4-H State Advisory Board
October 16, 2014
Wenatchee, WA

**In Attendance:** Southwest-Carol A. Ervest; Northeast-Jim Johnson, Robin Minaker; Northwest-Don Ballard, Floy Ziegler, Sabrina Wood, Wesley Simmons; Southeast-Richard Weitman, Diana Weitman, Erin Hightower; Extension-Julie Sorensen, Michelle Lain; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs, Tony Dell; Forum Committee-Karen Hall, Ellis Schneider, Lucille Schneider, Polly Schneider, Lori Beidler, Shelia Ogle, Randy Ogle, Cindy Aston, Mary Katherine Deen, Julia Goodman, Lynda Mikelson, Bruce Bradley

The 4-H State Advisory Board meeting was called to order at 7:00 pm by Robin Minaker.

The board members introduced themselves.

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

On July 23, 2014, Vicki Contini emailed the minutes of the April 2014 State 4-H Advisory Board meeting to the board members for their approval. Four board members responded and indicated their approval of the minutes as submitted. The minutes have been submitted for addition to the 4-H website and the Tuesday e-Newsletter.

**Treasurer’s Report**
Chuck Todd reviewed the treasurer’s report. Every county has paid their annual dues. Just under $28,000 has been deposited to our account for forum registration fees. More payments will be received from WSU. There are two new accounts that have been transferred to us from the State 4-H Foundation. Hippology has a balance of $1,431.63. Horse Bowl has a balance of $771.31. State Ambassadors are renting the challenge course at Fort Long for $225. The State Advisory Board balance is $53,104.96. Total non-reimbursed expenses totaled $664.94 for 2013 and 2014.

Jim Johnson made a motion that the Treasurer’s Report be approved. The motion was seconded by Sabrina Wood and unanimously approved by the State 4-H Advisory Board.

**Forum Committee Report**
Michelle Lain reported that the forum committee has been busy setting up the forum area. This year the classes people signed up for are printed on their name tag. Presenter gifts have been provided and are already in the rooms for the Friday classes. A couple of people from the committee will check to ensure that only those that have paid for meals eat with us. Michelle will have teens escort Hall of Fame Nominees to their table for the banquet. Spotters will also be needed to ensure the nominees get safely on and off the stage. Chairs will be provided for pre-staging of the Leaders of the Year during the award ceremony.
**Action Items – April 2014 Meeting**

1. **Done** - Robin Minaker emailed a letter to county presidents encouraging them to find sponsors who would help cover the cost of attendance at forum, especially for first time attendees. Robin’s name was added to the letter as the person to contact if they have any questions. A link to the website with names and contact information of board members was also added to the letter.

2. **Done –** Because of the cost of their meals, the Advisory Board dinner prior to Thursday’s meeting was cancelled.

3. **Not Yet Done -** Chuck Todd will send a draft budget for various auction needs to Floy for inclusion in the Forum handbook.

4. **Done -** Chuck Todd added the new Advisory Board constitution/by-laws to the 4-H website.

5. **Done –** Robin Minaker sent a letter to those individuals that shared their concern about the donation 4-H received from Montesanto who supports genetic modification of seeds. At this time we have not heard back from them. Since Monsanto is in a formal partnership with the National 4-H Council, she will inform them that it was decided to continue receiving funds/money that come from Monsanto thru the National 4-H Council. The letter was sent to Pat BoyEs for review prior to being sent out.

6. **Done -** Vicki Contini sent a card to Heather Rose’s father (Craig Wilken).

7. **Done -** Michelle Lain arranged for furniture in open areas for socializing with coffee/tea.

8. **Done -** Michelle Lain contacted the hotel concerning room night guarantees (30-45 room nights) with a free hospitality room. After talking to the hotel, it was decided not to have a hospitality room this year. Advisory Board members and state staff will be asked to stay at the West Coast Hotel.

9. **Done -** Michelle Lain arranged for the committee to decorate the open areas.

10. **This will be done on Friday night.** - Debbie Fisch agreed to take pictures during forum, including pictures of the Hall of Fame recipients.

11. **Done -** Michelle Lain put together a facebook page.

12. **Draft has been compiled and will be finalized for 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.

13. **Move to Sunday -** She has reviewed the age criteria. Sabrina Wood will review the wording of the age requirement for teen positions in the By-Laws.

14. **Done –** The Nespelms will be our entertainment tomorrow.

15. **Done –** Robin Minaker will meet with Debbie Smith (the State Fair President) first thing Friday morning to finish making committee assignments. She and Debbie scheduled a joint lunch meeting for Sunday after Forum.

16. **Done -** Robin Minaker let board members know that there would not be a dinner served prior to the meeting on Friday, October 16.

Floy Ziegler informed the board members that she will be taking pictures during forum for the slick she is working on about the Advisory Board.
2014 Forum Assignments

1. District Meeting Facilitators
   - Southeast District: Dick & Diane Weitman
   - Northeast District: Jim Johnson
   - Southwest District: Fair Board
   - Northwest District: Floy Ziegler

2. Committee Meeting Facilitators (Sunday)
   
   General Fair/4-H:
   - State Advisory Board: Erin Hightower
   - Secretary:
   - Fair Board:

   Equine:
   - State Advisory Board: Jim Johnson
   - Secretary: Vicki Contini
   - Fair Board:

   Family Living:
   - State Advisory Board: Carol Ervest
   - Secretary: Floy Ziegler
   - Fair Board:

   Livestock:
   - State Advisory Board: Richard Weitman
   - Fair Board:

   Dog:
   - State Advisory Board: Diana Weitman
   - Fair Board:

   Small Animal:
   - State Advisory Board: Don Ballard
   - Fair Board:

   Shooting Sports:
   - State Advisory Board: Sabrina Wood
   - Fair Board:

Pat reviewed who gets to vote in the committee meetings and at the Council meeting on Sunday. Only voting delegates (volunteer 4-H leaders) can make motions and vote at the Council meeting and District meeting on Sunday.

Board members who will be announcing the Leader of the Year Awards
NW – Sabrina Wood
SE – Erin Hightower
SW – Carol Ervest
NE – Jim Johnson/Robin Minaker

During the Leader of the Year ceremony, a Powerpoint will be running with the names of the leaders and their county. If the leader is not here, only their name and county will be announced. Otherwise, everything provided about the leader will be read.

Award Banquet
Michelle Lain will have teens escort the Hall of Fame Nominees to their table for the banquet. Spotters will also be needed to ensure the nominees get safely on and off the stage. Chairs will be provided for pre-staging of the Leaders of the Year during the award ceremony.

Golden Ticket Raffle
A table for the golden ticket raffle will be set up by the registration table. Floy Ziegler printed 88 tickets. The tickets will sell for $20. The stated value of the item selected will be credited toward the total for the county.

2016 Forum
It is scheduled to take place in the SE District. The Yakima Convention Center has put together a proposal soliciting the forum for 2016, 2020, and 2024. The SE District Board members were asked to do a preliminary review this weekend and a more in-depth review for the January meeting. Chuck told us it may be possible to do on-line registrations and payments by 2016. This new registration system looks very promising and wouldn’t cost us very much. The company providing this system is going to be providing on-line registration to almost all the states.

2014 Forum
Robin Minaker will print some license plate applications for the license plate display. Sales of the license plates have not yet passed 200.

Workshop Presenter Introductions – It was decided that whoever is in the meeting will introduce the presenter to their class.

The 4-H State Advisory Board will eat lunch with the Fair Board in the golden delicious room.

Adjourned at 8:15 p.m.
4-H State Advisory Board
October 19, 2014
Wenatchee, WA

In Attendance: Southwest-Carol A. Ervest; Northeast-Jim Johnson, Robin Minaker; Northwest-Don Ballard, Floy Ziegler, Sabrina Wood, Wesley Simmons; Southeast-Richard Weitman, Diana Weitman, Erin Hightower; Extension-Julie Sorensen, Michelle Lain; Treasurer-Chuck Todd; Secretary-Vicki Contini; WSU Puyallup-Pat BoyEs

The 4-H State Advisory Board meeting was called to order at 1:20 pm by Robin Minaker.

2014 Forum Recap
The facility personnel have been wonderful to work with. A problem with the contract was discovered, as a result we will receive a $720 discount. Our contract said we had all of the rooms downstairs, but the conference center has a longstanding contract with a church group for most of the downstairs rooms.

Robin Minaker will take the Forum questionnaires home and tally the answers.

Floy Ziegler reported that $860 worth of Golden Tickets were sold during Forum. She was able to use the Silent Auction forms to let people use their credit card to purchase Golden Tickets.

We need to work harder at welcoming the new attendees.

Election of Officers
The following individuals were elected:
- President -- Robin Minaker
- Vice- President -- Don Ballard

4-H Foundation Representative -- Robin Minaker was asked to continue as the State 4-H Advisory Board’s representative on the 4-H Foundation Board.

Open Board Positions
The following open positions on the State 4-H Advisory Board were reviewed.
- NE District - 1 adult/2 teens (2 adult applications have been received)
- SE District - 2 teens
- SW District - 2 adults/2 teens (1 teen application has been received)
- NW District - 1 teen

Committee Assignments
The committee assignments were reviewed and committee chairs assigned.
- Grants and Recognition Chair – Don Ballard
- Fund Development Chair – Carol Ervest
- Public Awareness Chair – Floy Ziegler
- Teen Leadership Chair – Sabrina Wood
• Education Content Chair – Robin Minaker

Vicki Contini will send the revised committee assignments to the board.

Pat BoyEs told the State 4-H Advisory Board of a new video conferencing system called Zoom that is cloud based. It can be done from your computer and is a very simple technology. If your computer has a camera, it can be used with this system. You can also use your home phone or cell phone. Pat can help us set up Zoom.

Educational Content Committee
The State 4-H Advisory Board will need to consider how to handle educational content of workshops at Forum. The Volunteer Development Action Team (VDAT) is not functioning at this time, because a new person to chair this team has not yet been hired. The Educational Content Committee will review the workshop proposal forms and the workshop content. The committee will ensure the timeliness of getting the information out to encourage people to sign up. The committee will also determine how to monitor/restrict attendance at the class to those who sign up for the class. Pat BoyEs will make Tony Dell available to clerk for this committee. Robin Minaker will chair the Educational Content Committee.

Grants & Recognition Committee
Pat BoyEs would like the committee to consider Mike Tate for the Hall of Fame since he was nominated to National Hall of Fame by his home state. It seems appropriate for him to be considered for the Washington State Hall of Fame.

Leader of the Year pins will need to be reordered. Pat BoyEs asked that the committee consider how many pins to order.

Concerning the leader of the year process, it is difficult to get information on the leaders from the counties and the information received is often of poor quality. There are several questions of timeliness and who is coming to Forum. The committee was asked to see if there was a better way of selecting and getting information on leaders of the year.

Fund Development Committee
Carol Ervest will talk to the 4-H Foundation about their license plate promotion. They are going to track those who purchase a 4-H license plate and the $28 from the purchase of the license plate will come back to the purchaser’s 4-H county council. She will find out how that is going to happen between now and June 2015.

Teen Leadership Committee
Some changes need to be made to the guidelines for teen application to SAB. Sabrina and the Teen Leadership Committee will prepare this for discussion at the January meeting.

State Committee Liaisons
• State 4-H Fair Board – Floy Ziegler
• 2015 Forum – Don Ballard
  Don Ballard was asked to pursue a 2019 Forum location at Tulalip Resort in Marysville.
• 2016 Forum – Erin Hightower
• Clothing and Textile – Floy Ziegler
• Foods – Floy Ziegler
• Dogs – Robin Minaker
• Equine – Jim Johnson
• State Teens – Sabrina Wood
• Adventure Education – Carol Ervest
• Natural Resources – not active but NE District Mike Jensen is new state wide camping specialist. He will be putting together a camping advisory group.
• Cats – Robin Minaker
• Shooting Sports – Jim Johnson/Sabrina Wood

State Director Report
The state teen conference last June was tremendous. This conference keeps getting better and better. For at least 50% of attending teens, this is their first 4-H conference. On Sunday Pat BoyEs gets to speak to every teen that attends. The conference has a very positive impact on the teens. A lot of the teens are not accustomed to positive interactions with adults. Just over 400 kids and chaperones attended the 2014 State Teen Conference.

The new EM2778 4-H Project and Publication has been received. There are some excellent stories of what is happening in 4-H in several counties. The 4-H license plate is promoted on the back cover.

There is going to be a new 4-H enrollment system. This is being done because the current system is going away. We just started using the current enrollment system three years ago. The new system is currently used by 19 states with 24 new states being added this year. It is called 4-HONLine. It is web based and the counties can allow families to do on-line enrollment. Counties can enroll and do checking. The State 4-H office is working with the counties to get the enrollments done. In the years to come tracking of mandatory training can be done by this system. Only the minimum is being done at this time. It won’t be any help with the 2015 Forum registration, but this system will allow on-line registration for forum and other mandatory county payments. Enrollment for this year will be done using paper forms. Beginning March 15 the county offices will no longer have access to any information in the current system. However, the state office will have the data available.

Jana did a fund handling workshop during this year’s forum. 4-H has received a GEN number from the IRS. 4-H has also been recognized as a state charitable organization. The State 4-H Advisory Board has already been recognized by Washington State as a charitable organization. Every year Pat BoyEs is required to submit to the IRS by March 15 a complete listing of all 4-H clubs/units and their EINs. In the next couple of weeks Pat will sent the county offices a spreadsheet listing the 4-H clubs in their county.
County offices need to correct the name of club leaders, add new clubs, delete old clubs, EIN number, etc., by January 15. There will be no changes after this list comes to Pat. Annual Financial Statements need to be in county offices by the end of December. These forms need to be received and audited by the county offices. If there is no financial statement on file with the county, the club can be an active 4-H club; but they will not be considered a charitable organization. The 990 filings done by clubs for the IRS still need to be done by the IRS due date.

The Know Your Government legislative dinner will take place on February 16 in Olympia. This will be a very difficult legislative session because of the 15% budget cut that is being requested to the State Department of Agriculture budget. Let Pat know if you will be at the legislative dinner so she can have an accurate meal count.

Pat had to add a line about marijuana to the State 4-H Policy Guide (EM0785). Neither marijuana nor alcohol are appropriate at 4-H events. There has been a change to the food preservation policy that will become effective in 2015. Adults enrolled in the 4-H food preservation project must attend this training and be certified in food preservation. This year’s state food entries included a number of entries that had to be disqualified even though the entry received a blue ribbon at the county level. More entries were disqualified than were displayed. One of the jam entries had a paraffin seal which is unacceptable. In 2014 primary members will not be allowed to enroll in food preservation projects.

There are new 4-H coordinators in San Juan County, Skagit County, Thurston County, Clark County, Grant County, and Snohomish County. New staff members are now listed in the front of 4-H catalog.

In Chelan/Douglas Counties and Grant/Adams/Lincoln Counties one internal candidate has applied for the open 4-H Regional Specialist position.

In Ferry County the new 4-H Program Coordinator (Joel) is also a 4-H shooting sports instructor.

Pat BoyEs requested special note of thanks be sent to Jerry Newman’s wife (Karen) and his family. In addition to being the state 4-H livestock specialist, Jerry was involved in the challenge ropes course, ridges to rivers, adventure ed, get a jump on germs, and several other programs. He saw a lot of people at fair not wash hands and pet animals then feed their kids cotton candy. He worked until he was 72 years old. He worked part time from 69 to 72 years of age. Jerry and his wife did a little traveling before he succumbed to cancer. Jerry was nominated to the 2010 Hall of Fame. Vicki will draft a note for the Newman Family and Chuck will review it.

Location for 2015 Forum
The possibility of online registrations and payments for the 2015 Forum was discussed.

Help will be needed to find speakers, sponsors, and auctioneers. An AV equipment
coordinator will also be needed. Don Ballard is checking to see if breakfast is included in the price of a hotel room. This will affect the need for a hospitality room. We may be able to have the hotel provide coffee/tea instead of having a hospitality room. Some volunteers at this year’s forum did miss an evening hospitality time to meet with friends.

2016 Forum
The convention center at Yakima sent an unsolicited proposal. Those attending the SE District meeting did not want to have the forum in Yakima for 2016, 2020, and 2024. They would like to see forum move around the district. Financially, it would not really be an advantageous thing to do. There were no representatives from Yakima at the 2014 Forum. The 4H educator is new and expecting a baby; so they may not be able to do it in 2016. Yakima, the Tri-Cities (TRAC and 2 other convention centers), Walla Walla, Clarkston, and Ellensburg were mentioned as possible locations. Erin Hightower will coordinate the search for a location of the 2016 Forum and recommend a location at January meeting.

Other Items
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.

Chuck mentioned that WSU IT staff is having problems with yahoo and aol. He suggested that board members try using Outlook, hotmail, etc., for email.

Next Meeting
January 24-25 - Pat’s staff will see if they can find a hotel in Yakima (meeting space and hotel rooms have been found in Ellensburg) with a meeting room. 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. The meeting will start on Saturday at 8:00 am.

April 18-19 – at the Holiday Inn, in Everett (This date was changed to April 11-12)

Adjourned at 3:45 pm.

Respectfully Submitted By,
Vicki Contini, Secretary
State 4-H Advisory Board
**Action Items – April 2014 Meeting**
3. Not Yet Done - Chuck Todd will send a draft budget for various auction needs to Floy for inclusion in the Forum handbook.

**Action Items – October 2014 Meeting**
1. 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. Robin Minaker will take the Forum questionnaires home and tally the answers.
3. Vicki Contini will send the revised committee assignments to the board.
4. Leader of the Year pins will need to be reordered. Pat BoyEs asked that the Grants and Recognition Committee (Don Ballard) consider how many pins to order.
5. The Grants and Recognition Committee (Don Ballard) was asked to see if there was a better way of selecting and getting information on leaders of the year.
6. Carol Ervest will talk to the 4-H Foundation about their license plate promotion. They are going to track those who purchase a 4-H license plate and the $28 from the purchase of the license plate will come back to the purchaser’s 4-H county council. She will find out how that is going to happen between now and June 2015.
7. Some changes need to be made to the guidelines for teen application to SAB. Sabrina and the Teen Leadership Committee will prepare this for discussion at the January meeting.
8. Erin Hightower will coordinate the search for a location of the 2016 Forum and recommend a location at January meeting.
9. 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. Pat BoyEs’s staff will 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. Vicki Contini will write a letter to Jerry Newman’s family expressing our sorrow at Jerry’s passing.