

4H Council Meeting Minutes
February 11, 2020

President called the meeting to order, and each attendee introduced themselves to the council.

Officer Reports

Vice President: brainstorming fundraising ideas

Secretary: No report or minutes...Anna will take notes for tonight's meeting.
~Anna nominated Kayla for secretary. Katie seconded

Treasurer: See attached documents (given at meeting)

Fair Board Representative: Entry forms will now be due July 1st. The Exhibitor's Guide is planned to be available in the middle of June. An entry fee will now be \$2 for small animals and \$5 for large animals. The entry fee will only be charged once per animal. This will cover costs of hiring an out of town vet. In addition, fair will not provide hay or feed but straw and bedding will be provided. Questions can be directed to the fair office. Superintendents are needed for the 4-H and goat barns.

Presentations

Know Your Government Presentation: This year KYG is focusing on the executive branch. The three KYG students have been working on a campaign to promote their work. KYG has done some fundraising to cover travel, County Night Out, food, a community service event and is requesting Clallam County 4-H Council to donate to \$1,040 to cover the cost of registration for three kids and one adult chaperone. The community service project Clallam County KYG is working on is ___ Bags.

How to Take Meeting Minutes: A worksheet was dispersed by the 4H County Extension office to help the council and 4H leaders gain a better understanding of the contents of which meetings' minutes should be listed.

Committee Reports

Budget and Finance: See attached report (given at meeting)

~It was suggested that the forms to request funds from council be more straightforward and a set amount each year.

~Money in savings should be put into something more secure such as a CD or money market.

Scholarship Committee: Looking for donors in the community to fund scholarships and other fundraising opportunities besides the Krispy Kream fundraiser that occurred in December. The

committee is working on a brochure. Next meeting Wednesday February _____ at Clallam County 4-H coordinator office. If you are unable to attend but have suggestions, send them to 4-H coordinator.

PNWJLA: Parent/Exhibitor meetings coming up this week and next. See website at www.pnwjla.com for additional info including upcoming events, forms, rules and more. PNWJLA also has a Facebook Page that will be updated in addition to the website. Auction is open to all 4-H and FFA kids who qualify. Please direct questions directly to the PNWJLA committee.

Record Book: no report

Awards and Achievement: Scheduled for November 1st in the Home Arts building.

Old Business

New Business

Dog Project: On hold

Giddy Up and Grow: Holding their annual fundraising bazaar on April 4th from 9-4 at the Masonic Temple on Lincoln Street in Port Angeles. Vendors pay vendor table space as well as donate a portion of proceeds to clubs. Contact them through FB @giddyupandgrow4hclub to sign up for a vendor table.

Forum Changes: No classes at Leader's Forum. Advisory meeting and volunteer recognition only, no classes.

Actions Taken

~Cyndie moved to pay _____ for three youth and one adult to attend KYG. Crystal seconded. Motion passed.

~Cyndie moved to pay \$200/year for up to 5 years of 4-H participation in each year from now on. Wanda seconded. Motion passed.

~Anna moved to start a new scholarship for kids who have participated in 4-H from ages 5-18 of \$400. Katie seconded. Motion tabled.

~Volunteer trainings are being scheduled in the near future

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~4th of July parade needs participants. Mark your calendars. Alpaca club plans to attend.

~Rabbit disease update. 6 rabbits have died from one location in Sequim in January. That farm is officially quarantined no other locations in Clallam County are in quarantine. The disease is highly contagious, biosecurity measures recommended. See flyer for vaccine clinic. Decision to have rabbits at fair will be in July.

~Karolyn moved that council purchase a new small animal round robin trophy so kids can be added. Anna seconded. Motion passed. Proposed costs will be brought back to counsel next month.

Coordinator report:

Kudos:

**Clallam County 4-H Leaders' Council Treasurer's Report
Feb. 11, 2020**

Checking Account				
Checking Starting Balance				\$ 13,499.35
Checking Income				
11/14/19	Deposit	Scholarship Fund	4-H Building Drawing at Clallam County Fair	\$ 192.60
12/20/19	Deposit	Scholarship Fund	Krispy Kreme Scholarship Fundraiser	\$ 1,527.00
12/20/19	Deposit	Pilgrim Chapter #157 of the Order of the Eastern Star	Donation to Helping Hands Fund	\$ 891.22
12/30/19	Deposit	United Way	Donation	\$ 122.63
01/30/20	Corrections	Void checks never cashed	CK# 239 for \$400.00 CK# 260 for \$500.00 CK# 272 for \$278.45	\$ 1,178.45
Total Checking Income				\$ 3,911.90
Checking Expenses				
11/12/19	291	LaDona Wilson	\$15 Horse Leaders Incentive Award & \$15 Dog Leaders Incentive Award	\$ (30.00)
11/12/19	292	Laurie Davies		\$ (248.61)
11/12/19	293	WA State 4-H Fair	Postage for items shipped back from State Fair	\$ (27.45)
12/13/19	294	Krispy Kreme	Scholarship Fundraiser	\$ (825.00)
Total Checking Expense				\$ (1,131.06)
Checking Balance				\$ 16,280.19
Sub Account Balances				
			General Fund	\$ 1,807.01
			Camp Funds	\$ 868.83
			Cat Project	\$ 143.09
			Dog Leaders	\$ 1,200.20
			Fair Home Ec.	\$ 0.70
			Horse Leaders	\$ 895.34
			Judy Arnold Trophy	\$ 24.86
			Know Your Government	\$ 126.49
			Photography	\$ 10.00
			Scholarship	\$ 10,671.10
			Shooting Sports	\$ 4,076.84
			Helping Hands	\$ 10,546.33
			BLAST Club	\$ 460.50
Money Market Account				
Savings Starting Balance				\$ 33,439.00
11/29/19	Interest	First Federal	Savings (Money Market) Interest	\$ 19.93
12/31/19	Interest	First Federal	Savings (Money Market) Interest	\$ 22.00
1/31/2020	Interest	First Federal	Savings (Money Market) Interest	\$ 21.33
Savings Balance				\$ 33,502.26

Clallam County 4-H Council Audit Committee
Financial Audit Report for Clallam County 4-H Council
January 29th, 2020

The Clallam County 4-H Council Audit Committee met on January 29, 2020 and conducted an audit of the financial records and fund balances of the North Olympic Mountain Bike Team 4-H Club. Members of the committee included: Melanie Greer (4-H Program Coordinator), Laurie Davies (Council President), Wanda Lester (Council Vice President), LaDona Wilson (Council representative on Fair Board).

Cyndie Stumbaugh (Council Treasurer) attended to answer any questions.

The financial records submitted for the audit include: copies of deposits, ledger, bank statements, receipts, checkbook, annual financial summary.

The club has one checking account with First federal and one savings account with First Federal.

After a thorough review of the records, the committee finds that the records add up correctly except for one \$500 check that was written for a scholarship that may have been voided. The savings account checked out with no issue.

The committee found the records were kept in mostly good order. There was a discrepancy between the actual beginning balance and the recorded beginning balance because the number was pulled from the wrong line.

Recommended following the audit:

- Monthly treasurer's reports should include outstanding checks as of most recent bank statement
- Dividers in the record book
- All necessary expenses had reimbursement requests, but a few were missing receipts.
- When a receipt is not possible should include copy of contract or bill showing how much the charge was.
- WA state 4-H advisory board doesn't provide a receipt. Can they start?
- Can no longer reimburse a volunteer for attending an educational workshop without a receipt.

Council has \$16,694.86 in checking and \$33,417.71 in savings. The checking account money is necessary for this year's expenses. Our recommendation for how to spend the money in savings is to increase the scholarships to \$200 per year up to \$1000, encourage and help pay for volunteers to attend more educational events, and encourage and help pay for more youth to attend educational events locally and nationally.

Respectfully submitted:

Clallam County 4-H Council Audit Committee