

**4-H State Advisory Board**  
**May 14, 2021**  
**Zoom Meeting**

**In Attendance:** SW-Peggy Hirte-Uhlorn, Pamela Toney; NE-Elizabeth Weaver; NW-Mayyadah Zagelow; SE-Rachel George, Rebekah Norman; Extension-Tony Dell; Secretary-Vicki Contini

The State 4-H Advisory Board meeting was called to order at 6:37 pm by President Rachel George.

The minutes were emailed to the 4-H Advisory Board for their review. Pamela Toney made a motion to approve the minutes as emailed. The motion was seconded by Peggy Hirte-Uhlorn and unanimously approved by the Washington State 4-H Advisory Board. The minutes will be submitted for posting to the 4-H Advisory Board website.

Treasurer's Report

With the death of Chuck Todd, the Treasurer, no money has been spent. Tony Dell picked up the treasurer's paperwork and checkbook from Darlene, Chuck's wife. The last check was written on March 12, 2021.

Peggy Hirte-Uhlorn and Pamela Toney completed their audit of the treasurer's books. They found the records to be complete and didn't have any concerns.

The Zoom account is still being charged to the past president's credit card. Jean Lindsey needs to be reimbursed \$163.39. Peggy Hirte-Uhlorn made a motion to reimburse Jean Lindsey \$163.39 for the Zoom account charges. The motion was seconded by Mayyadah Zagelow and unanimously approved by the Washington State 4-H Advisory Board. Rachel George and Tony Dell will work together to get a check to Jean and will request a copy of the bill. They will transfer the Zoom account charges to a different credit card. Tony Dell has not been able to find a credit card for the Advisory Board. It is possible that one does not exist.

January 2020 Action Items

12. Cancelled – The Teen Committee will create an action plan for a video showing examples/interviews of teens working on councils.
18. In Progress – They are still working on getting certificates, pins, etc. to 2020 honorees. Tony Dell Reported that funding was provided for the 2020 recognition event. He doesn't know if funding for the 2021 event will be available. The 4-H Foundation is meeting this Wednesday. Tony Dell will try to contact them. Jean Lindsey shared with the 4-H Foundation President that we need funding for awards that are presented at a volunteer recognition event. It is possible the 4-H Foundation could secure a sponsorship status and donate funds automatically every few years. Nancy Deringer thought that her 4-H Excellence fund could also be a source of funding.
22. In Progress - Jana Ferris will send board members an email on zoom etiquette.

May 2020 Action Items

1. In Progress – Jana Ferris – Lannoye Emblems in Washington State makes pins for Jana Ferris. Rachel George will contact them about seals for the new state seal program for clubs.

2. In Progress - Elizabeth Weaver & Jana Ferris will research grants that could be used to pay for the cost of the state seals. They will also check into cost of creating a pin for the state teen leader of the year.

#### January 2021 Action Items

1. Done – Peggy Hirte-Uhlorn and Pamela Toney volunteered to do the 2020 audit of the Treasurer’s books.
2. In Progress – The current dean is leaving. Nancy Deringer will find out when the dean might be available to participate in a meet and greet zoom meeting with 4-H volunteers.
3. In Progress – Serah Comstock has some limited-edition coffee from Star Bucks. Other board members will purchase Starbuck’s cards, an Amazon card, a gift card from JoAnn’s, Starbuck’s cups, and some WSU swag as a door prize that will be awarded after the dean’s Zoom meeting with 4-H volunteers.
4. In Progress – Elizabeth Weaver will figure out a date and time in March for the Public Presentation training.
5. Cancelled – Rachel George will put together a google document where board members can submit proposed questions for the dean to answer during the meet and greet Zoom meeting.
6. Done – Serah Comstock, Peggy Hirte-Uhlorn, Rachel George, and Elizabeth Weaver will review and present proposed changes for the Constitution and By-Laws at the March meeting.
7. Cancelled – Chuck Todd will send Rachel George the master copy of the Constitution and By-Laws.

#### March 2021 Action Items

1. Done – Rachel George will email the Mission and Vision Statement (objective & purposes) to everyone on the board, it is currently in our google drive.
2. In Progress – A By-Laws and Constitution Committee was formed to finalize the Mission and Vision Statement. They will also draft an update to the By-Laws and Constitution. Serah Comstock, Jana Ferris, Mayyadah Zagelow, Chuck Todd, and Peggy Hirte-Uhlorn volunteered to be on the committee. Serah Comstock volunteered to be the Chair of this committee and will schedule a Zoom meeting.
3. Done – Elizabeth Weaver volunteered to be the Chair of the Standing Rules/Standard Operating Procedures Committee and will schedule a Zoom meeting.

#### Constitution and Bylaws Committee

Mayyadah Zagelow reported that the committee met and worked on the constitution and bylaws. They need to find the steering documents. The committee will keep working on the document.

#### Standing Rules Committee

Elizabeth Weaver – The committee met and worked on the standing rules. They will meet again in the next month or so. They reviewed what needs to be on the agenda and updated how the minutes can be approved. The minutes can be approved by email if 75% of the board respond to the final copy, not the draft. If the minutes are not approved by email, they will be approved at the start of the next meeting. The committee is still working on awards and evaluations. Each committee should have at least one meeting between each board meeting, unless there is a valid reason for not meeting. Potential committees include: communication, promotions, and financial committees. The financial committee would be responsible for doing the auditing the treasurer’s books at the end of each year.

### Award Status

The Hall of Fame nominations are due July 1, August 1 is the due date for the other state award nominations. Tony Dell will update the 4-H website to reflect the correct due dates. Peggy Hirte-Uhlorn will develop a flier/logo/etc. to promote the Hall of Fame award by June 1 and the other state awards will be ready by July 1.

### Treasurer Update

Tony Dell has talked to an agent at Edward Jones, the investment company. They are now forwarding the statements to Tony, instead of Chuck Todd. Chuck Todd had a previous relationship with the investment agent. Tony talked to US Bank about who could sign checks. Tony is on the account with limited capabilities. At this time Vicki Contini is the only owner of account, which means she is the only one that can make changes to the account. Chuck and Tony had been looking at transferring the account to another bank to try to reduce fees. Tony cannot be added as an owner of the account because he is a WSU employee. Tony will be working with Jana Ferris. Tony Dell, Jana Ferris, and Rachel George will work on getting the treasurer position filled and added to the bank account. Others will be added to the bank account as necessary. It was suggested that a quick Zoom meeting take place as soon as a new Treasurer is identified, so they can be approved by the 4-H Advisory Board. A meeting will take place Friday, June 4 at 7:30 pm to approve a new Treasurer. Because Vicki Contini will be out of town on that day, Pamela Toney will take minutes at this meeting.

### New Board Member Recruitment

The following positions will need to be filled in October 2021. Applications for the open board positions are due September 1 to the State 4-H Office.

NW District: 3 adults, 2 youth  
SW District: 1 adult, 2 youth  
NE District: 1 adult, 2 youth  
SE District: 2 adults, 2 youth

### Leader Education

WSU has said that for the foreseeable future 4-H activities will be via Zoom. All of Washington State is now going to Phase 3. By June 30 the Governor thinks the state will be at Phase 4. If that happens, 4-H might be able to meet in person. However, we are following WSU guidelines until told differently.

Leader education could be a modified virtual version of Forum. There could also be monthly classes via Zoom and/or classes on Saturday morning. A Webinar class where everyone logs in and only the host is seen or heard would be an option to Zoom. Attendees at a Webinar class can use the chat box to ask questions and communicate with the presenter. We could also have 15-minute classes posted to the website. People have had a lot of Zoom meetings and are getting tired of using Zoom. We might want to consider a library of 15-minute talks about 4-H projects.

A barn quilt is a painted picture, like a quilt; but it is painted. There is a couple in Chehalis that teaches these classes. You do this using Zoom, but you are doing something with other people.

### Advisory Board Historical Documents

There were a couple of file cabinets and a couple more drawers of Advisory Board documents at Chuck Todd's house. Darlene has said that after a couple of weeks, they will dispose of the material. It was decided that the board would like to have it boxed, so it can be reviewed before anyone disposes of it. Tony has storage space available. Vicki Contini will contact Darlene Todd about the material.

The next general meeting will be on July 9, 6:30 pm.

The meeting was adjourned at 7:51 pm.

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

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