The meeting was called to order at 6:37 by President Rebecca Rollin.

Pledges led by Angela Crawford.

Members in attendance were: Rabekah Beaver, Melanie Broud, Angela Crawford, Kimberly Jayjohn, Sue Malik, Stephanie Parola, Cherie Parrish, Becky Reed, Rebecca Rollin, Delaney Reed, Jordyn Simpson.

Excused: Sheila Nash, Amy Smith, Jennifer Wyatt
Absent: Adam Wilson

Youth Introduced- Jordan and Delaney introduced themselves.

Guests:
- Christina Howard was a guest at the meeting. She spoke about her frustration in the awards process that took place last fall involving her daughter, Chloee Howard.
- Rebecca Rollin and Stephanie Parola are looking into the issue and will be getting back to Christina.

Rebecca went over the proper meeting rules
Roberts rules used
Cell Phones on silent

Election of Vice President: The 3 nominees are Amy Smith, Angie Crawford, and Stephanie Parola. Stephanie rescinded her nomination since others had stepped up and offered.
Angie spoke about herself. She is a 4-H Alumni and advisor of the Back to Basics 4-H club, a community service-focused club- that donated hand-tied blankets and personal kits to donate for the homeless, a school volunteer, past advisory, and endowment board member. Angie informed the committee about her understanding of the meeting process and Robert's rules, if elected she will be an advocate for the board and the kids in the county.

Amy Smith- missed the last meeting due to a death in the family. She is at a Penfield zoning meeting tonight where she serves as the secretary. Given scheduled dates to the zoning board for the future advisory meeting. Advisor for 20 years, Barnyard Buddies, has been on advisory for many terms starting in 2010.

Votes for Vice President were cast by ballot and were counted by Cherie Parrish and Sue Malik.
After the count Angie Crawford had more votes and was elected Vice President,
Kim moved to destroy ballots and Melanie seconded all in favor. Motion passed.

Extension Update:
Jackie-Please remember SOP during the committee meetings. Board would like to know how to collectively keep the information. We want to have access to the information and procedures for the next year's committee members. Jackie will get the answers to any questions of SOPs. We currently do not have SOPs for the committees.

Jackie did an open house at Wellington Implement and was able to do networking. She has shared contacts with the groups the interest pertained to.

We do not have an extension budget from the county commissioners yet. Jackie reported she only asked for enough funding to cover staffing at the extension office.

An email was sent today for a proclamation for 4-H week. It included everything we are doing for 4-H week including the Open House. March 1st is the meeting where the proclamation will be read. This is in the county administration building downtown 226 Middle Ave., Elyria, and starts at 9:30 am. Melanie and Kim will be taking their children to the meeting.

Jackie thanked the Advisory Committee for the effort already put into the events this year.

Secretary Report-
- Minutes were sent out on February 4th. Motion made by Angie and seconded by Stephanie. Motion passed.

No correspondence.

Treasurers Report- Report provided by Sue Malik.
- Sue explained to Pat Klingshirn about the funding she received from advisory.
- Sue added a column to the for the minutes where one could find the discussion.
- Cherie moved and Rabekah seconded to file the report for audit. Motion passed.

Committee reports

- Rebecca would like to go over the sub-committee list which has the chairperson highlighted in yellow.
  - Stephanie corrected the list- she was listed under audits and is not on the committee
  - Rebecca has removed herself from committees and will act in a supervisory role for all committees.
  - Subcommittee rules and regulations were provided. Any subcommittee that needs clarification on what to do? None noted.
  - The chairperson is to respond to the president with an update one week before each advisory meeting.
- Sheila Nash is taking a leave until at least the April meeting. Amy Smith will be asked to be the chairperson for the Audit Committee.
- Need more volunteers to help with the Awards since Kim Polen resigned. Kim and Angie volunteered.
- Becky Beaver was asked if she needed any other help with diversity, equity, and inclusion. Melanie Broud stepped up to volunteer.
- Discussion of the need for more members of the constitution and bylaws committee. The suggestion was given to keep the same number of people.
- We are looking for members for the awards, and constitution and bylaws committees. If anyone would like to be added to a subcommittee please let Rebecca or Angie know.
- Rebecca and Angie will work to get the folders out.

Publicity and Expansion - Kim Jayjohn reported -

https://drive.google.com/file/d/13KPXvFBjGxnzy5D8l5obtlx0SQfhYV0i/view?usp=drive_link

Banner Club and Officer Book Contest- Sue last year clarifications were made in the banner club and officer book contests. They are current on the website.

Diversity, Inclusion, and Equity (Volunteer Training)- On January 24th meeting was held for volunteer training and networking. Specialty tables were given the chance to speak. The first volunteer training was held on February 10th.
Suggestions
- Bundle club information instead of having them by file and have someone man the table.
- Remove the winning plan table.
- Need to request the microphone
- Need to request sign-in for computers

Special Funds - making progress and have some guidelines and have established the need for an application. Meeting after tonight's meeting to set up the next meeting date.

No other committees had reports.

Old Business-
- Snacks for Endowment Dinner
  - Stephanie reached out for a quote on popcorn from Kelly's Kettle Corn $1.50 for a small bag, and $4.50 for a medium bag. Assorted flavors (kettle, caramel, cheese/caramel mix, kettle/caramel mix) and asked for a one-week notice. We would like to give at least 2 weeks' notice. This is for the endowment dinner since we can not raise funds with the bake sale or beverage sales this year. Rebecca is passing around a sign-up for volunteers to provide snack items. We set a budget of $150 to buy snacks. We can either spend the entire amount on popcorn or we can split the money. This year seating was limited to 400 attendees.
    - Q- Are prices set for items sold?
      - A-We have done things both ways and asking for donations was more profitable.

Melanie and Kim are going to finalize what to ask for in terms of donations.

- Kim moved to use $150 to purchase bags of popcorn from Kelly's Kettle Corn Rabekha seconded. Bags will consist of the top 2 flavors. All in favor, none opposed. Motion passed.

- Follow up on the place for April Meeting
  - Lorain County Fair Hall said they were getting an overabundance of requests for free meeting requests. Rebecca is waiting for a response back from the fair.

New Business
- Next training is April 11th at the JVS. Do we need anyone else to help set up or clean up?
- Friends of 4-H is doing Valentine's sock hop that had to be canceled. They offered the $500 they were going to use from Sterks catering. We accepted the donation and will be using Sterks for the volunteer banquet. Since the decision had to be made quickly the executive team decided to accept the donation.

<u>Funds Requests</u>-
Elyria Precious Pups and Projects requested funds for the Dog Fun Show on June 28th & 29th requesting $110 for judges and requesting funds to come from the dog council account.

Cherie moved and Stephanie seconded to give $110 for the Dog Fun Show on June 28th & 29th. All in favor, none opposed. Motion passed.

Lorain County State Equestrian Team is requesting funds to purchase books needed for competitions. The books requested are Light Horse Selection, Beginning Horse Management, and Horse Smarts. The total funds requested are $259. 21.
Melanie moved to approve the $259.21 to be split between SaddleHorse and SESP funds Stephanie seconded. All in favor, none opposed.

Becky Reed requested registration for Horse Bowl, Hippology, Judging, and Groom and Clean State competitions. Jordan moved to approve $482.50 to be paid out and split 50/50 between Saddle Horse, and SESP funds. All in favor, none opposed. Motion passed.

Access to forms we are creating, where do we want these to be kept? Recommendation for the forms to be kept on the website for public use. For just the advisory committee where do we want these to be kept in the meantime? Setting up a Google Drive or google classroom where we can keep all information. An advisory Gmail account will be created and this is where documents will be kept.

SOPs need to be created specifically for awards. Every committee needs an SOP so the next chair coming in knows what is expected.

Open forum:
Rabekah spoke about kids that do not have access to the internet. Is there a way to accommodate these kiddos? Some of the projects are online. This could be a club-level issue. Asking Jackie for guidance.
Idea given to reach out about a partnership with Staples for kids to print using an Endowment Grant.

Becky spoke about the stall fund. Reached out to Rick Ternes and was told to hold on the stall fund.

Kim is bringing a snack and Rebecca is bringing drinks to the next meeting.

Jordan moved and Angie seconded to adjourn the meeting. All in favor, none opposed.
Motion Passed.
The meeting adjourned at 8:49.