 900.00 |  |
| POC Fair Awards |  | (40.00) |
| After Fair Party |  | (330.89) |
| State Fair Reimbursements |  | (300.00) |
| Office Supplies |  | (49.87) |
| Ending Balance | $ 1,639.85 |  |

* Pop Stand Money was deposited after the Jan 5th statement, but is reflected in the above. The Pop Stand had a loss of $732.71. It was reported in November that approximately $500 of money and/or inventory went missing. Tighter inventory and money controls need to be enacted – see idea below.
* Know Your Government was short $883.85. There was some money designated to KYG from a club that was dissolved. However, there are no clear records regarding how much was given.

For the future, every deposit will be recorded using a Deposit Record form and all cheques will be photocopied. This will ensure that a paper trial exists in case of a computer malfunction. Receipts for every purchase are already required.

Idea for POP Stand Money and Inventory Control

1. At the beginning of each day, the inventory is counted and reconciled with the previous day’s totals.
2. At the beginning of each shift, a new drawer is placed in the register with a $100 float
3. Every order must be recorded on a POP Stand Purchase Record.

* Everyone works in pairs writing the order on the POP Stand Purchase Record and another person collects the order and brings it to the till

1. Only ONE person from each club runs the register.

* If the register person needs to leave before the end of a shift, drawer and POP Stand Purchase Records should be pulled.
* A new drawer should be issued.
* The below procedure should be used to reconcile the sales & money received.

1. At the end of the shift

* The drawer is pulled and counted with two people signing off on the count
* The POP Stand Purchase Records are pulled and totaled
* The two are reconciled.
* Discrepancies will be charged to that club
* Amount of each item sold should be entered into an inventory spreadsheet

1. At the end of the day, a quick inventory of stock should be completed.

* These amounts should be entered into the spreadsheet and compared to the sold tally
* Wasted products should be estimated and entered onto the spreadsheet.
* The cost of inventory which does not match should be charged evenly to all clubs working that day.

SAMPLE

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| --- | --- | --- | --- |
| POP STAND PURCHASE RECORD | | | |
|  |  |  |  |
| **ITEM** | **COST** | **# Purchased** | **TOTAL** |
| Pop |  |  |  |
| Water |  |  |  |
|  |  |  |  |
| Candy |  |  |  |
| Popcorn |  |  |  |
| Cotton Candy |  |  |  |
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| GRAND TOTAL | | |  |