

San Juan County 4-H Leaders' Council Meeting Minutes
January 23rd 2010 Orcas Island (Camp Orkila)

People in Attendance:

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

Leaders: John Gauthier (SJ), Lorena Stankevich (Orcas), Janelle Teasdale (San Juan), Moana Kutsche (Orcas), Kathy Morris (Orcas), Jennifer Black (Shaw), Gigi Allaway (Shaw), Pam Guyer (Orcas)

Extension Staff: Cindy Gauthier

8:35 Meeting called to order by President Jan Sanburg.

Jan reviewed the email vote in October '09 to spend \$200 on Celebration Lunch for the passage of the Levy. Event held after this meeting. Supplies to be purchased were: sandwich fixings, soup (Camp Orkila), punch, cake, ferry fair for special speaker. Jan made the motion, Terri seconded the motion and it was carried by Flo, John and Cathy via email.

Minutes from the Oct. 10, 2009 meeting were reviewed. Clarification was given by Flo that the CD referred to in the motions made section is actually the Endowment CD that when matures to \$10,000 will be transferred to the WSU Endowment fund. The Brick Fund is non-endowed.

Motion made by Flo to accept Amended October Minutes. Seconded by Terri and carried.

Treasurer's Report: Jan had a question about the \$500 left over from the levy activity being listed as revenue in 2010. Flo explained that our budget will look like we are spending more than we are taking in, but that's just how it happened to fall in recording from 2009 to 2010.

Flo had a question about Challenge Fund Money left (\$100) meant for equipment.

Action: Cindy will find out from Alice Hibbard what should be done with the left-over funds.

Flo explained that she had to void 2 scholarship checks that were written 3 years ago. One was re-issued. There are several more outstanding scholarship and award checks that are outstanding.

Action: Cindy will be in communication with these individuals to see if they want the checks to be re-issued. Flo has some concern regarding SJI Community Fund. 4-H is not on their brochure as a beneficiary. Flo also did not get a quarterly report from them.

Action: Terri will be in contact with the SJI Community Foundation to get some clarity on these issues.

Motion made by Terri to accept the Treasurer's Report. Seconded by Lorena and carried.

Committee reports:

Livestock Market Auction Committee: Policy and Guidelines submitted

Still Life Auction Committee: No Report

Horse Committee: Horse Policy changes submitted. 4 motions were made and carried. Motions were titled: Shared Horse Project, 2010 Dressage and Equitation Over Fences State Fair Qualification, Ribbons for Gaming and Trophy Return to Fair. 3 were passed unanimously. The Trophy Return motion passed with 7 yes and 2 no votes.

Trophy Committee: Terri reports that the new system is helping but still have issues with last minute trophies coming to fair (this year there were 50). Terri suggests adopting the Trophy Return form Horse Policy for an overall policy for return: Perpetual trophies due in July 1st. If not in by July 29th, cannot register for fair. This will be Move to Motions at the next meeting.

Flo commented that there is some concern regarding cross-divisional or overall awards causing cross-divisional competition (i.e.: round robin belt buckle award).

Action: Cindy is on the State Committee. She will check into this and bring back the final decision.

Scholarship Committee: Two leaders were supported in attending Forum in October 2009.

Old Business:

EIN reporting now done on IRS website. Not all leaders have web address.

Action: Cindy will send out an email to leaders to remind them to send e-postcards for EIN reporting to IRS by deadline in February.

Levy Review: WE WON! LC put up \$500 with \$500 match from Livestock Auction Committee to publish educational/informational advertising. Spent \$857.05.

Motion made by Terri to offer back to Livestock Committee \$71.47 (50% of remaining funds) and put the other 50% in LC general fund. Second by Kathy Morris and carried.

Pierre Franklin Scholarship Application Form was presented. Recommendations for changes were made by members to avoid overlap in categories, put due date on form and list the criteria for the award on the form.

Action: Scholarship Committee to re-evaluate and make changes to the form for LC review.

New Business:

Jan read through the LC Constitution and By-Laws and Policies. Recommendations for changes were made and will be presented at the March meeting for review and approval.

Question regarding Cindy being "under contract" during fair while paid with LC funds.

Action: Jan will ask Tom S. for a copy of the receipt from County for disbursement of Fair Pay for Cindy.

Motions Made and Passed:

- 1) **Motion made by Flo to accept Amended October Minutes. Seconded by Terri and carried.**
- 2) **Motion made by Terri to accept the Treasurer's Report. Seconded by Lorena and carried.**
- 3) **Motion made by Terri to offer back to Livestock Committee \$71.47 (50% of remaining funds) and put the other 50% in LC general fund. Second by Kathy Morris and carried.**
- 4) **Motion made by Flo for annual Leader and Member Insurance shortages to be paid from the Leader's Council General Fund. Terri second and motion carried.**
- 5) **Motion made by Jan that "Judging Printed Results and Comments of Large and Small Animal Round Robin to be turned in to 4H Office within 3 hours of the end of competition. Results to be made available to competition members, parents of members, and leaders upon request. Results not to be removed from office." Seconded by Terri and carried. (*Action: Jan will work with Cindy to make standardized Round Robin Score Sheet)**
- 6) **Motion made by Janelle to accept Horse Policy Changes and Notifications as written. Seconded by John and carried.**

Actions to be taken:

- 1) **Cindy will find out from Alice Hibbard what should be done with the left-over Challenge funds.**
- 2) **Cindy will be in communication with individuals who have outstanding award and scholarship checks to see if they want the checks to be re-issued.**
- 3) **Terri will be in contact with the SJI Community Foundation to get some clarity on issues regarding promotional material and quarterly reports.**
- 4) **Cindy is on the State Committee. She will check into cross-divisional competition issue and bring back the final decision.**
- 5) **Cindy will send out an email to leaders to remind them to send e-postcards for EIN reporting to IRS by deadline in February.**
- 6) **Scholarship Committee to re-evaluate and make changes to Pierre Franklin Scholarship Application form for LC review.**
- 7) **Jan will ask Tom S. for a copy of the receipt from County for disbursement of Fair Pay for Cindy.**

Next Meeting: March 27th 2010

Meeting adjourned at 11:35am

Minutes Respectfully Submitted by Cathy Cole 1/28/2010



San Juan Leader's Council Meeting
Orcas Island, January 23th 2010

Call to order
Roll call
Secretary Report
Treasurer Report



Committee Reports

Livestock Market Auction Committee
Still Life Silent Auction Committee
Horse Committee
Trophy Committee
Scholarship Committee

Review of Old Business Items

- Club treasury annual report and peer review deadline
- Review of Levy Proposition results and expenses
- Pierre Franklin scholarship application was discussed right before Fair and during Fair. We voted to up the amount to \$200 and the committee/LC needs to evaluate the application.

New Business

Move to Motions

Review of proposed Policy Changes, Corrections and Additions

There are currently 3 items for discussion and consideration for Policy Changes.

- 1) Recommendation for annual Leader and Member Insurance shortages to be paid from the Leader's Council General Fund
- 2) Judging Results and Comments of Large and Small Animal Round Robin to be turned in to 4H Office within 3 hours of the end of competition. Results to be made available to competition members, parents of members, and leaders upon request. Results not to be removed from office.
- 3) Update Horse Policy as approved by Horse Committee (see attached)

Set date for next meeting - - Adjournment of Meeting

Contact: Jan Sanburg if you need further information
office@nmt.us 360-468-3375 (days)



San Juan 4H Leader's Council Educational Activities Scholarship Financial Development Plan

The goal of the San Juan County 4H Leader's Council (LC) is to establish both Short Term and Long Term investments that to support the Educational Activities Scholarship (EAS) program for members and leaders.

The objective is to support as many members and leaders as possible to as many approved events as possible. The amount of support and the events supported will vary from year to year and an overall budget will be reviewed annually.

Funding for approved events includes payment for registration fees and individual ferry fare. A per diem expense will be considered if appropriate. Per Diem amount is not to exceed the General Services Administration (GSA) per diem daily amount for lodging or transportation only.

Adult Chaperones are funded for events that require chaperones. Chaperones are not funded for State Fair or Whatcom County Youth Fair.

Ferry fare for animal transportation is not funded.

Total funding of any one event to be voted on and approved by the SJC Leader's Council prior to the event, at a regularly scheduled meeting basis.

Total funding and event approval for EAS must be voted on and approved by the SJC Leader's Council prior to the event, at a regularly scheduled meeting basis.

Funded EAS events are:

Know Your Government: A conference designed to empower youth and adults to engage in leadership, citizen ship and life skills development

District Teen Rallies: For teens grade 7th through 12th. Educational workshops to bring together 4H youth from different counties. Youth and adults partner to coordinate, cooperate, and collaborate. District youth representatives for State Ambassadors and State 4H Advisory are elected at the rallies.

State Teen Conference: Includes interactive and hands on educational sessions. Features nationally known speakers, University staff and faculty members and 4H members as presenters.

National Conference: The National 4-H Conference is a working conference in which youth and adults--at the invitation of the Secretary of Agriculture--assist in the development of recommendations to help guide 4-H Youth Development Programs nationally and in their communities.

National Congress: This program is built upon the belief that young people can be significant partners in addressing the issues that face our nation, especially those effecting our youth. National Congress is the pinnacle of the 4H experience for many members.

EAS also provides funding for SJC youth to attend Washington State Fair and Whatcom County Youth Fair.

Investment Management Plan 2008-2012

The Key's Fund CD interest is available to fund the EAS program including events for members and leaders as well as the purchase and repair of designated trophies and a college scholarship. The principle of the Key's Fund CD can only be used to fund EAS when all of the following conditions are met:

- 1) In a financial emergency (no other funds are available)
- 2) When approved by a two-thirds vote of the Leader's Council members at a regularly scheduled meeting . Any motion to withdraw principal from the Keys CD must be included on a meeting agenda and circulated to all SJC Leaders at least 10 days prior to the meeting date.
- 3) The amount of principle withdrawn from the Keys CD not exceed \$500 per calendar year. Withdrawal must be made at maturity to avoid penalty for early withdrawal.

The San Juan Island Community Foundation (SJICF) Designated Fund

The purpose of this fund is to offer short term financing of the EAS based on the annual projected needs as set forth in the annual budget.

Revenue and contributions generated by this fund are designated to finance the EAS program and is not intended for any other purpose under any circumstances.

The minimum balance of the SJICF Designated Fund should be no less than \$800.

On November 1 of each calendar year, the Leaders council should decide what proportion of contributions, donations, earned interest income, and any other revenues generated by the SJICF Designated Fund in excess of the annual actual EAS program expense should be carried over to the current year or be withdrawn from the SJICF Designated Fund and deposited into the Washington State 4H Endowment Fund until said fund reaches the \$10,000.00 minimum amount.

Washington State 4H Endowment Fund

The purpose of this fund is to offer a long term financing of the EAS
Interest generated by this fund is used to finance the EAS program and is not intended for any other purpose under any circumstances.

Donors who specifically express a wish to make a contribution to an **endowed** fund are to have their gifts deposited into the Washington State 4H Endowment Fund.

Any revenues generated by this account in excess of monies required for the EAS program will be reinvested into the endowment principal.

Policy Changes

Changes or revisions of this Policy must be approved by two-thirds vote of the Leaders Council members. Motions to change, amend, or otherwise revise this document must be published on a meeting agenda and circulated to all SJC leaders at least 10 days prior to the meeting date.

PIERRE FRANKLIN MEMORIAL SCHOLARSHIP APPLICATION

Eligibility: Must be in the last half of the first year and not have completed more than two years of advanced schooling (either trade school or accredited college). Must have been a 4-h member in good standing in Junior and/or Senior year of High School.

Name: _____ would like to apply for the Pierre Franklin Scholarship. I am _____ years old.

Name and address of the school I am attending:

My Life Goals are:

Resume of all 4-H Activities:

Citizenship Activities:

High School Activities:

Community Service:

How I grew in 4-H (Project and Personal):

How your 4-H leader helped you develop:

Please include two letters of recommendation from any of the following:
(4-H leaders, school teachers, other community people, or county staff)

Signature of Applicant: _____

San Juan County 4-H Leaders' Council Meeting Minutes
October 10, 2009 Shaw Island

People in Attendance:

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

Leaders: Shaw: Monte Larson, Kathy Foley (by phone) **San Juan;** Cathy Cole and Terri Brown (by phone) Extension **Staff:** Cindy Gauthier

7:34 Meeting called to order by president Jan Sanburg.

Jan opened the meeting by reviewing the past year's activities- goals set & goals reached, the history of 4-H and the importance of moving forward.

7:40 The minutes of the previous meeting were read. A question was brought up about \$400 from brick sales be put towards the CD. Where did the \$400 come from? Jan is to look into it.

endowment

Jan noted that the required minutes summary was not made at the end of the July 25th minutes. A reminder needs to be made to substitute minute takers to include the summary.

7:50 Jan presented the treasurer's report. There was a \$33 insurance shortfall last year. **Should such shortfalls be covered by the general fund or 4-H dues? Item to put on next meeting's agenda.**

The treasures report needs some clarification and a proposed budget is needed.

Committee reports:

Still Life Auction Committee: \$333.00 was generated from this year's auction. In past years, winning bidders were mainly family members of the persons auctioning items. This year there was some non-family winning bidders.

Policy Committee: The need for the large and small animal Round Robin score card results being made available to the contestants in a timely fashion was discussed. Need to develop a policy?

Trophy Committee: How to manage straggling trophies coming to the Fair needs to be addressed.

With the State Forum fast approaching, the topic of scholarships was discussed. A \$300 lodging allowance was suggested.

The Shepherd/Shepherdess award was not presented to a recipient 2008. Jan to talk to the Livestock committee about this.

8:50 Proposition 1 info was discussed.

Election of Officers:

Jan- president, Terri- vice-president, Cathy Cole- secretary, and Flo with Terri's help, treasurer.

Monte moved and John seconded to authorize Flo to transfer funds from brick sales to the LC CD. Motion passed unanimously.

Next meeting January 4 on Orcas. Starting time to be announced later.

9:45 Meeting Adjourned

Motions Made and Passed:

Election of Officers: Jan- president, Terri- vice-president, Cathy Cole- secretary, and Flo with Terri's help, treasurer.

Monte moved and John seconded to authorize Flo to transfer funds from brick sales to the LC CD. Motion passed unanimously.

Actions to be taken:

Jan is to look into where the \$400 from Fair brick sales came from.

Items to put on next meeting's agenda: 1. Should such shortfalls as insurance be covered by the general fund or 4-H dues? 2. The treasure's report needs some clarification and a proposed budget is needed.

The Shepherd/Shepherdess award was not presented to a recipient in 2008. Jan to talk to the Livestock committee about this.

Items of Note:

Jan noted that the required minutes summary was not made at the end of the July 25th minutes. A reminder needs to be made to substitute minute takers to include the summary.

The need for the large and small animal Round Robin score card results being made available to the contestants in a timely fashion was discussed. Need to develop a policy?

Trophy Committee: How to manage stragglng trophies coming to the Fair needs to be addressed.

VOTES DUE BY JANUARY 12th!

Here are the suggested additions and changes to HORSE POLICY and the Fair Book Rules 2010. We've had no edits recommended. Mark your choice with an "X" in front of the word "Yes" or "No". The meeting is Jan 23rd so we need to get these in ASAP. Thanks for your help. Regards, Flo Call if you have any questions 378-2552.

Times for Western Games for Fair will remain the same for 2009 and 2010.

MOTIONS:

Yes No

SHARED HORSE PROJECT

Add to Horse policies. This is what we have been doing and this is in the Fair Book as a rule.

Fair Book rule (2009, page 27) reads:

"Shared animals - Two members may jointly care for and show one animal. These two members may not compete in the same class or lot at an event. A shared animal agreement form must be submitted to Extension by animal acquisition dates."

For our official Horse Policy, this rule would be made specific to read as below and added to our formal 4-H Horse Policies for the county.

Motion:

Add to Horse Policy:

"A shared project animal is defined as only immediate family members or two non-family members sharing the same horse including care and training responsibilities (Page 4, PNW574). All shared horses must be identified on the Horse Certificate and a completed shared animal project form must be filed with the 4-H office By May 15th. Two 4-H members may not compete in the same class or lot (division) on the shared horse at an event. Shared horse project animals must be carefully cared for and monitored for over use and stress. Every effort must be taken to care for the project horse and protect against over use."

Yes No

2010 DRESSAGE & EQUITATION OVER FENCES STATE FAIR QUALIFICATION

Use the July Show for Dressage and Jumping State qualification as in 2009.

Motion:

"WA State Fair 2010 qualifying Dressage Tests and Over Fences type classes for Senior and Intermediate Dressage and Equitation over Fences will be held at the July Bits and Spurs 4-H and Open Horse Show July 9-11, 2010, NOT at the SJ County Fair . At the July Show, Senior and Intermediate Dressage and Equitation over Fences classes will receive State qualifying points including Grand and Reserve Blue Danish's, except Showmanship. Dressage and Equitation over Fences Showmanship will be a State qualifying class at the July Show, but type class points including Grand and Reserve Blue Danish's are reserved for the Showmanship class at the SJ County Fair."

Yes No

RIBBONS FOR GAMING

Reduce expense for gaming ribbons.

Motion:

"Due to the economics of county Fair ribbon expense and lacking sufficient \$\$ or sponsors, for each 4-H Western Game type class at the San Juan County Fair we award:

POINTS: For each run of each Western Games type class, **points** for Blue, Red & White Danish times (5, 3, 1, respectively) according to times listed in the 4-H SJ County State Fair Equine Policy with Grand and Reserve points going to the fastest and second fastest Blue Danish times (10 and 8 points respectively).

RIBBONS: For each Western Games type class, the **4-H Grand and Reserve Ribbons** be awarded only to the overall fastest and second fastest Blue Danish times considering all (three) runs."

Yes No

TROPHY RETURN TO FAIR

Motion:

Due to the difficulties of receiving and organizing trophies awarded for 4-H and Open classes at SJ County Fair, all perpetual trophies from the previous year must be received at the Extension Office by the final date for Fair registration as published in the SJ County Fair Premium Book. If said trophy(s) is not returned by the published date, the holder of the trophy (last recipient) will not be registered for Fair. Furthermore, if the trophy is not returned, the holder will be charged to replace the trophy. 4-H and Open contestants that accept a trophy(s) at Fair assume this responsibility and agree to return the trophy by the required date and understand if they do not that they cannot register for Fair the year the trophy is due and will be charged and agree to pay a replacement fee. There will be reminders and 4-H Leaders are encouraged to facilitate trophy return, especially for Orcas and Lopez islands. Hardships will be referred to the Fair Grievance Committee.