

**San Juan County 4-H Leader's Council Meeting Minutes**  
**October 6, 2007 Community Bldg.- Shaw Island**  
**SJC 4-H LC Budget Related Articles**

**People in Attendance:**

**Officers:** Jan Sanburg (president)- Shaw, John Gauthier (secretary)- SJ, Flo McAlary-McFarland (treasurer)- SJ

**Leaders: Lopez:** Delores Foss **Orcas:** None, **San Juan:** Cathy Cole **Shaw:** Tina Wyllie Echeverria, Neal Foley, Gigi Allaway

**Staff:** Cindy Gauthier

**7:32 Meeting called to order by president Jan Sanburg.**

Minutes from the July 28 meeting were read and approved. **Jan asked us to look at ourselves, as an organization, to see what's working for us & what's not. What can we do to improve?**

**7:40** The treasurer's report was passed around to those in attendance. Flo announced that we received another \$500 from the San Juan County Fair Board to be used to send 4-H members to the State Fair. The Educational Activities Scholarship Committee cleared \$391.64 from the Jason Black donated lamb that was auctioned during the Fair. A preliminary budget report was presented: Flo gave a breakdown of income & expenditures.

**Committee Reports: Livestock:** None. **Jan would like the livestock auction committee to use an itemized report like they've done in the past rather than the new form that is being used.** **Still Life:** John summarized the results of this year's first auction. No reports were made for the **Horse, Policy, Trophy, Record Book and College Scholarship** committees although Cindy says the Trophy Committee did a "GREAT JOB" handling the trophies during the Fair this year, particularly Lorena & Terri. John told the group that the **Educational Activities Scholarship Committee** made \$11 from the "Remember When" donation campaign during the Fair.

**A special session of the executive committee was called to take place before January to draft guidelines for the auction committees for installation at the January LC meeting.** It was suggested that at the upcoming 4-H Forum that the auction policies from other counties be asked for. **Entry issues involving members eligibility for the San Juan County Fair must be included on the agenda for the January Leaders Council meeting.** Issues such as the same photo being entered into two different classes is an example that needs to be addressed.

A discussion of Livestock Auction Policy took place. The group was interested in learning more about the history and decision making of the Auction committee. Cindy is to look into to the minutes of past meetings to gather some information with regards to this committee. She will make them available at the next meeting if the topic is brought up and we need to refer to the minutes for clarification.

**8:20 Any committee handling money needs to make a detailed report of expenditures to keep on file with the Leader's Council.**

A discussion of entering projects as a 4-H member vs. entering projects in open class at the Fair for primary members took place. Open class offers bigger "prizes" for primaries in some project areas. No conclusion was reached.

**8:40** A discussion on funding participants competing at State Fair on a per diem basis ensued. A motion was made to let participants share in equal portions of funds available on a per diem basis with still life entries accounting for a 1 day portion was made & seconded by Cathy. The motion carried. The per diem amount for this year based on the number of participants & the \$500 dollars available from the San Juan County Fair Board Scholarship amounted to \$16.66/competition day.

**8:47** Again, those in attendance were reminded that changes to our Fair Policy must be voted on at our January meeting.

Ideas for long term financing for scholarships were entertained. Jan explained various endowment programs available to us. Jan & Alice are to look into it further.

**9:12** The Budget proposal from the special session of the executive committee that took place September 15<sup>th</sup> was presented. Flo made a motion that was seconded to use the proposal as a working document. The motion passed.

**San Juan County 4H Leader's Council**  
**Proposed budget 2007-2008**

**Projected Income Statement**

**INCOME:**

Projected Ordinary Income		
Knife Sales	\$500	
Earned Interest	25	
Donations	?	
<b>TOTAL Ordinary Income</b>		<b>\$525.00</b>
Projected Income for Scholarships		
Keys Interest	\$800	
Anon. Donation	250	
Grange Donation	215	
Fair Board	400	
Lamb Sale	450	
Keys Reserve Fund	1,000	
<b>TOTAL Scholarship Income</b>		<b>\$3,115.00</b>
<b>Savings &amp; Capital Investments</b>		
Keys CD	\$20,000	
Leaders Council CD	880	
Knife Sales Cash	1,500	
Knife Inventory (actual knives)	701	
<b>TOTAL Savings and Capital Investments</b>		
<b><u>TOTAL AVAILABLE CASH FROM PROJECTED INCOME</u></b>		<b><u>\$3,640.00</u></b>

**San Juan County 4H Leader's Council**  
**Proposed budget 2007-2008**

**Projected Income Statement**

**EXPENSES:**

Projected Operating Expenses		
National Dues	\$40	
Year Pins	200	
Trophy repair	100	
Insurance	20	
Knife Purchases	250	
Advertising incl. printing	80	
Honorariums	50	
Office Supplies	50	
<b>TOTAL Projected Operating Expenses</b>		<b>\$790</b>

**Projected Scholarships**

Keys Scholarship	500
Franklin Scholarship	75
Durhack Award	50

**TOTAL Projected Scholarships** **\$625**

**Projected Educational Activity Scholarships**

	<u>Member support</u>	<u>Chaperone Support</u>
Know Your Government	80	200
Teen Rally	80	95
Teen Conference	80	205
State Forum	80	170
Whatcom County Youth Fair	80	0
State Fair	400	0
<b>Totals</b>	<b>\$720</b>	<b>\$670</b>
<b>TOTAL Projected Educational Activity Scholarships</b>		<b>\$1,390</b>

**TOTAL PROJECTED EXPENSES** **\$2,805.00**

Projected Income	\$3,665.00
<u>Less Projected Expenses</u>	<u>(\$2,805.00)</u>
<b>Carry Over for 2009</b>	<b>\$860.0</b>

Flo is to look into combining the LC CD with the Keys fund CD to get better interest rates.

John questioned the need for the Educational Activities Scholarship Committee. Once a budget is set up, aren't the funds available to be divided among those requesting them? Couldn't the LC executive committee deal with anything questionable? No action was taken.

Voluntary membership dues were addressed. **Gigi moved to approve an additional \$5 voluntary membership fee that will go to the Educational Activities Scholarship Fund. The motion was seconded & passed unanimously.**

**9:25** The State evaluation of our Fair was presented by Jan. The 4-H area & Open area in the Rabbit/Poultry/Cavy barn needs to be better defined. The herdsmanship banner needs to be updated. Jan's drenching during the 4-H awards ceremony was brought up. Better guttering for the tent needs to be looked into. Mackenzie Brown participated in 16 projects during the Fair earning her the 4-H High Point winner. **Better definition of project areas in the 4-H building needs to be made. It was determined that each still life club be responsible for making their own project signs.**

**Cindy is to research the Leader's Council minutes to determine when auction turn back monies changed from supporting the 4-H program in general to supporting equipment upgrades for the livestock auction arena.**

4-H Judging rules were examined. Is each 4-H member required to judge in each project area they're enrolled in or just one project area of their choice? **Cindy is to investigate.**

County Rule: Highest Blue in a project area gets the Grand Champion? At least one judge at our Fair didn't think so. Was adamant about not giving any rosettes in the project area he was judging! It was suggested that a draft of a county wide ribbon policy be made before the January meeting so that it can be voted on at that time. **Cindy is to draft the proposed ribbon policy. The Leaders Council is in desperate need of a "Treasurer in Training". Any volunteers?**

**A motion was made to continue the current slate of Leaders Council Officers. Tina seconded & the motion passed.**

Neal told the group about the National Animal I.D. program. Feedback from livestock producers indicates that they are opposed to the program. The USDA program has to register their property with a number. Registering the property takes away certain property rights. If our county makes registering mandatory, Neal feels that many families will pull out of the 4-H livestock program as the program could be too costly for them. Neal says the Pomona Grange is against the I.D. program. He says San Juan County could opt to come out against it also. There is a lot of information on the Internet about NAIS, both for and against. We should all be well informed.

**9:50** Meeting adjourned. **Next meeting to be held on Orcas Island on Jan. 5<sup>th</sup>, 2008.**

**Motions Made and Passed:**

- **The Budget proposal from the special session of the executive committee that took place September 15<sup>th</sup> was presented. Flo made a motion that was seconded to use the proposal as a working document.**
- **Gigi moved to approve an additional \$5 voluntary membership fee that will go to the Educational Activities Scholarship Fund. The motion was seconded & passed unanimously.**
- **A motion was made to continue the current slate of Leaders Council Officers. Tina seconded & the motion passed.**

**Items of note:**

- **Jan asked us to look at ourselves, as an organization, to see what's working for us & what's not. 4-H wise, that is. What can we do to improve?**
- **A special session of the executive committee was called to take place before January to draft guidelines for the auction committees for installation at the January LC meeting.**
- **Jan would like the livestock auction committee to use an itemized report like they've done in the past rather than the new form that is being used.**
- **Entry issues involving members eligibility for the San Juan County Fair must be included on the agenda for the January Leaders Council meeting.**
- **Any committee handling money needs to make a detailed report of expenditures to keep on file with the Leader's Council.**
- **Better definition of project areas in the 4-H building needs to be made. It was determined that each still life club be responsible for making their own project signs.**
- **Cindy is to research the Leader's Council minutes to determine when auction turn back monies changed from supporting the 4-H program in general to supporting equipment upgrades for the livestock auction arena.**
- **Cindy is to draft the proposed ribbon policy.**
- **The Leaders Council is in desperate need of a "Treasurer in Training". Any volunteers?**

**11/07/07**

**San Juan County 4-H Leader's Council Meeting Minutes**  
**July 28, 2007 Marie Boe 4-H Building, SJC Fairgrounds**  
**SJC 4-H LC Educational Activities Scholarship Fund & SJC Fair Related Items**

**People in Attendance:**

**Officers:** Jan Sanburg (president)- Shaw, Terri Brown (vice-president)- SJ, John Gauthier (secretary)- SJ, Flo McAlary (treasurer)- SJ

**Leaders:** **Lopez:** Lisa Steinbrueck, Jerry Scherzinger **Orcas:** Nicole Stolemeier, Lorena Stankevich, **San Juan:** Cathy Cole, Jason Black, Nancy Young, Ginny Taylor

**Staff:** Alice Hibbard, Cindy Gauthier

**Special Guest:** Christine Miller, San Juan County Fair Manager

**8:52 Meeting called to order by president Jan Sanburg.**

Minutes from May 19 meeting were read and approved.

The treasurer's report was passed around an account summary to those in attendance. The Keyes fund is up for renewal in August. It's currently making 4.35%. The treasurer's report was accepted.

Jason Black gave the Livestock Auction Committee report. There could be butchering issues with auctioned animals this year- who, where, etc. A discussion ensued as to how monies from the auction are being used. Jason donated a lamb to be auctioned with the proceeds going to the Leaders' Council's Educational Activities Scholarship (EAS) Fund.

A horse committee meeting is to take place right after the LC meeting.

The LC Executive Board is to draft guidelines for the EAS & Livestock Auction Committees.

**9:30** An EAS funds discussion took place. Possible fundraisers: Serve dinners at the Ramblers booth during the Fair from 5 – 8, auction off a desert a week for a month in the Still Life Silent Auction, 4-H labor force- 2 hrs of yard work for a set price, sell cords of wood, get a cut of the livestock auction turn backs, donate animals to be auctioned like Jason did, 4<sup>th</sup> of July bake sales/car washes, seek donations, sell something at the Rambler's Booth or in the Marie Boe 4-H building during the Fair- beanie babies, trinkets, baubles, hot sauce, cook books, or? , collect aluminum cans during the Fair, have a 4-H garage sale.

Once we figure out what educational events we'd like to support, we can figure out how much money we need to raise.

**Flo made a motion and Jerry seconded to bring a proposed budget to the October meeting. The motion was passed unanimously.** John shared a proposed EAS budget for the 2007 –

2008 4-H year with the group. Flo is to put in writing for the next meeting where money for the EAS fund comes from: Keyes Fund, Jason's donated lamb, Rada knife sales, etc.

**10:15** The group agreed that 4-H needs more exposure in the community. John volunteered to have a number of "4-H is Happening Here" signs made to be used at the Fair & throughout the year. Kris Brown of Printonyx graciously said that she would donate laminated copies to the Leaders' Council. John is to send her a thank-you card. Ginny pointed out that we need to remind donors that their donations to 4-H could be tax deductible.

**Terri made a motion to spend up to \$50 on EAS fund donation boxes, like the one John made for the meeting, to place on the Fair grounds during the Fair. Lorena seconded and the motion passed unanimously.** John volunteered to make them.

**Flo made a motion to purchase 50 lanyards to sell at the Fair with the proceeds going to the EAS fund. John seconded and the motion passed unanimously.**

**10:25** Alice went over endowments. We currently have a \$750 endowment. We need a \$10,000 endowment to guarantee a 4% return. We can pay a 3<sup>rd</sup> party to get an endowment of that size for us which requires writing a grant.

Flo gave us her thoughts on the topic. A "4-H Development Board" is one concept to pursue. This board could be made up of businessmen & "Friends of 4-H" who could solicit donations. We could approach the Community Foundation for funds for an endowment.

**10:45** Christine Miller took the floor. She informed the group that 4-H residents of San Juan Island are encouraged to camp out in the new SJC Fair campground area this year. The camping area is a dry camp, however. The camping registration form is in the premium book. A **list** of 4-H members and leaders that are entitled to discount season passes will be in the ticket booths. Make sure you get a **list** of eligible people from your club to the extension office so the extension office can pass them on to Christine to put on this **list**. Once again, children under 16 will be admitted into the Fair for free. 4-H members 17 – 18 years old will be admitted free provided they are on the **list** at the Fair Ticket Booths.

The SJC Fair Board via Christine supports the 4-H program but they're confused as to where money raised at the Fair for 4-H goes. She thought that money raised by livestock auction turn backs went to the 4-H program as a whole, not just for the use of the Livestock Auction Committee to improve Livestock Auction facilities. She felt that this should be more "transparent" to those people bidding on the turn back animals. Christine offered her services to put on an event to raise funds to support the 4-H program.

**11:20** Leaders of animal projects need to get their feed needs to Lisa Guard to ensure having feed in their barns during the Fair.

4-H leaders will meet in the Marie Boe 4-H building the Saturday morning of the Fair at 9:00 AM to determine winners of various 4-H awards.

**Motions Made and Passed:**

**Flo made a motion and Jerry seconded to bring a proposed budget to the October meeting. The motion was passed unanimously.**

**Terri made a motion to spend up to \$50 on EAS fund donation boxes, like the one John made for the meeting, to place on the Fair grounds during the Fair. Lorena seconded and the motion passed unanimously.**

**Flo made a motion to purchase 50 lanyards to sell at the Fair with the proceeds going to the EAS fund. John seconded and the motion passed unanimously.**

**Items of note:**

Jason donated a lamb to be auctioned with the proceeds going to the Leaders' Council's Educational Activities Scholarship (EAS) Fund.

The LC Executive Board is to draft guidelines for the EAS & Livestock Auction Committees.

John volunteered to make EAS donation boxes for the Fair.

Flo is to put in writing for the next meeting where money for the EAS fund comes from.

John volunteered to have a number of "4-H is Happening Here" signs made to be used at the Fair & throughout the year. John is to send Kris Brown of Printonyx a thank-you card for her donation of laminated signs.

Christine Miller informed the group that 4-H residents of San Juan Island are encouraged to camp out in the new SJC Fair campground area this year. Children under 16 will be admitted into the Fair for free. 4-H members 17 – 18 years old will also be admitted free.

Leaders of animal projects need to get their feed needs to Lisa Guard to ensure having feed in their barns during the Fair.

**Next LC meeting:**

**October 6<sup>th</sup> , time and place to be announced.**

**An Executive Session will be held on Sept. 15<sup>th</sup> , time and place to be announced.**

**8/30/07**

**San Juan County 4-H Leader's Council Meeting Minutes**  
**May 19, 2007 Skagit Valley Community College, Room C, Friday Harbor**  
**Major Topic: SJC 4-H LC Educational Activities Scholarships**

**People in Attendance:**

**Officers:** Jan Sanburg (president)- Shaw, Terri Brown (vice-president)- SJ, John Gauthier (secretary)- SJ

**Leaders: Lopez:** Lisa Steinbrueck **Orcas:** Nicole Stolemeier, Lorena Stankevich, **San Juan:** Cathy Cole

**Staff:** Alice Hibbard

**Pre-Meeting:** A spontaneous discussion arose about child care during the LC meetings. There was a consensus that more leaders might attend LC meetings if child care was provided. It was suggested that in the future, the hosting island would arrange for child care if affected leaders indicated child care would be desired. Details will have to be worked out.

**8:45 Meeting called to order by president Jan Sanburg.**

Introductions were made by those present. Jan went over the agenda

Alice gave a presentation on communication. She introduced the group to the concept of a "talking stick"... (or in Alice's case- a "talking bone"). The concept centers on whoever is holding the "talking stick" is the one that gets to speak while all others listen attentively. The "talking stick" idea seems to work well with adolescent groups. Several games were played including "stand up if" and "watch your back".

**9:15** Jan talked about struggles within the San Juan County 4-H community. She relayed a story a friend of hers told her. Seems the friend attended a meeting once where it took 45 minutes for those in attendance to agree on how to cut a cake!

**9:30** The idea was brought up that with San Juan County's unique situation being individual islands that a technological treatment for LC meetings be looked in to. **Perhaps video-conferencing is an approach the LC can take for meetings. Alice will look into it & grant possibilities through National 4-H headquarters.**

A discussion of livestock weigh-ins ensued & how they are a hardship to those on outer islands. **It was suggested that a means be made for each island to have their own weigh-ins.**

**9:45 Secretary's report:** The minutes of the last meeting were read and approved.

**Treasurer's Report: Presented by Jan** Copies of the treasurer's report were passed out to those in attendance. Jan briefed us on the highlights.

Terri reminded the group that it's time for the College Scholarship Committee to let qualified candidates know that deadlines are fast approaching to get their scholarship applications in to be considered for this year

**Lorena moved & Terri seconded. Motion passed unanimously. (Terri & Jan- do you remember this? I think this is where Jan asked me if I needed more coffee. Evidently, I was "spacing".)**

**Committee Reports:**

**It was suggested that all committees be represented at the LC meetings. If a representative couldn't be in attendance then a brief paragraph telling what has happened in that committee since the last meeting would be acceptable.**

**Livestock Committee Report: Presented by Nicole**

The state convention is coming up, tents are being sought to cover the bidders, another recording clerk is needed for the auction, a proxy form has been made for absentee bidders, repairs are being considered, etc.

**Horse Committee Report: Presented by Terri**

Terri relayed to the group the need of the horse clubs to procure a timer & extension cords. Jan suggested to her to approach the LC for funding once the horse clubs have agreed on the type of timer they need. **A meeting is coming up in which horse superintendents and leaders will make decisions regarding this year's fair**

**9:55 Leader's Council Policy Committee Report: Presented by Terri, Jan and Lorena**  
**Copies of the new Policy Guidelines were distributed to those in attendance.** Lorena spoke of minor wording and format changes to the guidelines. There are no policy changes.

Terri gave the group a sneak-peak of some new forms relating to fair entry in which parents and 4-H members have sign the form stating that they have read the premium book rules.

No reports were given for the following committees: **Trophy Committee, College Scholarship Committee, Educational Activity Scholarship Committee, Record Book Committee, Awards Committee or the Still Life Silent Auction Committee.**

**John made a motion to send the County Commissioners the letter composed to them by Jan in support of the 4-H Coordinators position. Terri seconded and the motion passed with John abstaining. Tom is to review the letter before going to the Commissioners.**

Christine Miller has requested that requests for improvements to the Fair Grounds from the 4-H community come to her on one form. **The LC has set July 2<sup>nd</sup> as the deadline to let Jan know what leaders may need in the way of paint, lumber, etc.** Jan can then inform Christine of our needs.

**10:25 – 10:30 Break**

A discussion ensued after break about the short & long term goals of the Educational Activities Scholarship Committee. John was the only member in attendance. **Nikki volunteered to be on the committee.**

For the short term, active EAS requests had to be dealt with. There are three requests from 4-H members for having attended the Know Your Government event. **It was decided to fund 3 scholarships @ \$200 each. Funds are to come from a grant for youth leadership opportunities that Alice will handle.** After a look at the treasurer's report to see what monies were available, **Lorena moved to reimburse the adult chaperone to KYG in the same amount from the Key's Fund. The motion was seconded & passed unanimously.**

Three EAS applications were considered for funding for the Whatcom County Youth Fair. **Lorena made a motion and John seconded to approve funding in the amount of \$45 for each applicant. The motion passed unanimously.**

**11:00** Long term goals of the EAS Committee were discussed. Where can we get more funding? What educational opportunities do we want to support? Budgets, fundraising and donation boxes scattered throughout the Fairgrounds during the fair were some of the ideas that were introduced. **Jan is to compose an Educational Activity donations letter to be sent out to prospective donors. Jan is to look into advertising rates in local papers. Alice is to explore free modes of advertising for donors. The EAS committee is to set a budget for next year. Subject tabled for further discussion.**

The EAS Committee is to get together sometime in June to come up with recommendations. Having a ferry boat meeting was suggested.

**11:20 Meeting adjourned**

**Motions Made and Passed:**

**Lorena moved & Terri seconded. Motion passed unanimously. (Terri & Jan- do you remember this? I think this is where Jan asked me if I needed more coffee. Evidently, I was "spacing".)**

**John made a motion to send the County Commissioners the letter composed to them by Jan in support of the 4-H Coordinators position. Terri seconded and the motion passed with John abstaining. Tom is to review the letter before going to the Commissioners.**

**Lorena moved to reimburse the adult chaperone to KYG in the same amount (\$200) from the Key's Fund. The motion was seconded & passed unanimously.**

**Lorena made a motion and John seconded to approve funding in the amount of \$45 for each applicant for the Whatcom County Youth Fair. The motion passed unanimously.**

**Topics Tabled:**

**Long term goals of the EAS Committee.**

**Items of note:**

Perhaps video-conferencing is an approach the LC can take for meetings. Alice will look into it & grant possibilities through National 4-H headquarters.

It was suggested that a means be made for each island to have their own livestock weigh-ins.

It was suggested that all committees be represented at the LC meetings. If a representative couldn't be in attendance then a brief paragraph telling what has happened in that committee since the last meeting would be acceptable.

A meeting is coming up in which horse superintendents and leaders will make decisions regarding this year's fair

Copies of the new Policy Guidelines were distributed to those in attendance.

The LC has set July 2<sup>nd</sup> as the deadline to let Jan know what leaders may need in the way of paint, lumber, etc.

Nikki volunteered to be on the EAS committee.

It was decided to fund 3 scholarships @ \$200 each for 4-H member attendees to KYG. Funds are to come from a grant for youth leadership opportunities that Alice will handle. *award or approve*

Jan is to compose an Educational Activity donations letter to be sent out to prospective donors. Jan is to look into advertising rates in local papers. Alice is to explore free modes of advertising for donors. The EAS committee is to set a budget for next year.

**Next Meeting:**

July 28th, Friday Harbor Agenda items should be submitted to Jan at [office@nmt.us](mailto:office@nmt.us) .

5/20/07

## San Juan County 4-H Leader's Council Meeting Minutes

March 24, 2007 Lopez Library, Lopez Island

Major Topic(s): 4-H Schedule for 2007 Fair

### People in Attendance:

**Officers:** Jan Sanburg (president)- Shaw, Terri Brown (vice-president)- SJ, Flo McAlary (treasurer)- SJ, John Gauthier (secretary)- SJ

**Leaders: Lopez:** Lisa Steinbrueck **Orcas:** Nicole Stolemeier, Lorena Stankevich, Robin Freeman **San Juan:** Diana Porter, LeAnne Grosjacques-Burt, Don Burt **Shaw:** Monte Larsen

**Staff:** Cindy Gauthier

7:47 Meeting was called to order by Jan.

Time was given for those in attendance to read the minutes of the previous meeting. Minor changes were made to the Scholarship Committee report. **Flo made a motion to clarify that the suggestion she made concerned the college scholarship. LeAnne made a second. The motion passed unanimously.** The minutes will now read:

### **Scholarship Committee Report**

- Nothing major to report.
- Flo suggested that the **college** scholarship request form conceal the name of the applicant so the committee won't be influenced with whose application it is.
- The council was informed that if a **college** scholarship committee member knows the applicant, they abstain from voting. The **college** scholarship selection process was explained to the council.
- It was suggested that the **college** scholarship committee review their selection guidelines for updating their policies.
- San Juan Trophy is to sponsor the High Point Award

Leanne moved that the minutes be approved as corrected. John seconded & the motion passed unanimously.

### **7:55 Treasurer's Report: Presented by Flo**

- A copy of the treasurer's report was circulated to all in attendance. A copy was given to the secretary
- \$6,000 in the bank
- \$3,000 in dedicated funds.
- A discussion of how money's are spent took place.

8:02 Jan shared her experiences of being the Leader's Council president. She would like to facilitate communication among leaders from all the islands. The policy book is still being put together. Once it's done it needs to be kept current.

**It was suggested that policy motions made at Leader's Council be categorized for easy access.**

**Jan reminded those in attendance that possible policy changes need to be sent out to all leaders for review before they're voted on at a Leader's Council meeting and that those possible policy changes need to be on the meeting agenda.**

**8:14 Livestock Committee Report: Presented by LeAnne**

- The Livestock Committee is looking into getting the bleachers covered.
- The number of animals to be slaughtered after the auction is on the rise.
- A different auctioneer has been selected.
- Information on how the auction works is to be sent out to prospective buyers earlier this year.
- An auction registration time is to be published in the Fair Premium Book.
- A "manual" of what each member of the Market Animal Committee is responsible for is to be put together.

**8:17 Horse Committee Report: Presented by Terri, Lorena, Nikki, Lisa and Flo**

Various members met with Christine Miller and discussed:

- The new horse barn
- A covered horse arena.
- Fees paid by horse participants at the fair: stall fees, shavings fees, etc. The horse clubs questioned why they're paying a fee for shavings when the livestock clubs don't have to.
- A new water system is to be put in on the fair grounds.
- Camping fees charged for 4-Hers from outer islands.

**Nikki and Lorena are to write a letter to the Fair Board regarding horse fees for shavings, classes and stalls.** The number of outer island 4-Hers that camp on the fair grounds during the fair needs to be determined so they can incorporate this figure in their letter.

- Camping in the new parking area during the fair.

The horse clubs are to have their annual show the last weekend of June.

There's to be a horse workshop the 21st of July.

At this year's fair, there's a shared horse program.

**8:25 Leader's Council Policy Committee Report: Presented by Terri and Jan**

The ongoing process is still ongoing.

**The mandatory enrollment fee policy established at the last Leader's Council meeting was stricken out because it's against State 4-H policy.** The enrollment fees are voluntary only.

Policy manuals will be available soon

### **8:28 Trophy Committee Report: Presented by Terri, Lorena and Jan**

The duties of the Trophy Committee were laid out:

- To collect and store 4-H trophies prior to the fair.
- To track down missing trophies two weeks prior to the fair.

A policy book of what criteria are used to determine the winners of the various trophies and who the responsible party is that selects the winner is to be put together.

### **8:35 College Scholarship Committee Report No report made**

#### **Educational Activity Scholarship Committee Report: Presented by Flo**

- Know Your Government (KYG) funds are forthcoming.
- Educational Activity Scholarship forms are on the San Juan 4-H website:  
<http://sanjuan.wsu.edu/4-H/index.html>

#### **Educational Activity Member Application:**

<http://sanjuan.wsu.edu/pdf/4H%20Documents/Educ.Award.Application.pdf>

#### **Educational Activity Leader Application:**

<http://sanjuan.wsu.edu/pdf/4H%20Documents/Keys%20Leader.pdf>

**Flo is to discuss the Educational Activities Scholarship Committee criteria and general discussion of financing at the May meeting.**

- Keyes fund is our only source of funding for Educational Activities at this time.

A discussion ensued about the Keyes fund. Historically, the Keyes Fund was made available to the Leader's Council to provide funds for educational opportunities for 4-Hers. The fund was put into a CD and the interest only was being used for educational activities. **Several years ago, the Leader's Council decided to use the Keyes Fund as it was originally intended to be used (to support 4-H educational activities) by depleting the fund. This action is now being called into question. Is this what the Leader's Council really wants? Subject tabled for further discussion.**

[Treasurer's note from Flo: Keys Fund history - There was never any directions on how to allocate money except that it was for "4-H awards". Upon receiving the money, the original decision of the LC was to build the principle from \$15,000 to \$25,000 to provide a sustainable source of income. The money came from a will in which 4-H received a % of the estate. The idea to withdraw funds (the first time since we received the money) and spend money right away for immediate needs was a reaction to low interest rates!!! There was no indication in the original receipt of funds that this was NOT a gift for long term funding.]

- \$790 San Juan County 4-H endowment. An explanation of endowments was given.

**Jan suggested that the Leader's Council members actively seek donations from the community for additional funding of 4-H Educational Activities. Alice to be asked for advice.**

Lorena and Nikki suggested that it would be helpful for new leaders to be given a breakdown of what scholarships are available. Hopefully, this topic will be addressed in the forthcoming Policy Manual.

Jan reminded the group that an Educational Activities Scholarship budget needs to be made annually. [Secretaries note from the June 24, 2006 Leader's Council minutes: "It was determined that the **Scholarship Committee** needs to review needed funds on an annual basis. 4-Hers are to indicate their interest in 4-H events for the forthcoming year at registration time in the fall. This will help the scholarship committee determine needed funds &/or how to divvy up available funds. The scholarship committee is to create a form prior to registration."

**Record Book Committee Report:** None Given

**Awards Committee Report:** None Given

**Still Life Silent Auction Report:** None Given

#### **8:50 Old Business**

**Jan is to write a letter to all 4-H leaders requesting that they compose a paragraph explaining how important the San Juan County 4-H Program Coordinator's job is in helping the 4-H leader provide activities for San Juan Island's youth.** The leaders are to forward their paragraphs to Jan so she can incorporate them in a letter to the San Juan County Commissioners requesting that they return the SJC 4-H Program Coordinators work hours to their previous level. Jan hopes to have the first draft done by the next Leaders Council Meeting in May.

The subject of a letter to the Fair Board about maintaining compost during the Fair has been dropped until further notice.

#### **8:58 Orcas Trailblazer's Appeal to the Educational Activities Scholarship Committee**

After both parties were given a brief amount of time to present their side of the story, **Flo moved to accept the original decision of the Educational Activities Scholarship Committee in the matter. LeAnne seconded.** A discussion ensued about the function of the Educational Activities Scholarship Committee and the criteria they use. After everyone in attendance had a chance to speak, it was determined that the Educational Activities Scholarship Committee acted within the limits of the current criteria they have in determining what activities qualify for scholarships. **The motion passed unanimously.**

**A consensus was formed that 4-H leaders are responsible for determining Educational Activities Scholarship funds available prior to attending an event if they seek support from the EAS Committee.**

**John made a motion that the Leader's Council reimburse the Orcas Trailblazer's in the amount of \$350.00. Terri seconded.** The members in attendance felt that the situation the

Trailblazer's found themselves in occurred through a series of unfortunate events. **The motion passed unanimously. Flo made a motion for clarification that the reason the Leader's Council supported the previous motion was due to miscommunication and lack of a written policy. The motion was seconded and supported unanimously.** The money is to be taken out of the Leader's Council discretionary fund. **A request is to be made to Alice to see if the \$350.00 used to reimburse the Orcas Trailblazers can be replaced by left over San Juan Community Grant money.**

#### **9:55 Break**

#### **10:01 4-H Schedule for 2007 Fair**

- Schedule changes from year to year based on enrollment.
- Having the chicken & rabbit events on the same day makes it difficult for 4-H members that belong to both groups. Would it be better to have one event on Wednesday & the other on Thursday or would one event Wednesday morning and the other Wednesday afternoon suffice? The combined clubs are to come up with a decision & let Cindy know.
- The dog clubs would like to spread out their events throughout the week. Everyone agreed that it would be nice but that there are numerous challenges to overcome for that to occur. No decision made.
- The dog agility event was discussed. Have it on the fair grounds or elsewhere to qualify for State? No decision made.
- 4-H horse members have to pay their event fees beforehand. If another project they're involved in prevents them from competing in their horse event, they lose their money.
- Registration for buyers for the livestock auction is to begin at 1:00 Saturday of the Fair.
- All changes to the 4-H Fair schedule are to be given to Cindy.

**10:46** A discussion of horse gaming events came up. How many events are to be run and how many times were a concern of Christine Miller, fair manager. The horse clubs let her know their needs.

**10:55** Meeting adjourned

**Next meeting: May 19<sup>th</sup> in Friday Harbor. Details to follow.**

#### **Motions Made and Passed:**

**Flo made a motion to clarify that the suggestion she made at the previous meeting concerned the College Scholarship Committee. LeAnne made a second. The motion passed unanimously.**

**Flo moved to accept the original decision of the Educational Activities Scholarship Committee in the matter of the Orcas Trailblazer's Appeal to the Educational Activities Scholarship Committee. LeAnne seconded. After everyone in attendance had a chance to speak, the motion passed unanimously.**

**John made a motion that the Leader's Council reimburse the Orcas Trailblazer's in the amount of \$350.00. Terri seconded. The motion passed unanimously. Flo made a motion for clarification that the reason the Leader's Council supported the previous motion was due to miscommunication and lack of a written policy. The motion was seconded and supported unanimously.**

**Actions to be taken:**

Nikki and Lorena are to write a letter to the Fair Board regarding horse fees for shavings, classes and stalls.

[Policy] The mandatory enrollment fee policy established at the last Leader's Council meeting was stricken out because it's against State 4-H policy.

Jan is to write a letter to all 4-H leaders requesting that they compose a paragraph explaining how important the San Juan County 4-H Program Coordinator job is in helping the 4-H leader provide activities for San Juan Island's youth.

A request is to be made to Alice to see if the \$350.00 used to reimburse the Orcas Trailblazers can be replaced by left over San Juan Community Grant money.

**Topics Tabled:**

Flo is to discuss the Educational Activities Scholarship Committee criteria and general discussion of financing at the May meeting.

Keyes Fund status tabled for further discussion.

**Items of note:**

It was suggested that policy motions made at Leader's Council be categorized for easy access.

Jan suggested that the Leader's Council members actively seek donations from the community for additional funding of 4-H Educational Activities.

[Policy] Jan reminded those in attendance that possible policy changes need to be sent out to all leaders for review before they're voted on at a Leader's Council meeting and that those possible policy changes need to be on the meeting agenda

A consensus was formed that 4-H leaders are responsible for determining Educational Activities Scholarship funds available prior to attending an event if they seek support from the EAS Committee.

**Next Meeting:**

May 19<sup>th</sup>, Friday Harbor Agenda items should be submitted to Jan at [office@nmt.us](mailto:office@nmt.us).

4/3/07

**San Juan County 4-H Leader's Council Meeting Minutes**  
**January 13, 2007 Orcas Hotel, Orcas Island**

**Attendees: Officers:** Jan Sanburg (president)- Shaw, Terri Brown (vice-president)- SJ, Flo McAlary (treasurer)- SJ, John Gauthier (secretary)- SJ **Leaders:** Lisa Steinbrueck- Lopez, Delores Foss- Lopez, Nicole Stolmeier- Orcas, Lorena Stankevich- Orcas, Robin Freeman- Orcas **Staff:** Cindy Gauthier

**7:55** Meeting was called to order by Jan.

- Introductions were made around the table.
- Jan set the tone of the meeting by reading Article II from the Constitution and By-Laws of the San Juan County 4-H Leader's Council:

Article II

*Objects and Purposes*

- A. To promote and maintain a spirit of friendship and helpful cooperation between leaders from all parts of the county.
- B. To develop ideas for expanding council programs in the county.
- C. To give greater vision to the leaders so that they may stimulate youth involved in 4-H to their highest capability.
- D. To promote leadership training.
- E. To help determine policies in the presentation of club activities to the end that there shall be uniform presentation throughout the county in accord with state and national standards.

**7:58** Minutes of November 4, 2006 meeting were read by John and approved.

**8:00 Treasurer's Report: Presented by Flo**

- A copy of the treasurer's report was passed out to all in attendance.
- \$7,500 total holdings.
- Expenditures: \$30 for Durhack plaque & \$50 to the recipient.
- \$500 scholarship to Clinton Gauthier for National Congress.
- \$500 received from Fair Board for scholarship fund.
- \$1,500 Keys Fund
- \$24,000 in CD. Interest will cover \$500 scholarship with some left over.

**A request was made from the Leader's Council President for a treasurer's summary report from the livestock committee. Terri Brown so moved and the motion was seconded by several members. The motion passed unanimously.**

**Livestock Committee Report: Nikki read the minutes**

**Flo made a motion to approve the change in the weight requirement for animals at the auction recommended by the livestock auction committee. Jan seconded and the motion passed unanimously.**

### **Horse Committee Report: Presented by Terri Brown and others.**

- The minutes of the last horse committee meeting were submitted to the Leader's Council.
- Copies of the San Juan County 4-H Horse Policies, the San Juan County 4-H Equine State Qualifications and the San Juan County Equine State Qualifications Dressage 2007 were distributed to those in attendance.
- The SJC 4-H Horse Policies were unanimously passed by the horse clubs to pass on to the Leader's Council.

Terri told the council why certain changes to the horse policies came about: safety is the #1 concern. She also told the council that the horse 4-Hers are to take care of their own horses.

A discussion ensued about who qualifies to handle a horse at the County Fair for lead line and walk/trot.

**Flo moved and Terri seconded to accept as policy the horse policies recommended by the horse clubs. The motion passed unanimously.**

### **Trophy Committee Report: Terri & Lorena**

- Lorena made a short report regarding trophy storing options- "We did some brainstorming about storage. Terri thinks she may have a utility trailer that could be used for storage of the trophies for the 2-3 weeks preceding the fair. The Storage Place on San Juan has 5 x 10 foot space that rents for \$40.00 a month. This could be an option."
- Terri volunteered to let 4-H use her utility trailer to store trophies temporarily prior to the fair.

### **Scholarship Committee Report**

- Nothing major to report.
- Flo suggested that the scholarship request form conceal the name of the applicant so the committee won't be influenced with whose application it is.
- The council was informed that if a scholarship committee member knows the applicant, they abstain from voting. The scholarship selection process was explained to the council.
- **It was suggested that the scholarship committee review their selection guidelines for updating their policies.**
- San Juan Trophy is to sponsor the High Point Award.

### **8:45 Break**

### **8:50 Policy Committee Report- Terri and others**

The San Juan County 4-H Policy Manual rough draft was read to the council. The leaders in attendance revised the proposed policies to get them into a form to be voted into effect. After much explaining, clarifying, etc. motions were made to approve the changes and voted on. After about an hour long process, **Lorena moved and John seconded to accept the SJC 4-H Policy Manual as clarified and read in its final form. The motion passed unanimously. Flo is to**

**re-type the SJC 4-H Policy Manual and submit copies to the Leader's Council and the 4-H extension office.**

**Flo moved to adopt as San Juan County 4-H Fair Policy the procedures and department rules as stated in the 2006 San Juan County Fair Premium Book. The motion was seconded by John and passed unanimously.**

**10:15 Terri moved that the Leader's Council form a Still Life Auction Committee. The motion was seconded by Lorena and passed unanimously. Delores & John volunteered to be on the new committee.**

**Cindy is to let all Still Life Leaders know about the new Still Life Auction Committee.**

**10:30 Flo moved to update our Fair Policy to make changes to the Fair Book. Terri seconded the motion. The motion passed unanimously.**

**Lisa is to review the premium book to find inconsistencies between the open & 4-H horse classes.**

**A motion for policy change was made by Terri and seconded regarding the collection of enrollment fees. If a club fails to collect their enrollment fees they won't be permitted to re-enroll their club. (see new SJC 4-H policy manual for exact wording). The motion passed with John abstaining.**

**Jan entertained a motion to allow primary members to do presentations at the County Fair. Terri so moved & Flo seconded. A discussion followed. The motion passed unanimously with the provisions that the primary member has already given their demonstration previously at the club level & that the demonstration at the Fair would be given a rainbow ribbon.**

**A letter concerning shortening the day for horse events at the fair is to be submitted by the horse clubs to a Fair Board Member and to the Fair Manager.**

**11:00 4-H County Fair event scheduling conflicts will be tabled until the March Leaders Council meeting.**

**John made a motion to make it a policy for the Leader's Council Secretary to list at the end of the Leader's Council minutes, for quick reference, the motions made and passed, any actions to be taken, any topics tabled and any items of note (including the date & location of the next LC meeting) The motion was seconded & passed unanimously.**

**11:25 A discussion concerning the duties and responsibilities of Leader's Council committees continued.**

**Lorena moved and Flo seconded a motion to approve the standing committee policy as defined in the new 4-H policy manual. The motion passed unanimously.**

**A motion to have all Leader's Council committees submit a yearly treasurer's summary report to the Leader's Council was seconded & passed unanimously.**

**John presented his proposed 4-H Still Life Auction Rules to the group. After some discussion a motion was made to accept the rules as presented with the understanding that the auction will be in a silent auction format. The motion was seconded & passed unanimously.**

**Motions Made and Passed:**

**A request was made from the Leader's Council Executive Committee for a treasurer's summary report from the livestock committee. Terri Brown so moved and the motion was seconded by several members. The motion passed unanimously.**

**Flo made a motion to approve the change in the weight requirement for animals at the auction recommended by the livestock auction committee. Jan seconded and the motion passed unanimously.**

**Flo moved and Terri seconded to accept as policy the horse policies recommended by the horse clubs. The motion passed unanimously.**

**Lorena moved and John seconded to accept the SJC 4-H Policy Manual as clarified and read in its final form. The motion passed unanimously.**

**Flo moved to adopt as San Juan County 4-H Fair Policy the procedures and department rules as stated in the 2006 San Juan County Fair Premium Book. The motion was seconded by John and passed unanimously.**

**Terri moved that the Leader's Council form a Still Life Auction Committee. The motion was seconded by Lorena and passed unanimously. Delores & John volunteered to be on the new committee.**

**Flo moved to update our Fair Policy to make changes to the Fair Book. Terri seconded the motion. The motion passed unanimously.**

**A motion for policy change was made by Terri and seconded regarding the collection of enrollment fees. If a club fails to collect their enrollment fees they won't be permitted to re-enroll their club. (see new SJC 4-H policy manual for exact wording). The motion passed.**

**Jan entertained a motion to allow primary members to present presentations at the County Fair. Terri so moved & Flo seconded. A discussion followed. The motion passed unanimously with the provisions that the primary member has already given their demonstration previously at the club level & that the demonstration at the Fair would be given a rainbow ribbon.**

**John made a motion to make it a policy for the Leader's Council Secretary to list at the end of the Leader's Council minutes, for quick reference, the motions made and passed, any actions to be taken, any topics tabled and any items of note (including the date & location of the next LC meeting) The motion was seconded & passed unanimously.**

**Lorena moved and Flo seconded a motion to approve the standing committee policy as defined in the new 4-H policy manual. The motion passed unanimously.**

**A motion to have all Leader's Council committees submit a yearly treasurer's summary report to the Leader's Council was seconded & passed unanimously.**

John presented his proposed 4-H Still Life Auction Rules to the group. After some discussion a motion was made to accept the rules as presented with the understanding that the auction will be in a silent auction format. The motion was seconded & passed unanimously.

**Actions to be taken:**

Flo is to re-type the SJC 4-H Policy Manual and submit copies to the Leader's Council and the 4-H extension office.

Cindy is to let all Still Life Leaders know about the new Still Life Auction Committee.

Lisa is to review the premium book to find inconsistencies between the open & 4-H horse classes.

A letter concerning shortening the day for horse events at the fair is to be submitted by the horse clubs to a Fair Board Member and the Fair Manager.

**Topics Tabled:**

4-H County Fair event scheduling conflicts will be tabled until the March Leaders Council meeting.

**Items of note:**

It was suggested that the scholarship committee review their selection guidelines for updating their policies.

Delores & John volunteered to serve on the 4-H Still Life Auction Committee.

**Next Meeting:**

March 24, Lopez 4-H event scheduling for the County Fair. Other agenda items should be submitted to Jan at [office@nmt.us](mailto:office@nmt.us).

1/28/07

**San Juan County 4-H Leaders Council Meeting Minutes**  
**November 4, 2006 Community Building, Shaw Island**

**Attendees: Officers:** LeAnne GrosJacques (president)- SJ, Flo McAlary (treasurer)- SJ, John Gauthier (secretary)- SJ **Leaders:** Lisa Steinbrueck- Lopez, Nicole Stolmeier- Orcas, Nancy Schmidt- Orcas, Lorena Stankevich- Orcas, Lisa Guard- SJ, Terri Brown- SJ, Jan Sanburg-Shaw, Laurie Larsen- Shaw, Monte Larsen, Shaw **Staff:** Alice Hibberd **Youth 4-H member:** Clinton Gauthier- SJ

7:30 Meeting was called to order by LeAnne.

- Introductions were made around the table.

7:32 Minutes of July 22nd meeting were read by John and approved.

**Treasurer's Report: Presented by Flo**

- A copy of the treasurer's report was passed out to all in attendance.
- The Durhack award needs to be updated.
- \$1,300+ has been collected in member's fees for 2005 – 2006.
- This will be Flo's 7<sup>th</sup> year serving as the LC treasurer. She would like to groom a replacement. Any volunteers?

**Livestock Committee Report: Presented by LeAnne**

- The livestock committee is considering acquiring a new auctioneer.
- The still life silent auction was discussed at their last meeting.
- The scale for weighing livestock is now in place & covered. It was decided that the scale isn't as "portable" as it's supposed to be- that it would be best to leave it in one place.
- Instead of auctioning the swine in one group, the sheep in another group, etc. the committee has decided to intersperse the animals when auctioning them.
- The need to start the auction on time is important.
- The 4-H arena improvements have been completely paid for from funds from the Livestock committee- not the Fair Board. These funds are generated from turn-back animals. There was some controversy at this year's fair in that some of the turn-back animals commanded higher prices the second time around than when they were auctioned the first time with the first time proceeds going to the 4-H member. It's been decided that in the future, turn-back animals will be presented by a livestock committee member rather than the 4-H'er.
- As each project is auctioned the bidders are to be informed of how much each project cost the 4-H member to complete. This will be the starting point for bidding.
- Lisa told the group that she'd talked to some people in another area about their livestock auction and found out that nothing sells for less than \$8.00 a pound.
- Livestock buyers from other islands need to be solicited.

**Horse Committee Report:** Nothing new to report.

### **Policy Committee Report: Presented by Terri and LeAnn**

- There needs to be better communication among committee members.
- A rough draft of 4-H policies is hoped to be out in January for review and discussion.

### **Scholarship Committee**

- Thank-you notes from Julie Tate & Clinton Gauthier were read to the group for scholarship awards that they had received from the Leader's Council.

**8:00** Clinton Gauthier requested that the Leader's Council help fund his trip to the 4-H National Congress being held in Atlanta later this month. **Flo moved that Clinton be provided a \$500 scholarship. Terri seconded and the motion was passed unanimously with John abstaining from voting.**

In return for the scholarship, Clinton is to turn in an expense report to the Leader's Council and present what he learned from this experience to the Leader's Council and numerous 4-H clubs in the county.

### **Old Business**

A discussion took place concerning the \$10 enrollment fee for 4-Hers. The \$10 fee is to go to the 4-H program coordinator to help cover the amount of hours worked over and above the 26 hrs the position pays. Alice brought the group up to date on the ongoing process of convincing the County Commissioners to bring the hours allotted for the job back up to its previous level of 32 hrs/week.

The means by which to disperse the fees already collected for the 2005 – 2006 4-H year was talked about. **Flo moved that the Leader's Council gift the annual fees collected to the 4-H program coordinator until the Leader's Council decides to do things differently. The motion was seconded & passed unanimously with John Gauthier abstaining.** By gifting the money to the 4-H coordinator it becomes the responsibility of the coordinator to deal with income taxes, etc. and not the Leader's Council.

The idea of writing letters to the County Commissioners encouraging them to increase the hours paid to the 4-H Coordinator was brought up. It was felt by the group that individual letters would have a bigger impact than one letter signed by the group. Terri was particularly passionate about the subject so it was suggested that she write a template for the letter that others could tweak to send to the commissioners. **It was decided that Terri & Alice would put their heads together to come up with such a letter.**

John reminded the group that the Scholarship Committee was to have had a list of upcoming 4-H functions available at registration time for 4-Hers to indicate those functions they were interested in attending at the time they registered. The list would help the scholarship committee allocate funds to the various functions based on interest. John supplied LeAnne with a list of 4-H activities he'd found on the wsu.org web page & on the San Juan County 4-H web page. **LeAnne would like the 4-H program coordinator to submit a list of upcoming activities to the Scholarship Committee.**

### 8:20 New Business

- The evaluation of the county fair by the state judge was looked at. Overall, we did real good this year. However, we're being "penalized" by not having enough exhibits in some areas because we don't have any or enough 4-Hers in those areas of interest. Needlework, for example.
- We need to re-evaluate the 4-H trophies given out. The program has grown so much that it's a nightmare keeping track of the traveling trophies at fair time. It was suggested to reduce the amount of traveling trophies and concentrate more on keepers. A lively discussion took place about how neat it is seeing all the names on the traveling trophies of past winners. Perhaps having plaques displayed in the 4-H building of past winners for each trophy would be a solution. **Flo moved to form a trophy committee. The motion was seconded by Jan and passed unanimously.** The trophy committee will be responsible for keeping track of where the trophies are, deciding the number of trophies awarded, making sure trophies exist for various awards and collecting and storing the trophies at fair time. **Jan, Flo, Terri and Lorena volunteered to be on the committee. It was suggested that Ginny Taylor be asked to be on the committee also.**
- The subject of the Durhack award was brought up. **A motion was made and seconded to have the Durhack award consist of a \$50 check only. The motion passed unanimously.**
- It's now required for each 4-H club to have their own Tax EIN# if they have a checking/banking account. Clubs need to fill out an SS-4 form. The forms were passed out at the meeting. Forms can be obtained from the extension office.

[For your benefit, I've copied this explanation from the <http://sanjuan.wsu.edu/4-h.html> website:

### **Tax Exemption Status of 4-H Clubs & Affiliated 4-H Organizations\***

Over the past few years we have seen 4-H money handling policies evolve and what may seem to have become more complex. It is indeed true that we do live in times that demand greater accountability. I (Jan) am pleased to report, however, that the National 4-H Headquarters has made a significant advancement to clarify these issues for us all. The IRS has assigned Federal Income Tax Group Exemption number, which must be used by all 4-H clubs/units. The Group Exemption Number (GEN) is 2704. Additionally, there is Federal Tax Identification, commonly known as an EIN. Each 4-H club/unit should acquire their own EIN number if they will be opening a checking or bank account. The EIN may be obtained online from the IRS at: <http://www.irs.gov>. Click on search EIN and complete the SS-4. Insure that the GEN 2704

is used when completing the form. The EIN is provided online. This step-by-step process is outlined for you through a National 4-H Headquarters Fact Sheet, entitled Tax Exemption Status of 4-H Clubs and Affiliated 4-H Organization. You can access this fact sheet by going to the 4-H Management Checklist on our website at <http://4h.wsu.edu/staff/clubs.htm> ~Pat BoyEs]

- The Fair Board is considering renting the 4-H Building to generate revenue. They would like our ideas on the matter. It was suggested by someone in the group that the first thing

they should do is heat the building. We were told that this is already being done. No other suggestions were made at this time.

- Alice distributed a 4-H Membership Fee/Insurance form to those leaders in attendance.
- The compost generated from the fair needs to be more compact. Material taken to the pile was too spread out. **LeAnne is to write a letter to the fair board suggesting that it's too difficult for 4-Her's emptying carts & wheelbarrows to keep the pile compact, that it would be easier if the grounds crew would use their tractor to keep the pile compact.**
- It was pointed out that some open class horses are not going through the vet check. **Another letter is to be written to the fair board by the 4-H horse leaders requesting that all horses be given a vet check or they should not be allowed to compete.**

**8:45**

- The Fair Board would like input from the Leader's Council on what the new \$500 Fair Board Scholarship is going to be used for. Terri presented the history behind the scholarship: the Rambler's booth had been "exempt" from paying the fees associated with running a business during the fair because of the nature of 4-H being non-profit, etc. The Fair manager didn't think this was right and insisted that 4-H pay the fees. The Fair Board went along with the manager but was willing to give a \$500 scholarship to the 4-H program to help offset the fees paid for running the Rambler's 4-H food booth.

Since the Rambler's traditionally help fund 4-H exhibitor's to the State Fair with the proceeds obtained from running the food booth, **Terri moved to have the \$500 scholarship be used to help support county-wide 4-H exhibitor's to the State Fair. Lorena seconded the motion.**

After much discussion, **the motion failed** as it was felt that other areas for the scholarship's use must be explored. Using the funds to help offset the expenses incurred by 4-H members from other islands (other than San Juan island) to come to our county fair, for example. It was determined to have the Scholarship committee decide how to use the Fair Board Scholarship and get back to the Leader's Council with their recommendation.

**Lisa Guard volunteered to be on the Scholarship committee.**

Flo pointed out that the activities scholarship no longer exists.

**8:55 The topic of club t-shirts and jackets was explored.** There are numerous avenues available for individual clubs to obtain these items. LeAnn told the group that she was able to procure jackets from Browne's Home Center at a reasonable cost then have an outfit monogram them for her club. John told the group about his experience with Pacific Design in Anacortes. He found them easy to work with and the prices reasonable. They can be reached at 378-9265 or at [pacificdesign@verizon.net](mailto:pacificdesign@verizon.net) .

- Alice told the group about the new E-Learning for 4-H Volunteers at <http://4h.wsu.edu/volntr/elearning.htm> . This doesn't take the place of new leader training but it's a good starting point.

- Alice asked the group for input on the Leader's Newsletter. Members of the group said that they enjoyed reading about what other clubs are doing. Alice said she'd be more than happy to include such items in the newsletter. If you have something going on in your club, please submit a paragraph to the extension office. Items you might consider submitting are community service related activities, field trips taken, etc. Articles can be e-mailed to [cgauthier@wsu.edu](mailto:cgauthier@wsu.edu) or dropped off or mailed to the extension office. It was suggested that each 4-H club's reporter could be responsible for submitting such articles.
- After each Leader's Council officer explained the function of their position, election of officers occurred. Here are the results: Jan- president, Terri- vice president, Flo- treasurer, John- secretary. Flo told the group that this will be her last year as treasurer. Since the bank we're dealing with is Islander's Bank that it would be best if her replacement lives on either Orcas or San Juan Island. The title of past president will start to be used for those persons that have filled this position so they can act in an advisory capacity to the Leader's Council.
- The 4-H leader's email listing needs to be updated.
- **Next meeting is January 13<sup>th</sup> on Orcas.** Lorena is to make the necessary arrangements. The meeting focuses on any fair related policy changes to be made for the upcoming year. Agenda items should be made to Jan at [office@nmt.us](mailto:office@nmt.us).

**Motions Made and Passed:**

Flo moved that Clinton Gauthier be provided a \$500 scholarship to attend the 4-H National Congress being held in Atlanta later this month. Terri seconded and the motion was passed unanimously with John abstaining from voting.

Flo moved that the Leader's Council gift the annual fees collected to the 4-H program coordinator until the Leader's Council decides to do things differently. The motion was seconded & passed unanimously with John abstaining.

Flo moved to form a trophy committee. The motion was seconded by Jan and passed unanimously. Jan, Flo, Terri and Lorena volunteered to be on the committee. It was suggested that Ginny Taylor be asked to be on the committee also.

A motion was made and seconded to have the Durhack award consist of a \$50 check only. The motion passed unanimously.

**Actions to be taken:**

Terri & Alice are to put their heads together to come up with a letter to be used as a template for other leaders to amend and then send to the County Commissioners expressing the importance of the 4-H coordinator's position and requesting that the hours paid be brought up to their former level of 32hrs. per week.

LeAnne is to write a letter to the fair board suggesting that it's too difficult for 4-Her's emptying carts & wheelbarrows to keep the pile compact, that it would be easier if the grounds crew would use their tractor to keep the pile compact.

A letter is to be written to the fair board by the 4-H horse leaders requesting that all horses be given a vet check or they should not be allowed to compete.

LeAnne would like the 4-H program coordinator to submit a list of upcoming 4-H activities for the 2006 – 2007 year to the Scholarship Committee.

Lorena is to make the necessary arrangements for our next meeting is on Orcas January 13<sup>th</sup>.

**Other items of note:**

**Lisa Guard volunteered to be on the Scholarship committee.**