

**4-H State Advisory Board
January 24, 2015
Ellensburg, WA**

In Attendance: SW-Carol Ervest, Sam Smith; NE-Holly Haddenham, Robin Minaker, Adrain Robinson, Savana Graham; NW-Don Ballard, Sabrina Wood, Sarah Bishop, Wesley Simmons; SE-Erin Hightower, Diana Weitman, Richard Weitman; Extension-Michelle Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Pullayup-Pat BoyEs

The 4-H State Advisory Board meeting was called to order at 8:30 am by Robin Minaker.

The board members introduced themselves.

Orientation

Pat BoyEs explained that the 4-H Advisory Board provides overarching leadership to the Washington State 4-H Program. Most states do not have this type of board and those states that do have a board will hand select their board members. One of the functions of this board is to continue to launch 4-H forward. Wahkiakum County is where the Washington State 4-H Program started 113 years ago. Most people only care for what we are doing now and what you can do for me now. Pat BoyEs reviewed the information contained in the 4-H Advisory Board notebook starting with the approaches to 4-H (content vs. context). The life skills wheel and the state program policy were also discussed.

Pat reviewed some of the ways committees could communicate within their committee. A new program called Zoom is web based. This is proving to be an excellent way for committees to communicate and share documents. Those people who do not have a computer with a camera can use a phone, smart phone, or tablet with Zoom. Pat and her office will assist with helping a committee set up a conference call, Zoom, etc.

Chuck reviewed which expenses are covered by the 4-H Advisory Board and how to fill out the expense form.

Robin Minaker led the State 4-H Advisory Board in the 4-H Pledge and in the Pledge of Allegiance.

On January 1, 2015, Vicki Contini emailed the minutes of the October 2014 State 4-H Advisory Board meeting to the board members for their approval. Three board members responded and indicated their approval of the minutes as submitted. The minutes will be submitted for addition to the 4-H website and the Tuesday e-Newsletter.

Treasurer's Report

The cover page shows the funds that are currently being managed for other 4-H groups. The investments are at \$33,937.73. The savings account was cancelled and the funds transferred to the checking account. Income for 2014 was \$55,124.43. Expenses for 2014 totaled \$43,186.45. The cost for the three board meetings was \$7,124.07. Forum registrations totaled \$34,736.

Income from the auction totaled \$9,378.50. Sale of the Golden Tickets brought in \$800. The total income for the 2014 forum was \$44,914.50. Minus expenses, the profit from the 2014 Forum was \$6,265 which will come close to covering the cost of the 2015 board meetings.

Chuck Todd presented the budget for 2015. The dollar amounts are based on past history. Board members were asked to review the 2015 budget in preparation for its approval later this weekend.

The proposed forum budget for the host district and county as prepared by Chuck was discussed.

Because the investment company we are currently using focuses on larger accounts than ours, they have suggested we find another company to handle our account. For that reason, Chuck is looking into transferring the investment account to a local company that he will be able to meet with during the year.

Don Ballard made a motion that the 2015 Budget be approved. The motion was seconded by Sabrina Wood and unanimously approved by the State 4-H Advisory Board.

In response to Robin Minaker's request Savana Graham and Michelle Lain volunteered to review the 2014 Treasurer's books.

Action Items – April 2014 Meeting

3. Done – Chuck Todd emailed a draft budget to the 4-H Advisory Board.

Action Items – October 2014 Meeting

1. Pending – Jim was unable to attend the January meeting. Jim Johnson wrote a draft educational piece that explains the importance of the volunteer hours reporting in the form of a request for help. It will be finalized and presented at the January 2015 meeting.
2. Done – Robin Minaker took the Forum questionnaires home, tallied the answers, and emailed the results to the board members. This will be discussed later in the meeting.
3. Done – Vicki Contini sent the revised committee assignments to the board.
4. Done – Additional Leader of the Year pins have been received and paid for. There are enough pins for 3-4 years.
5. Done – Don Ballard reported that a better way of selecting and getting information on Leaders of the Year will be finalized during the Grants and Recognition Committee and presented to the Advisory Board this weekend.
6. Done – Carol sent the report on the 4-H license plates to Robin Minaker. Only 169 plates have been sold in the last two years. Carol Ervest talked to the 4-H Foundation about their license plate promotion. The 4-H Foundation is going to track those who purchase a 4-H license plate and \$28 from the purchase of the license plate will come back to the purchaser's 4-H county council. This will be happen between now and June 2015.
7. Done – Sabrina Wood reported that the Teen Leadership Committee will finalize changes to the guidelines for teen application to the State Advisory Board. The changes will be presented for discussion later this weekend.
8. Done – Erin Hightower conducted a search for a location for the 2016 Forum. She will present a recommendation later this weekend.

9. Pending – Pat BoyEs was wondering if we are getting any payback from this effort which is very expensive. The Advisory Board plans to prepare another mailing for this year’s seniors for Alumni Association. However, what has been done to date has not been effective. Last year only one response was received from the mailing to high school seniors currently in 4-H. There is no “perk” at this time. Pat asked the Public Relations Committee look into what might work. We need to keep their addresses current. The new enrollment system could set up a list serve for alumni. An incentive of some kind needs to be considered.
10. Done – It was decided to have the January board meeting in Ellensburg at the Armory on the fairgrounds. Pat BoyEs’ staff was asked to see if they can find a hotel in Yakima (instead of Ellensburg) with a meeting room for the January 24-25 meeting. The board expressed the desire to have lunch on Saturday served in the meeting room. A hotel with a restaurant that could serve breakfast and dinner would be preferable.
11. Done – Vicki Contini wrote a letter to Jerry Newman’s family expressing our sorrow at Jerry’s passing.

Director’s Report

- Current Legislative Session – This will be a 105 day session but could be longer.
- State Management Fee – In the McClary decision the State Supreme Court ruled that the legislature failed to fund K-12 as required and found them in contempt of court. This has to be dealt with by the legislature during this session. Last November an initiative about reducing the number of youth in a classroom was passed. No funding source was provided for this initiative whose cost may be \$6-8 billion. This could affect the money received to support 4-H in this state. At this time Pat does not know what will happen. In 2008 4-H took a permanent baseline budget cut of 50%. This budgeting level has not changed. 4-H is already functioning at a reduced budget of 50% and Pat is expecting another budget cut. Many counties charge a fee of some kind from \$1 to \$20. It may become necessary to have a state management fee depending on what happens. If necessary, it would go into affect in October at the beginning of the 2015/2016 4-H year. There will be a waiver for low income families which will be at the leader’s discretion. The fee would be \$20 per youth with no fee for leaders. The window for implementation may be very short between the time the budget is passed by the legislature and the beginning of the 4-H year in October 2014. More and more states have had to implement a state management fee.
- Personnel – Grant/Lincoln/Adams – Lauren Hrnecirik is now the 4-H educator for this area. She was the Kitsap/Clallam/Jefferson Regional Specialist who recently came here from Florida. However, her husband was recently hired to work in Syngenta’s Moses Lake office, so they needed to move. The Kitsap/Clallam/Jefferson opening is on hold. The San Juan/Island/Whatcom position is also on hold until the end of the hiring freeze.
- Military Grant Funding – There are currently only four military grants. The technology grant goes away the end of March 2015. This grant supports robotics. There will be a lag time between the end of this funding and the beginning of new funding. The needs of military youth are not going away. There are some families that are on their 5th and 6th deployment. Washington State also has a large National Guard deployment which is now

555 days. Military youth are 2-1/2 times more likely to commit suicide compared to most youth.

- Know Your Government (KYG) – There are always 50-70 out of the 149 legislators that come to KYG to meet with the 4-H'ers. Some legislators come by early in the morning, others attend the dinner which will be at 5:30 pm on February 16 this year. The event takes place at the Red Lion in Olympia. Advisory Board members were asked to let Pat BoyEs know if they are going to be able to attend. This year the curriculum will be Politics and the Social Media. Pat has received several favorable comments from the legislators about the curriculum for this year. This year's KYG budget is very tight because of rising costs. Robin Minaker asked the board members to consider paying for their dinner, rather than attend as a guest of KYG.
- State 4-H Conference – It will take place June 28-30 for 7-12 graders, most of the attendees are not involved in 4-H.
- National 4-H Conference – Washington State has had a low participation in this event so participation is being de-emphasized at this time. Any interested youth will be referred to other states that are sending a delegation. We do not currently have a donor for this event, so the cost per individual is about \$1,400. Since youth cannot attend an event with a chaperone, there is an additional cost to send a chaperone.
- 4-H Marketing – A year ago Betsy Fradd's position was lost. This was the consequence of some of the budget cuts that 4-H has been subjected to recently. As a result, press releases, interviews, and getting the press to events have not been happening.
- Fair judges training for non-livestock judges will take place March 7 in Puyallup.
- IRS & EIN Status and Handling Funds in 4-H – Washington State 4-H as of February 2014 has their own non-profit status. In the initial filing there were over 1800 different 4-H units with EIN numbers. This year there are 1100 4-H units. There are criminal penalties for Pat BoyEs if the IRS requirements are not met. The list is updated only once a year. If a club does not meet the requirements, they cannot receive tax exempt money as a non-profit unit and will be removed from the state list for the remainder of the year. Every 4-H unit is still required to file a 990. If this is not done, they will become out of compliance and will be dropped. Unfortunately, the IRS does not let Pat's office know that a particular 4-H unit is no longer in compliance.
- Peer Reviews and Internal Audit of Financial Reports – A peer review is a standard part of financial record keeping. Pat BoyEs has an 18 page finding report for one of the major groups in a Washington State county for fraud and theft. The investigation has been going on since 2011 and has just been concluded. The investigation went back eight years. Pat was allowed to rebut some of the report findings. There was a failure to follow policy and procedures. The minutes of this group were not detailed enough to show their actions and approval of expenditures. The Treasurer's Report was not presented at the meetings. It can be proved that \$21,000 (possibly as much as \$60,000-\$80,000) was stolen from this group. Every 4-H Forum will include at least one financial training workshop. Staff failure to oversee this and ensure procedure was followed will result in that staff person being fired. This theft was possible because of the level of trust everyone had in the thief. The theft was discovered because of two bounced checks. The State 4-H Advisory Board members were asked to inquire during their district meetings about any problems attendees have had meeting the IRS requirements for peer review, audits, etc. This is the worst case in Pat's 35 years. It is also the most blatant. The

previous fraud and theft cases involved someone who had a crisis in their life and took advantage of their access to funds.

- WA State 4-H Foundation – Quarterly meeting/grant allocations of \$6,500 were requested and funds were available to cover all of the grant requests.

District Meeting Breakout Reports

Northwest District Meeting

The 2015 forum was discussed. A Hospitality Coordinator, speakers, and an auctioneer are still needed. Four counties have signed up to help with some of the committees. Planning for the 2015 teen rally is in progress. The location has been decided. Sponsors and teachers are being sought. In 2016 the State Fair in Puyallup will open the Friday before Labor Day. Some fairs do not end until Labor Day. This will make it difficult to get some exhibits to the state fair. The State Fair Board needed to add an additional weekend to the fair. When it rains on a weekend, attendance dramatically drops. The addition of a holiday weekend will help to increase attendance. The decision was just made. The 2016 schedule has not yet been determined. Tuesday of every week the fairgrounds will be closed for public access. This will facilitate the transition of livestock into and out of the fairgrounds. Snohomish County will be hosting a Know Your Government lock-in.

Northeast District Meeting

Chelan/Douglas County is planning a teen rally for April 18. The teen rally is being planned to take place on the fair grounds. The 4-H council is having a concert as their fundraiser. The district is trying to send more kids to state for horse knowledge events.

Southwest District Meeting

Wahkiakum County is starting a shooting sports program. They are also looking for a horse superintendent at this time. It has been proposed that their fairgrounds be turned over to the port. A strengthening families program and fun/fitness program is taking place in this county. The regional 4-H coordinator is moving from Kitsap/Clallam/Jefferson to the Grant/Lincoln/Adams area. Thurston County hosted last year's teen rally.

Southeast District Meeting

An e-newsletter was started for Southeast District. In Kittitas County a shooting invitational took place. Grant/Adams County just concluded a Super Saturday that was attended by 60 people. A PQA class will take place this afternoon in Franklin County. Benton-Franklin County will have a leadership day on January 10 and a Super Saturday on March 7. The Extension Educator for Yakima/Klickitat Counties is on maternity leave. Asotin County will coordinate the teen rally in 2015.

2014 Forum Review

The Advisory Board reviewed the results of the 2014 Forum survey. On Thursday the chef for the hotel was escorted out in handcuffs. The hotel's last minute replacement chef is still with them. There were some very good reviews about the classes. Most of the presenters and attendees seemed to be happy. Pre-registering for classes caused more work for registration, but all the workshops were well attended. In 2013 there were some presenters who had no one

attend their workshop. Pre-registering seemed to help this problem. The Forum was attended for the first time by two people from the peninsula. As a result of their attendance at the Forum's robotics workshop, a robotics workshop was scheduled in Island County that had an attendance of 70 people. The Forum and visits to county councils by Advisory Board members bring new information to the county, which causes workshops to take place in new locations. Participation numbers at the 2014 Forum increased. The auctioneer did a wonderful job. Both speakers were very good.

Auction Ad-Hoc Committee – no report

2015 Forum Report

Don Ballard shared some information about the cost of two potential speakers. The total cost for Terry Nelson comes to about \$1,100, plus the hotel. Brandon Lee would cost \$2,500, plus travel expenses. Don was concerned about the cost of a speaker. Don asked the Advisory Board what kind of speaker was wanted. Both of last year's speakers were inspirational. The consensus of the Advisory Board was that the speaker is not what draws people to the forum. Some of the past Know Your Government speakers were recommended. Sam Smith said that the ladies she attended Forum with were very excited about the auction and looked forward to the workshops. The speakers were considered a bonus. Sabrina emailed Jan to get some information about speakers she has used for Know Your Government and will share this with Don Ballard. Pat BoyEs asked the Advisory Board if the Forum was accomplishing what we wanted. Robin Minaker mentioned that if a speaker goes over their allotted time it impacts the workshops. Following a discussion of the in-depth training on Friday, it was the consensus of the board members that the Friday workshops should be continued. It was also decided that the Saturday/Sunday schedule does not need to be changed. Because of commuter traffic, it was suggested that the Recognition Dinner on Friday not start until 7:00 pm.

Snohomish and King County volunteers, plus some of the Advisory Board members are currently committee coordinators for the 2015 Forum. There is still a need for some committee coordinators.

Don has received more than one request for a 2015 Forum t-shirt. It was suggested that only pre-order shirts be available. Don will check with his supplier to get more information about the t-shirt options that are available.

Pat BoyEs will check with the hotel to see if it would be possible to have log rolling in the hotel's swimming pool.

Robin Minaker asked the board to consider including a food drive as a part of the 2015 Forum. It could be as a competition between the four districts. After a discussion by the State 4-H Advisory Board, Robin agreed to chair the committee that will organize this event. The winning district could get a special desert or something on Saturday evening. We could also donate some of the My Champion books to a local charity. "Feeding Bodies and Feeding Brains" was suggested as a possible title. The 4-H public awareness committee will discuss this further.

2019 Forum

Don Ballard contacted the Tulalip Resort Casino. They told Don that they cannot honor the state per diem rate, but they can honor the current group room rate of \$149/night. Don will see if we can reserve the date and cancel at some point (2 years out) without penalty. The cost of meals will also be a consideration. This is one of the few facilities in the district that has enough meeting rooms to support our workshops.

2016 Forum

Erin Hightower shared information on possible 2016 forum locations in the Tri-Cities. She will contact a local store about getting board games for people to play during Forum. The board asked Erin to proceed with contacting TRAC for the 2016 Forum.

2024 Western Regional Forum

Don Ballard has agreed to be the coordinator for this event. California will have their forum take place in San Diego (2018). Canada will host the event in Alberta (2017).

Committee Sign-ups

Membership of board members on committees was updated (attached). The Teen Leadership and Public Awareness Committees were convened. The Grants and Recognition and Fund Development Committees will meet immediately following these committees. The committee reports will take place Sunday morning.

At the conclusion of the committee meetings the meeting was adjourned at 5:00 pm and scheduled to start on Sunday at 8:30 am.

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January 25, 2015
Ellensburg, WA

In Attendance: SW-Carol Ervest, Sam Smith; NE-Holly Haddenham, Robin Minaker, Adrain Robinson, Savana Graham; NW-Don Ballard, Sabrina Wood, Sarah Bishop, Wesley Simmons; SE-Erin Hightower, Diana Weitman, Richard Weitman; Extension-Michelle Lain, Julie Sorensen; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Pullayup-Pat BoyEs

The 4-H State Advisory Board meeting was called to order at 8:30 am by Robin Minaker.

Grants and Recognition Committee

The committee discussed nominating a candidate for the National 4-H Hall of Fame. The candidate that was submitted last year will be submitted again. Concerns about the current Leader of the Year selection process were discussed. The State 4-H Office is not getting the information on each county's leader of the year early enough to complete their preparations for forum and the length of the information received is either too long or too short. It was decided to change the submittal date from October 1 to September 1, which is the same due date as other award nominations. The description on the form about the length of the nomination information was not changed, it is better to get too much than not enough. Don Ballard will draft an email that will go to all county council officers informing them of the deadline change and encouraging them to submit someone for nomination. Don will also submit this to the Tuesday e-news with other nomination reminders. The board talked about appropriate attire at the award banquet. Last year one of the Leader of the Year recipients looked like she had come directly from their barn. It was decided to add a statement on website saying "Award Banquet – A time to dress up." Hopefully, this will encourage people to dress up.

Fund Development Committee

There was a discussion about the 4-H license plate and other ways to get information out about it, especially now that the 4-H Foundation will return funds to the counties where 4-H license plates are purchased (\$28 per plate till the end of June for every new plate sold). The committee talked about other 4-H sites that could be used to advertise the 4-H license plate (Tuesday e-news, press releases, and social media). They also talked about making a hashtag which is a link people can click on to connect to a site. The State 4-H Foundation (Gail Ashworth) needs to be contacted about this. Robin will contact Gail. There was a discussion about asking people to take pictures of the 4-H license plates. The committee recommended donating the remaining My Champion books to a local charity as part of the food drive during the 2015 Forum.

Public Awareness Committee

The committee discussed using facebook and linking it with the 4-H website to share information about the State 4-H Advisory Board. The State 4-H Fairboard has a yahoo list serve. Savana Graham talked about the possibility of creating traveling displays and having teens make some presentations about the State 4-H Advisory Board.

Teen Leadership Committee

The committee feels that updating the guidelines for the teen board positions will make the guidelines more clear. A draft copy of revised advisory board guidelines was distributed. It was decided not to include information in the guidelines about the possibility of teens being appointed to the board for a one year term.

Erin Hightower made a motion that the revision to the advisory board guidelines prepared by the Teen Leadership Committee be approved as recommended. The motion was seconded by Michelle Lain and unanimously approved by the State 4-H Advisory Board.

It was recommended that the State 4-H Advisory Board teen application form include the need for the teen applicant to be in the 10th grade or above. The grade & age of the applicant and their years in 4-H should also be added to the application form.

Erin Hightower made a motion that these changes be made to the teen application form. The motion was seconded by Don Ballard and unanimously approved by the State 4-H Advisory Board.

No changes were recommended for the bylaws.

The slick and tri-fold could be posted to the 4-H website when they are completed.

Sam Smith and Sabrina Wood will work on a slick telling teens about the State 4-H Advisory Board and will share it at the April meeting.

Possible teen activities during forum were discussed. The swimming pool at the hotel is open 24 hours with a chaperone required for minors to use the pool. The Teen Committee will check into the possibility of roller skating or bowling for teens during the 2015 Forum.

Educational Content Workshop

The call for proposals needs to go out by the beginning of February so the workshops can be posted to the website in May. The proposals need to be submitted by March. This will allow two weeks for the committee to select, confirm with the speakers, and fill in the gaps. This will be done by April 1 so the workshops can be put onto a grid sheet showing all the information contained in the proposal form. Pat BoyEs will make Toni Dell available to provide the clerical support. Toni is working Monday, Wednesday, and Friday of this week. Robin Minaker will chair this committee.

Forum Handbook

The forum handbook will be updated at the April meeting.

2015 State Fair

Pat BoyEs reported that all Washington State government agencies were asked to prepare for a 15% cut. The fair fund and food/nutrition for women and infants is slated by the Washington State Department of Agriculture for a 15% cut which would eliminate the fair fund in 2016. Washington State has created a special fund for fairs across the state. The largest single fund

recipient is the State 4-H Fair which receives \$118,000. Without this money it will be very difficult to operate the 4-H fair which takes place during the state fair at Puyallup. This would affect the 2016 State 4-H Fair and could cause some fairs to close.

Committees

Clothing/Textiles – Carol Ervest reported a friend seeing our 4-H'ers while watching “The Best of the Best” on TV.

Dogs – At their May 2014 meeting this committee significantly changed the obedience levels, which changed the evaluation forms and contest levels. Some of the most senior 4-H dog leaders feel this makes the obedience tests too easy. These changes created some sub-novice categories that were designed to get families more interested and involved.

Food – The volunteers in this project are aging out and younger leaders are not stepping up to fill those volunteer positions. Leaders now need to complete a food preservation training (\$25 for on line training) effective October 1, 2015, before they can offer the Food Preservation Project in their club.

Equine – The Horse Bowl Contest has been scheduled for the first Saturday in May. Kim Lobb is the new coordinator. The Hippology Contest will take place on April 18. The guidelines have already been distributed.

State Teen – Know Your Government and the Teen Conference are coming up.

Adventure Education – Robin Minaker met with Mike Jensen. He would like to do a Saturday workshop on camping or camps at Forum. Richard Weitman was wondering about the possibility of getting a list of 4-H camps that will take place this year. Pat BoyEs said that she will get him a list of those counties that open their camps to other counties.

Cats – As a result of the recommendation approved in October at the State 4-H Council meeting, the guidelines for showing cats are being updated.

Shooting Sports – Archery, rifle, and shotgun training recently took place. The state shooting sports tournament will take place in mid-May. The new initiative concerning the transfer of guns and background screenings does not affect 4-H. However, 4-H cannot raffle a fire arm because you have no control over who receives the fire arm.

4-H Enrollment System

The old enrollment system is going away in March of 2015. The new enrollment system will be a very simplified system because of the complexity of the core program. State wide training on this system will be via video conference and will take place in February and March. Pat BoyEs is contacting other states that are currently using this system in order to find a trainer for Washington State. This is the only program available nation- wide. This company went from providing this program for 22 states to 48 states in a year. At this time they have no office or central design system. They are a small internet company that more than doubled in size in one year.

Next Meeting

The next meeting will take place on April 11-12 at the Holiday Inn in Everett with lunch at the hotel on Saturday. Pat BoyEs will confirm this date with the hotel. Dinner will not be at the hotel on Saturday night. Coffee/tea and water will be available in our meeting room. No free continental breakfast is available at this hotel. Each room has a refrigerator.

Other Topics

- Richard Weitman said that Grant County is losing some good leaders because the leaders do not want to record their volunteer hours and meet the other requirements.
- The link for the green advisory board shirts is on the bottom of roster.

Don Ballard made a motion to adjourn the meeting. The motion was seconded by Michelle Lain and unanimously approved by the State 4-H Advisory Board.

Meeting adjourned at 10:00 am.

Prepared by:

Vicki Contini, Secretary
State 4-H Advisory Board

Action Items – October 2014 Meeting

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2. Sabrina emailed Jan to get some information about speakers she has used for Know Your Government and will share this with Don Ballard.
3. Pat BoyEs will check with the hotel to see if it would be possible to have log rolling in the hotel's swimming pool.
4. Don Ballard will draft an email that will go to all county council officers informing them of the deadline change for nomination of their Leader of the Year and encouraging them to submit someone for nomination.
5. Don will also submit the Leader of the Year deadline change to the Tuesday e-news with other nomination reminders.
6. Pat BoyEs will ask her staff to add a statement on website saying "Award Banquet – A time to dress up."
7. The committee talked about other 4-H sites that could be used to advertise the 4-H license plate (Tuesday e-news, press releases, and social media). They also talked about making a hashtag which is a link people can click on to connect to a site. The State 4-H Foundation (Gail Ashworth) needs to be contacted about this. Robin will contact Gail.
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