4-H State Advisory Board  
October 20, 2016  
Pasco, WA

In Attendance: SW-Carol Ervest, Wesley Simmons; NE-Holly Haddenham, Jim Johnson, Robin Minaker; NW-Don Ballard, Jean Lindsey, Sabrina Wood, Serah Comstock; SE-Erin Hightower; Extension-Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Faculty-Jan Klein; Interim 4-H Program Leader-Doreen Hauser-Lindstrom; Fair Board Liaison-Bruce Bradley

The 4-H State Advisory Board meeting was called to order at 7:00 pm.

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

The board members introduced themselves.

On July 21, 2016, Vicki Contini emailed the minutes of the April 2016 State Advisory Board meeting to the board members for their approval. The minutes were approved as of August 5. Six (6) board members responded and indicated their approval of the minutes as submitted.

Treasurer’s Report
Chuck Todd reported that the investment account has increased to $34,564.00 (about a $1,000 increase) since our April meeting. There is a current balance of $47,677.47. All counties have paid their dues. A total of $20,462.75 in registration fees has been received. This will be enough to cover our expenses for the 2016 Forum.

January 2016 Action Items
6. Done – Robin Minaker updated the information about the 4-H window display contest.
8. Done – Robin Minaker and Erin Hightower looked at the possibility of liking and sharing Forum information with a $25 discount on the registration for likes and shares of facebook posts. They decided not to recommend that this be done by the State 4-H Advisory Board.
9. In Progress – The Teen Committee is continuing to work on an update to the promotion page for the teen positions to develop ideas for getting teens interested in the State 4-H Advisory Board and the materials needed to develop interest and understanding.

April 2016 Action Items
1. Done – Chuck Todd send a new budget cover sheet to the State 4-H Advisory Board members.
2. Done – Robin Minaker has contacted the Great Wolf Lodge regarding the 2017 Forum and the contract has been signed.
3. Done – Robin Minaker sent the forum information guide to Jan Klein.
4. Done – Vicki Contini has purchased balloons for the live auction.
5. Done – Robin Minaker and Erin Hightower updated the evaluations forms and created an electronic evaluation for the Friday and Saturday workshops, and for Friday/Saturday/Sunday. We will be able to access this results during the weekend for live feedback.
7. Done – Robin Minaker had Ryan Kruger’s biography posted to the Forum website.
8. Cancelled – Sam Smith was unable to put the current Dairy Princess in touch with Erin Hightower.
9. Done – Vicki Contini submitted the preferred meals for Forum to TRAC.
10. Done – Vicki Contini received the prices for microphones, projection screen, and sound equipment for the stage and ordered the equipment.
11. Done – Vicki Contini informed the TRAC Sales Manager of the preferred arrangements in the TRAC Expo Hall and Atrium area.
12. Done – State 4-H Advisory Board members brought door prizes to Forum.
13. Done – Sabrina Wood posted workshop descriptions to our facebook page.
14. Done – Sabrina Wood put information on the 4-H Facebook page and in Tuesday news to generate interest in open positions on the State 4-H Advisory Board.
15. Done – Don Ballard coordinated the review and selection of the Hall of Fame inductees.
16. Done – Don Ballard worked with Tony Dell on Hall of Fame awards and other certificates for the award ceremony.
17. Done – Don Ballard distributed the state award nominations to the committee for review and selection of state award recipients.
18. Done – Don Ballard submitted a Hall of Fame biography for Pat BoyEs.
19. Done – Robin Minaker will provide recognition to the “caller” who has the most winning bidders during the live auction. This will be done after the live auction on Saturday night.
20. On Hold – Don Ballard will create a scholarship form for the teens that receive an Advisory Board grant to attend National Conference or National Congress. Jan Klein will get the teens who attend these events to give a presentation at forum.
21. Not Needed – Because no recommendations were submitted for consideration, it will not be necessary to identify seating for voting delegates during the Council meeting on Sunday.
22. Done – Sabrina Wood brought the green 4-H blazers to forum for inclusion in the silent auctions.
23. Done – Robin Minaker has made changes to the teen and adult application forms for the State 4-H Advisory Board. After the changes to the constitution have been reviewed and approved, the changes to these forms will be reviewed by the State 4-H Advisory Board.
24. Done – Robin Minaker sent an updated email letter to the county council presidents requesting their support of the 2016 Forum.
25. Done – The State Fair Board notified Vicki Contini that they would not need a meeting room during the 2016 Forum.
**Recommended Changes to State 4-H Advisory Board Constitution**

Don Ballard reviewed the changes proposed by the Constitution Committee to the constitution of the State 4-H Advisory Board. The term “leader” was changed to “certified volunteer”. Under Article II, Section 1 a change was made to reflect that the State 4-H Advisory Board will act in a fiduciary capacity for the State Ambassadors and State Horse Program. The constitution was changed to reflect how youth members are selected. Under Article IV, Section 2.B. mention of regional forums was removed from the duties of the President. Under Article IV, Section 4 the Volunteer Development Action Team was removed.

**Motion:** Jim Johnson made a motion to accept the recommended changes to the constitution of the State 4-H Advisory Board. The motion was seconded by Holly Haddenham and unanimously approved by the State 4-H Advisory Board.

**2016 Forum**

Erin Hightower reported that arm bands have been made to identify those people who will make themselves available to answer questions of attendees during Forum. The State 4-H Advisory Board members were asked to sign up for blocks of time to assist in this effort. Because of problems in the past neither the hotel nor TRAC allow a hospitality room. Arrangements have been made for an espresso stand at TRAC that will offer specialty coffees, other drinks, and munchies.

The following individuals volunteered to run the district meetings on Friday and Sunday and the project committee meetings on Sunday.

- SE District – Erin Hightower
- NE District – Holly Haddenham
- SW District – Carol Ervest
- NW District – Sabrina Wood

**Dogs** – Holly Haddenham
**Horses** – Robin Minaker
**General 4-H** – Jim Johnson
**Small Animal** – Jean Lindsey

Workshop presenters will be responsible for introducing themselves to their class. Robin Minaker, Serah Comstock, and Jean Lindsey will put presenter gifts in each classroom during the breaks and also collect/distribute the evaluation forms.

**Hall of Fame Ceremony Assignments**

- Pledge of Allegiance – Wesley Simmons & Serah Comstock
- Welcome – Robin Minaker
- Staff Award – Robin Minaker
- Heather Rider Award – Sabrina Wood
- Volunteer Achievement – Don Ballard
- Leader of the Year Presentations – Board members representing that district
- State Fair Board – Robin Minaker with check with the Fair Board
Outgoing State 4-H Advisory Board members – Robin Minaker
Hall of Fame – Jim Johnson
Assist award recipients on/off stage – Wesley Simmons, Serah Comstock

Window Display Contest Winner
Kittitas County and Stevens County submitted window displays for this contest. The State 4-H Advisory Board selected Stevens County as winner by consensus. Sabrina Wood will present this award immediately after she presents the Heather Rider award.

Box Lunch on Friday
To ensure that only those who have purchased a box lunch receive lunch on Friday. Serah Comstock and Wesley Simmons volunteered to monitor those who pick up the box lunches.

The State Advisory Board meeting on Thursday, October 20, 2016, was adjourned at 7:55 pm. The meeting will continue on Sunday, October 23, after the conclusion of the 2016 Forum activities.
In Attendance: SW-Carol Ervest, Wesley Simmons; NE-Holly Haddenham, Jim Johnson, Robin Minaker; NW-Don Ballard, Jean Lindsey, Sabrina Wood, Serah Comstock; SE-Erin Hightower; Extension-Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Faculty-Jan Klein; Interim 4-H Program Leader-Doreen Hauser-Lindstrom; Visitors-Doug Ballard, Peggy Hirte-Uhlorn, Katrina Fenimore

The 4-H State Advisory Board meeting was called to order at noon.

Election of Officers

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

President – Don Ballard
Vice-President – Holly Haddenham

Motion: Erin Hightower made a motion that Don Ballard be approved as President. The motion was seconded by Jim Johnson and unanimously approved by the State 4-H Advisory Board.

Motion: Erin Hightower made a motion that Holly Haddenham be approved as Vice-President. The motion was seconded by Sabrina Wood and unanimously approved by the State 4-H Advisory Board.

Motion: Jim Johnson made a motion that a card and service certificate be send to Michelle Lain thanking her for her service on this board. The motion was seconded by Erin Hightower and unanimously approved by the State 4-H Advisory Board.

Open Board Positions

The open board positions were discussed. The board members were asked to recruit youth and adults to fill these positions. Applications should be sent to Tony Dell in the State 4-H Office in Puyallup. These applications need to be received by December 1. As President, Don Ballard will be able to appoint interim board members to fill the open positions.

State Committee Liaisons

State Fair Board – Jean Lindsey – The State Fair Board will be meetings 3 times this year
2017 Forum – Peggy Hirte-Uhlorn
2018 Forum – Jim Johnson – Robin Minaker will send him the information she has gathered on possible Spokane hotels for the 2018 Forum.
Equine – Holly Haddenham
Dogs – Holly Haddenham
State Teen Ambassadors – Katrina Fenimore
Cats – Serah Comstock
Shooting Sports – Carol Ervest

Washington State 4-H Association – Someone is needed to replace Michelle Lain. Doreen Hauser Lindstrom will update the State 4-H Advisory Board at the January 2017 meeting.

It was mentioned that Extension Ed/Challenge had a representative attend the State 4-H Advisory Board meetings in the past, but have chosen not to have a representative on the board for the last several years.

State Director Report
Doreen Hauser-Lindstrom reported that there have been a lot of changes this year. The new 4-H on line system is in place and trainings have been held in different locations around the state. She hopes the new system will increase communication within 4-H. New 4-H policies are in place. Training has taken place and is continuing. One policy training focused on linking the State 4-H Policies to the four Essential Elements. We discovered that at this time, our state doesn’t have a lot of 4-H policies that align with generosity. There are a number of new financial policies. Three new instances of embezzlement have been discovered in the last 1.5 years. As a result, it has become necessary to randomly audit club finances. In addition to this being a good policy, it is being done to trying to keep ourselves safe. The 4-H policies are in draft form right now and will soon be on line. Hopefully, by the 1st of January it will be ready. The policy is basically the same, but it needs to be enforced. The search for a new state program leader is underway. A draft position description is in progress. More information will be available at the next meeting. This will be a national search with the position being posted in January 2017. The position will be posted for 90 days.

Doreen informed the board that youth and adults cannot share the same room at conferences. This includes the youth on our board. The only exception to this is if the youth and adult are members of the same family. Rallies are not doing that. Doreen will be checking to find out how this apply to 4-H camp. Doreen was asked to see if it would be possible to put the policy in an easier to find location. Any adult sleeping in the dorm at the state fair has to have completed screening and be a certified A volunteer/chaperone. At Know Your Government adults driving or staying at the hotel need to be a certified volunteer. We need to ensure that our kids are safe and have the best positive behavior role models possible in our certified volunteer. There will be more information on this at our next meeting. If there is the potential that an adult could be alone with a child, they must be a certified volunteer. A non-certified volunteer cannot be with a 4-H’er that is not a family member.

Don’t forget to report your volunteer hours!
Kristi is continuing to correct urls as notified.

2017 Forum
The 2017 forum will take place at the Great Wolf Lodge.

2018 Forum
The 2018 forum will take place in Spokane. Robin Minaker will give Jim Johnson and Don Ballard the information she has gathered to date on the Spokane hotels.

2016 Forum
- Doorprizes with a value of $10-$15 worked well.
- It was suggested we consider creating a new leader track.
- There is concern about the cost of forum. What about creating a structure for fundraising guidelines? It would be nice to have scholarships available for those who would like to attend forum. We need to identify a way to help the people from smaller counties find the funding necessary to attend forum.
- It is hard to find a way to monitor who should and should not get a meal.
- Evaluations for Friday, Saturday, Sunday, and the individual workshops – Jean Lindsay volunteered to review the evaluations. More work needs to be done on how to allow attendees to do their evaluation electronically. Google forms allow multiple swipes.

Next Meeting
Jan 28-29 – Vicki Contini will schedule hotel in Ellensburg for the January meeting. Possible hotels include the Quality Inn, the Hampton Inn, and the Holiday Inn Express. If the hotel requires a signature to hold a block of rooms or reserve a meeting room, Vicki will contact Doreen Hauser-Lindstrom.

There was a discussion about the possibility of having our meetings take place at the same time the Dog Committee or the Fair Board meet. The Dog Committee meets in May. The State Fair Board meets in February, on April 22-23, and at forum.

April 22-23 (4th weekend) or 29-30 – The meeting could take place at the Great Wolf Lodge or a hotel that is close enough we could tour the forum facility. Don Ballard will schedule a meeting place and check into the possibility of meeting at a hotel in Chehalis/Puyallup.

The Washington State 4-H Advisory Board meeting was adjourned 1:15 pm

Respectfully Submitted,
Vicki Contini, Secretary
January 2016 Action Items
9. In Progress – The Teen Committee is continuing to work on an update to the promotion page for the teen positions to develop ideas for getting teens interested in the State 4-H Advisory Board and the materials needed to develop interest and understanding.

April 2016 Action Items
20. On Hold – Don Ballard will create a scholarship form for the teens that receive an Advisory Board grant to attend National Conference or National Congress. Jan Klein will get the teens who attend these events to give a presentation at forum.

October 2016 Action Items
1. Don Ballard (Toni Dell) – A card and service certificate be send to Michelle Lain thanking her for her service on this board.
2. Doreen Hauser-Lindstrom - She will update the State 4-H Advisory Board on a possible replacement for Michelle Lain.
3. Doreen Hauser-Lindstrom – More information on certified leaders at the State Fair Dorm, Know Your Government, 4-H Camp, etc.
4. Doreen Hauser-Lindstrom was asked to see if it would be possible to put the policy in an easier to find location.
5. Doreen Hauser-Lindstrom will provide an update on the new State Leader Program Director position.
6. Vicki Contini will schedule hotel in Ellensburg for the January meeting.
7. Don Ballard will schedule a meeting place and check into the possibility of meeting at a hotel in Chehalis/Puyallup.