

Minutes of 4/27/19 San Juan County 4-H Leaders Council Meeting

Lopez Island Library

Leaders: Amy Lum, Josephine Bangs, Lisl Thomsen, Tricia Arnott, Delores Foss, Tamara Green, Micha Traynor, Jenny DeGroot, Chela King

Also present: Brook Brouwer

Next meeting May 18 on SJI. Time TBD

Call to order @7:44am

Roberts Rules: Brief discussion of how to use Roberts Rules to help with phone/in-person meeting. We agreed to try to have the chair (Amy) recognize people who wanted to speak and move away from general conversation.

WSU Update:

Brook reviewed agreements WSU and San Juan County are working on regarding fair and fairgrounds use. They are working on a year round agreement and a roles & responsibilities agreement for County Fair. All contracts go through WSU, so it's a lengthy process.

Roles & Responsibilities: Brook distributed a draft of the roles and responsibilities document. The work to set out roles and responsibilities is needed because of ongoing confusion about who is responsible for what, and because of liability concerns. Brook asked for feedback. Jenny raised the issue of how problems that arise at or shortly before fair can be resolved. For example, antique tractor exhaust coming into small animal barn. What is the grievance procedure and chain of command for resolving these issues? Joe suggested that 4-H and the Fair establish a process for locating exhibits so that predators aren't put next to horses, for example. Brook suggested that Fair staff/board and 4-H superintendents should consult before fair to make sure placement works. **ACTION: follow up on creation of process for consulting on locations.**

Rental agreement for Fair use: WSU is looking for a rental agreement with the Fair that allows pre-negotiated use of fair buildings and facilities for certain 4-H events outside of fair. Brook shared a draft document and asked for feedback. Nothing significant raised. **ACTION: If there are other 4-H events that should be in the agreement, please notify Brook.**

Equipment use: Brook shared that equipment use was a potential subject for negotiation. Leaders feel strongly that it's important for some leaders to be able to use fair equipment, e.g., the tractor. The Fair apparently also feels it's helpful to have the help. The issue is working out liability.

Other Fair issues: Brook asked for other input. Feedback was given that Fair staff don't always seem to be ready for 4-H events. E.g., no garbage cans available until Tuesday last year.

Treasurer's report:

Amy provided a report from our new treasurer, Lisa, who was unable to attend. Lisa has received the books and met with Terri and Flo. Since January there's been no activity in the dedicated or general account. Treasurer's report will be sent out following the meeting.

Lisl requested the treasurer's report be sent around with the agenda before each meeting.

ACTION: Amy to request Lisa to provide the report by the 10-days-in-advance deadline.

Delores submitted \$93 from knife sales.

Committee Reports:

EAS: EAS supported 10 applications for Whatcom County Youth Fair and have rec'd one more. There are 2 requests for NW Teen Summit, 5 for Know Your Government and 2 for Winter Cattleman's Expo. The agenda included items to adjust the LC budget for discretionary spending for Know Your Government and for changes to Teen Summit fees. The Leaders Council requests that the EAS Committee members and treasurer work out how to respond to flexible funding needs without having to bring everything to the full Leaders Council. **ACTION: EAS and Treasurer will draft a complete motion to present to the LC in advance of next meeting.**

Awards and recognition: Issues were raised about whether some awards that used to be given have dropped off the radar. Wendy at the 4-H office is tracking all the awards and trophies. People wanting to start new awards should contact Wendy. **ACTION: The Awards and Recognition Committee will work with department leaders and Wendy to review the awards being given.** Jenny will join the committee, which also has Shayla, and Kathy Morris on it. Amy is going off the committee.

LMAAC: No one present to report. Amy noted that the Weigh In date has been changed to June 8 from June 15 because of Orcas graduation. Leaders request that the livestock committee to take ferry schedule into consideration and run animals through if they arrive earlier than others, and also release animals to return home as soon as practicable for animal health & safety. Wendy is planning educational activities for youth during the weigh-in time. Discussion of status of eggs in turnback auction: the LMAAC minutes say that eggs are no longer eligible for turnback. Small animals are still part of the turnback auction.

Horse: Tamara provided an update on meeting of horse leaders a few weeks ago. It went well. Added all ages walk trot classes, mixed in with regular show. Working on stabling chart. This will allow people to come early to decorate. They are looking for more volunteers to help during the

show. No next meeting scheduled at this point. Tamara and Micha are co-superintending. They are not anticipating big changes this year but looking for feedback after the fair. Lisl asked if horse leaders will be present at fair overnight; one person is scheduled to be there each night.

Policy Review: Committee includes Lisl, Joe, Bill Shaw, Jan, Amy. The motion to replace the existing policy document with a reorganized version containing exactly the same language passed unanimously (see below). Joe encouraged anyone with suggestions for any policy changes to be in touch. The Policy Committee will start work on revising sections of policy now that the document is in better order.

Old Business:

Vet Check update: Tamara and Amy have discussed the issue of adequate vet staffing raised at October meeting. Tamara and Jen (fair board) talked. Jen is optimistic that something can be worked out. Last year no one had told Susan (vet) that people were coming early. **Amy will invite Jen and Susan to next meeting.** Amy and Tamara will talk with her beforehand about possible schedules for checking in animals. Josephine shared that the fair board has discussed needing to know which animals are on which boat, and also how many trailers are leaving on Sunday. Question raised why people are coming on Sunday. Answer: people come Sunday because it works with their family schedules; can't get Monday and Tuesday off to move stuff over for the week. Point made that it's important to have Susan Besel (vet) in the loop early. Lisl suggested it would be much better for the animals if there were two vets available on Tuesday when most of the animals arrive, one for small animals and one for large animals. Brook is working on this with the fair. **Action: Each club to provide a tentative plan for when their members/animals will arrive and depart by next LC meeting.**

Rabbit poultry change: As noted in the agenda, the auction booklet will be revised so it's clear that rabbits and poultry are not USDA butchered.

Phone meetings: Phone meetings / participation by phone was approved for future meetings of the LC and committees. (see below)

New Business:

Michael Wallace, the 4-H regional faculty member, can help us learn to run better meetings.

ACTION: Amy/Wendy will invite to an upcoming meeting to build relationship and to one of our bigger fall/winter meetings to help us learn to run more effective meetings.

Annual calendar of meeting topics/themes: The LC adopted an annual calendar of meeting topics, with amendments to the original motion. (See below and attached.) **ACTION: The Policy Committee needs to determine where the calendar will be included in the policy document.**

KYG funding request: Kathy Morris has requested reimbursement for approximately \$250 of miscellaneous expense from Know Your Government. The amounts were over the original KYG budget but a substantial amount of money was raised by the program. Since neither Kathy nor the treasurer were present, the LC felt it didn't have enough clarity to move forward. **ACTION: Kathy and Lisa will clarify the request and the funds available from different sources (LC, fundraising, etc.)** Also, the EAS Committee needs to clarify how fundraising for specific activities flows through in situations like this, so there's a clear policy. **ACTION: EAS review and clarify fundraising policies.**

Next meeting date: Next meeting set for Saturday, May 18 on San Juan Island at the Extension Office. Exact time TBD.

Meeting adjourned at 9:40am.

Minutes prepared by Joe Thoron.

MOTIONS

Policy changes: Motion: Lisl made and Tricia seconded a motion "To replace entirety of the San Juan County Leaders Council Policy and Bylaws manual with the Phase 1 revision - like with like - attached to the notice of meeting for the 4.27.19 meeting." There was no discussion. The motion passed unanimously, without abstentions. **ACTION: Wendy to mark document with approval date and post to website.**

Call-in Option: Tricia motioned and Josephine seconded a motion that "The call-in option will be available for all Leaders Council and committee meetings going forward." The motion was amended to clarify that the Leaders Council meeting at Fair will not have a call-in option. The final motion was: "The call-in option will be available for all Leaders Council and committee meetings going forward, except for the Leaders Council meeting at the San Juan County Fair, which is conducted in person." The motion passed unanimously, without abstentions. **ACTION: Wendy to insert language into approved policy document and post to website.**

Calendar of meeting topics: Flo submitted in advance of the meeting and Josephine seconded a motion to adopt a list of themes/topics for the regular meetings of the Leaders Council. The motion was amended to change "May" to "May/June" and to add an item to the September meeting for committees to set meeting dates to review policy. The amended list is attached. The motion passed unanimously, without abstentions. **ACTION: The Policy Committee will determine the proper location for inclusion; Wendy will add to the approved policy document and post to website.**

THEMES FOR 4-H LEADERS COUNCIL MEETING SCHEDULE*

OCTOBER/NOVEMBER

ELECTION OF OFFICERS
ANNUAL REPORT APPROVAL
4-H ANNUAL BUDGET APPROVAL
LC COMMITTEE APPOINTMENTS

JANUARY/FEBRUARY

CHANGES OR ADDITIONS TO LC POLICY IMPACTING ELIGIBILITY FOR FAIR

MARCH/APRIL

FAIR SCHEDULES

MAY/JUNE

LIVESTOCK WEIGH-IN
LC GENERAL MEETING

AUGUST

FAIR MEETING
DETERMINE INDIVIDUAL LC FAIR AWARDS

SEPTEMBER

SET DRAFT BUDGET FOR COMING 4-H YEAR

*ADDITIONAL LC MEETINGS MAY BE CALLED TO FACILITATE AGENDA DEMANDS.