

# San Juan County 4-H Livestock Market Animal Auction Committee

Date: August 1, 2016 (Monday)  
Place: WSU Extension Office – Skagit Valley Community College  
Time: 5:30 pm to 6:30 pm

1. Call Meeting to Order
2. Roll Call of members and guests in attendance in person and via conference call.
3. Minutes from Previous Meeting – Read by Secretary
4. Treasurer’s Report – Randi Mayberry
5. Correspondence – Read by Chairperson
  - a. None to report
6. Committee Reports – none to report
7. Old Business
  - a. Creation and printing of new buyers brochure
  - b. Search for blowers for Beef barn
8. New Business
  - a. Approval of Sheep and Goat Barn improvements and expenses
  - b. Approval of Beef Barn improvement and expenses
  - c. Approval of refreshments for buyers during auction
  - d. Discussion of the responsibilities of the auction and job assignments:
    - i. Administration – accounts payable/receivable – Randy
    - ii. Registration – Randy
    - iii. Record Keeping – Randy
    - iv. Auctioneer – Tom Pasma
    - v. Welcome Speech – Bill Shaw
    - vi. Sales Associates – Buyer Spotters – 2 positions
    - vii. Cutting Instructions Table – 2 positions
9. Next Meeting Date: Adjournment