Lorain County 4-H Advisory Committee

OSU Extension meeting room

Agenda January 17, 2024

Call to Order: Rebecca called to order at 6:36

Opening Pledges: led by advisory executive members

Ice breaker: Introduction, get to know me a Skittle

Roll Call: Members in attendance include: Rebekah Beaver, Melanie Broud, Angela Crawford, Kimberly Jayjohn, Sue Malik, Sheila Nash, Stephanie Parola, Cherie Parrish, Kim Polen, Becky Reed, Rebecca Rollin, Adam Wilson, Jennifer Wyatt, Julie Mackey, & Jackie Baca.
Absent: Amy Smith

Introduction of Guests: Honey Wilson

Reading & Approval of Minutes: Minutes sent via email to all members by Rebecca Rollin.

- J**ennifer Wyatt moved and Sheila Nash seconded to approve the minutes as sent. All members present in favor, none opposed. Motion passed**

Reading of Correspondence: Thank you note from Michelle Czarnecki for the contribution to her retirement celebration and for the flowers and kind words at the volunteer banquet. Thank you note from Emma Lewis for the recognition at the volunteer banquet.

Treasurer Report: Sue presented the treasurer's report.

- An internal audit was conducted and the audit was passed.
- Records were turned in to the extension office for review, audit was passed from the extension office. The only change is that books from the previous year are due to the extension office by April each year.
- Fill in totals from the advisory accounts.
- **Cherrie Parish moved and Jennifer Wyatt seconded to approve the treasurer's report as read. Report filed for audit.**

2024 Budget Proposal

- Discussion of budget for the 2024 Advisory activities.
- Questions were asked and answered about bank fees and what the miscellaneous funds are used for.

- Discussion of name badges and if they are needed. The decision was made to keep name badges. Jackie recommended that badges are worn whenever you are representing 4-H as an Advisory Board member. Times such as meetings, the open house, and the fair.
    - **Angela moved and Stephanie seconded to approve the budget as read. All in favor, none opposed. Motion carried.**

- ***Names need to be changed on the Huntington checking account. Currently, Cory Seabold, Morgan Goss, Rebecca Reed & Sue Malik are on the Huntington bank account. Corey Seabold and Morgan Goss need to be removed and Rebecca Rollin, Kimberly Pollen, Rebecca Reed, and Sue Malik need to be added to reflect the current Advisory Board executive board.***
    - ***Kim Polen moved and Cherie Parrish seconded to remove Cory Seabold and Morgan Goss from the account and to add Suzanne Malik, Rebecca Reed, and Rebecca Rollin to the account. All in favor, none opposed. Motion carried.***

Bills:

- Bill from Pat Klingshirn requesting $749.64 to cover expenses for an SESP Show being held in 2024. Facility rental and microphone rental would be taken out of the proposed budget since they are already being covered (-$330.00). The new total would be $419.64 Of the $419.64 requested $150 is start-up cash that the board will be asking to be returned.
    - **Kim moved and Stephanie seconded to pay Pat Klingshirn $419.64 with the exception that the $150 start-up cash requested would come back to Advisory. All in favor, none opposed. Motion carried.**
    - **Kim moved and Melanie seconded for the motion to be amended and read as follows- Pay $244.64 to Horse Show Ribbons directly with the remaining amount of $ 175 to be paid out to Pat Klingshirn with the stipulation that $150 used for start-up cash be returned to Advisory. All in favor, none opposed. Motion carried.**
- Abby Chenoweth is asking that Advisory transfer $33. From the money left in the Ag Olympics account.
    - **Stephanie moved and Kim J. Seconded to move $33 from Ag Olympics to the Milk Barn fund. All in favor, none opposed. Motion carried.**

<u>Committee Reports:</u> Selection of sub-committees.

- Sub Committees were chosen and are as follows:

    - **Ways and Means**- Melanie Broud, Sue Malik, Kim Jayjohn

    - **Constitution & By-Laws Review**- Angela Crawford, Rebecca Rollin, Jennifer Wyatt, & Kim Polen

    - **Publicity & Promotion** - Kim Jayjohn, Adam Wilson, Stephanie Parola

- **Executive Officer Nominations & Elections** - Angela Crawford, Cherie Parrish, and Becky Reed

- **Diversity, Equity, and Inclusion** - Sheila Nash & Becky Beavers

- **Membership** - Rebecca Rollin, Melanie Broud, Becky Reed, & Jennifer Wyatt

- **Banner Club & Officer Books** - Amy Smith, Adam Wilson, Becky Beavers, Cherie Parrish, and Sue Malik

- **Audit** - Amy Smith & Sheila Nash

- **Awards**- Stephanie Parola, Kim Pollen

Old Business:

- Review of minutes about the special fund's disbursement amounts. Rebecca Rollin explained that in the past Advisory looked at setting a cap for spending per request. There is no income for these special committee funds. The only exception from this was the money deposited last year which came in from a court case. The deposits seen in the special funds are from money that was returned from overages. Funds are returned when it is given to an individual but when clubs use the money any money that is left unused is kept by the club.

- The question was asked about anonymous donations. The Endowment Committee handles funding so anonymous donations would be sent to the Endowment Committee.

- Stephanie, Angela, Kim Jayjohn, and Sue Malik volunteered to be on a committee to set a spending limit per request for special funds Advisory is holding.

New Business:

Endowment Bake Sale

- This year the Endowment Dinner is being held on Saturday, April 6th at the German Villa. The Endowment Board is asking if we want to sell snacks in addition to having a bake sale.
    - Donations are collected of baked goods from the Advisory Board.
    - **Angela moved and Kim seconded to do the bake/snack sale and to spend up to $150 to purchase snacks to sell at the banquet. All in favor, none opposed. Motion carried.**
    - Melanie volunteered to head the bake sale this year.

***4*-H Open House -March 7th at the JVS from 6-8**

- Last year clubs came and advertised about their club.

- This year we are looking to set up tables by project that way new people can see what types of projects are available.
- Kim J., Adam, and Stephanie will be heading as the Publicity & Promotion committee

4-H Volunteer Conference March 9, 2024

- We would like to look at finalizing the sponsorship. The Endowment Board is sponsoring $250 for youth.
    - Fay Handrosh (40 years), Carolynn Knapp (60 years), and Brenda Teeters (being inducted into the 4-H Hall of Fame. are being recognized this year.
    - Stephanie moved Kim J seconded to pay the $250 level sponsorship with the seats going to the award winners from Lorain County with the additional seat going to Brenda Teeters for a plus one. All in favor, none opposed. Motion carried.

Volunteer Taining

- Jackie has asked Advisory to help with the break-out sessions during the volunteer training.
- Topics for training are communication, inclusion, and accountability as reported from the survey at the end of the 2023 year.
- Diversity, Equity, and Inclusion committee of Sheila Nash and Becky Beavers will be taking the lead on the volunteer training.

Banquet Ideas

- **Annual Recognition Program-**looking to present youth and volunteer awards at the dinner. Youth awards like State 8 of 8 for horse, avian bowl, and the county volunteer awards will be included.
    - Food last year cost $1500 plus a $300 tip.
    - Asking for a banquet committee. Kimberly Jayjohn, Becky Reed, Sheila Nash, Stephanie Parola, and Rebecca Rollin volunteered to be on the planning committee.

Select Representative for Livestock Committee

Becky Reed, Angela and Melanie are interested in attending the livestock committee.

Discuss Youth Representatives and vote on them.

- Youth Representatives nominated are Delaney Reed, Jordyn Simpson, Honey Wilson, and Charlee Polen.
- Delaney Reed, Jordyn Simpson, and Charlee Polen have accepted the nominations.
- Honey Wilson unfortunately was not old enough.
    - Kim P moved and Becky B seconded to accept Delaney, Jordan, and Charlee as youth advisory members.
    - Of the youth members, they will be able to choose 1 youth representative to become part of the executive board.

Open Advisory Board positions

We have a one-year position and a position that has 2 remaining years on the term. What do we want to fill these positions? Erin Mourton has asked about being a community representative in a 1-year position. Erin is currently a project advisor within a Lorain County 4-H Club. She qualifies for either position. Jackie is reaching out with information about advisory to see if she is interested. In addition, there is one advisor who did not get voted in due the there only being 4 positions open. Offering the 2-year term to Brenda Beursken.

Extension Update:

No more quarterly meetings. Need to find a new location in April- suggested locations are Oberlin Positivity, Keystone, or Constellations schools.

If you need a name badge please see Jackie at the end of the meeting.

Open forum: 10-15 min max

- 6 members participated in the test out for Assurance.
- Becky R. will be looking into horse stalls for the stall fund money.
- Kim felt Advisory should support the Ag Olympics in some way this year. Maybe use funds raised from the bake sale towards supporting Ag Olympics.
- Milk barn- will need to have new help with the milk barn. The two individuals who helped are no longer on the board. Will need at least 2 people available. Would work better for someone who is staying at the fairgrounds. Rebecca Rollin and Melanie have said they will help.

Becky B will provide and snack.

Melanie will provide a drink for the next meeting.

Adjourned: Angela moved and Sheila seconded to adjourn the meeting at 8:50. All were in favor, and none opposed. Motion carried.

Next meeting is February 21,2024 at OSU Extension Office Meeting Room @6:30pm