In Attendance: SW-Kevin Buyer, Rachel George; NE-Holly Haddenham, Susie Merritt; NW-Camas French, Jean Lindsey, Jessica Kramme, Jeremy Friend, Serah Comstock; SE-Allen Smith, Erin Hightower, Katrina Fenimore; Extension-Scott Vanderwey; Fair Board Liaison-Sabrina Wood; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU-Nancy Deringer

The 4-H State Advisory Board meeting was called to order at 7:06 pm by President Jean Lindsey.

Jessica Kramme led the State 4-H Advisory Board in the Pledge of Allegiance and Serah Comstock led the 4-H Pledge.

On June 20, 2018, Vicki Contini emailed the minutes of the April 2018 State 4-H Advisory Board meeting to the board members for their approval. The minutes were approved as of June 29, 2018. Three (3) board members responded and indicated their approval of the minutes as submitted. Jessica Kramme requested a change in the minutes. She was not able to attend the April 2018 meeting but was listed as an attendee. Her name will be removed, and the revised minutes submitted to be posted to the website.

Treasurer’s Report
Chuck Todd reported that the investments increased about $2,000 since April 2, 2018. However, the stock market has been fluctuating a great deal lately; so there could be a decrease in the investment account by our January 2019 meeting. The current balance in the State 4-H Advisory Board checking account is $51,555.18. Because the room minimums for the 2018 Forum were not met, this forum will lose $5,000 to $10,000. A total of $19,780.90 in registration fees for 2018 Forum have been received. Chuck expects late registrations to increase this amount by about $500. The April meeting of the 4-H Advisory Board cost $2,628.39. To date the cost of jackets for the 4-H Advisory Board is $715.

The WA State 4-H Horse Program has a total of $6,762.97. These funds are not part of the 4-H Advisory Board’s checking account and are controlled by the WA State 4-H Horse Program (Jennifer Leach).

January 2018 Action Items
1. On Hold - Holly Haddenham, the Vice President, will accept the award for the Advisory Board.
9. In Progress – Katrina Fenimore has been trying unsuccessfully to contact Ed Newman as a potential speaker on Saturday and maybe teaching a class.
10. In Progress - Rachel George has not heard back from Matthew Tuttle about the possibility of doing shooting sports training at the 2018 Forum.
April 2018 Action Items

1. Done - Vicki Contini will contact Tony Dell and he sent a new member notebook to Jody Balcom, Susie Merritt, and Jeremy Friend. The updated constitution was included in the books.

2. Done - Nancy Deringer reported that in light of the many organizational changes that have taken place at the State 4-H office the Policy & Procedures Subcommittee now handles the changes requested as a result of Council Recommendations.

3. Done - Erin Hightower put the due date for recommendations on the forum Facebook page.

4. Done - Erin Hightower (2020 Forum) checked with Yakima County, but has not received an estimate. The Yakima County 4-H office will not be able to help, but their teen group might be able to assist with the forum. Walla Walla County is interested in hosting the 2024 Forum. Asotin County is very hesitant to commit to hosting Forum. The only hotel large enough is next door in Idaho. No information was available at this time about Grant County or Moses Lake hosting Forum.

5. Done - Nancy Deringer said the new dean will be out of town and unable to come for dinner on Saturday and be introduced.

6. Done - Nancy Deringer informed the 4-H Advisory Board that Kelly Ward in the Provost Office in Pullman died recently. During Forum Katrina Fenimore will let the Forum attendees know of Kelly’s death and acknowledge the contributions she made to 4-H. Kelly made an excellent presentation at this year’s Know Your Government Conference.

7. Done - Erin Hightower put information about the Jeans for Teens event on the State 4-H Advisory Board’s Facebook page.

8. Done – Nancy Deringer confirmed that the State 4-H Ambassadors received two deposits from the State 4-H Advisory Board. Chuck Todd asked Nancy to check with the WSU Development office to confirm that the State 4-H Ambassadors received two deposits from the State 4-H Advisory Board. The first deposit of $987.54 would have been received on about April 24, 2017. The second deposit of $320 from the 4-H Forum Auction would have been received on about January 21, 2018.

9. Done – Vicki Contini was asked to create business cards for each board member (40 cards per board member). Serah Comstock and Katrina Fenimore requested changes to their business cards.

10. In Progress – Peggy Hirte-Uhlorn will check into the possibility of getting a donation from the Darigold for teens attending Forum.

11. Done – Tony Dell was told that Katrina Fenimore is the new chair of the Grants and Recognition Committee and he sent her the information on award nominees that he received this year.

12. Done – The deadlines were delayed, but Katrina Fenimore sent the Hall of Fame nominee information and nominees for the other awards to committee members.

13. Done – Katrina Fenimore notified Tony Dell of all award recipients, so he could complete the necessary preparations for the award ceremony.
14. Done – Nancy Deringer said that Kristi Axtell will be able to use 4-H On Line to send some emails directly to 4-H leaders for the 4-H Advisory Board.

15. Done – Nancy Deringer reported that there are templates we can use for radio spots, and ads that may be available from the national campaign to promote 4-H. We need to contact Kristi Axtell for these.

16. In Progress – Peggy Hirte-Uhlorn will work with the contractor and set up a store we can go into to order the Advisory Board jackets.

17. Done – Erin Hightower sent everyone a document showing the workshops and the tentative workshop schedule.

18. Done – When it is closer to requesting workshop proposals, Erin Hightower will add a line on next year’s workshop form requesting an explanation of why a fee needed.


20. Done – Jean Lindsey provided a large basket for some of the live auction items collected by the Advisory Board members.

21. Done – Advisory Board members brought local non-alcoholic items and wine from Washington State for two baskets for the live auction. The baskets were assembled at the 2018 Forum.

Friday Forum Assignments

1. Registration – Chuck Todd
   Ribbons, Welcome signs – Erin Hightower, Camas French, Serah Comstock, Katrina Fenimore
   Lunch Meal Ticket Collection – Jessica Kramme
   Dinner Meal Ticket Collection – Katrina Fenimore/Jean Lindsey

2. Room Set Up
   AV Equipment (8am – 1pm) – Kevin Buyer
   Directional Signs – All will provide directions.
   Evaluation Forms/Speaker Gifts in Rooms – Erin Hightower

3. Awards Banquet
   Table Decoration Set Up
   Welcome Award Winners
   Pledges – Jeremy Friend
   State Awards – Kevin Buyer
   Leader of the Year Wrangler – Serah Comstock/Camas French
   SW Presenter – Rachel George
   NE Presenter – Holly Haddenham
   NW Presenter – Jessica Kramme
   SE Presenter – Katrina Fenimore
   State Fair Board/Fair Superintendent Introduction – Kirk Gresham
   Advisory Board Recognition – Jean Lindsey
   State Hall of Fame Inductions (reserve 3 tables) – Erin Hightower
   Stair Helper – Allen Smith

4. District Meeting Facilitators
   Southwest District – Serah Comstock
   Northeast District – Holly Haddenham
Northwest District – Jessica Kramme
Southeast District – Erin Hightower

Saturday Forum Assignments
1. Breakfast Welcome
   Meal Ticket Collection – Jean Lindsey
   Door Prizes – Camas French
   Silent Auction set up – Vicki Contini, Serah Comstock
2. Workshops
   AV/easels/easel paper – Allen Smith
   Evaluations/Speaker Gifts – Katrina Fenimore/Jeremy Friend
3. Lunch
   Meal Ticket Collection – Holly Haddenham
   Speaker intro – Serah Comstock
   Ice Breaker Review/Door Prize – Jean Lindsey
4. Dinner
   Meal Ticket Collection – Holly Haddenham/Rachel George
5. Live Auction
   Set up help – Vicki Contini, Erin Hightower, Holly Haddenham
   Auctioneer – Katrina Fenimore
   Paddles – Vicki Contini
   Balloons – Holly Haddenham
   Help with Checkout – Vicki Contini, Chuck Todd, Allen Smith, Erin Hightower

Sunday Forum Assignments
1. District Meeting Facilitators
   Southwest District – Serah Comstock
   Northeast District – Holly Haddenham
   Northwest District – Jessica Kramme
   Southeast District – Erin Hightower
2. Brunch
   Meal Ticket Collection – Susie Merritt
   Speaker Intro – Erin Hightower
   Council Meeting – Jean Lindsey, then Camas French
3. Committee Meetings
   Equine – Recorder (Vicki Contini), Facilitator (Jessica Kramme)
   Small Animal – Recorder (none required), Facilitator (Serah Comstock)
   Livestock – Recorder (none required), Facilitator (Erin Hightower)
   General Fair/4-H – Recorder (none required), Facilitator (Camas French)
4. Reconvene Council Meeting
   Facilitator – Camas French
   Recorder – Vicki Contini
Forum Meals

In order to meet contract requirements for meals, snacks were added to Friday and Saturday. A snack will be served on Friday at 4 pm. Snacks will be provided at 10am and 3pm on Saturday.

The meeting was adjourned at 8:24 pm and will resume on Sunday after the Council meeting.
4-H State Advisory Board
October 21, 2018
Spokane, WA

In Attendance: SW - Kevin Buyer, Peggy Hirte-Uhlorn, Rachel George, Abigail Hirte-Uhlorn; NE - Holly Haddenham, Jody Balcom, Susie Merritt; NW - Camas French, Jean Lindsey, Jessica Kramme, Jeremy Friend, Serah Comstock; SE - Allen Smith, Erin Hightower, Katrina Fenimore; Extension - Tony Dell; Treasurer - Chuck Todd; Secretary - Vicki Contini; WSU Pullayup - Jana Ferris; Visitor - Julie Pirtle

The 4-H State Advisory Board meeting was called to order at 1:10 pm by President Jean Lindsey.

Director’s Report
Because Nancy Deringer had a scheduling conflict, Jana Ferris attended and presented the Director’s Report.
- Volunteer Training for all programs is being updated. Jean Lindsey and others from the different volunteer groups will be a part of this committee. The major portion of this training will be available online with the goal of providing consistent training across the state to all volunteers. Consistency regarding accommodation, discrimination, etc., is one of the goals. This training may be a little generic so it can be resold to others. A draft should be available by our January 2019 meeting.
- Jana reported that WSU was going to be looking for feedback concerning training to new 4-H staff.
- Strategic planning is in progress and includes other youth professional organizations.
- The focus of Memorandums of Agreement (MOA’s) will be on how to attain the strategic plan.
- Jean Lindsey asked Jana if it would be possible to include staff specific training on Friday morning of Forum as a way of getting 4-H staff to attend forum. Jana responded that the difficulty is staff’s reduced travel budget for professional development. Nancy Deringer will be told and asked to look at the professional development dollars that are available and possible fundraising.
- Emily Adams has been hired as the 4-H Youth Development Officer. 100 percent of her time is devoted to 4-H.
- The Civil Rights review has been completed. Changes will need to be made to more accurately reflect the diversity of our state.
- 4-H staff will talk more about “life skills” (using those terms), rather than using vocational terminology.
Election of Officers

According to the By-Laws of the Washington State 4-H Advisory Board, the following individuals are eligible for consideration as the President or Vice-President.

Camas French
Erin Hightower
Katrina Fenimore
Peggy Hirte-Uhlorn
Serah Comstock

Camas French, Erin Hightower, and Katrina Fenimore were nominated for the position of President. Peggy Hirte-Uhlorn was nominated but declined. Erin Hightower was elected as President of the Washington State 4-H Advisory Board.

Camas French and Katrina Fenimore were nominated for the position of Vice-President. Katrina Fenimore was elected as Vice-President of the Washington State 4-H Advisory Board.

Communication
This year email communication using the group list provided by WSU has not worked. Emails sent using this group list were not received by some members of the 4-H Advisory. Following a discussion of alternative ways of communicating via email, Chuck Todd volunteered to check on the possibility of using a “google group”. He will also contact Nancy Deringer and get her permission to use “google group.” Tony Dell reported that WSU has authorized him to be the administrator of some email lists and would be happy to be the administrator of this list.

Most of the Advisory Board members indicated that they would also be able to receive text messages. A form was passed around for board members to indicate if they would be able to access text message, facebook announcements, and email messages.

Board members were asked to respond to all emails, so we know who has not received email messages.

Jackets
After a brief discussion, there was a consensus among the board members that the January 2019 meeting needed to include a discussion of the Advisory Board jackets, especially whether those that receive a one-year appointment to the board should receive a free jacket.

Zoom
Zoom is up and running. The committee chairs were asked to get together with Serah Comstock and try using Zoom for committee meetings outside of the January, April, and October board meetings.
January 2019 Hotel and Meeting Location
The Advisory Board members decided to meet on January 26-27, 2019.

Jana Ferris will check to see which hotels in Ellensburg are used by WSU. Rachel George has a friend at the Best Western she will contact. Rachel will also try to locate a meeting space that would be free of charge. Vicki Contini will check the prices of rooms at the other hotels in Ellensburg. Currently, the Days Inn is charging us $59.99/night.

Vicki Contini will ask the caterer we used last year to provide lunch.

The meeting was adjourned at 2:15 pm.

Respectfully Submitted,
Vicki Contini, Secretary
Washington State 4-H Advisory Board

January 2018 Action Items
5. On Hold - Holly Haddenham, the Vice President, will accept the award for the Advisory Board.
9. In Progress – Katrina Fenimore has been trying unsuccessfully to contact Ed Newman as a potential speaker on Saturday and maybe teaching a class.
10. In Progress - Rachel George has not heard back from Matthew Tuttle about the possibility of doing shooting sports training at the 2018 Forum.

April 2018 Action Items
10. In Progress – Peggy Hirte-Uhlorn will check into the possibility of getting a donation from the Darigold for teens attending Forum.
16. In Progress – Peggy Hirte-Uhlorn will work with the contractor and set up a store we can go into to order the Advisory Board jackets.

October 2018 Action Items
1. Serah Comstock and Katrina Fenimore requested changes to their business cards.
2. Nancy Deringer asked to look at the professional development dollars that are available and possible fundraising to allow 4-H educators to attend Forum.
3. Chuck Todd volunteered to check on the possibility of using a “google group”. He will also contact Nancy Deringer and get her permission to use “google group.”
4. Rachel George has a friend at the Best Western she will contact. Rachel will also try to locate a meeting space that would be free of charge.
5. Vicki Contini will check the prices of rooms at the other hotels in Ellensburg.
6. Vicki Contini will ask the caterer we used last year to provide lunch.