

Grays Harbor E-Board 4-H Council
March 12, 2018

1. Call Meeting to Order at 6:12pm
2. Flag Salute and 4-H Pledge
3. Roll Call
 - a. Donna Brewer, Council Secretary & Best of Times
 - b. Dave Downing, Brady Bunch
 - c. Linda Waltenburg, Brady Bunch
 - d. Nancy Graham, 4-H Factory
 - e. Correen Downing, Brady Bunch
 - f. Cathy Cozad, President & Humptulips Valley Hustlers
 - g. Rhonda Borden
 - h. Connie Brown
 - i. Mandie Biggs
 - j. Lynsdey Lenms
 - k. Tracie Hanson, WSU Extension Office
 - l. Mary Pederson, Council Vice-President, Brady Bunch
4. Approval of previous e-board meeting minutes
 - a. Need to make change regarding need of Legos. Dan has been borrowing Legos from the school and that is no longer an option. We will need to purchase Legos.
 - b. Scholarship
 - i. Correen will not be able to assist with Scholarships Board this year.
 - ii. Kathy Trusty may be available, she has assisted in past years.
 - c. Mary motions to approve minutes. Dave Seconds. Motion passed
5. Communications
 - a. Montesano Chamber of Commerce have inquired about nominations regarding the Service To Youth category for the Farm City Dinner which is to honor all farm families in Grays Harbor County.
 - i. A few past recipients were Jeff Wetzel, Linda Waltenburg, Davona Gwin
 - ii. Need to respond with suggestions by Friday, March 16
 - iii. Tracie will respond with names on behalf of Grays Harbor 4-H
 - iv. Mary suggests nominate persons associated with 4-H
6. Reports
 - a. Treasurer
 - i. No Treasurer's Report
 - ii. Cathy just received Feb statement
 - iii. Mary, Cathy & Nancy had a Finance Committee meeting
 1. Nancy took 2016/2017 book to audit and look for potential improvements
 2. She sees vast improvement by the backup documentation not included

3. Nancy noted a check of \$200 Deposit & \$30.77 for Food for Counselor Training that we did not receive reimbursement from the Camp fund back into the General fund
4. Nancy noted General Fund paid some amounts to Grays Harbor College for scholarships that did not include any backup documentation
5. No documentation for amounts to Matt Tuttle
6. Check outstanding to Best of Times Club, from 2106, Nancy could not see where that check cleared by the bank
7. To clean up and organize the Treasurer's Book, Cathy made a section for Uncleared Checks and another for Unpaid Expenses in the Treasurer's Book
8. Nancy noted that in 2017 we stopped receiving accrued interest on the Council accounts
9. It will be the Council and Extension Office to get the required Financial documentation & forms to WSU
10. Mary motions that the Council ask the Extension Office open it's own account for the Yearly Fees to keep those funds separate from the Council Funds
 - a. Linda Seconds. Motion Passes
- iv. Nancy sees a concern with confidentiality regarding families asking for Scholarships with keeping
 - a. Cathy has been speaking with Dan about this and he is developing a plan to protect families anonymity while the General Council will take care of the funds part
- v. Cathy has been working on an updated spreadsheet, adding accounts and making the process more user friendly with clear reports
 1. Cathy Started the Beginning Balance as of Sept 2017, which may not be correct due to outstanding checks
- b. Camp
 - i. Rhonda stopped by the Extension Office this afternoon to drop off the Camp book but did not have an actual report
 1. Rhonda did give Tracie a reminder that the Panhandle Board has been working with the Cushman's resort,
 2. She left a Thank you card for signatures
 3. Camp will be July 8 - July 13
 - a. Camp Counselor meeting is Sunday, March 18th
 - b. Counselors will spend the night prior to and the night following at the camp
- c. Fair
 - i. Exhibitors Guide has been updated
 - ii. Nancy has concerns about clarity regarding the Vets
 1. In most areas, Guide says that Superintendents may refuse entries, until cleared by the Vet

2. Feels it should say straight off, No entries admitted until Cleared by the Vet
3. Correen felt the Guide should be clear that the Vet is a FAIR VET, not a personal Vet
 - a. Mary feels that most families are aware that the Fair Vet is the only one to be used.
4. Nancy requests that everyone look over the New Guide and suggest any necessary changes
 - a. General Council as a whole does not feel that a meeting to dissect and fully investigate the Guide
5. Tracie points out that the E-Board will now be involved with the Horse project, as there is no longer a Horse Superintendent
- iii. Fair Judges:
 1. Last years Photographer Judge is available.
 2. Dave offers to contact English teacher about judging poetry.
 3. Suggested that we start making a list of possible judges to discuss as we get closer to time to confirm
- iv. We will need to start looking at schedule and timeline for fair activities
- d. Fundraiser
 - i. No Fundraising Report
- e. Extension Updates
 - i. Tracie reports that Dan is at a medical appt
 - ii. Spring Day Camp during Spring Break for kids 8-12 years of age, in partnership with Camp Counselors. Max campers of 25. \$5 registration fee
 1. Send people interested to Tracie
 - iii. First Series of Discover 4-H was successful.
 1. Good feedback. Some families are interested in Camp opportunities and continue the conversation.
 2. Next series, 3 Thursdays in April in Aberdeen and 3 Tuesdays in April in McCleary
 - iv. Quarterly Overview Report for Extension Office in general, is available for review
 1. Report will be sent out in electronic form soon
 - v. Dan has been granted tenure. New title of Associate Professor.
 - vi. Alos, Shared is a list of Important Upcoming Events which can also be found on the 4-H page and website
 1. Additional dates will be added as they are confirmed.
7. Unfinished Business
 - a. SCholarship COmmittee needs volunteers
 - i. Cathy has printed out GH scholarship and evaluation form, Dan & Tracie obtained other county scholarship forms for comparison
 - ii. CAth asks that those interested in being a part of the process to revamp the process take a copy and review, giving feedback as appropriate

- b. Community Service Weekend
 - i. Cathy asked Tracie to post the event on the 4-H Facebook page and on the website
 - ii. April 20-22, arrival starting at 7pm on Friday and depart by 5pm on Sunday. This is also Earth Weekend. Must sign up by April 9th.
 - iii. Linda Howarth will be the cook.
 - c. Fund Reimbursement
 - i. Cathy feels that the Council must find a way to make volunteering easier when funds are necessary, with the development of a very specific policy
 - 1. Nancy suggests writing a check to volunteers. The volunteer then returns receipts and any unused funds for the approved activities.
 - 2. Mary feels that each activity should have a specific budget that must be approved
 - 3. Regardless of process, receipts must be submitted to the Council and receipts should be ONLY for the authorized items and not volunteers personal items.
 - ii. Cathy will draft a Policy and send it electronically for E-Board members input.
 - d. Discover 4-H
 - i. Tracie pointed out that we will need to disperse funds for the Discover 4-H events
8. New Business
- a. Cowboy Breakfast
 - i. We will need to be touching base with Committee Chairs to confirm
 - 1. Cres Brown and Dave Aversa both expressed interest
 - 2. There are sample flyers and other information available for interested parties to help run the event smoothly
 - ii. Correen felt that the event planning needed to be well underway by mid-May
 - iii. Council feels that 8am-10am
 - b. Public Presentations
 - i. Forms due by Friday June 15
 - ii. Event scheduled Sunday, June 24
 - iii. Location to be determined, Extension Office meeting room has been reserved
9. Adjourn at 7:30pm. Thank you for attending.

Next Leaders Council Meeting on April 19th at 6pm at the G.H. Extension Office
Next E-Board Meeting on May 14th at 6pm at the G.H. Extension Office.