

San Juan County 4-H Leader's Council Executive Meeting Minutes
December 7, 2008 FH Extension Office at Skagit Valley College SJ Island

People in Attendance:

Officers: Jan Sanburg (president)- Shaw, John Gauthier (secretary)- SJ, Flo McAlary (treas.)- SJ

Staff: Cindy Gauthier **Guest:** Beth Phillips, 4-H Livestock Auction Bookkeeper

11:45 Meeting called to order by president Jan Sanburg.

Jan started the meeting by reminding us all that it was Pearl Harbor Day.

Lynn Hobbs will be asked to help the livestock committee develop the skills to make agendas & take meeting notes for this committee to share with the Leaders Council members.

The consequences of 4-H committees not following established rules & regulations were discussed.

A question was brought up about the availability of liability insurance for treasurers of various 4-H groups.

Leader's Council officers are ultimately liable for the finances of the Leader's Council & associated committees.

4-H Committees & clubs should set a yearly budget. Expenditures by the committee &/or club should be approved by its members prior to the expenditure happening. A note should be in the committee's/club's check register when the line item expense had been approved.

12:15 The question was raised whether expenditures should be approved at each meeting. An alternate option would be for executive officers to approve expenditures between meetings via email. Similar action could/should be made by the Livestock, Activities Scholarship & College Scholarship committees.

Beth Phillips expressed concern that she was cutting checks for the livestock committee without receipts or written approval. She'd feel more comfortable if there was a paper trail documenting the expenditures.

12:30 A review of last year's 4-H Leader's Council budget took place. Flo brought us up to date on the state of our finances. There's \$2,104 in the Keys Fund and \$2,001 in the Trust Fund. The budget discussion was tabled for another meeting.

12:45 A discussion of what form a 4-H financial reporting policy should take ensued. A draft was introduced. It was agreed that the wording needed to be tweaked.

~~All 4 H clubs are to submit minutes, financials, etc. to the 4 H Leader's Council.~~

Flo & Jan are to continue working on the financial policy.

1:45 Meeting adjourned.

Preliminary minutes 1/4/09

Approved as corrected on 1/10/09

San Juan County 4-H Leaders' Council Meeting Minutes
October 11, 2008 Shaw Community Center, Shaw Island
Election of Officers, Etc.

People in Attendance:

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

Leaders: Lopez: Lisa Steinbrueck **Orcas:** Lorena Stankevich **San Juan:** none **Shaw:** Monte
Larsen, Neal Foley and Andrea Schmidt **Extension Staff:** Cindy Gauthier and Alice Hibberd

7:35 Meeting called to order by president Jan Sanburg.

Jan opened the meeting by talking about effective meetings
from <http://www.urbanext.uiuc.edu/committees/topten.html> :

Top Ten for Committee Members

1. Come prepared to group meetings.
2. Seek common direction in working with others.
3. Share oneself as a resource in the group.
4. Be open to listen to ideas of others.
5. Take responsibility for helping the group make decisions and solve problems.
6. Speak only for oneself.
7. Evaluate the group effort.
8. Evaluate one's own contributions.
9. Help celebrate and honor successes.
10. Follow up and do that which is agreed upon after the meeting of the group.

Minutes of the last meeting were reviewed by those in attendance. A correction is to be made to the July minutes: The bricks for the fundraiser costs us \$20 for the smaller ones & \$29 for the large ones. Monte moved to approve the July minutes and Lisa seconded. Minutes were approved with corrections. Monte moved to approve the August minutes. Andy seconded and they were approved.

8:10 Alice announced that there are updated forms available for special events- waivers, medical forms, etc. These forms can be filed out once & kept on file. See her if you have any field trips or other special events your club plans to participate in this year.

Jan discussed sales of bricks for our fundraiser. Many leaders were unsure of how the program works. Buyers will be purchasing "Lines" on a brick- not the brick itself. If they want to pay \$100 or more, they can buy the whole brick with up to 3 lines on it with 15 letters per line. Otherwise, they pay \$33 to buy one line and share the brick with 2 other buyers, whom they may or may not know. For more info please visit www.bricksareus.com or contact Jan. Jan has already had success selling lines on bricks. The bricks will eventually be used somewhere on the

Fairgrounds. Let Jan know if your club is interested in selling bricks at your next fundraising event so you can get samples of the bricks, etc.

After some discussion, **John moved and Monte seconded that any 4-H club that sells \$300 worth of lines on bricks will get a free 4x8 brick with whatever wording they'd like put on it. The motion passed unanimously.**

Leaders evaluation of monthly Leader's News. After feedback from around the table, it was agreed to keep the newsletter with some modifications. There will no longer be columns- it'll be in letter format so that readers won't have to do as much scrolling to get articles read. It was agreed that deadline notifications and upcoming events are important. The email format suits most people that were in attendance but not everyone takes time to read the newsletter on line. It was suggested that any pertinent information that affects a certain club or clubs be sent to those leaders that the information affects.

9:10 Election of officers After Jan explained the duties of the officers and the time commitment involved for each position and after no one in attendance expressed an interest in becoming an officer, **John moved to keep the current slate of officers. Lisa seconded & the motion passed.** A discussion ensued about the possibility of getting some "outside" help for the treasurer's position (hiring a bookkeeper). If anybody is interested in becoming an officer, they can let the person holding that position know & they can become an officer in training. They don't have to wait until this time next year. Lorena expressed an interest in the treasurer's position.

9:25 Would it be beneficial to have LC meetings at different times? Would virtual meetings on line appeal to anybody? Send out email to get feedback.

9:40 It was suggested that if island leaders hosting the LC meeting couldn't commit to attending the meeting on their own island that the meeting be moved to a different island to improve attendance. A discussion took place centered on how to get more people involved in LC meetings and committees. Raffles? Trips to Hawaii for those in attendance?

Jan relayed to the group that Flo recommends that the Livestock Auction Committee treasurer submit a financial report to the LC in an annual format.

Next meeting January 10 on Orcas tentative meeting place: The Orcas Hotel more info to follow

An Executive Officers meeting will take place in December

10:10 Meeting Adjourned

Motions Made and Passed:

John moved and Monte seconded that any 4-H club that sells \$300 worth of lines on bricks will get a free 4x8 brick with whatever wording they'd like put on it. The motion passed unanimously.

John moved to keep the current slate of officers. Lisa seconded & the motion passed

Actions to be taken:

Send out email to get feedback on having LC meetings at different times and if virtual meetings on line would appeal to anybody.

Items of Note:

Jan relayed to the group that Flo recommends that the Livestock Auction Committee treasurer submit a financial report to the LC in an annual format.

Let Jan know if your club is interested in selling bricks at your next fundraising event so you can get samples of the bricks, etc.

It was suggested that if island leaders hosting the LC meeting couldn't commit to attending the meeting on their own island that the meeting be moved to a different island to improve attendance.

Preliminary minutes for October 11, 2008 LC meeting (October 31, 2008)

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

August 16, 2008 SJC Fair

Officers: Jan Sanburg (president)-Shaw, Terri Brown (vice president)-SJI, Flo McAlary-McFarland (treasurer)-SJI, Cathy Cole in for John Gauthier (secretary)-SJI,

Leaders: **Lopez:** Larry Cochran, Delores Foss, Lisa Steinbrueck, Diana Cochran **Orcas:** Pam Guyer, Kathy Morris, Lorena Stankevich,

Shaw: Monte Larsen, Andrea Schmidt, Kathy Foley, Gigi Allaway **San Juan:** Ginny Beaudoin, Jason Black, LeAnne GrosJacques, Don Burt,

Staff: Alice Hibberd and Cindy Gauthier

No Committee Reports

New Business:

Brick Fundraiser: Jan introduced the Brick fundraiser. She is proposing an incentive that is a club sells \$1000 worth of bricks, 1 brick will be donated with the club's name on it.

Harald Kjargaard Memorial Award and San Juan County Pomona Grange 4-H Leadership Award: After finding that there was one nomination for the Kjargaard award, Larry made a motion that the council open nominations for this year's awards. Gigi seconded and the motion was carried. Larry then made a motion that the person who was on the nominating list for the Kjargaard award remain effective as a nominee. Gigi seconded and the motion was carried. Larry then made a motion that the deadline policy for the deadline for nominations for these awards be reversed from now on and there not be a deadline set before Fair. Gigi seconded and the motion was carried.

Nominations for the Kjargaard Award: Clinton Gauthier, Sam Fowler, Derek Buffum and Sam Larson. An anonymous paper vote was cast and Sam Larson won the vote.

Nominations for the Pomona Grange Award: Clinton Gauthier who won by a unanimous vote.

Motions Made and Carried:

- *The council opened nominations for this year's Kjargaard and Pomona Grange Awards.*
- *The nominee that was on the list for the Kjargaard Award remain.*
- *The deadline policy for the Kjargaard and Pomona Grange Awards was reversed and there will no longer be a deadline for nominations before Fair.*

Minutes Respectfully Submitted by Cathy Cole.

August 27, 2008

4-H Leader's Council Meeting

Notes from Lynne Hobbs re: meeting process

Here are some of the great processes I observed at the July 26 meeting, which was attended by approximately 14 members, plus 3 guests:

- **Jan opened the meeting very effectively with a correlation to Lance's Armstrong's book "It's not about the bike" relating to "It's not just about the Fair", and summarized the mission of 4H – this is such a great way to start every meeting as a reminder of why we're here and what everything at the meeting should support.**
- **The written minutes were very well-organized with a summary of motions made and passed at the end of the minutes, which expedited their adoption.**
- **Jan's report and efforts on the brick fundraising really energized the group, generated lots of enthusiasm and brainstorming of ideas.**
- **Everyone came prepared and ready to contribute.**

Some suggestions:

- **Stating approximate timing at the beginning of presentations or discussions or agenda items can help people have better expectations of how long a subject will be on the table; I find this encourages some to contribute, who might wait or be reluctant to speak.**
- **If cell phone ringing becomes a problem, setting Ground rules at the beginning of each meeting (2-3 minutes) helps with a gentle but clear reminder to set phones on silence. This is also a great time to encourage participation by all, return promptly from breaks, etc.**

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**4-H Leader's Council meetings notes from Lynne Hobbs,
July 26 meeting**

Suggestions (continued)

- **When calling a break, one tip is to have everyone look at their watch and note that the meeting will re-start in 10 minutes. The leader shouldn't have to round people up, but should just start again at that time (I usually just ask someone to close the door – a nonverbal but clear signal that things are starting up again.) Start even if a few are still away from the table; after**

4-H Leader's Council Meeting

Notes from Lynne Hobbs re: meeting process

being consistent with this for 2-3 meetings, people will start to monitor the break time and return on their own.

- **As is typical in many meetings, people started to have low energy and be distracted during the last 30 minutes or so. Here's where clearly stating the purpose of each agenda item helps keep everyone focused; the discussion about purchasing software got a little buried in details until Lorena got things back on track by proposing wording for a motion.**
- **Likewise, the end of the meeting deteriorated a bit as people needed to leave; the agenda items had been covered, but leaving about 5 minutes to summarize actions and have a clear finish, next meeting dates and times, before people start getting up to leave, would give people a more satisfying ending.**

During my introduction at the beginning of the meeting, I invited Council members to suggest what they would like me to observe or give suggestions or tips for improving meetings they lead and meetings in which they participate. Here are their requests and some general tips and techniques in blue:

- **Getting people to prepare ahead of meeting time**
This is a challenge, but consider having a little scavenger hunt as incentive to read material sent before the meeting: bury some trivia or funny joke in the material; at the start of the meeting or the agenda item related to the written material, ask if anyone can remember the trivia, riddle, etc. and give them a silly prize (an egg of silly putty, a piece of wrapped candy, etc.).
- **People not coming to meeting on time, causing late starts**
I believe that if we start meetings late, we will train people that all meetings will start late, so why bother to get there on time? Therefore, my strong suggestion is that the leader always be a few minutes early, and start meetings within 5 minutes of the stated time, no matter who's missing. If this is done consistently, members learn that meeting will start on time. Important: if there is a stated end-time to the meeting (and I hope there is), that promise must also be kept, without running over. If getting everything done is a problem, then the problem needs to be addressed by changing the agenda and the expectations of what can/should be completed during the allotted time.

4-H Leader's Council Meeting

Notes from Lynne Hobbs re: meeting process

- **Repetition of issues previously discussed or decided which affects parliamentary procedures, etc.**
If it is a goal of the organization to add members or increase participation, then this is going to be a fact of life. Consider putting a sentence or two of background information in the agenda sent out ahead of time or a comment that this is a subject that has been previously discussed and specifically what actions will be on the agenda for the upcoming meeting. Anything that informs people of what can be discussed during a meeting or what might need to be learned ahead of time helps set appropriate expectations, and helps keep things on track. The leader may have to tactfully stop a discussion that is a repeat or 'old news' and restate the action needed during that meeting. Jan did this well during the discussion on the EAS Financial Plan document.
- **How meetings can be more inclusive and productive**
There are many techniques for this, but clearly stating the objective for each agenda item and encouraging ideas, opinions thoughts of individual's helps people know their comments are valued. If you have a high number of quiet attendees, consider 'polling' the group on some issues, so that each person can give a sentence or two or their thoughts on a particular subject, but respect style differences and know that some will talk less than others.
- **How to bring new or irregularly-attending members up to speed so that meeting time isn't spent repeating background.**
Please see comments under "Repetition of issues...." above. If this is a regular occurrence, the leader may need to give a brief (less than one minute) background before stating what the current goal for that agenda-item is at this meeting.
- **As leaders try to communicate regularly and fully via email in between meetings, how do we know the information is read?**
We don't know! If this is a problem, try the scavenger hunt suggestion. There will always be a percentage who don't read communications.

San Juan 4H Leader's Council Meeting Minutes for Saturday, July 26, 2008

Meeting Location: San Juan County Fairgrounds, Friday Harbor

Those in Attendance: Cindy Gauthier, Andy Schmidt, LeAnn GroJacques-Burt, Chris Lawson, Flo McAlary, Susan Clark, Monte Larsen, Jan Sanburg, Lisa Steinbruech, Lorena Stankevich, Don Burt, Kerri Starr

The meeting was called to order by President Jan Sanburg at 9:10. Jan reminded us that the fair is a tiny bit of what we all do as 4H leaders. The 4H mission is about developing young adults.

Guests Lynn Hobbs and Rev Shannon each gave mini presentations to the leader's council.

Business Meeting:

- Secretary's Report – motion was moved by Flo and 2nd by Leann – minutes passed.
- Treasurer's Report – Flo reported that some clubs still owed membership dues and insurance fees. Motion was moved by Andy and 2nd by Leann – treasurer's report passed.
- Livestock Committee – Auction is ready to go. Hogs have new watering system.
- Trophy Committee – Terri is working on the trailer. Cindy has added the address of the trophy sponsor underneath every perpetual trophy/keeper trophy so thank you cards can be sent. It is important for us to remind our kids to write and send their thank you cards.
- Scholarship Committee – Keys Scholarship was due 7/15, one person is applying – College Committee is meeting to make award. One applicant for Rambler's College Scholarship (SJ Island only person), this is also due 7/15. Five SJ leaders will meet to award this scholarship
- Financial Development Committee – SJ Island Designated 4H Fund – today forms are available to sign to open this fund, all minimum requirements and annual fees have been waived for one year.
- Keys CD interest was rolled over to principal. Motion was moved by Lisa and 2nd by Chris – motion passed.
- Brick Fundraising for Educational Activities Scholarship Fund
 - Bricks cost us \$20 each
 - To purchase a brick the choices are:
 - \$25-\$99 engraved 1 line on a 4 x 8 paver
 - \$100-\$200 engraved up to 3 lines on a 8 x 8 paver
 - \$200 + engraved up to 8 lines on a 8 x 8 paver
 - Jan has already sold 10 bricks. Motion was moved by Flo and 2nd by Lorena to commend Jan on her work with the Fundraising Bricks – motion was passed
 - The goal is to sell 400 or so bricks
 - Idea: Club Sales Contest with a Prize
 - Need:
 - Form for Selling Bricks
 - To decide exactly on the fairgrounds the bricks would go

Financial Plan Draft:

Motion to accept the Financial Plan was made by Susan and 2nd by Flo and passed with the following changes:

- Pg. 1 para. 3 – “lodging or transportation only”
- Add National Conference with sentences of explanation
- Pg. 1 para. 2 – add “members and leaders”

- Spell out GSA – General Services Administration
- Spell out SJICF Designated Fund – San Juan Island Community Fund, Designated Fund
- Pg. 2 last para. – change access to excess

One more thing:

Flo had a computer funding request – Motion to purchase most current Quicken version not to exceed \$100 was made by Ginny and 2nd by Flo – Motion passes.

I hope these minutes are adequate. Respectfully submitted by Lorena Stankevich, acting Secretary for this meeting only.

MOTIONS MADE

Keys CD interest was rolled over to principal. Motion was moved by Lisa and 2nd by Chris – motion passed.

Motion to accept the Financial Plan was made by Susan and 2nd by Flo and passed with the following changes:

- **Pg. 1 para. 3 – “lodging or transportation only”**
- **Add National Conference with sentences of explanation**
- **Pg. 1 para. 2 – add “members and leaders”**
- **Spell out GSA – General Services Administration**
- **Spell out SJICF Designated Fund – San Juan Island Community Fund, Designated Fund**
- **Pg. 2 last para. – change access to excess**

Motion to purchase most current Quicken version not to exceed \$100 was made by Ginny and 2nd by Flo – Motion passes.

San Juan County 4-H Leaders' Council Meeting Minutes
May 10, 2008 Skagit Valley College Community Room, San Juan Island
SJ Island Community Foundation Update & Policies regarding endowments

People in Attendance:

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

Leaders: Lopez: None **Orcas:** Lorena Stankevich, Kathy Morris **San Juan:** Ginny Beaudoin
Shaw: None

Extension Staff: Cindy Gauthier

Guest 4-H Member: Geneva Mottet, SJ

9:04 Meeting called to order by president Jan Sanburg.

Minutes of the last meeting were reviewed by those in attendance. Lorena moved & Flo seconded to approve the minutes as written. Motion passed unanimously.

Cindy mentioned that there will be no "hard copy" of the Fair Premium book sent to residences of San Juan County this year. The premium book will be available on-line with a few hard copies available at the island's libraries. An impromptu discussion was tabled.

Flo gave the treasurer's report. All the islands except San Juan have turned in their membership dues. **San Juan leaders are asked to get their dues to the extension office as soon as possible.** Dues are \$15/ member with a \$35/ family cap. Members only have to pay dues of \$15 once no matter how many clubs they're members of.

The question was raised whether Pam Guyer, the chaperone to Teen Rally, had been paid yet. The matter is to be looked into.

Fees for Teen conference this year are \$115 if paid by May 16th. After May 16th, the fee goes to \$125. The Leaders' Council can support 3 or 4 kids and 1 chaperone with scholarships this year.

Endowment discussion: The principle can be tapped on non-endowed funds. Only the interest can be used on endowed funds- none of the principle can be used. With the current situation in economy resulting in low interest rates it was decided that this might not be a good time to enter into an endowment with the San Juan Island Community Fund. A non-endowed designated fund with SJIC may still be a possibility. They still hadn't come up with a written agreement for us to review. It was decided to pursue raising enough money to add to our existing WSU endowment that generates a guaranteed 4% return. A 4-H Financial Development Committee was formed to set goals & let donors know specifically where money raised would be used. Members of the committee are: Lorena, Jan, Flo and Ginny. They will form a business plan and contact potential donors one on one. **Terri made a motion to form a 4-H Financial Development Committee. The motion passed unanimously.** One of their goals will be to establish long term financial support for 4-H in the San Juan Islands. "4-H Forever".

Committee Reports:

Livestock Market Auction Committee: **The livestock weigh in is scheduled for June 14th. There will also be a judging seminar.**

Trophy Committee: **Trophies need to get turned in to the extension office by July 1st.** Please get the word out to your members.

No other committees reporting.

Updated policy manual status: The policy manual is soon to be available on CD. When the SJC Fair Premium book is final, it will be included in the policy manual.

A discussion ensued on 4-H dogs. **We need to get the non-4-H dog groups/owners involved in Saturday activities during Fair week.**

10:30 The SJC Fair is considered a Youth Fair by Washington State and therefore qualifies for special funding. **It was suggested that all those people attending the Fair that are associated with 4-H wear a 4-H green arm band to increase our visibility to the general public.**

The 4-H Financial Development Committee is to establish an endowment fund policy to be presented to the Leaders' Council.

Lorena moved and Ginny seconded to accept Delores' proposal to take effect at this years' Fair. The proposal is to increase the premium points allowed for table décor- Dept. 17. The proposed point changes are: Blue 50, Red 40, White 30. In the past and currently: Blue 25, Red 20, White 15. The table décor requires lengthy amounts of time to prepare and display. Delores feels that the points should reflect the involvement required for this project. The motion passed unanimously.

It was decided to have a 4-H work day at the Fairgrounds after the next LC meeting to have 4-H members past & present help spruce up the Fairgrounds before the Fair. The event will hopefully be "advertised" in local publications to further expose the 4-H program to the general public. There will be a pot-luck luncheon for those participating.

Next Meeting: July 26th, at the Marie Boe 4-H Building, San Juan County Fairgrounds

10:52 Meeting Adjourned

Motions Made and Passed:

Terry made a motion to form a 4-H Financial Development Committee. The motion passed unanimously.

Lorena moved and Ginny seconded to accept Delores' proposal to take effect at this years' Fair. The proposal is to increase the premium points allowed for table décor- Dept. 17.

The proposed point changes are: Blue 50, Red 40, White 30. The motion passed unanimously.

Actions to be taken:

- **San Juan leaders are asked to get their dues to the extension office as soon as possible.**
- **The question was raised whether Pam Guyer, the chaperone to Teen Rally, had been paid yet. The matter is to be looked into.**
- **Trophies need to get turned in to the extension office by July 1st**
- **We need to get the non-4-H dog groups/owners involved in Saturday activities during Fair week.**
- **The 4-H Financial Development Committee is to establish an endowment fund policy to be presented to the Leaders' Council.**

Items of Note:

- **Fees for Teen conference this year are \$115 if paid by May 16th. After May 16th, the fee goes to \$125.**
- **The livestock weigh in is scheduled for June 14th. There will also be a judging seminar.**
- **It was suggested that all those people attending the Fair that are associated with 4-H wear a 4-H green arm band to increase our visibility to the general public.**
- **It was decided to have a 4-H work day at the Fairgrounds after the next LC meeting to have 4-H members past & present help spruce up the Fairgrounds before the Fair. The event will hopefully be "advertised" in local publications to further expose the 4-H program to the general public.**

Preliminary minutes May 10,2008 (May 21)

San Juan County 4-H Leaders' Council Meeting Minutes
March 1, 2008 Lopez Library, Lopez Island
2008 4-H Fair Schedule & SJ Island Community Foundation Update

People in Attendance:

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

Leaders: Lopez: Larry Cochran, Mary Jenison, Delores Foss, Dawn Ritchie, Georgeane M. Cook **Orcas:** Lorena Stankevich **San Juan:** Cathy Cole **Shaw:** Andrea Schmidt

Extension Staff: Cindy Gauthier

7:55 Meeting called to order by president Jan Sanburg.

Minutes of the January 5th meeting were read & approved with the following correction :
'Proposal to Add "Alternative Steer" Class To Market Auction Section of Premium Book: Motion to accept policy change made by Loren' should read 'Proposal to Add "Alternative Steer" Class To Market Auction Section of Premium Book: Motion to accept policy change made by Lorena'.

Minutes of the February 2nd meeting were read & approved with the following correction:
"Grand and Reserve Grand ribbons can also be allotted per class or lot if deemed appropriate by the department superintendent" should read "Grand and Reserve Grand ribbons can also be allotted per class or lot if deemed appropriate".

Jan explained the need for the new Grand & Reserve Ribbon policy to those in attendance that haven't participated in the previous meetings. A discussion again ensued about what these ribbons represent and how they should be awarded. **An agreement was reached that it's up to the various departments to decide the written criteria for Grand & Reserve ribbons to be given to the judges for guidance.**

8:35 Flo gave the treasurer's report. Islander's Bank gave us a recent donation of \$500. The educational scholarship committee has \$3,600 available. Larry moved to accept the report as read. The motion was seconded and passed unanimously.

The Rada knives that we sell to support 4-H activities can be sold at any 4-H function. Just ask for them if your group has an upcoming fund-raiser.

Larry moved to use LC funds up to \$500.00 to replenish our stock of Rada knives. The motion was seconded by Cathy and passed unanimously.

Livestock Auction Committee report: None given. A financial report was submitted but needs to be resubmitted in a different format? **The Livestock committee is awarding scholarships to the Whatcom County Youth Fair in the amount of \$50 for up to 10 4-H members enrolled in a 4-H livestock project.**

Horse Committee: A list of Grand Champion classes was submitted. There are no policy changes involved in this list. **Flo moved to have a grand champion ribbon policy accepted to the horse addendum. Lorena moved and it passed unanimously.**

A new document was introduced for the shared animal project agreement. There's nothing new as far as policy goes in the document. It was just created for clarification. The document is to be used for this year. Lorena moved to accept the document. John seconded & the motion passed unanimously.

Trophy Committee: It was agreed that with the use of a trailer to store the trophies in prior to the fair and the other systems in place to handle the trophies, that the problems we were having in the past have been fixed. A discussion ensued about Open class vs. 4-H trophies. **It seems that 4-H has taken on the awarding of some Open Class trophies due to lack of interest on the part of the Open Class superintendents. This situation needs to be reviewed as we might be setting ourselves up for liability.**

9:10 Break

9:20 Educational Activities Scholarship Committee: There's an ongoing process for perpetual funding.

Note: The Whatcom County Youth Fair takes place April 11 & 12 this year.

9:25 A discussion took place about the 4-H schedule for this year's county fair. The consensus was that last year's schedule worked fine. Dog 4-H is growing & its needs need to be addressed with the Fair Board. **It was suggested that the 4-H dog events be held in the Jim Crook building. A letter is to be drafted by the LC to the Fair Board recommending this suggestion.** Rats & cats could occupy the building on Wednesday, dogs on Thursday & Friday and Saturday could be used by other dog groups in the county to showcase their animals. The horse schedule needs to be tweaked as do the horse entry forms. A discussion of judges ensued.

It was suggested that a survey be made asking the general public what having 4-H at the county fair means to them. The idea is to show the Fair Board how important the public feels about 4-H being at the fair in the hopes that 4-H will get better support from the Fair Board. Perhaps those returning the survey could get \$1 off the price of admission to the Fair or those returning the survey would be entered in a drawing for \$50.00 worth of Rada knives.

A discussion took place on what it's going to take to get more attendance at the fair. A major entertainment headliner, perhaps? Baby pigs?

We need to advertise ourselves more in some manner along the lines of "This is what 4-H means to the San Juan County Fair:" Either a listing in the newspapers or posters in & around the Fair.

John suggested replacing our “4-H is Happening Here” signs around the fair grounds with “4-H Takes Pride in our Fair”.

10:10 San Juan Island Community Endowment

After Jan and Flo brought everyone up to date, Lorena moved to have \$800 from the LC discretionary funds be used to open an account with the San Juan Island Community Endowment provided the LC officers approve the contract. The motion was seconded by Georgeane and passed unanimously.

It was suggested that a banner be made, to be hung at the 4-H building during the Fair and at the 4-H Livestock Auction during the fair, letting the public know of our attachment to the San Juan Island Community Endowment provided a contract with them is approved. Perhaps we can get a grant from someone to purchase the banner.

Note: 4-H Leader’s Forum will be held in Everett this year October 17-19. All leaders are encouraged to attend for at least one day for the networking opportunities available at that time.

Next Meeting: May 17, Extension Office- San Juan Island

Note: Larry informed the group that Horse Drawn Farm on Lopez Island is interested in working with 4-H members. Possible activities include growing vegetables & internships of some manner with their farm store.

10:50 Meeting Adjourned

Motions Made and Passed:

Larry moved to use LC funds up to \$500.00 to replenish our stock of Rada knives. The motion was seconded by Cathy and passed unanimously.

Flo moved to have a grand champion ribbon policy accepted to the horse addendum. Lorena moved and it passed unanimously.

A new document was introduced for the shared animal project agreement. There’s nothing new as far as policy goes in the document. It was just created for clarification. The document is to be used for this year. Lorena moved to accept the document. John seconded & the motion passed unanimously.

Lorena moved to have \$800 from the LC discretionary funds be used to open an account with the San Juan Island Community Endowment provided the LC officers approve the contract. The motion was seconded by Georgeane and passed unanimously.

Actions to be taken:

An agreement was reached that it’s up to the various departments to decide the written criteria for Grand & Reserve ribbons to be given to the judges for guidance.

It was suggested that the 4-H dog events be held in the Jim Crook building. A letter is to be drafted by the LC to the Fair Board recommending this suggestion.

Items of Note:

The Rada knives that we sell to support 4-H activities can be sold at any 4-H function. Just ask for them if your group has an upcoming fund-raiser.

The Livestock committee is awarding scholarships to the Whatcom County Youth Fair in the amount of \$50 for up to 10 4-H members enrolled in a 4-H livestock project.

It seems that 4-H has taken on the awarding of some Open Class trophies due to lack of interest on the part of the Open Class superintendents. This situation needs to be reviewed as we might be setting ourselves up for liability.

It was suggested that a survey be made asking the general public what having 4-H at the county fair means to them. The idea is to show the Fair Board how important the public feels about 4-H being at the fair in the hopes that 4-H will get better support from the Fair Board. Perhaps those returning the survey could get \$1 off the price of admission to the Fair or those returning the survey would be entered in a drawing for \$50.00 worth of Rada knives.

We need to advertise ourselves more in some manner along the lines of “This is what 4-H means to the San Juan County Fair:” Either a listing in the newspapers or posters in & around the Fair.

John suggested replacing our “4-H is Happening Here” signs around the fair grounds with “4-H Takes Pride in our Fair”.

It was suggested that a banner be made, to be hung at the 4-H building during the Fair and at the 4-H Livestock Auction during the fair, letting the public know of our attachment to the San Juan Island Community Endowment provided a contract with them is approved. Perhaps we can get a grant from someone to purchase the banner.

4-H Leader’s Forum will be held in Everett this year October 17-19. All leaders are encouraged to attend for at least one day for the networking opportunities available at that time.

Larry informed the group that Horse Drawn Farm on Lopez Island is interested in working with 4-H members. Possible activities include growing vegetables & internships of some manner with their farm store.

San Juan County 4-H Leader's Council Meeting Minutes
February 2, 2008 Classroom C at Skagit Valley College SJ Island
SJC Fair 4-H Ribbon Policy & SJ Island Community Foundation Presentation

People in Attendance:

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

Leaders: Lopez: None **Orcas:** None, **San Juan:** Janelle Teasdale **Shaw:** None

Staff: Alice Hibbard

9:30 Meeting called to order by president Jan Sanburg.

A discussion of San Juan County Fair 4-H ribbon policy ensued. Members present gave their thoughts on what criteria should be used to give ribbons to Grand & Reserve Champion winners.

10:05 Ribbon discussion tabled to hear a presentation by Wendy Wood representing the San Juan Island Community Foundation. Wendy was introducing us to the SJICF and the work they do. Basically, we can set up an account with them. Money in our account would be invested for us. Those groups that were in the foundation's sphere earned 9% on their investments last year. SJICF usually ask the groups that join them for a \$5,000 minimum investment. In our case, that minimum investment would be waived. Also, the 1.5% annual management fee they charge would initially be waived.

We could set up our account in numerous ways:

- 1) We could have a long term, endowed account to fund whatever we wanted (except salary). We can only utilize the interest on this account, not the principal. Ideally, we'd eventually have a large enough fund so we could have the interest earned on the account to fund Educational Activities, or whatever without touching the principal.
- 2) We could also set up a non-endowed account for operating expenses in order to take advantage of the higher earning interest the SJICF investments generate. On this account we could use both the principal and the interest.
- 3) We have the option to have both accounts simultaneously- a non-endowed account and an endowed account.

Wendy is recommending the third option for 4-H because of our needs and our limited start up funds. She suggest starting out with less restriction on our account and adding more later if desired. This way we'd have enough funding for annual needs, and we'd be planning for future program needs. Requests for withdrawal of funds from the non-endowed portion can be met within a week's time.

One significant advantage to belonging to the SJICF is that it would give 4-H exposure to the many Phalanthropists associated with the SJICF. Our new endowment could be featured at the Fair to drawn in donors. SJICF would assist us doing major press releases to the public also.

Wendy is to set up a meeting with the Treasurer of the SJICF to answer some questions we have that she wasn't able to answer. Alice will forward this info to the LC officers when available.

During the above discussion, it was suggested that the Leader's Council draft a letter to area lawyers and politicians explaining to them what *Know Your Government* is all about and whether they'd like to contribute to a 4-H member becoming more knowledgeable about government and law making.

11:10 The ribbon discussion picked up again & concluded with the following motion moved by Flo, seconded by Terri and passed unanimously:

For every 4-H Department at the San Juan County Fair a minimum of one Grand Champion and one Reserve Grand Champion ribbon must be awarded to the highest qualifying blue ribbons. The highest blue receives the Grand, the next highest the Reserve.

Only the highest blue ribbon entries should be considered for Grand or Reserve Champion. Red ribbon entries are not eligible for Grand or Reserve rosettes even if there are few, one or no blue ribbon winners.

Grand and Reserve Grand ribbons can also be allotted per class or lot.

11.20 The following 4-H livestock auction policies proposed by the 4-H livestock auction committee were voted on & approved unanimously:

The class description and contract for the Alternative Beef class was submitted and accepted.

The Policy edits were to clarify the Policy: to change the title of the document from "Policy and Guidelines" to "Policy"

Also, in the section concerning the duties of the bookkeepers the words "in a timely manner" were replaced with "within 30 days" in 3 places in order to make the policy more clear.

11:35 Meeting adjourned. Next meeting March 1st, Lopez

Motions Made and Passed:

San Juan County Fair 4-H ribbon policy

For every 4-H Department at the San Juan County Fair a minimum of one Grand Champion and one Reserve Grand Champion ribbon must be awarded to the highest qualifying blue ribbons.

Only the highest blue ribbon entries should be considered for Grand or Reserve Champion ribbons in any class. Red ribbon entries are not eligible for Grand or Reserve rosettes even if there are few, one or no blue ribbon winners.

Grand and Reserve Grand ribbons can also be allotted per class or lot if deemed appropriate by the department superintendent.

Livestock Auction Policies:

The class description and contract for the Alternative Beef class was submitted and accepted.

The Policy edits were to clarify the Policy: to change the title of the document from "Policy and Guidelines" to "Policy"

Also, in the section concerning the duties of the bookkeepers the words "in a timely manner" were replaced with "within 30 days" in 3 places in order to make the policy more clear.

Items of Note:

During the discussion about fundraising, it was suggested that the Leader's Council draft a letter to area lawyers and politicians explaining to them what *Know Your Government* is all about and whether they'd like to contribute to a 4-H member becoming more knowledgeable about government and law making.

2nd Revised Preliminary 02/19

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

January 5, 2008[§] Orcas Hotel – Orcas Island

Officers: Jan Sanburg (president)-Shaw, Flo McAlary-McFarland (treasurer)-SJI, Cathy Cole for John Gauthier (treasurer)-SJI

Leaders: Lopez: Delores Foss **Orcas:** Kathy Morris, Lorena Stankevich, Alicia Miller **Shaw:** Gigi Allaway **San Juan:** Ginny Beaudoin,

Staff: Alice Hibberd

7:25 a.m. meeting called to order by President Jan Sanburg.

Minutes from the October 6, 2008 meeting were read and approved.

President's Message: Jan reviewed the year of 2007 and congratulated all leaders on successfully getting policies and procedures and constitution of L. C. down on paper.

Treasurer's Report: Flo passed out the report to those in attendance. There's \$4000 in dedicated funds, \$7000 in the general fund, \$3300 in discretionary funds. Flo reminded everyone that they need to keep accurate transaction records.

Alice Hibberd reminded leaders that Treasury Reports are due January 31. This applies to all groups that have a treasury. Any group with a bank account must have their own EIN number. Contact Alice for details.

Committee Reports:

Livestock Auction Committee: Jan will be reviewing Policy and Guidelines submitted by the Livestock market Animal Auction Committee during New Business.

Still Life Auction Committee: Committee Members remain John Gauthier and Deloris Foss. Alice gave Flo the detailed record of sales from the Fair Auction.

Horse Committee: updated Horse Certificate Form was discussed. There still needs to be more clarification on the form regarding primary horse in shared horse situations.

Ginny stated that the Horse Committee will be meeting later this month and will have changes to LC for approval prior to 3/1.

Trophy Committee: Committee will remain with Terri Brown as chair.

Scholarship Committee: There is a need in 2008 to review and update the guidelines.

Record Book Committee: no report.

Old Business: Update from Alice on a meeting with San Juan Community Foundation regarding the Endowment Fund. Alice is still working on getting a final date for a Q & A meeting for the leaders in February. This meeting will be open to all 4-H leaders.

Side note: Jan would like to have a short business meeting to address issues before or after the SJ Committee Foundation Q & A Meeting to meet the 3/1 deadline.

New Business:

Volunteer Membership Fee Increase and Cap: At the October 6, 2007 when the LC voted on increasing the fee \$5 to go toward the Educational Activities Fund. The family cap was not discussed. *A motion was made by Flo to increase the family cap to \$35. The motion was seconded by Lorena and passed unanimously.*

In order to assure that the family cap would not encumber the amount that would go toward the coordinator, *a motion was made by Gigi that the total incoming fees would be split 70% to the 4-H Coordinator Position and 30% to the Educational Activities Fund. The motion was seconded by Lorena and passed unanimously.*

An additional motion was made by Flo to make the 70/30 split policy for future fee changes. The motion was seconded by Lorena and passed unanimously.

Plan to Update Educational Activities and Scholarship Guidelines: Tabled

Policy and Guideline Review and Amendments:

County Plan for Awarding Grand and Reserves: Tabled: Wording for this guideline has yet to be written. There is a need to write the specific wording prior to vote on at the proposed February meeting to meet the 3/1 deadline.

Proposal to Change Name of Livestock Committee to "Livestock Market Animal Auction Committee": *A motion was made by Lorena to approve the new name. Seconded by Gigi and passed unanimously.*

Proposal to Add "Alternative Steer" Class To Market Auction Section of Premium Book: *Motion to accept policy change made by Loren and seconded by Gigi with the stipulation that the Livestock Market Animal Auction Committee complete the project contract and class description for the Fair Premium Book before the proposed February meeting for review by the L.C. Passed unanimously.*

Review Proposed Livestock Market Animal Auction Committee Policy and Guidelines: 12/13/07 draft was reviewed. *A motion was made by Gigi to accept the draft with the following amendments: 1) Under Funding Sources and Expenses, add the word "minimum" to the line "a (minimum) balance of \$5000 is to be kept in the treasury..." and add the words "for the next year" at the end of the sentence. 2) Strike the 2nd bullet in the mission statement. 3) To the 3rd bullet under Duties of the Chair add "and the Leader's Council Secretary" after "...to the 4-H Coordinator..." The motion was seconded by Lorena and passed unanimously. The final draft with changes will be reviewed at the proposed February meeting.*

Review Horse Committee Policy Revisions (applicable 2008): This document pulls out "Dressage" and creates a new showmanship category. Ginny stated that the Horse January 5, 2008 LC Meeting Minutes

Committee will need to meet before the proposed February meeting to go over the how the new category will affect the Fair schedule. Flo added the page of Junior Times to the Horse Policy (behind the Intermediate Times). *Motion was made by Flo to approve the Horse Committee Policy Revisions. Motion was seconded by Lorena and passed unanimously.*

Next Meeting: March 1, 2008 – Lopez
Meeting adjourned at 10:10 a.m.

Motions Made and Passed:

- *A motion was made by Flo to increase the family cap fee to \$35. The motion was seconded and passed unanimously.*
- *A motion was made by Gigi that the total incoming membership fees would be split 70% to the 4-H Coordinator Position and 30% to the Educational Activities Fund. The motion was seconded and passed unanimously.*
- *A motion was made by Flo to make the 70/30 split policy for future membership fee changes. The motion was seconded and passed unanimously.*
- *A motion was made by Lorena to approve the new name of the Livestock Market Animal Auction Committee. The motion was seconded and passed unanimously.*
- *A motion to accept policy change to add “alternative steer” made by Lorena and seconded with the stipulation that the Livestock Market Animal Auction Committee complete the project contract and class description for the Fair Premium Book before the proposed February meeting for review by the L.C. Passed unanimously.*
- *A motion was made by Gigi to accept the draft of the Livestock Market Animal Auction Committee Guidelines with the following amendments: 1) Under Funding Sources and Expenses, add the word “minimum” to the line “a (minimum) balance of \$5000 is to be kept in the treasury...” and add the words “for the next year” at the end of the sentence. 2) Strike the 2nd bullet in the mission statement. 3) To the 3rd bullet under Duties of the Chair add “and the Leader’s Council Secretary” after “...to the 4-H Coordinator...” The motion was seconded and passed unanimously. The final draft with changes will be reviewed at the proposed February meeting.*
- *Motion was made by Flo to approve the Horse Committee Policy Revisions. Motion was seconded and passed unanimously.*

Minutes Respectfully Submitted by Cathy Cole.
January 8, 2008

SJC 4-H Market Animal Account
Profit & Loss
October 2007 through September 2008

	Oct '07 - Sep 08
Income	
SJC Livestock Auction Income	39,346.60
Total Income	39,346.60
Cost of Goods Sold	
Auction Cost of Goods Sold	31,916.04
Total COGS	31,916.04
Gross Profit	7,430.56
Expense	
Scholarships	50.00
Advertising	453.24
Facilities and Equipment	
Equip Rental and Maintenance	1,600.62
Total Facilities and Equipment	1,600.62
Incentives & Gifts	
Trophy Engraving	557.35
Incentives & Gifts - Other	30.00
Total Incentives & Gifts	587.35
Livestock Auction Equipment	4,158.30
Operations	
Bank charges	59.25
Office Supplies & Postage	118.04
Printing and Copying	57.97
Supplies	372.41
Total Operations	607.67
Travel and Meetings	
Judging Clinic	304.45
Total Travel and Meetings	304.45
Total Expense	7,761.63
Net Income	<u>-331.07</u>

3:23 PM

02/06/10

Accrual Basis

SJC 4-H Market Animal Account
Balance Sheet
As of September 30, 2008

	Sep 30, 08
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	20,428.00
Total Checking/Savings	20,428.00
Total Current Assets	20,428.00
TOTAL ASSETS	<u>20,428.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,235.44
Total Accounts Payable	2,235.44
Total Current Liabilities	2,235.44
Total Liabilities	2,235.44
Equity	
Unrestricted Net Assets	18,523.63
Net Income	-331.07
Total Equity	18,192.56
TOTAL LIABILITIES & EQUITY	<u>20,428.00</u>

**SJC 4-H Market Animal Account
Profit & Loss Detail
October 2007 through September 2008**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Income								
SJC Livestock Auction Income								
Check	1/1/2008	513		Roche Harbor Resort	Refund	75.00		-75.00
General Journal	2/1/2008						492.40	417.40
General Journal	2/5/2008						216.30	633.70
General Journal	5/14/2008						445.85	1,079.55
General Journal	8/16/2008				2008 Livestock Auction		38,267.05	39,346.60
Total SJC Livestock Auction Income						75.00	39,421.60	39,346.60
Total Income						75.00	39,421.60	39,346.60
Cost of Goods Sold								
Auction Cost of Goods Sold								
Check	8/26/2008	523		Guyer, Kelsey	eggs	66.50		66.50
Check	8/26/2008	527		Guyer, Kelsey	pulleys	71.25		137.75
Check	8/26/2008	530		Hubbard, Marissa		977.08		1,114.83
Check	8/26/2008	533		Stolmeier, Christop..		345.80		1,460.63
Check	8/26/2008	535		Stolmeier, Cheyenne	beef	2,358.09		3,818.72
Check	8/26/2008	537		Black, Ashley	lamb	1,009.38		4,828.10
Check	8/26/2008	541		Stolmeier, Jacob	lamb	592.80		5,420.90
Check	8/26/2008	562		Gauthier, Clinton	lamb	769.50		6,190.40
Check	8/26/2008	536		Cochran, Tyler		123.50		6,313.90
General Journal	8/26/2008			Silvana Meats, Inc	3 beef, 12 hogs, 9 lambs	24,387.74		30,701.64
Bill	9/12/2008					1,214.40		31,916.04
Total Auction Cost of Goods Sold						31,916.04	0.00	31,916.04
Total COGS						31,916.04	0.00	31,916.04
Gross Profit						31,991.04	39,421.60	7,430.56
Expense								
Scholarships								
General Journal	9/30/2008				San Juan Trophy	50.00		50.00
Total Scholarships						50.00	0.00	50.00
Advertising								
Bill	9/24/2008	101928		Sound Publishing Inc	Sounder	258.24		258.24
General Journal	9/30/2008					195.00		453.24
Total Advertising						453.24	0.00	453.24
Facilities and Equipment								
Equip Rental and Maintenance								
General Journal	9/30/2008				SJC Fair	1,600.62		1,600.62
Total Equip Rental and Maintenance						1,600.62	0.00	1,600.62
Total Facilities and Equipment						1,600.62	0.00	1,600.62

SJC 4-H Market Animal Account
Profit & Loss Detail
October 2007 through September 2008

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Incentives & Gifts								
Trophy Engraving								
Bill	9/24/2008			San Juan Trophy	plaques & chains	302.42		302.42
General Journal	9/30/2008				San Juan Trophy	254.93		557.35
Total Trophy Engraving						557.35	0.00	557.35
Incentives & Gifts - Other								
Bill	9/30/2008			Lawson, Sherry	steak dinner for auction..	30.00		30.00
Total Incentives & Gifts - Other						30.00	0.00	30.00
Total Incentives & Gifts								
						587.35	0.00	587.35
Livestock Auction Equipment								
General Journal	6/5/2008	1		BSN Sports	5 Row 70 Seat Bleacher	4,158.30		4,158.30
Total Livestock Auction Equipment						4,158.30	0.00	4,158.30
Operations								
Bank charges								
General Journal	9/30/2008				Checks & deposit slips	59.25		59.25
Total Bank charges						59.25	0.00	59.25
Office Supplies & Postage								
General Journal	9/30/2008				San Juan Trophy	118.04		118.04
Total Office Supplies & Postage						118.04	0.00	118.04
Printing and Copying								
Bill	9/30/2008			Lawson, Sherry	Printonyx printing	57.97		57.97
Total Printing and Copying						57.97	0.00	57.97
Supplies								
Bill	9/30/2008			Waite, Gordy	pig barn water system	72.80		72.80
Bill	9/30/2008			Lawson, Sherry	-MULTIPLE-	172.29		245.09
Bill	9/30/2008			Starr, Kerri	swine nipple gravity fee..	127.32		372.41
Total Supplies						372.41	0.00	372.41
Total Operations								
						607.67	0.00	607.67
Travel and Meetings								
Check	4/18/2008	517		WSU Judging	Judging Clinic	175.00		175.00

4:00 PM

02/06/10

Accrual Basis

**SJC 4-H Market Animal Account
 Profit & Loss Detail
 October 2007 through September 2008**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Check	8/5/2008	520		Elements		129.45		304.45
				Total Judging Clinic		304.45	0.00	304.45
				Total Travel and Meetings		304.45	0.00	304.45
				Total Expense		7,761.63	0.00	7,761.63
				Net Income		<u>39,752.67</u>	<u>39,421.60</u>	<u>-331.07</u>

Summary 10-29-08

Income Statement SJC Livestock Market Auction

0.00	*
75.00	+
175.00	+
129.45	+
66.50	+
71.25	+
123.50	+
72.80	+
406.00	+
1,119.50	*

REVENUE:

Gross sales from auction
Less Administrative costs & 4H members
Checks
Market animal slaughtering

38,267.00
30,701.64
1,214.40
6,351.01
+ 1,154.55
7,505.56

38,267.05	+
6,351.01	0
1,154.55	+
7,305.56	*
0.00	*
7,305.56	+

NET SALES

Expenses:

Advertising
Postage
New equipment
Scholarships
Trophy Engraving
Refunds
Misc BANK Charges + FAIR EXPENSES
Auction helpers
Rental - SJC Fair
Judging

453.24
118.04
4475.71
50.00
557.35
75.00
202.22
0
1600.62
304.45
7836.63

118.04	+
4,475.71	+
50.00	+
557.35	+
75.00	+
1,600.62	+
304.45	+
7,836.63	+

TOTAL EXPENSES

NET GAIN OR LOSS (REVENUE - EXPENSES) 331.07

Beginning Bank Balance = \$ 18,523.63
Net Gain or loss as of = \$ 331.07
Balance Forward as of 11-21-08 = \$ 18,192.56

CKS OUTSTANDING AS OF 11-31-08
513 75.00
517 175.00
520 129.45
523 66.50
527 71.25
536 123.50
569 72.80
505 406.00
1,119.50

(# 505, 513, 517, 520 pre auction)
From '07

Figure 10

4-H CLUB/GROUP/AUTHORIZED UNIT
ANNUAL FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION

Reporting Year October 1, 07 to September 30, 08 Tax ID# (EIN) _____

SAN JUAN CO

Club/Group Name 4-H ANIMAL MARKET Club/Group # _____ County SJC
Savings Checking

Beginning Balance Date 10-1-07 \$ _____ \$ 18,523.63

Income this year \$ _____ \$ 39,733.55

Expenses this year \$ _____ \$ 38,129.18

Ending Balance Date 9-30-08 \$ _____ \$ 20,428.00

Bank Name Islanders BANK see attached

Account #: (checking) 212 023360 (savings) _____

List any Donors and Fundraising Activities

Description

\$ _____

\$ _____

Date IRS Form 990 filed if required _____
Required if Gross \$25,000 or greater

Treasurer's Signature Margaret E Phillips (Beth)

Treasurer's Name (Printed) Margaret E. Phillips "Beth"

Peer Review Completed Date _____

Peer Review Committee

Chair's Signature _____

Chair's Name (Printed) _____

Date Received in County Office _____

Date Received in Foundation Office _____

Attach list of equipment or other assets the club/group owns. Include date acquired and current value.

This Form Due into the County 4-H Extension Office by January 31.

SJC 4-H Market Animal Account
October 2007 through September 2008

Explanations of differences between manual & computer generated report

Gross sales from auction	\$38,267.07
	1,154.55
Less refund	<u>(75.00)</u>
Gross sales total:	\$39,346.60

Cost of Goods	
Checks to 4-H members	\$30,701.64
Market animal slaughtering	<u>1,214.40</u>
Less Total Cost of Goods	\$31,916.04

Gross Profit	<u>\$7,430.56</u>
--------------	-------------------

Other differences:

New Equipment	\$4,475.71
moved to Supplies expense	
Gordy Waite	(72.80)
Kerri Starr	(127.32)
Sherry Lawson	<u>(117.29)</u>
	\$4,158.30

Misc	\$202.22
------	----------

To Bank Charges	\$59.25
-----------------	---------

Sherry Lawson reimbursement	
To Supplies	\$55.00
To Incentives & Gifts	\$30.00
To Printing & Copying	\$57.97

Refund	\$0.00
Note: Deducted from	
gross sales (above)	(75.00)