4-H State Advisory Board  
October 15, 2015  
Everest, WA

In Attendance: SW-Carol Ervest, Sam Smith; NE-Jim Johnson, Robin Minaker, Adrian Robinson; NW-Don Ballard, Floy Ziegler, Sabrina Wood, Wesley Simmons; SE-Erin Hightower; Extension-Michael Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs

The 4-H State Advisory Board meeting was called to order at 7:07 pm.

Robin Minaker led the State 4-H Advisory Board in the 4-H Pledge and Sarah Bishop led the Pledge of Allegiance.

The board members introduced themselves.

On May 25, 2015, Vicki Contini emailed the minutes of the April 2015 State Advisory Board meeting to the board members for their approval. The minutes were approved as of June 4, 2015. Eight (8) board members responded and indicated their approval of the minutes as submitted. The minutes were submitted for addition to the 4-H website and the Tuesday e-Newsletter.

Treasurer’s Report
There is a balance of $50,333.04. This does not include other 4-H group monies. The investment account is at $31,369.04 which is down slightly. Dues have been received from all counties. Chuck Todd estimates about $2,000 in registration fees will be received after October 10, 2015. A total of $624.11 in non-reimbursed expenses have been reported by board members.

For next fall’s forum we need to see if we can implement credit cards in the new enrollment system. A discussion is ongoing with WSU on how to implement this. The Advisory Board will discuss this at the April 2016 meeting. Less than half of the counties are using the on-line enrollment system.

Action Items
1. Done – Robin Minaker sent a request for the reporting of volunteer hours to 4-H County Presidents, Extension offices, and Tuesday e-news. This request did not get posted on Facebook.
2. Done – Don Ballard submitted the Leader of the Year deadline change to Tuesday e-news with other nomination reminders.
3. Done – Robin Minaker contact Gayle Ashworth of the State 4-H Foundation about the possibility of using a hashtag to enable people to connect more easily to 4-H license plate site.
4. Done – Sabrina Wood has found several groups (6-7) that would like to receive the “My Champion” books. Robin Minaker will deliver the books to the groups in Spokane.

5. Done – Robin Minaker prepared a spreadsheet show which workshops needed a projector.

6. Done – Robin Minaker prepared a message encouraging past forum attendees to come to the 2015 Forum. Chuck Todd emailed the message to those attendees.

7. Done – Robin Minaker sent two emails to local council presidents asking for their support of forum.

8. Done – Sabrina Wood sent an updated teen opportunity slick to Pat BoyEs. It is ready to be distributed.

9. On Hold – Savanah Graham was not present to provide an update on promoting 4-H using traveling displays/power point presentations.

10. Done – The State 4-H office received photos of two library displays during 4-H Week (julie’s and Stevens County). They will be judged, so a winner can be announced prior to the auction.

11. Done – Photos of the library displays during 4-H will be reviewed by the State Advisory Board and winner chosen prior to the auction.

12. Done – Hall of Fame nominations were reviewed and award recipients selected.

13. Done – Robin Minaker corrected the license plate information she prepared earlier.

14. Done – Floy Ziegler is coordinating the Golden Ticket Raffel and will be selling tickets on Saturday at the Registration Desk.

15. Done - Rachel George (a 4-H Alumni) is brought two of her framed photo’s. They will be included in the auction.

16. Done – Floy Ziegler purchased a helium tank and balloons that will be given to the winning bidder of each live auction item.

17. Done – The Food Preservation Workshop is being offered again at this forum.

18. Done – Robin Minaker and Tony Dell assigned a time slot to the Food Preservation Workshop.

19. Done – Robin Minaker updated the acceptance and denial emails sent to those submitting workshops for forum.

20. Done – A 4-H Foundation representative is doing a workshop on grants offered by the 4-H Foundation. Fliers will be handed out during this workshop.

21. Done – Robin Minaker and Debbie, the Fair Board President, are assigning members of their boards to the district and committee meetings that take place during forum.

22. Done – On Sunday morning Pat BoyEs will meet with the Fair Board and State 4-H Advisory Board representatives to review who can vote in the meetings.

The following assignments were made to facilitate the District and Committee Meetings.

District Meeting Facilitators
SE District: SAB – Erin Hightower; Fair Board – Marilyn Brennan
NE District: SAB – Robin Minaker; Fair Board – Debbie Smith
SW District:  SAB – Carol Ervest; Fair Board – Mindy Wallace  
NW District:  SAB – Sabrina Wood; Fair Board – Eileen Owens

Committee Meeting Facilitators (Sunday)

General Fair/4-H: 
  SAB: Michelle Lain  
  Secretary: Vicki Contini  
  Fair Board: Debbie Harbin

Family Living:  
  SAB: Floy Ziegler  
  Secretary: Carol Ervest  
  Fair Board: Matt Harbin

Livestock:  
  SAB: Sabrina Wood  
  Secretary: Erin Hightower  
  Fair Board: Kirk Gresham

2015 Forum Update
Workshop Presenter Thank You gifts will be put in each room ahead of time. Robin Minaker will place baskets in each room for the collection of workshop evaluation forms.

On Friday the Recognition Banquet will start at 7:00 pm (a little later than usual) because of the high volume of traffic. Leader of the Year plaques will be put out by district after the banquet room has been set up on Friday morning. Beginning at 5:30 pm Pat BoyEs will be outside ballroom to check-in the Hall of Fame inductees. She requested volunteers from the Advisory Board to take them to their tables.

Script Readers
Hall of Fame Inductees – Jim Johnson  
Friend of 4-H – Sam Smith  
Alumni Award – Don Ballard  
Outstanding Volunteer at National Level – Sabrina Wood  
SE District Leaders of the Year – Erin Hightower/Robin Minaker  
NE District Leaders of the Year – Holly Haddenham/Jim Johnson/Robin Minaker  
NW District Leaders of the Year – Wesley Simmons/Don Ballard  
SW District Leaders of the Year – Carol Ervest/Sam Smith

Pat BoyEs asked the script readers to check for Leaders of the Year at district meetings to make sure no one is overlooked. Michelle Lain, Floy Ziegler, and Adrian Robinson will help to coordinate the lining up of Leader of the Year recipients.
In Attendance: SW-Carol Ervest, Sam Smith; NE-Holly Haddenham, Jim Johnson, Robin Minaker, Adrian Robinson; NW-Don Ballard, Floy Ziegler, Sabrina Wood, Wesley Simmons; SE-Erin Hightower; Extension-Michael Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs; Guest-Jean Lindsey

The 4-H State Advisory Board meeting was called to order at 1:12 pm.

Nominations

The following nominations for President and Vice-President of the Washington State 4-H Advisory Board were made.

President – Robin Minaker
Vice-President – Sabrina Wood
Jim Johnson
Don Ballard

Robin Minaker was elected President and Don Ballard was elected Vice-President.

Teens
Active recruitment of teens for State 4-H Advisory Board teen positions needs to be done.

Committee Assignments
Assignments to the Advisory Board Committees will take place at the January meeting.

Committee/Board Representatives
4-H Foundation – Robin Minaker
Fair Board – With Floy Ziegler going off the board Sabrina Wood agreed to be the new representative.
Clothing & Textile – Nothing happening right now. Nancy, who was the coordinator is leaving.
Dog – Robin Minaker
Equine – Jim Johnson
State Teens – Sabrina Wood
Adventure Education/Natural Resources/School Age Care – on hold
Cats – Sam Smith
Shooting – Jim Johnson/Sabrina Wood

Upcoming Forum Locations
2017 Forum in SW – Great Wolf needs to be checked. Looking for others.
2018 Forum in NE – Discussed several possible locations. Chelan, Spokane and Wenatchee are the possible locations. The Mirabeau in Spokane is a possibility. Jim Johnson and Robin Minaker will visit the Mirabeau to see what changes were made during their recent remodeling to make it more handicap accessible.

2015 Forum Discussion
There were a number of people with allergies that did not notify us of their allergy until they arrived at the hotel. We need to know ahead of time. Several ideas were discussed. Chuck will try to add “special dietary needs” to registration form.

It was suggested the 8 am announcements be eliminated and a board at the registration desk be used for announcements.

Pat suggested setting up a task force to look at format structure, days, everything about Forum. Targeting 2017 and beyond. Chuck Todd will pull registration numbers and profit/loss info. What are the essential elements that constitute a forum? Forum was four days long several years ago. The results of the survey done a few years ago will be considered. Is there enough cost savings to have forum in same location every year?
Sabrina Wood, Don Ballard, Jim Johnson, Michelle Lain, Erin Hightower volunteered to be on the task force. This needs to be the focus on January 2016 meeting.

Vicki Contini will email the results of the auction to the Advisory Board members.

About 25 dog project people registered for Forum. They have never registered for Forum before. The Adventure Education team purchased lunch for their group this year. Both of these things helped with this year’s meal count. Everyone loved the hospitality suite being available for them to gather and talk. Sabrina Wood and Wesley Simmons checked tickets for box lunches on Friday. When box lunches are ordered, you don’t receive any extra box lunches. Not everyone pays for a lunch on Friday and sometimes people will mistakenly take a lunch they haven’t purchased. When this happens, someone who paid for a lunch doesn’t get a lunch. Food Preservation was worthwhile to do a second year, but probably not again in 2016. We need to think about what we want on Friday for workshops. The Recognition Banquet seemed to go really well. There were a lot of good remarks about the workshops. The rags to rugs workshop was a hit. 4-H Foundation Board members were not present. This is a good place for them to interact with 4-H leaders. The auction was fun. We need to encourage more “dueling” between members on items. This adds some energy to the auction. Both speakers were wonderful!! Pat will contact Saturday’s speaker and ask her to do a voice over of her slide show that can go on our website to promote the Forum. Having Know Your Government training on
Saturday keeps them from attending other workshops, but they asked that it be moved from Friday to Saturday.

**State Director’s Report**
Advisory Board Meeting – Most of the January 2016 meeting will be comped. Lunch on Saturday will be covered in addition to some meals. We will save about $1,500 by having the meeting in Yakima.

Know Your Government – This will take place in Olympia on February 13-16. Dinner with the legislators is February 15. Advisory Board members were invited. Over 40 legislators attended this year, even though this was an extremely busy time for them.

State 4-H Conference – “Charting the Future” is the theme and will take place on July 10-13, 2016, in Pullman. This is later than usual because of the teacher’s strike in Seattle that lasted almost a month. Save the date will be a “message in a bottle.”

Nancy Mordhorst – She is retiring. It is an enormous knowledge loss. Her position is moving from Pullman to Spokane campus. Pat has sent out the job announcement.

**2016 Forum**
Erin Hightower will check on the possibility of including the RV Park as counting toward our room minimum. Some individuals at this year’s forum have asked about the possibility of staying at an RV Park in the area. The Forum Committee is doing a lot of fund raising. Possible speakers have been identified. This is still in progress. Erin is checking with the 4-H Mall about stocking a “store” at Forum. She is going to see if there are other vendors that could set up a booth at Forum. It could impact our auction. We would need to be very selective about vendors if we made decision to have them present.

**January 2016 Meeting**
The meeting in January will be in Yakima at the Howard Johnson Convention Center and Red Lion. They are comping a number of expenses if we have our meeting at the convention center. January 23-24 was the meeting date recommended by the Advisory Board members. Pat BoyEs will confirm that date and let us know if there are any changes.

**April Meeting**
April 16-17 or 23-24 were suggested as possible dates for the Advisory Board meeting in April. Erin Hightower will check with Holiday Inn Express for rooms; they can provide lunch. Erin will also check with the other hotel located close to TRAC.

The Washington State 4-H Advisory Board was adjourned at 3:30 pm.

Respectfully Submitted,
Vicki Contini, Secretary
**Upcoming Agenda Item**

- For next fall’s forum we need to see if we can implement credit cards in the new enrollment system. A discussion is ongoing with WSU on how to implement this. The Advisory Board will discuss this at their April 2016 meeting.
- Assignments to the Advisory Board Committees will take place at the January meeting.
- Report from task force looking at format structure, days, everything about Forum. Targeting 2017 and beyond. This will be focus of January 2016 meeting.

**April 2015 Action Items**

9. On Hold – Savanah Graham was not present to provide an update on promoting 4-H using traveling displays/power point presentations.

**October 2015 Action Items**

1. Vicki Contini will email the results of the auction to the Advisory Board members.
2. Pat will contact Saturday’s speaker and ask her to do a voice over of her slide show that can go on our website to promote the Forum.
3. Erin Hightower will check on the possibility of including the RV Park as counting toward our room minimum.
4. Erin is checking with the 4-H Mall about stocking a “store” at Forum.
5. Pat BoyEs will confirm the January 23-24 meeting date of the Advisory Board and let us know if there are any changes.
6. April 16-17 or 23-24 were suggested as possible dates for the Advisory Board meeting in April. Erin Hightower will check with Holiday Inn Express for rooms; they can provide lunch. Erin will also check with the other hotel located close to TRAC.