

4-H State Advisory Board
April 13, 2019
Seattle, WA

In Attendance: SW-Peggy Hirte-Uhlorn, Mayyadah Zagelow, Jean Lindsey, Abigail Hirte-Uhlorn; NE-Frances Hogg, Lindsey Kramme, Allen Smith, Elizabeth Weaver; NW-Jessica Kramme, Kevin Buyer, Camas French, Serah Comstock; SE-Erin Hightower, Katrina Fenimore; Fair Board Liaison-Sabrina Wood; Extension-Tony Dell; Treasurer-Chuck Todd; Secretary-Vicki Contini (Rachel George participated via Zoom)

The State 4-H Advisory Board meeting was called to order at 9:10 am by President Erin Hightower.

Erin Hightower led the State 4-H Advisory Board in the Pledge of Allegiance and the 4-H Pledge. Board members participated in an ice breaker.

On March 18, 2019, Vicki Contini emailed the minutes of the January 2019 State 4-H Advisory Board meeting to the board members for their approval. The minutes were approved as of March 29, 2019, five (5) board members responded and indicated their approval of the minutes as submitted. The minutes have been submitted for posting to the 4-H Advisory Board website.

Treasurer's Report

The checking account balance is \$29, 655.85. This includes \$6,762.97 in the 4-H State Horse Program account. As of March 26, 2019, there was \$42,325.28 in the investment account. The investment account increased by \$3,000. It has recovered from the stock market dip that took place earlier this year. He rewrote a check for the auction that was lost by recipient. The 990EZ form has been submitted to the IRS. The Zoom account renewal is coming due. Jean Lindsey will pay this bill and add it to her expense report for this meeting. Chuck Todd informed the board that parking expenses at the hotel are reimbursed. This expense is considered part of the cost of your room. This hotel also charges a \$75 gratuity to your bill. The hotel will be contacted to see about removing the gratuity for your room during forum.

January 2019 Action Items

1. Done - Chuck Todd has made the changes necessary to have the dues owed to the Advisory Board based on the number of clubs in each county rather than 4-H enrollment numbers.
2. Done - Serah Comstock tried to renegotiate the 2019 Forum contract to adjust the room nights and review the meal rates. The number of rooms reserved for Friday night needs to be lowered. She found the room rates and meal rates in the contract could not be renegotiated without the contract going through the entire approval process. As a result, she decided not to renegotiate the contract.

3. In Progress - Nancy Deringer – She will find out when the counties receive their portion of the enrollment fee.
4. In Progress - Nancy Deringer - She will put the 4-H and FFA MOAs on the 4-H website.
5. In Progress - Camas French (Public Awareness Committee - The committee will rewrite the criteria for the Window Display Contest.
6. Postponed until next year - Serah Comstock - Guidelines (MOU) need to be written between the Advisory Board and the State Ambassadors. Serah Comstock will email a draft Memorandum of Understanding (MOU) to the Advisory Board for approval by email.
7. Done – Serah Comstock reviewed the workshop proposal form and put it on a google drive and a number of facebook pages. The send button was removed and an explanation of fees added. Initial feedback indicates that the updated form works better.
8. Done – Jana Ferris reported for Nancy Deringer that the 2019 WRLF in Utah has been cancelled. They are re-evaluating how WRLF will be handled.
9. Done – Peggy Hirte-Uhlorn reported that she set up the link for the new Advisory Board members to use to order jackets, but she only sent the link to the new members. Peggy was asked to reopen the link and put it on facebook.
10. In Progress – Jessica Kramme is available to help pick up the jackets since she drives past store on the way home.
11. Done - Serah Comstock provided the information necessary to make reservations for the next Advisory Board meeting that will take place April 13 at the Seattle Airport Marriott.

State 4-H Office Report

Nancy Deringer is at a meeting in Wisconsin. Tony Dell presented her report.

1. 4-H REAL Media (online research project) – Rutgers University, Washington State 4-H, and REAL Prevention recruited 4-H youth ages 13-17 to participate in a study to evaluate the REAL media program: an online media literacy program that aims to prevent substance use among youth. The program consists of five levels with corresponding surveys.
2. Coppertone: Sun Safety at Camp and Fairs – The money was finally received from National 4-H Council, and this will help to promote 4-H through our State Ambassador program. We will be doing this at some of the county fairs and the State 4-H Fair.
3. 4-H Strategic Planning (the four themes) – The faculty are moving forward by creating committees and action plans in response to the strategic plan. Additional work of surveying stakeholders will occur to help set direction and make sure counties are meeting local needs. The four themes are: 1) Advancing Positive Youth Development; 2) Effective and Intentional Organizational Systems and Culture; 3) Capacity Building in Volunteers; and 4) Building and Empowering Youth and Community Partners.
4. Enrollment Fee – For the 4-H program year ending September 30, 2018, we had 12,382 enrolled 4-H club members and 43,157 group participants. Only 4-H club members pay the \$25 state enrollment fee. Of the \$25 fee, there is an 8% revenue

- fee that goes to WSU, and counties keep \$5, thus \$18 goes to the State 4-H Office. Actual revenue for 2017-2018 = \$222,876. The fee is used to pay for marketing and growth (M&G), quality educational programming (QEP), and safe environment (SE) and risk management (RM).
5. Federal Grants – Nancy Deringer has partnered with three different groups to include educational outreach through 4-H programming (curriculum development and small summer research symposiums) in their federal grant proposals. If any of these proposals are funded, this could be some money to use for a summer conference starting in 2020. One proposal is an INFEWS (Innovations at the Nexus of Food, Environment and Water Systems) joint NSF-USDA proposal on bio digesters; and the other two are USDA proposals. The first is an education/outreach piece partnering with Ag Ed for curriculum development on the soil microbiome (did not receive, will resubmit for next year), and the other is a rural-urban food system transformation (RUFST) proposal led by Laura Lewis at WSU and faculty from the University of Florida and the University of Minnesota. We have not heard yet if the other two were funded.
 6. MOUs and By-Laws – These were completed between WSU4-H & FFA and WSU 4-H & YQCA (Youth for the Quality Care of Animals). We will update Washington State 4-H Fair, Washington State 4-H Fair Board, and WSU in collaboration with others in 2019. The MOU for WSU and Washington State 4-H Foundation will be drafted. A new MOU will be created with Washington State 4-H Advisory Board to include a revision of the By-Laws.
 7. Microsoft 4-H Digital Ambassadors – Microsoft is partnering with 16 states through National 4-H Council. Washington is included in this partnership and will receive \$58,600 in funding to split between the four counties chosen by Microsoft and National 4-H Council (Whatcom, Skagit, Ferry, and Spokane). Groups from each of the four counties attended the training. The grant dollars will fund a train-the-trainer model (teens teaching teens) of 4-H youth training adults about online safety and foundational digital skills in their communities. We hope to receive more funding directly from Microsoft to expand this program.
 8. 4-H Volunteers and 4-H Club members are needed! Please recruit!
 - Active Volunteers = 5,206 (ES237; 2016-2017 program year)
 - 4-H Club Members = 12,382
 9. All 4-H Volunteers must be enrolled in 4-H Online – Background checks will be done by Verified Volunteer after you are registered. For future deadlines, all 4-H board members must be reenrolled by October 31 of the 4-H year.
 10. Washington 4-H International Exchange – This summer, twenty Japanese children between the ages of 12 and 17, will be experiencing American family life with their host families from across Washington State. Twenty families are needed to “adopt” each of these amazing young people for the four-week exchange period. 4-H affiliation is not required. Expand your global horizons by hosting a delegate from July 26 -August 21, 2019. If interested, please contact Dianna Ullery, State Coordinator at 360-867-2153 or dianna.ullery@wsu.edu. Please recruit!

11. Know Your Government (KYG) was a big success in Olympia!
205 attended
 - 149 youth
 - 5 youth on planning team
 - 34 adult chaperones
 - 5 adults on planning team
 - 12 faculty/staff
12. Dell Tractor Supply Paper Clover – The campaign raised \$12,022. Washington Counties placed second and third.
13. JoAnn Fabrics Paper Clover – The campaign raised \$22,002 last year. This year we have raised approximately \$7,000 as of March 21. Please encourage your local Joann Fabrics stores to promote the Paper Clover Campaign.
14. Forever Green – The newsletter was distributed in February 2019 (winter 2019 edition). Kudos to Tony Dell! Look for the spring 2019 edition in May. Contact Tony if you have any articles you would like to have included.
15. Equity Institute – National 4-H Council is hosting 26 adult-youth teams to go through the training institute. Washington State had two teams selected, and the training occurred last week in Washington, DC. The Washington teens came with an idea of equity that they wanted to improve. They learned about storytelling and how to engage your audience and how to get your point across without getting upset. Mayyadah Zagelow attended and came back with a 100 day action plan, reaching out into clubs and at a Forum workshop. These teams will be training others in our state. Stay tuned for more information.
16. Lobbying – Anyone can reach out and lobby their legislator in their personal capacities. You cannot do this on behalf of the State 4-H Advisory Board or State 4-H Fair Board, and you cannot use the 4-H name and emblem while lobbying. No WSU employees can lobby while on WSU paid time. They can only lobby in their personal capacity.
17. Three 4-H Faculty Searches Underway – 1) Benton/Franklin in-person interviews completed, waiting on search committee process; 2) Snohomish interviews are scheduled for April 19 and 22; 3) Chelan/Douglas/Grant interviews are scheduled for April 29 and 30.
18. Director of Extension – The search is underway. Three candidates will be brought to Pullman, Puyallup and Ellensburg on April 17, 23, and 26. Candidates are Andy Londo, Roger Tormoehlen, and Debra Sellers.

Status of County Visits

The following counties have been contacted by Advisory Board members:

Adams

Asotin

Benton/Franklin

Chelan/Douglas

Columbia

Douglas

Ferry

Garfield - meet once a year
Grant
King
Kitsap – meet first Wednesday of each month
Lewis
Lincoln – no formal council meetings, a meeting took place with the Extension Educator
Okanogan
Pacific – meet quarterly
Pend Oreille
Skagit
Snohomish
Spokane – no council exists, the Extension office was contacted
Stevens
Thurston
Whatcom
Whitman
Yakima
Colville Reservation

The following counties have not been contacted.

Clallam
Clark
Cowlitz
Grays Harbor
Island – meet once a quarter and are difficult to get to because of their location
Jefferson
Klickitat
Mason
Pierce
San Juan
Skamania
Walla Walla
Wahkiakum

Advisory Board members were reminded that emails, phone calls, and zoom meetings count as contacts.

Southeast District Meeting Report

The 2020 Forum contract has been submitted to WSU for approval. We have started looking for speakers and are working on potential nominees for Hall of Fame, Heather Rider, and Friend of 4-H. Sherwin Williams, Dell, and Joann will be proposed to the Grants and Recognition Committee as possibilities for the Friend of 4-H award.

Asotin County has a bi-state camp coming up.

No one called in for the “fireside chat.” Possible topics for additional “fireside chats” include finances or a guest speaker. Erin Hightower will ask Jana Ferris if there is something she would like to share on a “fireside chat”. At the end of this event nominations for forum need to be encouraged. More promotion of this needs to take place. A hard copy of the flier may need to be mailed to the Extension offices.

Rachel George will contact Klickitat County and Erin Hightower will contact Walla Walla County. A second follow-up to all counties will be done by phone or email to the county president or Extension Educator.

Northwest District Meeting Report

San Juan, Pierce, and Island Counties still need to be contacted. Island County only meets once a quarter; and because of the location, their meetings hard to attend. Abby Hirte-Uhlorn will provide a link Jean Lindsey can use to connect with them.

Whatcom County Super Saturday will be April 20. Skagit County has a karaoke fundraiser on May 11 for their exchange program to New York. April 20 is the date of the Skagit County Super Saturday. Snohomish County Swine Clinic will be April 27. On April 12 the Kitsap County teens stuffed eggs for a local Easter Egg Hunt. The teens are doing food drive today (April 13). They had an archery shoot at the local mall. King County Fair takes place on July 18-21. Pierce County had a livestock judging workshop. The Island County teen summit will take place at Camp Orkelia.

Northeast District Meeting Report

Getting information to leaders in this district is difficult because the internet is not reliable in this part of the state. It may be necessary to go back to printed material. Adams County is preparing for their camp. Their leader’s council meeting takes place next week. Othello has been moved back to Adams County from Grant County. Adams County provides all the leader training. However, funding for training of leaders has not being moved to Adams County. This change took place in January of 2017. This district needs help getting printed material that can be shared with their counties.

Southwest District Meeting Report

Pacific County has a covered bridge dinner fund raiser that takes place in the fall. On April 26-27 Lewis County will have a pie fundraiser at the fairgrounds. At a livestock meeting youth learned about feeding animals, rules, deadlines, etc. Purina also did a feed update with youth about feeding livestock. There will be a Super Saturday event in October. This county’s biggest problem is weather and distance, plus finding out when counties meet.

Fundraising Committee

Peggy Hirte-Uhlorn informed the Advisory Board that the property where we had hoped to have a drone game fundraiser is for sale. This fundraiser is now a 5-year goal. The committee has a two-year plan to have sponsorships for meals at forum. They are also looking for sponsors of a mental health speaker at forum as a one-year goal. Past recipients of the Friends of 4-H award will contacted for possible sponsorships. Other

possible sponsors that will be contacted are Costco, Amazon, and Boeing. A winery tour and a spaghetti feed are possible fundraisers. The committee is discussing doing a fundraiser on Friday of the 2019 forum that would include a trip to Pikes Place Market. They also discussed the possibility of mini-grants. Erin Hightower has a copy of the old donation letter and will put it in the shared drive so it is available to all. Board members need to keep asking for sponsors and donations, including auction items.

Grants and Recognition Committee

Deadlines were established for our work on nominations that are received. By June 30 the Hall of Fame nominees need to be submitted. Counties need to be notified of award winners from their counties. A press release to local newspapers needs to be done to recognize award winners. It was also suggested that the Capital Press be sent a press release notifying them of the Hall of Fame winners. The committee needs the help of every board member in identifying potential recipients of Hall of Fame and other state awards. Work with the Extension offices and county leader's councils in your district to identify nominees for the various state awards.

Teen Committee

The committee discussed having a youth/adult partnership workshop at forum. Peggy Hirte-Uhlorn will reach out to some people she knows. The committee is going to check into the possibility of having a social media (Facebook/Instagram) collaboration between the teens on the Advisory Board and the Teen Ambassadors. By April 30 Peggy will email Kristi Axtel for the teen email site. By April 20 Mayyadah Zagelow will reach out to the State Ambassadors to see if they are interested in a Facebook account for 4-H state teens. The Teen Committee will have a zoom meeting on Tuesday, June 4 at 6 pm.

Public Awareness Committee

The committee wants to work on a u-tube video. However, doing a generic video requires getting permission to include people in video and then submitting it to WSU and Kristi Axtel for review. They are going to create a scoresheet for the Window Display Contest that takes place during 4-H week. This contest would include an Instagram promotion or a u-tube video. The counties would be responsible for vetting them. Another alternate would be a scrapbook documenting how promoted 4-H was promoted. The committee will be communicating via email and will probably rename the contest to include alternative promotions. At this time counties can submit more than one item for consideration. Advisory Board members were asked to promote this contest in their district. September 1 is the due date for videos. Scrapbooks are due at forum. Tony Dell will try to find someone at WSU that could review videos to ensure the video could be used. We also need to know who and how WSU wants this to be done. The committee will put together a poster on the Advisory Board that can be displayed during forum.

Liaison Reports

Fair Board – Peggy Hirte-Uhlorn reported that the Fair Board is working on promotion of 4-H the first weekend of fair when no animals are present. Information is needed from counties on “What is 4-H”. This could be a poster highlighting what has happened in that county. Just a flier with contact info on how to enroll would be helpful. The Fair Board

is trying to find people to provide oversight of the various parts of the Horse Department events that occur during fair. Their next meeting will be next week. The Public Awareness Committee will put together a poster about the Advisory Board for display at the state fair. Advisory Board members need to contact counties in their district about providing a poster or contact information sheet to the State Fair Board. Next year they would like to receive a review of past actions on recommendations from previous year. State Teen Ambassadors – Serah Comstock reported that Teen Summit is in June. Next year they will participate in the State Forum by putting together a teen track. 4-H Foundation – Jean Lindsey was informed that the Advisory Board will receive a \$1,000 grant for a speaker at forum. The Foundation has been busy meeting with the new dean about 4-H. 4-H has been recognized as a part of WSU for the Cougar Pride Awards.

Equine Committee – Jessica Kramme reported that equine workshop proposals have been submitted. An equine tack sale just took place in Snohomish County. The Hippology Contest takes place today, and the Horse Bowl contest is in May.

Cat Committee – Serah Comstock reported that cat shows are taking place in several parts of the state.

Consumer Science/Family Living Committee – Jean Lindsey has been communicating with Jean Swift who has completed an update to the bread curriculum. Jean Swift is currently working on another curriculum, and Robin Scarlett is vetting the bread curriculum now.

Consumer Science - Apparel Committee – Jean Lindsey reported that there have been no changes.

Shooting Sports Committee – Camas French is still trying to reach the coordinator. There have been a couple of training classes. The National Rifle Association has given Chelan/Douglas County funding for Shooting Sports training.

Know Your Government – A successful event took place. The topic this year was politics and the media. Two of the things discussed were “how people get their information” and “how to get information that is not biased”.

Collegiate 4-H – Abigail Hirte-Uhlorn reported that Matthews Jefferies is the advisor. Currently, they are writing their constitution and bylaws. There are about six members at present. Advisory Board members were asked to let their counties know that there will be a Collegiate 4-H program at Pullman next year.

By-Laws Committee

The committee reviewed the Advisory Board’s bylaws. Their main concerns were attendance and assuring it was up to date. The bylaws currently say members need to attend two meetings every year, and they can be removed by a 2/3 vote of the Advisory Board or by the Advisory Board President. In one place it says the board needs to meet at least once a year. A copy of the By-Laws with the proposed changes will be provided to Vicki Contini.

The committee also recommended that those eligible to serve as an officer be provided prior to the October meeting.

Katrina Fenimore made a motion to make changes to line 31, line 33, line 254, line 252, and line 271 as noted on a marked-up copy of the By-Laws. The motion was seconded by Jessica Kramme and unanimously approved by the State 4-H Advisory Board.

Memorandum Of Understanding Committee

WSU/Advisory Board MOU - The Advisory Board has not yet received a copy of the draft WSU/Advisory Board MOU from the WSU. The committee will start working on a draft to submit to WSU.

WSU/Teen Ambassador MOU – There has not been a lot of progress on this MOU because of the busy teen schedule. The committee will continue working on this MOU.

Communication with Counties

The Advisory Board discussed communication methods with our counties. The board members need to know who to approach. We also need to find out what works best for each county. Chuck Todd has an updated list of county council presidents and will send it to board members. There was a suggestion that a google form could be used by board members to collect information about each county. The county information would stay the same, but county council presidents often change every year. Erin Hightower will create a google form. The form will include the name/position of the county contact, their address/phone/email, who contacted them, when they were contacted, how they want to be contacted, and if they are a volunteer, their length of term.

New Member Binder and Board Guideline Documents

A committee was formed to update the new member binder and guidelines for the Advisory Board. The chair will be Jessica Kramme. Committee members include Tony Dell, Nancy Deringer, Lindsey Kremme, Jean Lindsey, Camas French, Serah Comstock, Erin Hightower, and Elizabeth Weaver. Tony Dell will update the state map to show current districts. Tony will also meet with Nancy about the contents of the book and find out if there is something she would like added or removed. It was suggested that the new member binder include a code of conduct, meeting requirements, contact lists, a dress code when representing the board (especially when attending forum or speaking at forum). It was hoped that some portions of this book could be electronic to reduce the size of a hard copy notebook and make documents more accessible.

A separate document needs to be created that would be attached to the application form. This document would include the responsibilities board members, the number of board meetings members are required to attend each year, etc.

2020 Forum

The theme will be “2020 Vision”. The contracts have been sent to WSU for approval. The charity that has been recommended for support during the Forum is Eye Glasses for the Lions Club. Peggy Hirte-Uhlorn made a motion for the approval of \$150 toward magnets to promote the 2020 Forum. The motion was seconded by Jessica Kramme and unanimously approved by the State 4-H Advisory Board.

There are plans to contact the Apple Commission for the donation of some apples for Forum. There is a new apple (the Cosmic Crisp) that is replacing the Honeycrisp. The Forum committee has started looking for speakers. There is a need to focus on lowering the cost of forum by using RV parks, KOA's and less expensive hotels for attendees, rather than using more expensive, destination locations. The possibility of a Brewery/Winery tour (pre/post session) on Friday is being investigated.

4-H State Advisory Board
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Seattle, WA

In Attendance: SW-Peggy Hirte-Uhlorn, Mayyadah Zagelow, Jean Lindsey, Abigail Hirte-Uhlorn; NE-Frances Hogg, Lindsey Kramme, Allen Smith, Elizabeth Weaver; NW-Jessica Kramme, Kevin Buyer, Camas French, Serah Comstock; SE-Erin Hightower, Katrina Fenimore; Fair Board Liaison-Sabrina Wood; Extension-Tony Dell; Treasurer-Chuck Todd; Secretary-Vicki Contini (Frances Hogg attended via Zoom.) Visitors: Tom and Ann Muchoney, Kevin Wright, Angela Colley, Anna Zagalow, Nancy Depner, Audrey Bannon

The State 4-H Advisory Board meeting was called to order at 9:07 am by President Erin Hightower.

2019 Forum

An auctioneer and speaker have been identified and confirmed. Camas French will send Vicki Contini the auctioneer's name and contact information. On Friday the Advisory Board was notified that they were awarded a grant of \$1,000 for an inspirational speaker. The committee will be contacting a potential speaker.

Last night the workshops were reviewed and approved by the Forum Committee. A draft schedule with room assignments was completed. At this time we haven't received a confirmation that Know Your Government facilitator training will take place at Forum. The KYG coordinator will be asked to let us know in two weeks if the training will be taking place at Forum. Two workshop spots are being held for them. On Friday there are two workshops scheduled for the morning and two workshops scheduled for the afternoon. There will also be a tour of Seattle in the afternoon.

The volunteers in King County where Forum is taking place this year are excited to be hosting the 2019 Forum. Some of these volunteers will be joining us for a tour of the facility and to visit with board about Forum. The Muchoneys will be hosting the hospitality room. The King County 4-H Association will be taking care of the audio/visual equipment. Table decorations are done. King County will be making the signs and printing as necessary. Chuck Todd is handling registration. Vicki Contini is handling the live and silent auctions with some help from King County volunteers. Jessica Kramme is getting the Hall of Fame bootineers. Erin Hightower will be greeting and seating the Hall of Fame recipients and their family. The hotel is providing goody bags that will include some things from the Advisory Board. All Advisory Board members were asked to bring items for the wine basket and Taste of Washington basket. The wine basket will include wine, alcohol, sparkling beverages, glasses, etc. The Taste of Washington basket will include miscellaneous food and other items created in Washington. Vicki Contini will provide baskets for these two items. One of the seminars at the end of the day on Friday will be a "Taste of Seattle Tour". It will include a tour of Pike's Place Market and travel from the hotel via monorail. The monorail is

about four (4) blocks from Pikes Place Market. More information will be provided in the near future. This is part of an already established a walking tour.

On Thursday before Forum there will not be a formal Advisory Board meeting. Instead board members will sign in upon arrival and leave their cell phone number. Board members will also note on the sign in sheet whether or not they are able to receive text messages on their cell phone. A sign-up sheet will be emailed or sent via google so everyone can sign-up for their forum assignments. They were also asked to check in every morning at Auction office.

Our contact at the hotel will be asked about eliminating the gratuity fee that is automatically charged, then reversed by this hotel. Jean Lindsey asked about the possibility of a grant that would allow board members to get an advance for their room reservation fee when financially necessary for that individual. Because of the time delay between making a room reservation for Forum and when Advisory Board members are reimbursed for their expenses, it creates a financial hardship for some board members. Chuck Todd and Jean Lindsey will get together and put together something to accomplish this and include it in the guidelines for the Advisory Board. Any board member who does not have enough money on their credit card to cover the 2019 Forum expenses should contact Chuck Todd.

Advisory Board members were asked to wear their 4-H name tag at all times during Forum. Mayadah Zagelow will send members of the Advisory Board a definition of business casual. The dress code for Advisory Board members is as follows:

Friday day – business casual, no holes in jeans

Friday night – semi-formal, knee length at least, no boobs, no butts, no bellies

Saturday day – business casual, no holes in jeans

Saturday night – business casual

Sunday day – business casual

If you are presenting a workshop or are on the stage, you are asked to be one level up in attire.

Erin Hightower will create a snap chat filter “Seattle Airport Mariotte”. #WA4HForum will be on the name tags. Erin Hightower and Serah Comstock will order more ribbons for the name tags. Tony Dell will send them a list of the names of the tickets that need to be ordered. Peggy Hirte-Uhlorn found some thin bracelets that could be used instead of meal tickets. They will still have to be put into the envelopes for each Forum attendee. Kevin Buyer made a motion that these be purchased and used instead of meal tickets. The motion was seconded by Jean Lindsey and unanimously approved by the State 4-H Advisory Board.

The agenda for Forum has been completed. It will almost be the same as in past years.

Teen Events - On Friday there are plans for the teens to go to the ferris wheel and on Saturday they will go to the mall, instead of attending the auction. The teen events will be added to the agenda.

- The Consumer Science and Family Living Committee will be added to the list of project committees meeting on Sunday.
- Nancy Deringer will be giving a “status of 4-H” presentation during breakfast on Saturday.
- On Friday the workshop “Stitches of Love” (which will use sewing machines) is going to take place in the room with the car sized outside door.
- The workshop about dogs will also be in the room with the car sized outside door.
- A biography for the auctioneer and the second speaker still needs to be provided to Tony Dell for the Forum booklet.
- The Advisory Board has been given 10 parking passes for each day of Forum. They will be given to Hall of Fame individuals, special speakers, the auctioneer, and the workshop presenters that are not staying at the hotel.
- Some of the decorations have already been figured out.
- There will be a scavenger hunt during Forum to get attendees to different parts of the hotel.
- According to the Forum timeline, work is progressing on schedule.
- The meals have been decided and will be given to the hotel.
- Peggy Hirte-Uhlorn will get speaker/workshop presenter gifts.
- Vicki Contini will get a gift for the auctioneer.
- Each board member was asked to bring one \$10 door prize to Forum.
- Board members were asked to register as soon as possible for Forum and follow through on all their action items.
- All board members need to attend Forum and be familiar with the schedule and location of workshops, so they can assist attendees as necessary.
- Board members were asked to remind the counties in their district that an adult AND a teen can be nominated for Leader of the Year.
- Camas French will put together a Teen Leader of the Year form.
- Information on this year’s Forum charity is available on the Forum page. Please share this information with the counties in your district.
- The Grants and Recognition Committee will work on a nomination for the 2019 Friend of 4-H Award.
- There is always a lot to be done to get ready for Forum. Camas French asks that board members respond to her requests as soon as possible and be accountable for what they have agreed to do.

A tour of the facility will take place at 10 am. The volunteers and others in King County that will be helping with Forum were introduced.

Coffee, tea, and water, as well as lots of other goodies, will be available in the Hospitality Room. They asked Chuck Todd to let them know how many people register for forum, so they can get an idea of how much food will be needed. The Hospitality Room will need a schedule of events at Forum, so they can be closed during the workshops.

To ensure there are table decorations on all the tables during meals, they asked for a table count for each meal.

The workshop schedule and a list of all workshops that need projectors and screens will be provided to the King County 4-H Association. They were asked to find a way to confirm (after every class) that all the AV equipment was still in the room (laptop, cords, dongle, and remote). It is easy for some of the smaller pieces to be misplaced when the presenter packs up their supplies.

When the volunteers were asked what would make their jobs easier, they replied that more communication between the Advisory Board and the volunteers in the hosting county is always helpful. They also asked for more information on how other districts are being involved and what assistance the State 4-H Office provides.

The Washington State 4-H Advisory Board meeting adjourned at 10:13 am. The tour of the hotel began and various meetings between board members and the volunteers started.

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

January 2019 Action Items

3. In Progress - Nancy Deringer – She will find out when the counties receive their portion of the enrollment fee.
4. In Progress - Nancy Deringer - She will put the 4-H and FFA MOAs on the 4-H website.
5. In Progress - Camas French (Public Awareness Committee - The committee will rewrite the criteria for the Window Display Contest.
12. In Progress – Jessica Kramme is available to help pick up the jackets since she drives past store on the way home.

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2. Erin Hightower will ask Jana Ferris if there is something she would like to share during a “fireside chat.”
3. Abby Hirte-Uhlorn will provide a link Jean Lindsey can use to connect with the Island County Leaders Council.
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- to recognize award winners. It was also suggested that the Capital Press be sent a press release notifying them of the Hall of Fame winners.
6. Peggy Hirte-Uhlorn - By April 30 Peggy will email Kristi Axtel for the teen email site.
 7. Mayyadah Zagelow - By April 20 Mayyadah will reach out to the State Ambassadors to see if they are interested in a Facebook account for 4-H state teens.
 8. Public Awareness Committee - They are going to create a scoresheet for the Window Display Contest that takes place during 4-H week.
 9. Tony Dell will try to find someone at WSU that could review videos to ensure the video could be used. We also need to know who and how WSU wants this to be done.
 10. The Public Awareness Committee will put together a poster about the Advisory Board for display at the state fair and at Forum.
 11. By-Laws Committee - A copy of the By-Laws with the proposed changes will be provided to Vicki Contini.
 12. Chuck Todd has an updated list of county council presidents and will send it to board members.
 13. Erin Hightower will create a google form for board members to use to collect information about each county. The form will include the name/position of the county contact, their address/phone/email, who contacted them, when they were contacted, how they want to be contacted, and if they are a volunteer, their length of term.
 14. Tony Dell will update the state map to show current districts for the new member binder. Tony will also meet with Nancy about the contents of the book and find out if there is something she would like added or removed.
 15. Grants and Recognition Committee - A separate document needs to be created that would be attached to the application form. This document would include the responsibilities board members, the number of board meetings members are required to attend each year, etc.
 16. Camas French will send Vicki Contini the auctioneer's name and contact information.
 17. 2019 Forum Committee - The KYG coordinator will be asked to let us know in two weeks if the training will be taking place at Forum.
 18. All Advisory Board members were asked to bring items for the wine basket and Taste of Washington basket. The wine basket will include wine, alcohol, sparkling beverages, glasses, etc. The Taste of Washington basket will include miscellaneous food and other items created in Washington.
 19. Vicki Contini will provide baskets for these two items.
 20. Mayyadah Zagelow will send members of the Advisory Board a definition of business casual.
 21. Erin Hightower will create a snap chat filter "Seattle Airport Mariotte".
 22. Chuck Todd will put #WA4HForum on the name tags.
 23. Erin Hightower and Serah Comstock will order more ribbons for the name tags.
 24. Tony Dell will send Erin and Serah a list of the names of the tickets that need to be ordered.

25. Peggy Hirte-Uhlorn will order some thin bracelets she found that will be used instead of meal tickets.
26. Tony Dell - The Consumer Science and Family Living Committee will be added to the list of project committees meeting on Sunday.
27. 2019 Forum Committee - A biography for the auctioneer and the second speaker still needs to be provided to Tony Dell for the Forum booklet.
28. Peggy Hirte-Uhlorn will get speaker/workshop presenter gifts.
29. Vicki Contini will get a gift for the auctioneer.
30. Each board member was asked to bring one \$10 door prize to Forum.
31. Camas French will put together a Teen Leader of the Year form.