

**4-H State Advisory Board
January 25, 2014
Ellensburg, WA**

In Attendance: Southwest-Carol A. Ervest; Northeast-Robin Minaker, Hannah Heizer; Northwest-Don Ballard, Floy Ziegler, Sabrina Wood; Southeast-Richard Weitman; Extension-Julie Sorensen, Michelle Lain; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs; Visitor-Debbie Harbin (State Fair Board Liaison), Jan Klein (Adolescent Leadership Specialist), Travis Gylling (State Ambassador)

Called to order at 8.32 am by Robin Minaker.

President Robin Minaker lead the State 4-H Advisory Board in the Pledge of Allegiance and the 4-H Pledge. The board members introduced themselves.

Orientation

Pat BoyEs reviewed of the State 4-H Advisory Board Notebook. The current Constitution is on the 4-H website. It was last revised on April 20, 2012. The State 4-H Advisory Board information sheet needs to be updated. There is also a tri-fold that needs to be updated. The Public Awareness Committee agreed to take care of updating these documents.

On December 16, 2013, Vicki Contini emailed the minutes of the October 2013 State Advisory Board meeting to the board members for their approval. Ten (10) board members responded and indicated their approval of the minutes as submitted. The minutes have been turned in for addition to the 4-H website and the Tuesday e-Newsletter.

Treasurer's Report

This report covers the entire 2013 year. Not covered in detail are investments and the amount due to counties from the Forum auction. Under 2011 Forum Income, the first item is \$24.50; Lewis County lost their check for the 2011 Forum auction. A new check has been sent to them. The 2013 Forum registration income was enough to cover the hotel bill. The credit card fee represents 2 years of fees and some monthly fees relating to use of the credit card. Several years ago the State 4-H Advisory Board became the bank for the horse school because we were more economical and we reported better. The meeting expenses for the State 4-H Advisory Board average about \$9,000/year. This board also functions as a bank for the State Ambassadors. The ambassadors pay half of the cost of their jackets/shirts. The other half is paid from the State Ambassador funds. The State Ambassadors have a balance of \$2,098.59. The State 4-H Advisory Board balance is \$3,668.94.

2014 budget – Chuck Todd reported that both the income and the expenses are very difficult to estimate because they are based on our yearly forum. Attendance at forum is critical. There were 175 attendees at the 2013 Forum. We need to work toward an

attendance of 250. The year on some of the line items will be changed to 2014 where appropriate. Michelle Lain agreed to audit the books.

Floy Ziegler made a motion to approve the budget as amended. The motion was seconded by Don Ballard and unanimously approved by the State 4-H Advisory Board.

Michelle Lain made a motion to approve the Treasurer's Report. The motion was seconded by Sabrina Wood and unanimously approved by the State 4-H Advisory Board.

Thank You Note to the SW District Kirk Greshem – Vicki Contini was asked to send a thank you note to Kirk Greshem and the 2013 Forum Committee thanking them for their work and letting them know that the income from the 2013 Forum registration fees was sufficient to cover the cost of the Forum. (Action Item 1)

Action Items – April 2013 Meeting

2. Done – The expense report form posted on the website needs to be changed to the updated form. The list of current board members will also be updated on the website. Chuck Todd will check on the status of the expense report form and get an updated list of board members posted to the website.
4. Pending – By the end of November Jim Johnson will draft a letter to Leader Council Presidents and the County Extension offices encouraging them to find sponsors who would help cover the cost of attendance at forum, especially for first time attendees.

Action Items – October 2013 Meeting

1. Done -- Prior to the January 2013 meeting Robin will send a pdf containing the survey results to each advisory board member for review.
2. Done -- Vicki Contini wrote an article for Tuesday News requesting nominations for the open youth and adult State Advisory Board positions.
3. Done -- A get well card for Jerry Newman was put in the mail by Vicki Contini. Pat reported that Jerry is doing well.
4. Done – Robin Minake will contacted Jan Klein about attending Advisory Board's January meeting to discuss ways to share the responsibilities of State Advisory Board youth members with teens and the possibility of a youth adult partnership. Jan Klein and one of the State Ambassadors will be joining us later today.
5. Done – The revised form is ready to be posted on the website later this year for the 2014 Forum. Chuck Todd changed the registration form to make “the Friday option” more obvious.
6. Done – Vicki Contini sent thank you notes to workshop presenters, Forum speakers, the Forum Committee Chair, and the Auctioneer.

State Director's Report

Legislative Session – This is a short session. Pat BoyEs is not expecting any issues for 4-H during this session.

Federal Budget – There is still no farm bill. This may be one of the better federal budgets that we have had in the last decade. It appears the sequester dollars have been restored. Pat will know more in the future.

County Budget – 4-H is in all 39 counties and all counties are supporting the 4-H program.

Personnel – Pend Oreille County hired a new County Extension Director (Mike Jensen). He has 20 years of extension experience in natural resources. He started on December 6. He and his Know Your Government students have already raised \$1,800 to support the students going to Know Your Government. Allison White is the 4-H Regional Specialist for Yakima and Klickitat Counties. Allison did a robotics recruiting night that 400 people attended. She started four clubs and has a waiting list of other youth that are interested in joining 4-H. One of these clubs is operating out of a transitional housing center for homeless families. Missy Cummins is the Clark and Skamania County Regional 4-H Specialist. Interviews are underway for the Kitsap, Clallam, and Jefferson County Specialist Position. King County Extension has had a stellar year. Funding has stabilized, they are moving to better office space, and there is a positive dialogue between 4-H and the county. Another search is being conducted for the Thurston County 4-H Program Coordinator position. Pat has been trying to fill Jan Hiller's old position. There are currently two internal and one external candidate for the position that look promising. WSU is currently in negotiations with the candidate that is ranked first. Trevor Lane is the new Ferry County Extension Director. In Grant County Jeannie Klein will be spending half her time as the 4-H Coordinator and half her time as the Master Gardener Coordinator. The county is paying her ½ time 4-H Coordinator salary. In Jefferson County Sue Hay is now a full time 4-H Program Coordinator. In Clallam County Jenny Schmidt is the 4-H Program Coordinator (75%).

Know Your Government Conference – It takes place February 15-18 in Olympia. The legislative dinner will be at 5:30 pm on Monday night.

State 4-H Teen Conference – This conference takes place June 22-24 in Pullman.

Past Forum Attendance – Pat shared a spreadsheet showing the attendance by county of those attending past Forums.

Impact Statements – Pat BoyEs shared copies the new impact statement fliers for Teen Conference, Know Your Government, and the Science Program. State 4-H Advisory Board members were asked to distribute them when they are visiting the counties in their district.

Pat BoyEs emphasized that it is important to stay on top of what is happening in your county and keep your commissioners informed and involved. As members of the State 4-H Advisory Board, you need to meet with your commissioners regularly and share the impact statements with them.

State Wide Management Fee – She will not be implementing an enrollment fee in the fall of 2014. Only 126 license plates were sold in 2013. Gayle Ashworth at the Washington State 4-H Foundation can provide promotional material for 4-H license plates.

Resignation – Robin Minaker read a letter of resignation she received from Sarah Bergman (SE District).

District Meetings

NW District – Snohomish County's annual train show fundraiser is coming up. They receive \$50-60,000 per year in matching funds. Funds are distributed with 5% to the office, 10% to the 4-H council and the remainder going to the employee's choice of 4-H programs. The 2015 Forum will take place in Everett. In King County Toni Dell is working half-time at the King County Extension office and half-time at the State 4-H office. The parent company that owns the San Michelle Winery Corporation invests money where they have employees. They have donated money in support of a STEM project. This project was moved from Snohomish County to King County in order to reach the required 600 youth. The office is full of science stuff as part of this project. Work is still underway to increase club programming. Sensational Saturday is coming up. Don Ballard has drafted a letter to 4-H Councils in the NW District, so meetings can be scheduled with them regarding 2015 forum.

Board members were encouraged to look at ways to increase corporate donations based on employee volunteers. Marilyn in the Snohomish County Extension office tracks the corporations that match the donations of their employees. Snohomish County conducts a leadership academy for extension volunteers, newbie's, parents, and others. It was a very well organized day that was attended by over 200 people. Several years ago this event started as training for first time 4-H officers.

NE District – Douglas County hosted a teen rally that almost broke even. There are rabbit shows and a goat agility show that will be coming up in the near future. In Ferry County an event for goats, etc., will be taking place. In Stevens County a Sensational Saturday taking place on May 10 will include an oral reasons class, a public presentations class, and a judging clinic that will include everything from pigeons to horses. Stephens County is selling t-shirts and sweatshirts as a fundraiser.

SW District – Wahkiakum County is celebrating 100 years of 4-H. Their first 4-H meeting was held on July 30, 1914. A quilt camp is scheduled to take place at Panhandle Camp. A district wide Super Saturday will take place in March. The Great White Tail Run and the Columbia River Country Days will be taking place in the near future. Drop dog blankets were made as a community service project. These blankets are used by dogs at the Iditarod race in Alaska. Students Rebuild from Bezos Foundation is a place to find community service projects. This group also has some grants available for community service projects.

SE District – 4-H entries at the Ellensburg Fair are increasing. An expansion of the fair grounds is planned because of crowding. The Extension Office may be moving in April to the armory that is located on the fairgrounds. The Fair Office may also be moving to that building. Rabbits, steer, and swine entries at the Ellensburg Fair are all increasing. Home Economics is one of the lowest projects. A new Alpaca club has started. Benton-

Franklin County just completed their officer training class. A science and technology information day will be taking place in the near future. They have a 4-H leader that has agreed to focus on coordinating training events of various types. Grant/Adams County does a full page of ad in their newspaper during 4-H week. After increasing the size of the print for the 4-H educator and office number to 1", they have received calls for information. At Super Saturday 140 attended. 4-H camp is coming up on June 16-19 in Brooks Memorial. They will be sending a delegation to Know Your Government. Enrollments in the Grant/Adams County area seem to be increasing.

2014 Forum

Volunteer education, leadership and support are the primary functions of the State 4-H Advisory Board. In Washington State there is a way to surface issues and ideas that affect 4-H in the state. A rumor is going around that there will be no forum in 2014. Pat BoyEs asked board members to let people know that a contract has been signed and there will be a forum in Wenatchee in 2014. The State 4-H Advisory Board was asked to consider how we go about attracting to forum those new to 4-H with young children and what we want the forum to accomplish. Workshops, key note speakers, council policy, new policy, and sharing with each other were some of the things board members wanted to see happen at the 4-H Forum. Idaho would like us to consider a joint forum in 2018.

According to a recent survey 4-H leaders do not consider attending the 4-H Forum to be a priority. There were a number of counties that did not have very many people attending any of the Forums. It was noted that providing funding does not always get people to attend. Because of the size of the event we have limited choices in where Forum can take place. Comments from leaders have included: didn't see any interesting workshops, are focused on their club program, think it is too far away, etc. On the positive side this is an opportunity to meet people from outside your county. After some discussion, board members felt it may have hurt attendance to classify who the class targeted in the class schedule. State 4-H Advisory Board members need to visit with their extension educators if they are interested in a county wide leader orientation. There is a grant that requires a completed secretary book, accurate record of club attend, etc. Some of these things are required in order to go to fair. Duration of Forum, what we want to offer, venue (hotel, vs. school, vs. fair grounds) all affect the cost of the Forum.

In the survey a number of people were not aware that Forum existed. Board members discussed the possibility of using face book to advertize Forum. It was also suggested that door prize recipients' names be announced at meals, not put on a board by the registration table. The workshop proposal form is confusing, the forum committee recommended simplifying the form to clarify the expectations. This will be discussed with Jana Ferris (VDAT) when she joins us tomorrow. Board members felt that there should be fewer classes on Friday and attendees to the Friday classes need to pre-register. The board discussed their goal for attendance at Forum. The average seemed to be 225-250 attendees each year. We aspire to be at 250-300 attendees at the 2014 Forum. Attendance of 225 would be the minimum number that would allow us to meet our financial commitments. Normally, it costs \$1,000 to \$1,200 for the 4-H Alumni Reception (split between us and the 4-H Foundation). The reception is not serving the

purpose for which it was created. It was decided to cancel the 4-H Alumni Reception. The forum schedule needs to be finalized if we want to get workshops and other information on website by April. The forum schedule should be changed as follows:

- The Thursday night meeting for State Advisory Board will take place.
- A hotel is needed for State Advisory Board members (30 room nights) Michelle Lain will work with the Wenatchee Coast Hotel to see about getting a block of rooms & get a room cost. She will also check into the possibility of using another hotel. There are some hotels that only charge \$39/night.
- There may not be a dinner prior to the State Advisory Board meeting on Thursday night. Pat BoyEs and Chuck Todd will see what affect cancelling those meals will have on our ability to meet our required meals minimum. (Action Item 2)
- Track training on Friday should be in-depth, lengthy training. Fewer short training classes should take place on Friday.
- The State 4-H Advisory Board decided that if an organization uses a meeting space on Friday, each individual in the meeting needs to pay the registration fee.
- Sunday Committee meeting – A \$20 registration fee will be required for attendance at committee meetings if attendees are not already registered to attend Forum. Robin will be checking to ensure that everyone has a name tag. All committee meetings will be required to adjourn for the State 4-H Council meeting.
- There has been an increase in the number of people eating meals and attending when they have not paid. It is necessary to start monitoring who eats at each meal.
- Hospitality Room hours will be 8-9:30 am and 5-7 pm time frame on Friday. It was decided to close the Hospitality Room on Friday from 9-10 pm.
- There are no changes to the Award Banquet schedule.
- The Silent Auction will close when the banquet ends on Friday.
- Hospitality Room hours will be 7-8:30 am and 4-5:30 pm on Saturday.
- The Keynote speaker will take place during lunch on Saturday.
- The Registration Table will be open on Friday evening to allow people to pick up their dinner tickets.
- There will be no Alumni Reception but Hall of Fame pictures will be displayed at another time. No new alumni signed up last year. Floy Ziegler made a motion to discontinue the Alumni Association Reception and find another way to display that district's Hall of Fame pictures. The motion was seconded by Michelle Lain and approved unanimously. The Public Awareness Committee will recommend another way of displaying the Hall of Fame pictures. (Action Item 3)
- The silent auction on Saturday will end at 7:15 pm prior to the start of the live auction

- Golden Tickets will be sold for \$20 each. These raffle tickets will give the winner their choice of any one live auction item they want. At the 2012 Forum \$1,100 worth of tickets were sold. A plan is needed on how to reimburse the value of the auction item selected by the Golden Ticket winner. Floy Ziegler will coordinate the Golden Ticket raffle sale. Chuck Todd explained that he gives the donor credit for a sale at the stated value of the item. The plan for how the donor will be reimbursed will be discussed further by the Auction Committee. (Action Item 4)
- Raise the Paddle donations for Burundi and other programs will be discussed by the Auction Committee to figure out how this will be done. (Action Item 5)
- Vicki Contini asked that payment for all auction items be received at the close of the live auction on Saturday. This will be discussed further by the Auction Committee. (Action Item 6)
- Sunday is unchanged. There needs to be an announcement that voting delegates can only be youth or adult volunteers. They cannot be staff.
- District meetings – Voting on district representatives is done by only voting delegates.
- Committee meetings – Everyone can vote.
- Council meeting – Voting is done by only voting delegates.

State Teen Involvement

Jan Klein (Adolescent Leadership Specialist) and Travis Gylling (State Ambassador, Market Goat Project, Know Your Government) introduced themselves to the board. Jan explained that at the conclusion of this session participants will increase their understanding of and the benefits of youth/adult partnerships, increase skills in implementing positive youth/adult partnerships, and set vision and goals for implementing positive youth/adult partnerships in the 4-H State Advisory Board. Jan and Travis led the Advisory Board through several interactive youth/adult partnership activities. Some suggestions from the discussion included the importance of having an activity at the beginning of each meeting to learn about each other and the need to share potential ideas with Jan about promoting teens on the Board.

Forum Registration Form

There was a discussion of some of the line items on the registration form. Chuck Todd will see if there are any line items that can be eliminated. (Action Item 7)

The Forum Committee will be informed that we need visible duties and responsibilities for teens. Pat BoyEs will need help at the award ceremony when hall of fame inductees and their families come for the award dinner.

2014 Forum Committee Report & Update

Michelle Lain reported that committee meetings are taking place and they are ready to start work. The committee needs to create a budget and share it with Chuck Todd. He will use that information to calculate the registration fee. Chuck will give them a draft budget to start with. The theme is “We are the Heart of 4-H”. The keynote and capstone

presenters need to give a motivating, engaging, and relevant presentation. Michelle reported that her county can provide PowerPoint equipment for six workshop rooms. The committee has put together a list of places to go and things to see while in Wenatchee.

2015 Forum

Don Ballard recommended using the Holiday Inn Downtown Everett for the 2015 Forum. He will send a letter to every county in the NE district asking for their assistance. “Harvest of Opportunities” will be the theme. We do not yet have a signed contract. The forum will have about the same format as in the past. The primary difference is the elimination of the Alumni Association Reception. There is a food minimum of \$30,000 which will be difficult to reach if registration at Forum is down.

Committee Liaison Report

State Fair – The fee schedules for the animal barns are out. The Iron Chef contest has been discontinued. Foods for All Occasions will replace it and will be open to only intermediates and seniors. It is similar to Iron Chef. Contestants prepare a meal on a theme. There will be some other new food categories. Their next meeting is on April 12.

4-H Foundation – As President, Robin is the new State Advisory Board representative.

V DAT – Jana will join us tomorrow for a discussion about the workshops at forum.

Clothing & Textiles – There has been no conference call for a long time.

Dog – They have some issues related to state legislation concerning specific breeds of dogs. There is a concern with 4-H’ers participating at qualifying shows outside of their home county. This is a complicated issue that sometimes involves joint custody issues in split households.

Equine – There was no report. Jim Johnson is out sick.

State Teen – See notes from Jan’s presentation.

Challenge – Michelle has been unable to reach the Challenge Coordinator.

Natural Resources – no report

School Age Children – no report

Shooting Sports – The committee met at forum. They are in the process of revamping the program requirements. The new Washington/Oregon curriculum has been completed and training taking place in March.

Cats – no report

Recessed for dinner at 6:00 pm

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In Attendance: Southwest-Carol A. Ervest; Northeast-Robin Minaker, Hannah Heizer; Northwest-Don Ballard, Floy Ziegler, Sabrina Wood; Southeast-Richard Weitman; Extension-Julie Sorensen, Michelle Lain; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs; Visitors – Debbie Harbin (State 4-H Fairboard Liaison), Jana Ferris (VDAT Committee Chair)

Called to order at 8:00 am.

Grants & Recognition Committee and Fund Development Committee meetings took place. At the conclusion of these meetings the Teen Leadership Committee and Public Awareness Committee meetings took place.

Volunteer Development Action Team (VDAT)

Jana Ferris, VDAT Chair, joined the State Advisory Board for a discussion about the workshops presented at Forum. The focus of Forum is volunteer education. The State 4-H Advisory Board has a goal of 250 attendees with an eventual goal of 300 attendees. The forum will continue to rotate around the state. Track workshops on Friday will continue but the Board wants to reduce the number of workshops on Friday and focus on workshops that are very in-depth. Last year the livestock and food project workshops focused on a specific project for a longer period of time. Issues concerning transportation to offsite workshops need to be addressed. There was some discussion about having four (4) time blocks for workshops on Saturday with the keynote presentation during lunch on Saturday. The State 4-H Advisory Board would like to have the class schedule on the Forum website in May as early as possible to allow people to start scheduling for October. Jana thought VDAT would be able to have the class schedule up by May 12. There is a software program called Prezi that allows you to create a power point presentation that could be put on the Forum website. Hannah Heizer volunteered to put a presentation together. It was suggested she contact Betsy Fradd for past pictures of Forum. (Action Item 8) Michelle will send Hannah a picture of the conference center. (Action Item 9) Jana recommended we do more direct recruiting (email, etc.) then refer them to passive advertising (website, etc). Direct recruiting can look like a phone tree, where we contact individuals in each county that will personally promote to clubs in their county and thru their extension office. The board discussed doing some targeted recruiting. Jana will have VDAT look at the research that has been done on the trainings volunteers want. Jana suggested targeting one or two classes that could be recorded or broadcast to other parts of the state. An announcement could go out after forum about a really good class that is now available for a fee. Pat suggested using an IRS tax class. Also suggested was a class like last year's popular food class, as well as a Science & Technology class. It was suggested that a camera be set up for comments by attendees. This is already available on face book and the website. We need to try to have some of

the Friday Track's tied to the mission mandates. The Board should also consider focusing a little more on projects that are popular in that region. Enrolled volunteers can drive mini-vans to outside destinations. We could let the driver attend an offsite class for free in exchange for transporting people to the event. There was a consensus that the current Request for Proposal form is confusing and difficult to fill out. Jana will revise the Request for Proposal form. Leaders need to get something from the workshop that they can take home and immediately implement. The Request for Proposal (RFP) will need to be distributed in about two weeks. Several ideas for posting the workshops on the website were discussed. Jana asked if we had considered branding the event "State 4-H Forum." How we brand something is very important! The upcoming forum will strengthen the role of teens at Forum. There need to be workshops and some meaningful jobs for teens. Food classes are always very popular.

Jana will work with VDAT to:

- Revise and distribute the RFP by February 10.
- Gather project information.
- Look at the website formatting.
- Use March 24 as the return date of the RFP's.
- Post the workshops to the website by April 1.

Michelle Lane will begin participating in VDAT conference calls.

Brown Paper Tickets offer an electronic registration form for \$1 per attendee. Jana will check into it.

Fund Development Committee

The committee discussed the 4-H license plate. Displays to promote the 4-H license plate are available from the 4-H Foundation. It was recommend that prior to a member's visit with their county councils, they print off fliers from the 4-H website to share with the county councils. The State 4-H Advisory Board currently has 496 My Champion Books. They were purchased for \$8/book. Our retail price is \$15/book. Our wholesale price is \$11/book. It was suggested we consider selling them at \$8/book to get them sold. Members were encouraged to ask their county to consider giving the books away as prizes. Members also need to encourage the counties to participate in the auction at Forum.

Grants & Recognition Committee

The application form for the hall of fame nominees has been updated and posted to the website. The National Hall of Fame nominee for Washington State has been decided. Don Ballard will confirm that the most up to date nomination forms are on the website and that the due dates are correct. (Action Item 10)

Public Awareness Committee

The committee discussed a slick and tri-fold mailer describing this board. Floy Ziegler will get them updated and will use the new formatting for slicks. (Action Item 11)
Names will not be included because the officers change every year. The Washington

State 4-H Forum needs to become an advertizing priority for this year. The advertising piece needs to be on cardstock (8.5 x 11). The committee will discuss this further by email.

Teen Leadership Committee

The committee asked the board members if they would be interested in inviting and bringing teens to board meetings. Several of the members knew of teens they could invite to our meetings. The board members were reminded that these teens should have good leadership skills. Any teen that comes to our meetings should complete the Teen Application form. The form should be signed by parents and the extension office and brought to the meeting they attend. If a teen comes, Chuck Todd will need a motion by the board in order to pay their expenses. Michelle Lain and Sabrina Wood are working on a job description for the Forum Teen Coordinator position. (Action Item 12) Sabrina will also prepare a description of the Teen Leadership Committee. (Action Item 13) The committee asked the board members if they wanted to leave the board's advisory capacity to the youth development program in the constitution. It was the consensus of the board that this should remain in the constitution even though the State Advisory Board is not currently an active advisor to the state teen program. At this time the State Ambassadors have an advisory support structure. The teen committee description will include more details.

Ad Hoc Committee – Educational Content of Forum Workshops

Michelle Lain will begin participating in VDAT conference calls. It was felt that there needs to be some sort of registration for the Friday track workshops and other workshops. A focused outreach for specific workshops and trainings that will appeal to 4-H leaders is needed. The Request for Proposal form will be revised. More work is being done on workshop forms and postings about the State 4-H Forum that are made to the website. Chuck Todd is looking into the possibility that he could do the workshop registrations. Hannah Heizer will prepare a Preze PowerPoint. (Action Item 8) A link to Utube and a hold the date postcard need to be put on the Forum website. Michelle will get the hold the date postcard to Nancy Mordhorst so it can be posted to the 4-H website. (Action Item 14)

Ad Hoc Committee – Updating Forum Handbook

Floy Ziegler reported that work is in progress. She is thinking of using a matrix approach. A draft will be available at the April meeting. (Action Item 15)

Ad Hoc Committee - Balanced Representation

Don Ballard will prepare a constitutional amendment to add the 4-H Volunteer Specialist to the State Advisory Board. He will provide a draft at the April meeting. (Action Item 16)

Hall of Fame Inductee on Website

One of the board members discovered that the 2011, 2012, and 2013 Hall of Fame Inductees have not been added to the 4-H website. Pat BoyEs will get this done. (Action Item 17)

Audit of 2013 Treasurer's Books

Michelle reported that she completed her audit of the treasurer's books and found only a couple of typos. Michelle Lane made a motion to approve the audit of the 2013 books. The motion was seconded by Don Ballard and approved unanimously by the State 4-H Advisory Board.

Board Travel

Chuck Todd asked board members to fill out a travel form for any Advisory Board related business and give it to him even if you not requesting reimbursement. This will provide a more realistic picture of the cost of running the board. This form can also be used for tax purposes to document your board related expenses. Chuck will create a non-reimbursable expense form. (Action Item 18)

April 5-6 Board Meeting in Wenatchee

Because of the high cost of rooms at the hotel next to the conference facility, Michelle will identify another hotel that can be used for the April board meeting. (Action Item 19) This hotel will be within easy walking distance of the conference facility.

Additional Board Members

Richard Weitman told the board that his wife had expressed an interest in being on the State 4-H Advisory Board. Richard will ask his wife to complete and turn in a nomination form. (Action Item 20) Erin Hightower submitted a nomination form for a position on the State Advisory Board but was not elected to a position. Robin will contact Erin to find out if she would be interested in an open position on the board. (Action Item 21)

Don Ballard made a motion that the State Advisory Board meeting be adjourned. The motion was seconded by Sabrina Wood and unanimously approved by the State 4-H Advisory Board. The State 4-H Advisory Board was adjourned at 11:45 am.

Respectfully submitted,
Vicki Contini, Secretary

Action Items – April 2013 Meeting

4. Pending – By the end of November Jim Johnson will draft a letter to Leader Council Presidents and the County Extension offices encouraging them to find sponsors who would help cover the cost of attendance at forum, especially for first time attendees.

Action Items – January 2014 Meeting

1. Vicki Contini was asked to send a thank you note to Kirk Greshem and the 2013 Forum Committee thanking them for their work and letting them know that the income from the 2013 Forum registration fees was sufficient to cover the cost of the Forum.
2. Pat BoyEs and Chuck Todd will see what affect cancelling the Advisory Board dinner on Thursday will have on our ability to meet our required meals minimum.
3. The Public Awareness Committee will recommend another way of displaying the Hall of Fame pictures.
4. The Auction Committee will develop a plan for how the donor of an auction item is reimbursed if their auction item is selected by the winner of the Golden Ticket raffle.
5. The Auction Committee will figure out how Raise the Paddle donation for Burundi and other programs will be done.
6. The Auction Committee will discuss if payment of all auction items should be received at the close of the live auction on Saturday.
7. Chuck Todd will see if there are any line items on the registration form that can be eliminated.
8. Hannah Heizer volunteered to put together a Preze power point presentation about Forum with a link to Utube that can be put on the 4-H website.
9. Michelle Lain will send Hanna a picture of the conference center.
10. Don Ballard will confirm that the most up-to-date nomination forms are on the website and that the due dates are correct.
11. Floy Ziegler will get the slick and tri-fold mailer describing this board updated and will use the new formatting for slicks.
12. Michelle Lain and Sabrina Wood will prepare a job description for the Forum Teen Coordinator position.
13. Sabrina Wood will prepare a description of the Teen Leadership Committee.
14. Michelle Lain will get the hold the date postcard to Nancy Mordhorst so it can be posted on the 4-H website.
15. Floy Ziegler will prepare a draft of the updated Forum handbook for the April 2014 board meeting.
16. Don Ballard will prepare a constitution amendment to add the 4-H Volunteer Specialist to the State 4-H Advisory Board. He will provide a draft at the April 2014 board meeting.
17. Pat BoyEs will add the 2011, 2012, and 2013 Hall of Fame Inductees added to the 4-H website.
18. Chuck Todd will create a non-reimbursable expense form.
19. Michelle Lane will identify a lower cost hotel that can be used for the April board meeting.
20. Richard Weitman will ask his wife to complete and turn in a nomination form for one of the open board positions.
21. Robin Minaker will contact Erin Hightower to find out if she would be interested in an open position on the board.